AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 4, 2022 – 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. December 21, 2021- Regular Meeting of the City Council
2. December 21, 2021- Committee of the Whole Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, January 17, 2022 *(In Observance of Martin Luther King Jr Day)*
2. Committee of the Whole	Tuesday, January 18, 2022 at 5:00 p.m.
3. City Council Meeting	Tuesday, January 18, 2022 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, January 18, 2022 *(Immediately following the City Council Meeting)*
5. Goal Setting	Monday, January 24, 2022 at 5:30 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
    a. Resolution 2022-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2022
2. Resolution 2022-XXX Designating an Official Newspaper, Appointing Depositories and Professional Services

Community Development Director Stephanie Hillesheim
3. Resolution 2022-XXX Approving the Amendment to the Conditional Use Permit at 305 East Main Street as Requested by Jim Bergman
4. Resolution 2022-XXX Approving a Conditional Use Permit for a Religious Institution at PID 05.029.1900 for New Hope Community Church

L. Approve Consent Agenda

1. Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $7,610.06, Payroll in the Amount of $126,311.84 and Accounts Payable in the Amount of $772,929.21
2. Resolution 2022-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 21, 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 Specialist Ryan Saltis, City Attorney Joe Langel, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

Others Present: Margaret Stringer, 305 Broadway ST SE

D. Public Comment
Margaret Stringer, 305 Broadway ST SE, shared her concerns with the car wash selling vehicles in the parking lot.

E. Adopt Agenda
ADD F.2. Recognition of Isanti Lions for Isanti County Christmas Project 40th Anniversary
ADD F.3. Remembering Fallen Officer Marshal Frank Dahlin

REMOVE K.1.

Renumbering K.1.-K.3.

K.1. City Council and Commission Meeting Dates for 2022

K.2. ORD-765 Amending Chapter 160; Fees

K.3. Resolution 2021-258 Approving a Final Plat for PID 16.125.0020

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

1. Years of service Awards
   Mayor Johnson recognized John McCarty and Brian Saba for their 5 years of service with Isanti.

2. Recognition of Isanti Lions for Isanti County Christmas Project 40th Anniversary
   Mayor Johnson recognized Isanti Lions for their 40th Anniversary of the Isanti County Christmas Project.

3. Remembering Fallen Officer Marshal Frank Dahlin

Chief of Police Travis Muyres shared that 95 years ago Officer Marshal Frank Dahlin was killed in the line of duty at the Potato Warehouse when he interrupted a robbery and was shot twice during an exchange of gunfire. He succumbed to his wounds two days later. Two men were arrested four months later and charged with Marshal Dahlin's murder. Both were wanted for several robberies in neighboring counties and the murder of a cashier during a bank robbery in Weelock, North Dakota, that occurred on November 12th, 1926. On May 14th 1927, both were convicted of Marshal Dahlin's murder and sentenced to life in prison. One was paroled on January 24th, 1949, after being diagnosed with severe heart problems.

Marshal Dahlin had served with the Isanti Police Department for one year. He was survived by his wife and stepson.

G. Approve City Council Minutes

1. December 7, 2021- Regular Meeting of the City Council

Motion by Bergley, seconded by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

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

Councilmember Lundeen shared that the Joint Powers Agreement has been tabled until a resolution is found. Lundeen further shared that the Fire District has gotten approval to purchase Ranger pickups because General Motors pulled their state bid package for buying state vehicles. They will be selling their two Impalas that are duty crew cars.

Councilmember Collison shared that the last race of the season was December 15th and BMX track is closed until after the 1st of the year. Collison further shared that the Fire and Ice Series is going to be sponsored by the National Guard this coming year.

J. Public Hearings

None

K. Business Items

~~**1.** Interview Applicant Vaughn Ihrke for Vacant Parks, Recreation and Culture Board Member Seat~~

City Administrator Josi Wood

1. City Council and Commission Meeting Dates for 2022

Administrator Wood shared that typically at this meeting every year the meeting schedule is sent out for the following year. This includes City Council meetings, EDA meetings, Committee of the Whole meetings, Planning Commission meeting and Parks, Recreation and Culture Board meetings. Earlier in the evening Goal Setting meeting date and time had been determined for

January 24th at 5:30 p.m. There is one Wednesday meeting for City Council in observance of National Night Out which will be August 3rd.

Motion by Bergley, seconded by Gordon to approve City Council and Commission dates for 2022.

2. **ORD-765** Amending Chapter 160; Fees
Administrator Wood shared that annually the Fee Schedule is reviewed for warranted changes to ensure it is accurate for what staff costs are and any other significant changes. The changes are the same as presented to Committee of the Whole last month. The only addition is meter pricing because at that time it was undetermined what the pricing would be and the change has been made to say "at cost." Also, in Chapter 76-16 there was a reference to investigation for comprehensive background and financial investigation where it was written within Chapter 76 but not City Code so it was added to City Code as well. Changes also included removing any fines that were in Chapter 160 and including them in their applicable Chapter of City Code if not already included. Wood further stated that recommended changes are made by staff and City Attorney. The Ordinance draft has been reviewed by Committee of the Whole and posted for the required 10-day notice period.

   Motion by Lundeen, seconded by Bergley to approve Ordinance as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2021-258** Approving a Final Plat for PID 16.125.0020
Administrator Wood shared that there is a property in the Industrial Park at the Isanti Centennial Complex 3rd Rearrangement. It was listed as an outlot and the City is in the process of selling this property to Special Tools, Inc. It has already gone through the EDA and is EDA owned property. However, it was platted in 2007 as an outlot and needs to be platted as a lot. The intent is the same as it was in 2007 but is now a buildable lot.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

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 2021-259** Approving Adopt-A-Park Policy Revision
3. **Resolution 2021-260** Accepting Full-Time Police Officer Tyler Lawson Letter of Resignation
4. **Resolution 2021-261** Approving a Check to be Written to Northern Elements Cheer for Volunteering at Isanti Movie Nights
5. **Resolution 2021-262** Approving Revision to Current Mowing Policy
6. **Resolution 2021-263** Approving Enrollment in Utility Assistance Program

A motion was made by Lundeen to approve the Consent Agenda, seconded by Bergley. 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

M. Closed Session

1. City Administrator Annual Performance Review Pursuant to Minnesota Statutes 13D.05 Subd3 (a)

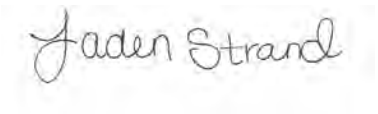
At 7:14 the City Council went into closed session regarding performance of the City Administrator.

Upon reopening of the meeting at 7:17 p.m., no action was taken.

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:38 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 21, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance as 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, Public Services Director Matt Sylvester, Community Development Director Stephanie Hillesheim and Finance Director Mike Betker

Others Present: George Hemen

D. Public Comment
None

E. Committee Meeting Items

1. Public Works Updates

- Crews have been working on a tree trimming list. This list is generated over the Summer when trees are at their fullest and is completed annually as a winter project.
- Due to the lack of snow in November, Public Works was able to help out with the Liquor Store move.
- The 2021 Storm System Management Project is now completed.
- Staff will be doing some brush cutting in other storm ponds over Winter when the ground is frozen as routine maintenance only.
- Sewer Jetting was completed this Fall. This year they jetted more than usual as a training exercise for some of the newer team members concentrating on gravity areas out to the main lift station.
- The clarifiers at the Waste Water Treatment Facility have been drained and cleaned. The WWTF is now in Winter mode where the clarifiers and UV bulbs are not in use.
- Fall maintenance was completed at the WWTF including oil changes on the backwash pumps, sludge pumps and the aeration blowers.

- Private well water testing is almost complete. Residents who have a private well are required to provide sample to be tested for Bacteria (Bac-T) and Nitrates in their private well. The limit is 0 for the Bac-T test and 10 mg/l in the Nitrates sample. This year, 9 residents did not submit their sample results. Public Works is working on gathering those samples and getting those samples submitted.
- Public Works was also able to make a "Snow Making Machine." Staff has made a few modifications to it since the initial use with the cold temperatures. It will be used as need when the temperatures are cold enough.
- The Compost Site closed November 7.
- The Santa Event was held at the Isanti Community Center on December 10 beginning with Santa Claus followed by the movie "Jingle all the Way."
- On December 12th Parks, Recreation and Event Coordinator Alyssa Olson held the "Candy Cane Flashlight Hunt" in Legacy Park.

2. Water and Sewer Base Fee Charges Discussion
- This was requested to be added to the agenda for discussion.
- Water and Sewer Base fee charges began in 1982 and at the time a lot of residents had well water and asked to start testing the water.
- At the time wells were not passing the test and the fee was meant to be an incentive to get onto the system.
- In 2020, charges collected was $3800.00.
- Roughly 13 residents are charged for sewer and 33 charged for fixed water.
- Recommendation from Committee is for staff to look into City Code and different scenarios and bring back to Committee of the Whole for discussion.

3. Council Chambers Rental Discussion
- Earlier in 2021 this policy was brought back and updated to include a $100 damage deposit, rules and regulations for use and added capacity. The rest of the policy was left intact.
- The policy only allowed certain groups and organizations. Religious and Political groups were not permitted to rent the Council Chambers.
- Upon attorney review, it has been concluded that certain groups cannot be excluded and needs to be biased.
- Consensus from Committee is to not allow the public to rent the space but staff can use it for City functions for needs of the City.

4. Goal Setting Meeting Date Discussion
- In the past Goal Setting meeting was on a Tuesday morning which did not work well with schedules, after other City meetings which in turn made for a really late night as well as the 4th Tuesday in January which would be January 25th.
- Consensus from Committee is for the Goal Setting meeting to be held on Monday, January 24th at 5:30 p.m.

5. Farmer's Market Location Discussion

- With the old liquor store being sold brings up the question where the Farmer's Market go.
- Options include: New Liquor Store, Bluebird Park and Eagle Park.
- Liquor Store staff has asked that if the Farmer's Market moves there to have the date change to any other day of the week so it does not interfere with them.
- Some vendors had concerns moving the Farmer's Market back to Eagle Park.
- Recommendation from Parks, Recreation and Events Coordinator is to have the Farmer's Market at the Liquor Store on Wednesdays.
- Consensus from Committee is for staff to ask Coborns first and if no luck have it at the North end of the parking lot and move to the South side of the lot if the land sells.

6. Economic Development Authority, Planning Commission and Parks, Recreation and Culture Board Minutes Discussion
- Current practice is meetings from other boards such as EDA, Planning Commission and Parks, Recreation and Culture Board have all come back through City Council to be approved. This does not need to be done as each Board approves their own Minutes.
- If anyone wants to see what each Board has approved the Minutes are on the City's website.
- Consensus from Committee is to not include Minutes for approval but add Councilmembers to the Park Board Agenda Packet email list.

7. CSAH 5 & 8th Ave Intersection
- A concept layout was shared with Committee.
- The City Engineer's estimated cost was $100,000.00 and the final cost is $100,000.00.
- Consensus from Committee is to share concept with the County and inquire if they would be willing to split the cost 50%.

8. Memorial Sign for Marshal Frank Dahlin
- Sam from the Historical Society reached out to Councilor Collison about a memorial sign for Marshal Frank Dahlin close to the site the incident occurred.
- Parks, Recreation and Events Coordinator Alyssa Olson is working with the Park Board about putting an observation deck near the location where it could potentially be a memorial observation deck.
- Consensus is for the Historical Society to work with Parks, Recreation and Events Coordinator Alyssa Olson about details regarding the memorial sign.

9. 901 East Dual & 400 East Dual
- Wood updated the Committee that on Friday the City closed on 901 East Dual property and today closed on 400 East Dual to Nick and Drews Discount Foods.

F. Adjournment

Meeting was adjourned at 5:53 p.m.

Respectfully Submitted.

Jaden Strand

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.

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Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: January 4, 2022

Subject: Resolution 2022-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2022

Background:

Appointments must be made for the year 2022 for Advisory Committees, Commissions and Boards.

Parks, Recreation and Culture Board

There is one open seat for an appointed member and one Student Representative position also open. Advertisements were placed to seek interested candidates. One application form was received from Vaughn Ihrke. The applicant lives within City limits. The open board seat is for a 3-year term extending to December 31, 2023.

EDA

There is one open seat for an appointed member. Advertisements were placed to seek interested candidates. The board seat is for a 3-year term extending to December 31, 2023.

Planning Commission

There is one open seat for an appointed member. Advertisements were placed to seek interested candidates. The board seat is for a 3-year term extending to December 31, 2023.

Request:

- Interview subject candidate that applied for the Parks, Recreation and Culture Board seat and make appointments for Boards, Committees and Commissions.

Attachment:

- Resolution 2022-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2022
- Applicant's Application

RESOLUTION 2022-XXX

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2022

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 2022:

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 2022:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
Open Seat	*(term expiration 12-31-2024)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
Jeffrey Johnson	**Council Representative** (term *expiration 12-31-2022)*
Open Seat	**Student Representative** *(term expiration 12-31-2022)*

4. That the City Council designates the following individuals to the Planning Commission for year 2022:

Mayor and City Council:

Jeffrey Johnson	(*Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	(*Appointed 1-4-2022; term expiration 12-31-2022*)
James Gordon	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Paul Bergley	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022*)

Appointed Members:

Open Seat	*(term expiration 12-31-2025)*
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 2022:

Mayor and City Council:

Jeffrey Johnson	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	*(Appointed 1-4-2022; term expiration 12-31-2022)*
James Gordon	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Paul Bergley	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022)*

Appointed Members:

Open Seat	*(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 4th day of January 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, City Clerk
Date: January 4, 2022
Subject: Resolution 2022-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 2022 official city newspaper have been received from County News Review and Isanti-Chisago County Star.

County News Review $ 1.99 per column inch (9 lines/inch)
3930 distributions in 55040/Isanti

Isanti-Chisago County Star $ 2.10 per column inch; (9 lines/inch)
1885 distributions in City of Isanti

Both bids received are from qualified newspapers as they reach the minimum subscriber/ distribution threshold per State Statute 331A.02.

Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2022.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

RESOLUTION 2022-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 2022; and,

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

County News Review $1.99 per column inch (9 lines/inch)
3930 distributions in 55040/Isanti

Isanti-Chisago County Star $2.10 per column inch; (9 lines/inch)
1885 distributions in 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 2022 at a rate $_____ per column inch, at 9 lines/inch.

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

Depositories: Falcon National Bank
RBC Wealth Management
Oppenheimer & Co. Inc.
City Attorney: Ratwik Roszak & Maloney, P.A
City Engineer: Bolton & Menk, Inc.
City Auditor: Abdo
Financial Advisor: Northland Securities, Inc.
Bond Counsel: Taft Stettinius & Hollister

Benefit Consulting Services: NFP

This resolution was duly adopted by the Isanti City Council this 4th day of January 2022.

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: Stephanie Hillesheim, Community Development Director
Date: January 4, 2022
Subject: Resolution to Approve Amendments to the Conditional Use Permit for Auto Sales at 305 Main Street East.

The Planning Commission held a public hearing for the Conditional Use Permit Amendment Application for 305 Main Street East. The Planning Commission approved the request with the added conditions:

1. The site is limited to displaying a maximum of eight (8) vehicles on the lot for sale located in the northwest corner of the lot.
2. Fencing on the west side of the property must remain in place to soften the effects of the auto sales upon neighboring residences.
3. Fencing between 4 and 5 feet high on the south side of the property must be installed to soften the effects of the auto sales upon neighboring residences.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve Resolution as written, approving the amendments to the Conditional Use Permit.

Attachments:

- Resolution 2022-XXX
- Findings of Fact

RESOLUTION 2022-XXX

APPROVING THE AMENDMENT TO THE CONDITIONAL USE PERMIT AT 305 EAST MAIN STREET AS REQUESTED BY JIM BERGMAN

WHEREAS, Jim Bergman of Sportsmen Specialties has applied for an Amendment to the Conditional Use Permit at 305 East Main Street to allow Auto Sales as an additional use to the site as detailed in Resolution 2003--022; and,

WHEREAS, the Planning Commission held a public hearing to consider the Conditional Use Permit request on December 21, 2021; and,

WHEREAS, the Planning Commission voted unanimously to recommend approval of the Conditional Use Permit request with certain conditions;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Jim Bergman's request for a Conditional Use Permit is hereby approved requesting allowance of Auto Sales at 305 East Main Street with the following conditions added to the original conditions as stated in the original Conditional Use Permit:

1. The site is limited to displaying a maximum of five (8) vehicles on the lot for sale located in the northwest corner of the lot.
2. Fencing on the west side of the property must remain in place to soften the effects of the auto sales upon neighboring residences.
3. Fencing between 4 and 5 feet high on the south side of the property must be installed to soften the effects of the auto sales upon neighboring residences.

This resolution was duly approved by the Isanti City Council this 4th of January 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
CONDITIONAL USE PERMIT AMENDMENT – 305 MAIN STREET EAST

Request

Request by Jim Bergman of Sportsmen Specialties for a Conditional Use Permit Amendment to increase the number of vehicles displayed for Auto Sales at 305 Main Street East.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit Amendment for to increase the number of vehicles on display for Auto Sales.
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 December 21, 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 December 9, 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 February 18, 2003 the Isanti City Council approved a Conditional Use Permit for Auto Sales at 305 Main Street East through Resolution No. 2003-022.
8. On December 21, 2021 the City of Isanti Planning Commission approved the Conditional Use Permit Amendment to modify site plans with conditions listed in the December 21st staff report and passed with a 4-1 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. 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 business is consistent with the goals and objectives of Isanti's Comprehensive Plan to develop along Highway 65.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Auto Sales is a Conditional Use in B-2 General Business zoning district, 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 operation of auto sales will enhance the community and general welfare and is not anticipated to endanger the public's health, safety, morals or comfort.*

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The conditional use is not anticipated to diminish or impair surrounding property values. Surrounding uses of this parcel are commercial properties, state highway, and residential areas. Adjacent residential properties will be shielded by new and existing fencing.*

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 already connected to and serviced by adequate utilities.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The proposed conditional use amendment does not maintain adequate parking standards. The intended use does conform to the other applicable regulations of the district.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement.*

Decision

The City of Isanti Planning Commission reviewed the request in a public hearing that was held on December 21, 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 Bergley, seconded by Johnson to recommend approval of the Conditional Use Permit Amendment. Motion passed 4-1.

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: January 4th, 2022
Subject: Request by New Hope Community Church for a Conditional Use Permit, said request is to allow for a Religious Institution in the R-1 Tier 1 Zoning District

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Background: A presentation was given at the December 21, 2021 Planning Commission Meeting by the City's Community Development Specialist in regards to the Conditional Use Permit for New Hope Community Church. The applicant would like to construct a religious institution on PID 05.029.1900 within the city's R-1 Tier 1 Zoning District. A majority of the 40-acre parcel contains wetlands and forested areas. The west side of this parcel has some developable area near Highway 65, with the concept plan of the site showing the church and parking area in this location. It was pointed out that the concept plan that was submitted in this application will not be considered at this time of the process, and that a completed plan set shall be submitted for full site plan review. The applicants representing New Hope Community Church were present at the meeting and available for questions from the Planning Commission. Mayor Johnson asked if they are planning to keep the existing New Hope Church location or if they would like to move all of their operations to this new facility and location. The applicant confirmed that the plan is to move all of their operations to this new facility and location with long term goals of expanding on this site as well.

At the December 21st Planning Commission Meeting, there was nobody present at the public hearing to speak on the Conditional Use Permit. A letter was submitted by a neighboring property owner that was read aloud at the public hearing. The letter voiced concerns of having the church be located near the wetland, and that the development of a church on the parcel will disrupt wildlife and the natural beauty of the area. Planning Commission members discussed the location of the church on the parcel in relation to the nearby residences on Chisholm St NE. It was determined that the church would be directly surrounding only commercial businesses and Highway 65. The wetland and natural area of the Sroga Slough will be in between the proposed church and residential properties acting as a natural buffer.

The City of Isanti Planning Commission approved the Conditional Use Permit at the December 21st, 2021 Planning Commission Meeting. Motion of approval passed with a vote of 5-0.

Request: Consider adopting the attached findings of fact/conclusion and resolution.

Attachments

- Resolution
- Findings of Fact/Conclusion
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

APPROVING A CONDITIONAL USE PERMIT, FOR A RELIGIOUS INSTITUTION IN THE R-1 TIER 1 ZONING DISTRICT LOCATED AT PID 05.029.1900 FOR NEW HOPE COMMUNITY CHURCH

WHEREAS, New Hope Community Church (applicant) has requested approval for a Religious Institution in the R-1 Tier 1 Zoning District located at PID 05.029.1900; and,

WHEREAS, the property is zoned R-1 Tier 1, Tier 1 Residential District; and,

WHEREAS, a public hearing on the matter was scheduled before the City of Isanti Planning Commission on December 21, 2021 at 7:00 p.m. at City Hall within the City Council Chambers; and

WHEREAS, notice of the Conditional Use Permit application was published with the County Star on December 9, 2021; and

WHEREAS, notices of the public hearing for a Conditional Use Permit were sent to all property owners located within 350 feet of the aforementioned address; and

WHEREAS, 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 request; and

WHEREAS, under Isanti Zoning Code Section 21, Article 2 Subdivision 5, a Conditional Use Permit 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 Conditional Use Permit on December 21st, 2021 and pursuant to said hearing recommends approval of the proposed conditional use permit by a vote of 5-0;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that the New Hope Community Church request for a Conditional Use Permit for a Religious Institution at PID 05.029.1900 be hereby approved.

This Resolution is hereby approved by the Isanti City Council this 4th day of January, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
CONDITIONAL USE PERMIT – NEW HOPE COMMUNITY CHURCH

Request

Request by New Hope Community Church for a Conditional Use Permit to allow for a Religious Institution in the R-1 Tier 1 Zoning District located at PID 05.029.1900.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for a Religious Institution located at PID 05.029.1900.
2. The Property is zoned R-1 Tier 1, Tier 1 Residential District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on December 21, 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 December 9, 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 request.
6. On December 16th, 2021 the City of Isanti Planning Commission approved the Conditional Use Permit to allow for a Religious Institution within the R-1 Tier 1 Zoning District located at PID 05.029.1900 and passed with a 5-0 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 nature of the business is consistent with the goals and objectives of Isanti's Comprehensive Plan to develop along Highway 65.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
A Religious Institution is a Conditional Use in the R-1 Tier 1 zoning district, 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 operation of a religious institution will enhance the community and general welfare and is not anticipated to endanger the public's health, safety, morals or comfort.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
The conditional use is not anticipated to diminish or impair surrounding property values. Surrounding uses of this parcel are commercial properties, state highway, and residential areas. Surrounding residential areas are intended to be naturally shielded by existing mature trees and wetlands.

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 located just south of city limits and is part of the tier 1 Zoning District. The parcel has access to city sewer and water and would be able to reasonably accommodate the conditional use for a religious institution. In order to access the city water and sewer, the parcel would have to be annexed into the city limits, otherwise the parcel will have to be serviced by private well and septic.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The proposed conditional use conforms to the regulations set in the R-1 Tier 1 Zoning District. Plans for the building and site shall be reviewed under the R-1 Tier 1 Zoning District and approved by Planning Commission and City Council prior to future construction.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use meets this requirement.

Decision

The City of Isanti Planning Commission reviewed the request in a public hearing that was held on December 21, 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 Bergley, seconded by Lundeen to recommend approval of the Conditional Use Permit. Motion passed 5-0.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: December 21, 2021

SUBJECT: Conditional Use Permit for a Religious Institution at PID 05.029.1900 within the R-1 Tier 1 Zoning District

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Request:
Request from New Hope Community Church for a Conditional Use Permit for a Religious Institution at PID 05.029.1900 within the R-1 Tier 1 Zoning District.

Overview/Background:
The applicant, New Hope Community Church is requesting a Conditional Use Permit for a Religious Institution to be allowed on PID 05.029.1900 within the city's R-1 Tier 1 Zoning District. This parcel is located just south of O'Reilly Auto Parts and has frontage along Highway 65. The applicant is looking to develop the lot into a church with a large parking area with potential to expand in the future as needed. This vacant parcel is roughly 40 acres; however, a majority of this acreage is made up of the Sroga Slough and surrounding wetlands. The concept plans show the church and parking area on the west end of the parcel near Highway 65. The concept plan is included as an attachment to this memo, but shall not be considered for approval as part of the Conditional Use Permit review. The applicant will have to submit site plans for review by city staff at a later time in which these plans will be in consideration for approval.

Analysis of Application
The applicant has submitted a Conditional Use Permit Application for a Religious Institution in the R-1 Tier 1 Zoning District.

A "Religious Institution" is defined in Section 2 of the Zoning Ordinances as follows:

> "A place of worship or religious assembly, where people regularly assemble for religious purposes and related social events with related accessory uses and facilities such as the following: rectory or convent; private school, meeting hall, offices for administration, or licensed child or adult day care; and which is maintained and controlled by a religious body organized to sustain public worship and religious ceremonies."

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 business is consistent with the goals and objectives of Isanti's Comprehensive Plan to develop along Highway 65.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *A Religious Institution is a Conditional Use in the R-1 Tier 1 zoning district, 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 operation of a religious institution will enhance the community and general welfare and is not anticipated to endanger the public's health, safety, morals or comfort.*

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The conditional use is not anticipated to diminish or impair surrounding property values. Surrounding uses of this parcel are commercial properties, state highway, and residential areas. Surrounding residential areas are intended to be naturally shielded by existing mature trees and wetlands.*

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 located just south of city limits and is part of the tier 1 Zoning District. The parcel has access to city sewer and water and would be able to reasonably accommodate the conditional use for a religious institution. In order to access the city water and sewer, the parcel would have to be annexed into the city limits, otherwise the parcel will have to be serviced by private well and septic.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The proposed conditional use conforms to the regulations set in the R-1 Tier 1 Zoning District. Plans for the building and site shall be reviewed under the R-1 Tier 1 Zoning District and approved by Planning Commission and City Council prior to future construction.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement.*

Staff Recommendation:
Staff recommends approval of the Conditional Use Permit for a Religious Institution at PID 05.029.1900 within the city's R-1 Tier 1 Zoning District. Public Right of Way separates this parcel with the surrounding parcels and the site will have natural buffers of existing mature trees and wetlands alleviating impacts on nearby commercial and residential properties. At this time staff does not have recommendations for conditions, if the Planning Commission would like to add conditions to this CUP it should be discussed at the public hearing.

Attachments:

- Applicant Letter
- Concept Plan

November 2021

Narrative of the Project for PID 0502291900 in Isanti.

New Hope Community Church (NHCC) is in the process of completing its due diligence in anticipation of purchasing the above referenced property for a future church located on Hwy 65 between O'Reilly's on the north and P&M Truss on the south. NHCC would intend to develop primarily the west boundary of the property for the church as shown on the site plan that is included in this packet of information. It is our belief that this site will be a wonderful addition to the Hwy 65 corridor and the City of Isanti.

It is our understanding upon meeting with the City Officials, that a church is a permitted use of this property located within the Tier 1 district subject to an approved CUP. In order for NHCC to have an approved CUP from the city, there is significant cost and detail required in terms of building plans, detailed site plan, utility plan, etc. which will need to be done when development of the site for a church is to be undertaken. At this time, there is no specific time frame to develop the site, but our desire is to do our due diligence to determine if a purchase of the property should be made so that when we are ready to begin development of the site that there are no obvious obstacles to prevent our intended use.

We have completed the following as a part of our due diligence:

1. General site plan showing setbacks as required by the city.
2. A wetland delineation done by Bolton and Menk.
3. A survey completed by the MNDNR to determine the high-water mark on the property to determine the setbacks needed.
4. Boundary Survey of the property.
5. Phase I Environmental Study.
6. CUP application with information as we know it.
7. Site Plan Review Application.

It should be noted that the above information/reports have not indicated any issues of concern related to the development of the property.

It has not been determined if NHCC will want to access sewer/water utilities or if we will explore the use of a well and septic.

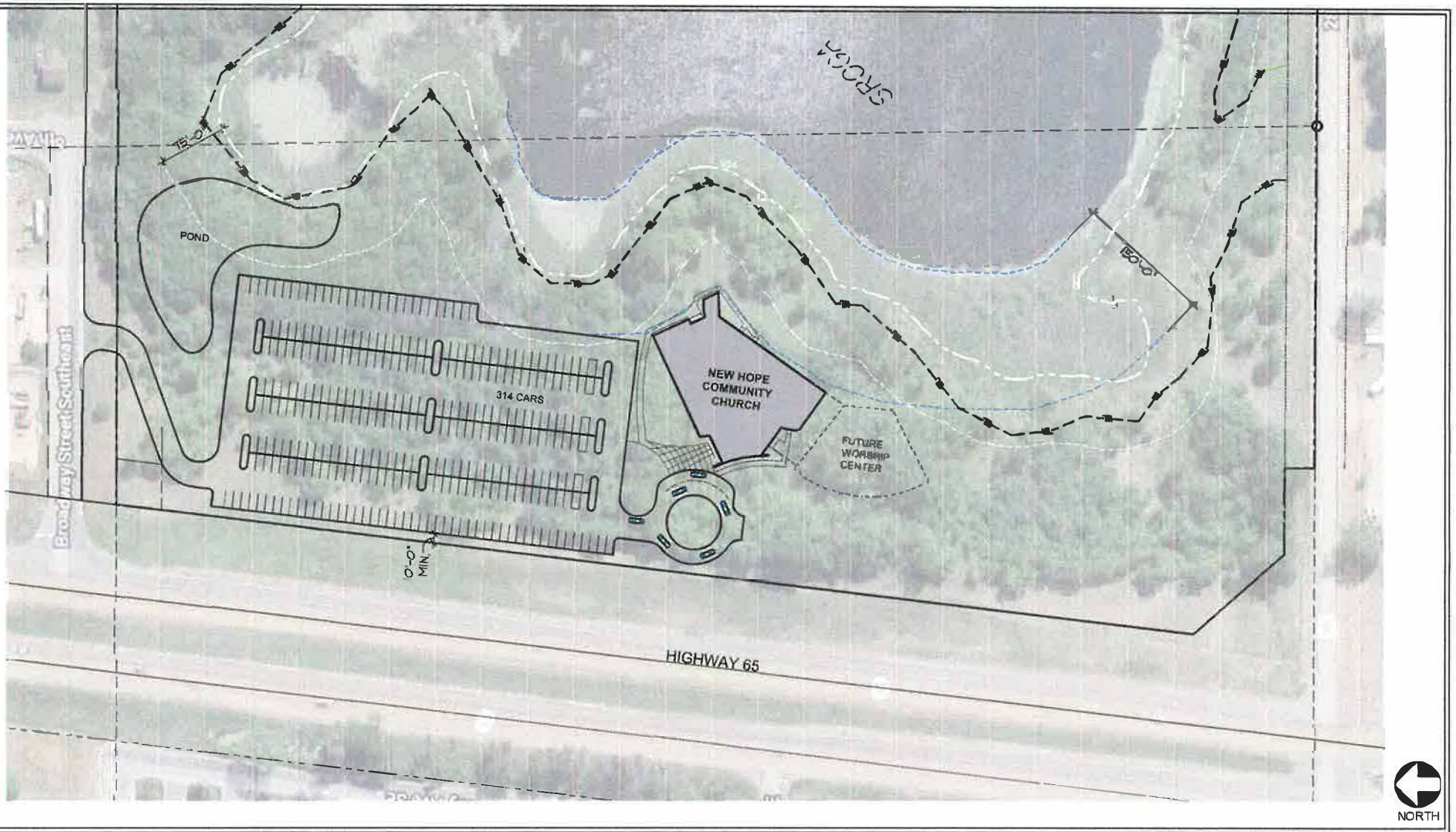
We are requesting to have the City of Isanti give NHCC confidence that they will be able to develop the site for a church subject to the details required for an approved CUP.

On a further note, we want to thank and acknowledge the City of Isanti officials, Bolton & Menk, MNDNR and the Isanti County Zoning Office for their wonderful help to us in the process of doing our due diligence related to the potential development of this property.

Many thanks for your consideration.

Brian Larson
New Hope Community Church
Director of Operations

Exhibit A- Aerial View of the Site from Isanti County GIS



ARCHITECTURAL CONSORTIUM L.L.C.
1600 West Lake Street, Suite 127 612-436-4030
Minneapolis, MN 55408 www.archconsort.com

NEW HOPE COMMUNITY CHURCH
ISANTI, MN

SITE PLAN
SCALE: 1"=100'-0"

A1-B

Architectural Consortium, L.L.C, 2021

City of Isanti

Gross Payroll	7,069.25
Social Security & Medicare	540.81
Total City Expense	7,610.06

Pay Date 12/24/2021

Pay Period: Q4CCPay21 (10/1-12/31/21)

City of Isanti

Gross Payroll	108,741.84
Social Security & Medicare	6,149.86
Public Employees Retirement	11,420.14
Total City Expense	126,311.84

Pay Date 12/24/2021

Pay Period 26 (12/5-12/18/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/21/2021	57353	2863	AMAZON CAPITAL SERVICES	101-20200	271.12
12/21	12/21/2021	57354	3128	BASA, ANDREA LITTLE & JAMES	601-20200	125.00
12/21	12/21/2021	57355	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,319.20
12/21	12/21/2021	57356	1815	CENTURYLINK	609-20200	603.77
12/21	12/21/2021	57357	1108	CITY OF BRAHAM	101-20200	1,220.77
12/21	12/21/2021	57358	2751	CMS MONITORING	101-20200	60.00
12/21	12/21/2021	57359	1472	CRAWFORDS EQUIPMENT INC	101-20200	40.97
12/21	12/21/2021	57360	2760	CREATIVE SERVICES OF NEW ENGLAND	101-20200	443.95
12/21	12/21/2021	57361	2478	EAST CENTRAL ENERGY	101-20200	39.95
12/21	12/21/2021	57362	1866	EDINA REALTY TITLE	601-20200	42.78
12/21	12/21/2021	57363	912	FASTENAL COMPANY	601-20200	106.27
12/21	12/21/2021	57364	2761	GRATITUDE FARMS	101-20200	250.00
12/21	12/21/2021	57365	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	10.05
12/21	12/21/2021	57366	114	ISANTI COUNTY RECORDER	505-20200	92.00
12/21	12/21/2021	57367	113	ISANTI TIRE & AUTO CARE INC	101-20200	22.00
12/21	12/21/2021	57368	2574	ITL PATCH COMPANY INC	101-20200	206.00
12/21	12/21/2021	57369	3129	KVAM, THOMAS & CRYSTAL	601-20200	122.23
12/21	12/21/2021	57370	3130	LASKA, KEITH & JILL	601-20200	115.05
12/21	12/21/2021	57371	3131	LOFQUIST, ZACHARY	601-20200	5.38
12/21	12/21/2021	57372	1180	MLB PRINTING INC	609-20200	220.00
12/21	12/21/2021	57373	264	MN DEPT OF AGRICULTURE	101-20200	10.00
12/21	12/21/2021	57374	176	MN DEPT OF REVENUE	101-20200	34,485.00
12/21	12/21/2021	57375	2055	MRPA	101-20200	300.00
12/21	12/21/2021	57376	2080	MVTL LABORATORIES INC	602-20200	510.87
12/21	12/21/2021	57377	2467	NORTHERN TECHNOLOGY INITIATIVE	108-20200	850.00
12/21	12/21/2021	57378	1165	NORTHLAND TRUST SERVICES INC	931-20200	750.00
12/21	12/21/2021	57379	1239	NORTHWAY SPORTS	101-20200	226.57
12/21	12/21/2021	57380	2553	O'REILLY	101-20200	10.90
12/21	12/21/2021	57381	2625	RESULTS TITLE	601-20200	91.41
12/21	12/21/2021	57382	3127	RIHM MOTOR CO	602-20200	185.92
12/21	12/21/2021	57383	3067	RITE	609-20200	6,228.44
12/21	12/21/2021	57384	2473	RITEWAY BUSINESS FORMS	603-20200	2,083.11
12/21	12/21/2021	57385	1442	ST LOUIS MRO INC	603-20200	22.50
12/21	12/21/2021	57386	315	ST PAUL STAMP WORKS	101-20200	18.85
12/21	12/21/2021	57387	1361	STAPLES ADVANTAGE	101-20200	7.99
12/21	12/21/2021	57388	73	STAR	101-20200	6.15
12/21	12/21/2021	57389	96	STREICHERS INC	101-20200	135.98
12/21	12/21/2021	57390	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	823.00
12/21	12/21/2021	57391	1762	THE TITLE GROUP	601-20200	10.46
12/21	12/21/2021	57392	2485	ULINE	602-20200	90.09
12/21	12/21/2021	57393	3132	VANHEEL, ALEXANDRA	601-20200	148.38
12/21	12/21/2021	57394	4	WATSON CO INC	609-20200	774.77
12/21	12/21/2021	57395	1922	WEX BANK	101-20200	4,783.81
Grand Totals:						58,870.69

Report Criteria:
Report type: Summary
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12/21	12/30/2021	57398	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	457.84
12/21	12/30/2021	57399	53	BELLBOY CORPORATION	609-20200	4,236.26
12/21	12/30/2021	57400	9	BERNICKS PEPSI-COLA	609-20200	4,745.94
12/21	12/30/2021	57401	1500	BOLTON & MENK INC	425-20200	40,963.50
12/21	12/30/2021	57402	2319	BREAKTHRU BEVERAGE OF MN	609-20200	15,808.70
12/21	12/30/2021	57403	1792	CARLOS CREEK WINERY	609-20200	1,185.00
12/21	12/30/2021	57404	1474	CDW GOVERNMENT INC	614-20200	207.90
12/21	12/30/2021	57405	120	CONNEXUS ENERGY	101-20200	19,787.26
12/21	12/30/2021	57406	918	CRYSTAL SPRINGS ICE	609-20200	134.48
12/21	12/30/2021	57407	8	DAHLHEIMER DISTRIBUTING CO	609-20200	42,772.56
12/21	12/30/2021	57408	2720	DEFIANT DISTRIBUTORS	609-20200	1,036.13
12/21	12/30/2021	57409	1741	FSA TITLE SERVICES	601-20200	42.53
12/21	12/30/2021	57410	2028	FURTHER	101-20200	33.80
12/21	12/30/2021	57411	160	HAWKINS INC	601-20200	909.56
12/21	12/30/2021	57412	1563	ISANTI ELECTRIC INC	101-20200	289.00
12/21	12/30/2021	57413	7	JOHNSON BROTHERS LIQUOR CO	609-20200	29,537.85
12/21	12/30/2021	57414	5	KAWALEK TRUCKING	609-20200	605.20
12/21	12/30/2021	57415	1170	LAND TITLE INC	601-20200	25.62
12/21	12/30/2021	57416	3134	LUND, JORDAN	101-20200	181.32
12/21	12/30/2021	57417	3117	MAVERICK WINE LLC	609-20200	5,082.82
12/21	12/30/2021	57418	17	MCDONALD DISTRIBUTING CO	609-20200	25,981.60
12/21	12/30/2021	57419	2978	MILBANK WINWATER WORKS	601-20200	2,779.82
12/21	12/30/2021	57420	3133	MORTON SALT	101-20200	11,238.29
12/21	12/30/2021	57421	2080	MVTL LABORATORIES INC	602-20200	331.05
12/21	12/30/2021	57422	1165	NORTHLAND TRUST SERVICES INC	602-20200	436,213.75
12/21	12/30/2021	57423	617	PAUSTIS & SONS	609-20200	708.50
12/21	12/30/2021	57424	44	PHILLIPS WINE & SPIRITS INC	609-20200	10,439.56
12/21	12/30/2021	57425	2341	RED BULL DISTRIBUTION CO INC	609-20200	1,169.50
12/21	12/30/2021	57426	2473	RITEWAY BUSINESS FORMS	101-20200	192.08
12/21	12/30/2021	57427	2174	SCR INC ST CLOUD	609-20200	1,771.00
12/21	12/30/2021	57428	2396	SOUTHERN GLAZERS OF MN	609-20200	44,739.37
12/21	12/30/2021	57429	73	STAR	101-20200	15.38
12/21	12/30/2021	57430	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	823.00
12/21	12/30/2021	57431	1762	THE TITLE GROUP	601-20200	67.20
12/21	12/30/2021	57432	2485	ULINE	602-20200	90.09
12/21	12/30/2021	57433	3125	UNCOMMON LOON BREWING CO	609-20200	387.00
12/21	12/30/2021	57434	42	VIKING COCA-COLA BOTTLING CO	609-20200	196.15
12/21	12/30/2021	57435	1286	VINOCOPIA INC	609-20200	2,431.16
12/21	12/30/2021	57436	4	WATSON CO INC	609-20200	2,582.88
12/21	12/30/2021	57437	2872	WINEBOW	609-20200	1,759.25
12/21	12/30/2021	57438	2666	WRS IMPORTS	609-20200	1,316.70
12/21	12/30/2021	57439	3135	ZINS, STEPHANIE	603-20200	70.93
Grand Totals:						714,058.52

RESOLUTION 2022-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 4th day of January 2022

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 18, 2022 – 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. January 4, 2022- Regular Meeting of the City Council

H. Announcements

1. Goal Setting Session	Monday, January 24, 2022 at 5:30 p.m.
2. City Council Meeting	Wednesday, February 2, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Wednesday, February 2, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2022-XXX Approving Partnership Agreement Between the City of Isanti and the East Central Regional Library *(Rachel Howell)*

City Administrator Josi Wood
2. Revised City Council and Commission Dates for 2022

L. Approve Consent Agenda
1. Payroll in the Amount of $128,678.59 and Accounts Payable in the Amount of $1,192,116.12
2. Resolution 2022-XXX Approving Data Practices Policies
3. Resolution 2022-XXX Approving Amendments to the Business Subsidy Agreement for Rockstad and CO Relics and Wares Dated October 5, 2021
4. Resolution 2022-XXX Approving Staff to Submit Grants Pertaining to Community Development
5. Annual City Administrator Review Summary
6. Resolution 2022-XXX Authorizing the Application to Enter Into An Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement
7. Resolution 2022-XXX Approving Amendments to the Business Subsidy Criteria

8. Resolution 2022-XXX Approving the Engagement Letter for the 2021 Audit
9. Resolution 2022-XXX Approving Sidewalk Easement Agreement with the Villages on the Rum Association

M. Other Communications

1. Review Conflict of Interest Policy
2. December and Annual Police Department Report
3. December Code Enforcement Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 4, 2022 – 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 Stephanie Hillesheim and Chief of Police Travis Muyres

Others Present: Parks, Recreation and Culture Board Applicant Vaughn Ihrke and Planning Commission Applicant Alexander Collins

D. Public Comment
None

E. Adopt Agenda
Revised Agenda:
K.1. a. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
K.1. b. Interview Applicant for Vacant Planning Commission Seat
K.1. c. Resolution 2022-001 Designating Committees and Representatives for City Commissions and Advisory Boards for 2022

A motion was made by Collison, seconded by Bergley 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. December 21, 2021- Regular Meeting of the City Council
2. December 21, 2021- Committee of the Whole Meeting

Motion by Bergley, seconded by Gordon to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, January 17, 2022 *(In Observance of Martin Luther King Jr Day)*
2.	Committee of the Whole	Tuesday, January 18, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, January 18, 2022 at 7:00 p.m.
4.	Planning Commission Meeting	Tuesday, January 18, 2022 *(Immediately following the City Council Meeting)*
5.	Goal Setting	Monday, January 24, 2022 at 5:30 p.m.

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. ~~Interview Applicant for Vacant Parks, Recreation and Culture Board Seat~~

a. ~~Resolution 2022-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2022~~

a. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
Applicant Vaughn Ihrke 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 Bergley to appoint Vaugh Ihrke to the Parks, Recreation and Culture Board, seconded by Collison. Motion passed 5-0. Motion carried.

b. Interview Applicant for Vacant Planning Commission Seat
A motion was made by Lundeen to postpone K.1. b. and K.1. c. to the end of the agenda, seconded by Bergley. Motion passed 5-0. Motion carried.

Applicant Alexander Collins was interviewed by Mayor Johnson for the vacant Planning Commission. Collins was asked questions specific to the Planning Commission.

c. **Resolution 2022-001** Designating Committees and Representatives for City Commissions and Advisory Boards for 2022

Councilor Bergley asked if he needs to attend Chamber of Commerce if Community Development Director Stephanie Hillesheim is already attending. Consensus from Council is if the Chamber requests a member from the Council in presence, Councilor Bergley would attend if needed.

Mayor Johnson stated he would like to have Councilor Lundeen remain Mayor Pro-Tem.

A motion was made by Lundeen, seconded by Collison to appoint Alexander Collins to the Planning Commission and for representatives of City Commissions, Advisory Boards and Mayor Pro-Tem to remain the same as the previous year. Motion passed 5-0. Motion carried.

2. **Resolution 2022-002** Designating an Official Newspaper, Appointing Depositories and Professional Services
City Administrator Josi Wood shared advertisements were placed for bids for the City's official newspaper. Two bids were received:

County News Review $ 1.99 per column inch (9 lines/inch)
852 paid subscriptions outside Isanti County
328 paid subscriptions within Isanti County
of which 230 are within City of Isanti

Isanti-Chisago County Star $ 2.10 per column inch; (9 lines/inch)
1885 distributions in City of Isanti

Wood continued to share that County News Review offered to include distribution in the Rum River Scotsman however, those numbers are not included as they are not a legal paper registered with the MN Secretary of State Office. Both bids received have stated to be qualified newspapers per Statue Statute 331A.02. It is not clearly defined within Statute that the paying subscribers must all be within the political subdivision. Staff

recommendation is to go with Isanti-Chisago County Star because they do reach the maximum number of City of Isanti residents.

A motion was made to appoint the Isanti-Chisago County Star as the City of Isanti's Official Newspaper and appoint Depositories and Professional Services as written in the provided resolution by Collison, seconded by Lundeen. Motion passed 5-0. Motion carried.

Community Development Director Stephanie Hillesheim

3. **Resolution 2022-003** Approving the Amendment to the Conditional Use Permit at 305 East Main Street as Requested by Jim Bergman
   Community Development Director Stephanie Hillesheim shared that the Planning Commission held a Public Hearing at the last meeting and it was recommended that the Council move to approve the resolution written to amend the Conditional Use Permit. Hillesheim stated she spoke with the applicant and he did not have any reservations that he disclosed and thanked the Council for increasing the number of vehicles allowed.

   A motion was made by Bergley, seconded by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

4. **Resolution 2022-004** Approving a Conditional Use Permit for a Religious Institution at PID 05.029.1900 for New Hope Community Church
   Community Development Director Stephanie Hillesheim shared that the Planning Commission held a Public Hearing for the Conditional Use Permit to allow a religious institution at the PID 05.029.1900 for New Hope Community Church. The Planning Commission recommended approval.

   Motion by Bergley, seconded by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $7,610.06, Payroll in the Amount of $126,311.84 and Accounts Payable in the Amount of $772,929.21
2. **Resolution 2022-005** Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures

   A motion was made by Bergley to approve the Consent Agenda, seconded by Collison. 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 7:28 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

RESOLUTION 2022-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 2022;

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 2022; 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 18th day of January 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 01/10/2022
Regional Library Director
For East Central Regional Library

Signed _____ Date _____
Mayor or City Council Designee
For the Community of Isanti

K.2.

CITY OF ISANTI
2022 MEETING SCHEDULES
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

4th - City Council/ EDA

18th - COW/City Council/ PC

24th- Goal Setting

25th - Park, Recreation and Culture Board

February

2nd - (WED) 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/ Canvass Board/ 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

1st - City Council/ EDA

15th - COW/City Council/ Canvass Board/ 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

City of Isanti

Gross Payroll	111,423.35
Social Security & Medicare	6,140.14
Public Employees Retirement	11,115.10
Total City Expense	128,678.59

Pay Date 1/7/2022

Pay Period 1 (12/19-1/1/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/30/2021	57396	494	ALLINA HEALTH SYSTEM	101-20200	700.00
12/21	12/30/2021	57397	2863	AMAZON CAPITAL SERVICES	101-20200	10.99
12/21	12/30/2021	57398	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	457.84
12/21	12/30/2021	57399	53	BELLBOY CORPORATION	609-20200	4,236.26
12/21	12/30/2021	57400	9	BERNICKS PEPSI-COLA	609-20200	4,745.94
12/21	12/30/2021	57401	1500	BOLTON & MENK INC	425-20200	40,963.50
12/21	12/30/2021	57402	2319	BREAKTHRU BEVERAGE OF MN	609-20200	15,808.70
12/21	12/30/2021	57403	1792	CARLOS CREEK WINERY	609-20200	1,185.00
12/21	12/30/2021	57404	1474	CDW GOVERNMENT INC	614-20200	207.90
12/21	12/30/2021	57405	120	CONNEXUS ENERGY	101-20200	19,787.26
12/21	12/30/2021	57406	918	CRYSTAL SPRINGS ICE	609-20200	134.48
12/21	12/30/2021	57407	8	DAHLHEIMER DISTRIBUTING CO	609-20200	42,772.56
12/21	12/30/2021	57408	2720	DEFIANT DISTRIBUTORS	609-20200	1,036.13
12/21	12/30/2021	57409	1741	FSA TITLE SERVICES	601-20200	42.53
12/21	12/30/2021	57410	2028	FURTHER	101-20200	33.80
12/21	12/30/2021	57411	160	HAWKINS INC	601-20200	909.56
12/21	12/30/2021	57412	1563	ISANTI ELECTRIC INC	101-20200	289.00
12/21	12/30/2021	57413	7	JOHNSON BROTHERS LIQUOR CO	609-20200	29,537.85
12/21	12/30/2021	57414	5	KAWALEK TRUCKING	609-20200	605.20
12/21	12/30/2021	57415	1170	LAND TITLE INC	601-20200	25.62
12/21	12/30/2021	57416	3134	LUND, JORDAN	101-20200	181.32
12/21	12/30/2021	57417	3117	MAVERICK WINE LLC	609-20200	5,082.82
12/21	12/30/2021	57418	17	MCDONALD DISTRIBUTING CO	609-20200	25,981.60
12/21	12/30/2021	57419	2978	MILBANK WINWATER WORKS	601-20200	2,779.82
12/21	12/30/2021	57420	3133	MORTON SALT	101-20200	11,238.29
12/21	12/30/2021	57421	2080	MVTL LABORATORIES INC	602-20200	331.05
12/21	12/30/2021	57422	1165	NORTHLAND TRUST SERVICES INC	602-20200	436,213.75
12/21	12/30/2021	57423	617	PAUSTIS & SONS	609-20200	708.50
12/21	12/30/2021	57424	44	PHILLIPS WINE & SPIRITS INC	609-20200	10,439.56
12/21	12/30/2021	57425	2341	RED BULL DISTRIBUTION CO INC	609-20200	1,169.50
12/21	12/30/2021	57426	2473	RITEWAY BUSINESS FORMS	101-20200	192.08
12/21	12/30/2021	57427	2174	SCR INC ST CLOUD	609-20200	1,771.00
12/21	12/30/2021	57428	2396	SOUTHERN GLAZERS OF MN	609-20200	44,739.37
12/21	12/30/2021	57429	73	STAR	101-20200	15.38
12/21	12/30/2021	57430	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	823.00
12/21	12/30/2021	57431	1762	THE TITLE GROUP	601-20200	67.20
12/21	12/30/2021	57432	2485	ULINE	602-20200	90.09
12/21	12/30/2021	57433	3125	UNCOMMON LOON BREWING CO	609-20200	387.00
12/21	12/30/2021	57434	42	VIKING COCA-COLA BOTTLING CO	609-20200	196.15
12/21	12/30/2021	57435	1286	VINOCOPIA INC	609-20200	2,431.16
12/21	12/30/2021	57436	4	WATSON CO INC	609-20200	2,582.88
12/21	12/30/2021	57437	2872	WINEBOW	609-20200	1,759.25
12/21	12/30/2021	57438	2666	WRS IMPORTS	609-20200	1,316.70
12/21	12/30/2021	57439	3135	ZINS, STEPHANIE	603-20200	70.93
Grand Totals:						714,058.52

Report Criteria:
Report type: Summary
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01/22	01/11/2022	56701	2145	KODRU MOONEY INC	602-20200	652.52-	V
01/22	01/11/2022	57440	1231	ACE SOLID WASTE INC	101-20200	2,354.33	
01/22	01/11/2022	57441	3038	ALLIANCE BUILDING CORPORATION	609-20200	86,925.00	
01/22	01/11/2022	57442	2785	ANDERSON, THOMAS & DAWN	101-20200	109.06	
01/22	01/11/2022	57443	2773	BALK, DANIEL & BECKY	101-20200	208.56	
01/22	01/11/2022	57444	53	BELLBOY CORPORATION	609-20200	7,322.81	
01/22	01/11/2022	57445	2853	BENEFIT EXTRAS INC	101-20200	311.50	
01/22	01/11/2022	57446	9	BERNICKS PEPSI-COLA	609-20200	4,157.27	
01/22	01/11/2022	57447	368	BILLS QUALITY CLEANING	609-20200	712.00	
01/22	01/11/2022	57448	2783	BOSCH, RONALD	101-20200	151.82	
01/22	01/11/2022	57449	2319	BREAKTHRU BEVERAGE OF MN	609-20200	18,137.50	
01/22	01/11/2022	57450	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00	
01/22	01/11/2022	57451	1198	CENTER POINT ENERGY	601-20200	7,891.32	
01/22	01/11/2022	57452	1822	CENTURYLINK BUSINESS SERVICES	601-20200	13.69	
01/22	01/11/2022	57453	1629	CITY OF ISANTI	920-20200	13,856.06	
01/22	01/11/2022	57454	1985	CIVIC SYSTEMS LLC	609-20200	7,066.00	
01/22	01/11/2022	57455	1736	COMM OF MMB TREAS DIV	101-20200	440.00	
01/22	01/11/2022	57456	918	CRYSTAL SPRINGS ICE	609-20200	195.90	
01/22	01/11/2022	57457	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,087.60	
01/22	01/11/2022	57458	1941	DELTA DENTAL	861-20200	3,568.05	
01/22	01/11/2022	57459	3136	DESIGN ELECTRIC INC	101-20200	5,794.00	
01/22	01/11/2022	57460	2933	FALCON NATIONAL BANK	101-20200	6,095.92	
01/22	01/11/2022	57461	2777	FERDELMAN, JAMES & CRISTINE	101-20200	99.04	
01/22	01/11/2022	57462	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	155.46	
01/22	01/11/2022	57463	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	356.40	
01/22	01/11/2022	57464	3140	GARPHISH BREWING COMPANY	609-20200	180.00	
01/22	01/11/2022	57465	2830	GDO LAW	101-20200	4,083.33	
01/22	01/11/2022	57466	134	GOPHER STATE ONE-CALL INC	601-20200	63.45	
01/22	01/11/2022	57467	2761	GRATITUDE FARMS	101-20200	250.00	
01/22	01/11/2022	57468	424	H & L MESABI COMPANY	101-20200	2,772.52	
01/22	01/11/2022	57469	739	HACH COMPANY	601-20200	583.32	
01/22	01/11/2022	57470	2771	HAMMIL, HEATHER & TROY	101-20200	384.50	
01/22	01/11/2022	57471	2898	HANSON, NATE	101-20200	149.99	
01/22	01/11/2022	57472	160	HAWKINS INC	602-20200	7,097.60	
01/22	01/11/2022	57473	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	140.22	
01/22	01/11/2022	57474	3137	JENSRUD, MICHAELA	101-20200	303.69	
01/22	01/11/2022	57475	7	JOHNSON BROTHERS LIQUOR CO	609-20200	37,738.52	
01/22	01/11/2022	57476	3139	JOHNSON, MATTHEW	601-20200	55.46	
01/22	01/11/2022	57477	5	KAWALEK TRUCKING	609-20200	793.40	
01/22	01/11/2022	57478	3138	KNIGHT BARRY TITLE UNITED LLC	601-20200	100.00	
01/22	01/11/2022	57479	2145	KODRU MOONEY INC	602-20200	652.52	
01/22	01/11/2022	57480	2787	LAMOTTE, ANTHONY	101-20200	123.10	
01/22	01/11/2022	57481	2846	LENLING, RACHEL	101-20200	105.62	
01/22	01/11/2022	57482	434	LITTLE FALLS MACHINE INC	101-20200	1,124.79	
01/22	01/11/2022	57483	1479	LOFFLER -131511	108-20200	87.23	
01/22	01/11/2022	57484	17	MCDONALD DISTRIBUTING CO	609-20200	47,998.27	
01/22	01/11/2022	57485	1536	MINNESOTA DEED	219-20200	833.33	
01/22	01/11/2022	57486	1846	MJL CONTRACTING	101-20200	850.00	
01/22	01/11/2022	57487	194	MN DEPT OF HEALTH	601-20200	4,293.00	
01/22	01/11/2022	57488	1945	MN DEPT OF LABOR & INDUSTRY	101-20200	3,266.82	
01/22	01/11/2022	57489	176	MN DEPT OF REVENUE	101-20200	46,255.00	
01/22	01/11/2022	57490	1204	MN DNR ECOLOGICAL & WATER RESOURCES	601-20200	3,443.01	
01/22	01/11/2022	57491	2842	MN PEIP	861-20200	37,800.98	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/11/2022	57492	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	39,612.05
01/22	01/11/2022	57493	2080	MVTL LABORATORIES INC	601-20200	574.63
01/22	01/11/2022	57494	2788	NELSON, CRAIG & BARBARA	101-20200	193.18
01/22	01/11/2022	57495	2786	NELSON, JUSTIN	101-20200	255.87
01/22	01/11/2022	57496	2018	NORTH FOLK WINERY	609-20200	1,008.00
01/22	01/11/2022	57497	2887	NORTHERN ELEMENTS ALL STAR CHEER TEAM	101-20200	36.81
01/22	01/11/2022	57498	2887	NORTHERN ELEMENTS CHEER	101-20200	71.88
01/22	01/11/2022	57499	2450	NORTHERN HOLLOW WINERY	609-20200	1,106.14
01/22	01/11/2022	57500	838	NORTHLAND SECURITIES INC	931-20200	1,250.00
01/22	01/11/2022	57501	2784	OLSON, GRANT	101-20200	214.16
01/22	01/11/2022	57502	2553	O'REILLY	101-20200	79.62
01/22	01/11/2022	57503	617	PAUSTIS & SONS	609-20200	6,135.00
01/22	01/11/2022	57504	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,339.50
01/22	01/11/2022	57505	2844	R G & E GABRIELSON	101-20200	184.33
01/22	01/11/2022	57506	2630	RAPP, JORDAN	101-20200	131.98
01/22	01/11/2022	57507	2781	RASK, MICHAEL	101-20200	220.22
01/22	01/11/2022	57508	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	4,758.00
01/22	01/11/2022	57509	2341	RED BULL DISTRIBUTION CO INC	609-20200	72.00
01/22	01/11/2022	57510	2625	RESULTS TITLE	601-20200	55.00
01/22	01/11/2022	57511	3079	SIPPEL, JAY	101-20200	157.70
01/22	01/11/2022	57512	2396	SOUTHERN GLAZERS OF MN	609-20200	2,151.90
01/22	01/11/2022	57513	1361	STAPLES ADVANTAGE	101-20200	119.76
01/22	01/11/2022	57514	73	STAR	609-20200	800.53
01/22	01/11/2022	57515	2156	SUMMIT FIRE PROTECTION	101-20200	3,150.00
01/22	01/11/2022	57516	2774	SUNRISE HOMES INC	101-20200	22.72
01/22	01/11/2022	57517	2776	SVOBODA, DUSTIN	101-20200	124.15
01/22	01/11/2022	57518	2441	TACTICAL SOLUTIONS	101-20200	220.00
01/22	01/11/2022	57519	1290	THE AMBLE GROUP	101-20200	105.93
01/22	01/11/2022	57520	1762	THE TITLE GROUP	601-20200	9.29
01/22	01/11/2022	57521	2251	TITLE SMART INC	601-20200	128.44
01/22	01/11/2022	57522	2362	TITLE WERKS LLC	601-20200	249.72
01/22	01/11/2022	57523	2251	TITLESMART INC	601-20200	5.64
01/22	01/11/2022	57524	97	TOTAL CONTROL SYSTEMS INC	601-20200	1,846.90
01/22	01/11/2022	57525	3125	UNCOMMON LOON BREWING CO	609-20200	315.00
01/22	01/11/2022	57526	2944	UNIFIRST CORPORATION	609-20200	709.18
01/22	01/11/2022	57527	1820	URBANS HARDWARE INC	101-20200	152.69
01/22	01/11/2022	57528	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/22	01/11/2022	57529	2027	US INTERNET	603-20200	57.80
01/22	01/11/2022	57530	2778	VANGSTAD, DWIGHT	101-20200	222.43
01/22	01/11/2022	57531	686	VERIZON WIRELESS	101-20200	1,474.45
01/22	01/11/2022	57532	42	VIKING COCA-COLA BOTTLING CO	609-20200	588.75
01/22	01/11/2022	57533	1286	VINOCOPIA INC	609-20200	3,977.41
01/22	01/11/2022	57534	2780	WALD, ELIZABETH & RICHARD	101-20200	104.57
01/22	01/11/2022	57535	4	WATSON CO INC	609-20200	3,357.35
01/22	01/11/2022	57536	1922	WEX BANK	101-20200	6,058.98
01/22	01/11/2022	57537	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
01/22	01/11/2022	57538	780	WINE MERCHANTS	609-20200	6,280.00
01/22	01/11/2022	57539	2872	WINEBOW	609-20200	1,330.50
Grand Totals:						478,057.60

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: January 18, 2022

Subject: Resolution 2022-XXX Approving Data Request Policies

Background:
Each government entity is required to have policies about access to government data. One policy must explain the rights of the public and the other must explain the rights of data subjects. The City of Isanti adopted data practices procedures June 6th, 2017 per Resolution 2017-175. The City Attorney and staff have thoroughly reviewed the policies to ensure consistent terminology within the policies and compliance with state guidelines.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Approving Data Request Policies
- Exhibit A
- Exhibit B
- Exhibit C

RESOLUTION 2022-XXX

APPROVING DATA PRACTICES POLICIES

WHEREAS, each government entity is required to have policies regarding access to government data; and,

WHEREAS, the policies must explain the rights of the public, procedures for process and the rights of data subjects; and,

WHEREAS, the City of Isanti previously adopted data practices policies June 6th, 2017 per Resolution 2017-175; and,

WHEREAS, Staff and the City Attorney have thoroughly reviewed the City's data practices policies and made recommended revisions in the best interest of the City; and,

WHEREAS, revisions to the policies include consistent terminology and compliance with state guidelines; and,

WHEREAS, this Resolution supersedes;

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'.

This Resolution hereby approved by the Isanti City Council this 18th day of January 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Exhibit A

City of Isanti
Data Practices Procedures and Data Inventory

Data Practices Procedures
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10.0 Challenges to Data Accuracy or Completeness.
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City of Isanti
Data Practices Procedures Exhibits

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Appendix A

DATA INVENTORY

DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.025, 13.03, subdivision 2 and 13.05, subdivision 5. It is the intent of the City of Isanti ("City") to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The names of the Responsible Authority and the Compliance Official are listed on attached **Exhibit 1**. The ~~Manager is the~~ Responsible Authority ~~and Compliance Official~~is responsible for the collection, use and distribution of government dataand is accountable for City compliance with the Minnesota Government Data Practices Act. The Compliance Official receives and responds to questions or concerns about data practices problems, including problems in obtaining access to data the entity keeps. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act ("Designees"). These Designees are listed on attached **Exhibit 1**. The Responsible Authority shall providetraining to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations underthe Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of theseprocedures and the City's compliance with the Act. For the purposes of carrying out theseprocedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Data on Individuals*	**Data on Decedents**	**Data not on Individuals***
M.S. § 13.02, subd. 5	M.S. § 13.10, subd. 1	M.S. § 13.02, subd. 4
Public Accessible to anyone	**Public** Accessible to anyone	**Public** Accessible to anyone
M.S. § 13.02, subd. 15	M.S. § 13.02, subd. 15	M.S. § 13.02, subd. 14
Private Accessible to the data subject; Not accessible to the public	**Private**** Accessible to the representative of the decedent; Not accessible to the public	**Nonpublic** Accessible to the data subject; Not accessible to the public
M.S. § 13.02, subd. 12	M.S. § 13.10, subd. 1(b)	M.S. § 13.02, subd. 9
Confidential Not accessible to the data subject; Not accessible to the public	**Confidential**** Not accessible to the representative of the decedent; Not accessible to the public	**Protected Nonpublic** Not accessible to the data subject; Not accessible to the public
M.S. § 13.02, subd. 3	M.S. § 13.10, subd. 1(a)	M.S. § 13.02, subd. 13

* Individual is defined at M.S. § 13.02, subd. 8. Individual means a living human being. It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data ten years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data and/or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. See **Exhibit** 7.

3.1A Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder. See **Exhibit 7**.

3.1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the

United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1A2 Public documents created by the City of Isanti and/or its officials and employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

3.2. Form of Request. The request for public data ~~generally~~ requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-delivering it to the City. See **Exhibit 3**.

3.3 Request for Clarification. If the data request is unclear, the City may ask for clarification. If the request yields voluminous data, the City may ask if there ismore specific data sought by the requestor. However, if the requestor chooses notto limit its request, the City will respond to the original data request.

3.3 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents except as may be necessary to facilitate access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed, requesting identification when copies have been paid for by check, or requesting contact information in order to clarify or follow up on the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

3.4 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data.

3.5 Time Limits (Public Data). Requests will be received and processed only at Isanti City Hall during normal business hours. If copies cannot be made at the time of the request, copies will be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the person to inspect the public data. When providing an immediate response to the customer it should not interfere with the City's efficient operations. The Responsible

Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data.

When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the ~~data~~ response within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays.

3.6 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule and may not include time necessary to separate public from non-public data. Prepayment of fees prior to receiving the copies is mandatory. In some situations, the City may also ask for a refundable deposit prior to copying data if the actual cost of providing copies may result in a large fee. Fees are established annually by ordinance. Information regarding the City's approved feeschedule is attached in **Exhibit 2**.

4.0 Access to Private and Confidential Data on Individuals. Information about individual people is classified by law as public, private, or confidential. An inventory of the private and confidential information maintained by the City is contained in **Appendix A**.

4.1 People Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1B2 A person who has been given access by the express written consent of the data subject. See **Exhibit 6**.

4.1B3 People, or another responsible authority, which are authorized access by federal or state law or by court order.

4.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4.1C1 People who are authorized access by federal or state law or by court order.

4.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.2 Form of Request. The data request ~~generally~~ requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-delivering it to the City. See **Exhibit 3**. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential.

4.3 Requests for Private or Confidential Information. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form~~.~~ (s~~S~~ee **Exhibit 3**~~).~~ to document the requesting party's identity, the information requested, and the City's response~~; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation providing the requesting party's identity and a detailed description of the information requested~~.

4.4 Identification of Requesting Party. The Responsible Authority **must** verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

4.5 Time Limits. Requests will be received and processed at Isanti City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

4.6 Fees. Fees will be charged in the same manner as for public information and are summarized in **Exhibit 2**.

4.7 Summary Data. The term summary data refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared

within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. See **Exhibit 4**.

4.8 Records of Minors and Incapacitated Persons as defined in Minnesota Statutes § 524.5-102, subdivision 6. The following applies to private *(*not confidential) data about people under the age of 18 and about those persons who are incapacitated as defined by Minnesota Statutes § 524.5-102, subdivision 6.

4.8A Parent /Guardian Access. In addition to the people listed above who may have access to private data, a Parent may have access to private information about a minor or incapacitated person. For the purposes of these procedures, "Parent" shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A Parent is presumed to have this right unless the minor has requested the Responsible Authority to withhold the data and withholding the data would be in the best interest of the minor, or unless the Responsible Authority has been given evidence that there is a state law, court order, or other legally binding document, that restricts the Parent's exercise of this right.

4.8B Notice to Minor and Incapacitated Persons. Before requesting private data from minors or incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent or guardian(s). See **Exhibit 5**.

4.8C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.8C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences,

4.8C2 Whether denying access may protect the individual from physical or emotional harm,

4.7C3 Whether there are reasonable grounds to support the individual's reasons, and

4.8C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental access without a request from the juvenile or incapacitated person under Minnesota Statutes Section 144.335, or under any other state or federal statute that allows or requires denial of parental access and that provides standards for denying parental access.

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. An Inventory of the private and confidential information maintained by the City is contained in **Appendix A.** Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data ten years after the death of the data subject **and** 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years elapsed since the creation of the data or 90 years have elapsed since the individual'sbirth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to it indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data Not On Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and

protected nonpublic information, except for security information, becomes public either ten years after it was created by the City or ten years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder. See **Exhibit 7**.

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data. See **Exhibit 6**.

6.1B3 People who are authorized access by federal or state law or by court order.

6.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.1C Protected Nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 People who are authorized access by federal or state or by court order.

6.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. The data request ~~generally~~ requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-delivering it to the City. See **Exhibit 3**. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

6.3 Form of Request (Nonpublic or Protected Nonpublic Information). All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17, United States Code.) The Responsible Authority will provide a form ~~,~~(see **Exhibit 3**)~~,~~ to document the requesting party's identity, the information requested, and the City's response~~; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested~~.

6.4 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when nonpublic or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, nonpublic, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.5 Time Limits. Requests will be received and processed at Isanti City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.6 Fees. Fees will be charged in the same manner as for public information and are summarized in **Exhibit 2**.

6.7 Accessibility of Records. Upon request by an individual, records must be made available within a reasonable time period to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. Reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to records to individuals with disabilities. This requirement does not apply to (1) technology procured or developed prior to January 1, 2013, unless substantially modified or substantially enhanced after January 1, 2013 or (2) records that cannot be reasonably modified to be accessible without an undue burden as defined in Minnesota Statutes Section 16E.015, subdivision 4 to the public entity or (3) except as otherwise provided in Minnesota Statutes Chapter 16E.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennessen Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennessen warning. See **Exhibit 8; Exhibit 9**.

9.1A This warning must contain the following:

9.1A1 The purpose and intended use of the requested data,

9.1A2 Whether the individual may refuse or is legally required to supply the requested data,

9.1A3 Any known consequences from supplying or refusing to supply the information, and

9.1A4 The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennessen warning is not required when:

9.1B1 An individual is requested to supply investigative data to a law enforcement officer;

9.1B2 The data subject is not an individual (e.g., the data subject is a corporation or partnership);

9.1B3 The data subject offers information that has not been requested by the City;

9.1B4 The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1B6 The information requested from the subject is classified as public data.

9.1C A Tennessen warning may be on a separate form (e.g., **Exhibit 9**) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer. When an individual gains access to government information or services through the City's computer, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individuals' refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer.

9.2 Data Quality Procedures. The City is required to establish procedures to ensure that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

9.2C Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birthdate, address, etc.). (This directive does not prohibit employees from collecting data from third parties.)

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity check on sample case files that contain data on individuals.

10.0 Challenge to Data Accuracy or Completeness. An individual who is the subjectof public or private data may contest the accuracy or completeness of that data maintainedby the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority mustrespond and either (1) correct the data found to be inaccurate or incomplete and attempt tonotify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

11.0 Data Protection.

11.1 Accuracy and Currency of Data.

11.1A All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, City Administrator, City Clerk, or Finance Director, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

11.1B Department heads should, on a yearly basis, review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

11.1 C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.

11.2 Data Safeguards/Ensuring Security of Not Public Data. The City has established the following procedures to ensure appropriate access to not public data:

11.2A Data Inventory. Pursuant to Minn. Stat. § 13.025, subd. 1, the City has a Data Inventory that identifies and describes all not public data on individuals maintained by the City. See **Appendix A**. To comply with Minn. Stat. § 13.05, subd. 5, the City has modified its Data Inventory to represent the employees who have access to not public data.

11.2B In the event of a temporary duty as assigned by the City Administrator or Supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

11.2C In addition to those employees listed in the Inventory, the Responsible Authority/Compliance Officer (City Administrator, City Clerk), Data Practices Designee, City Councilmembers, City Attorney, or specific City agent may have access to all not public data maintained by the City for specified duties. Any access to not public data will be strictly limited to the data on an as-needed basis and only as necessary to complete the work assignment.

11.2D Employee position descriptions and job responsibilities. Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. The City Administrator or City Clerk shall instruct these employees to:

11.2.D1 1) not discuss, disclose, or otherwise release private or confidential data to anyone other than City employees whose job responsibilities require access to the data;

11.2.D2 2) Password-protect their computers and lock their computers before leaving work stations;

11.2.D3 3) Secure no public data within locked work spaces and in locked file cabinets;

11.2.D4 4) not leave private or confidential data where non-authorized individuals might see it; and

11.2.D5 5) shred private or confidential data before discarding.

11.2E When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in **Exhibit 10** or substantially similar language.

11.2F Data Storage. Private and confidential information will be stored in files, work spaces, or databases that are not readily accessible to individuals who do not have authorized access and that will be secured

during hours when offices are closed. Private and confidential data will be kept only in City offices, except when necessary for City business. The City will limit access to shared network drives and implement password protections, where necessary, for not public data.

11.2G Appointment of Designees. To further ensure appropriate access and compliance with laws, the City Administrator, an appointed responsible authority designee, the City Clerk. See **Appendix A.**

11.2H Data Sharing with Authorized Entities or Individuals. State or federal law may authorize the sharing of public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will receive notice of any sharing in applicable Tennessen warnings or the City will obtain the individual's consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

11.2 I Security Assessment. The City will conduct a comprehensive security assessment of any personal information maintained by the City (i.e., social security numbers, driver's license or identification numbers, and account, credit and debit card numbers along with any security code, access code or passwords that would permit access to an individual's financial account).

11.3 Procedures for Breaches in Security.

11.3A In the event of an unauthorized breach of the security of not public data, the City will follow all applicable procedures pursuant to Minn. Stat. § 13.055. The City will promptly investigate a breach in the security of data. Upon completion of the investigation and final disposition of any disciplinary action related to the breach, the City will prepare a report on the facts and results of the investigation.

11.3B If the breach involves unauthorized access to or acquisition of data by an employee, contractor, or agent of the City, the report will include: 1) a description of the type of data that were accessed or acquired; 2) the number of individuals whose data was improperly accessed or acquired; 3) if there has been final disposition of disciplinary action, the name of each employee determined to be responsible for the unauthorized access or acquisition; and 4) the final disposition of any disciplinary action taken against each employee in response.

11.3C The City will notify the subject of the data that the report is being prepared and how to access the report and that the report may be requested by mail or email. Notification to the data subject may be delayed if a law enforcement agency determines that the notification will impede an active criminal investigation. After the law enforcement agency determines that notification will not compromise the investigation, the notification must be made to the data subject.

11.3 D The City will notify each data subject affected by a breach in writing either by first class mail or by electronic notice, or by substitute notice, as allowed by law.

11.4 Penalties for Unlawfully Accessing Not Public Data. The City will utilize penalties for unlawful access by its employees to not public data as provided for in Minnesota Statutes Section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

EXHIBIT 1

LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Isanti ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with Federal law, State Statute or a temporary classification.

The City has appointed the following position to administer this system.

Responsible Authority and Data Practices Designee:

Jaden Strand
City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
Jstrand@cityofisanti.us

Data Practices Compliance Official
Josi Wood
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: jwood@cityofisanti.us

The Responsible Authority, Compliance Official, and Designee shall have access to all records.

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

EXHIBIT 2

Annual Fee Schedule

The City of Isanti charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-Payment Mandatory

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, the person making the data request will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, the person making the data request is responsible for the remaining balance before the copies will be provided. The deposit amount must be paid before the City will begin working on processing a data request.

Standard Charges

Please note: An administrative fee may be charged for services not specifically identified, as deemed appropriate by the City Council (and or designees – City Administrator, City Clerk). An administrative fee may be added to the charges in the Fee Register for those situations where the specified fee does not adequately compensate the City.

- The City will not require payment for copies if the cost of copies is less than $5.00.

- 100 or fewer black and white paper copies/ 8.5" x 11"
  single-sided – 25 cents
  double-sided – 50 cents

- 100 or More Paper Copies, or Most Other Types of Copies – Actual Cost

What is Actual Cost?

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;
  - remove staples or paper clips;

- Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of the request, the City finds it necessary for a higher-paid employee to search for and retrieve the data, the City will calculate the search and retrieval portion of the copy charge at the higher salary/wage;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if the request is for copies of data that we cannot reproduce ourselves, such as photographs.

EXHIBIT 3

GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** City of Isanti ("City") hereby authorizes _____, ("Authorized Party") access to the following government data: _____

_____

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose:

_____

_____

3. **COST.** (Check all that apply):

___ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: $_____

___ _____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be $_____.

_____

Signature of Requestor Date

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

_____

Complete name (printed) Title (printed)

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover $1,000,000 per claimant for personal injuries and/or damages and $1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from_____to_____.

8. **ACCESS RESULTS.**

A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY:_____

By:_____Date: _____

Title (if applicable): _____

REQUESTOR OF SUMMARY DATA:_____

By:_____Date: _____

Title (if applicable): _____

CITY OF ISANTI:

By:_____Date: _____

Its: _____

_____

EXHIBIT 4

NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

* Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,

* Whether denying access may protect you from physical or emotional harm,

* Whether there is reasonable grounds to support your reasons, and

* Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO:_____ DATE:_____

BY:_____
(name) (title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information:

_____

_____

_____

Be withheld from: _____

For these reasons:

_____

_____

_____

Date:_____ Print name: _____

Signature: _____

EXHIBIT 5

SAMPLE CONSENT TO RELEASE PRIVATE DATA

I,_____, authorize the City of Isanti ("City") to
(print name)
release the following private data about me:

_____

_____

to the following person(s) or entity(ies):

_____

_____

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

_____

_____

This authorization is dated_____and expires on_____.

I understand that my records are protected under state privacy regulations and cannot be disclosed without my consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically one year after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

_____
Signature

_____
Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- ☐ **Witness: x_____**
- ☐ **Identification: Driver's License, State ID, Passport, other:_____**
- ☐ **Comparison with signature on file**
- ☐ **Other:_____**

Responsible Authority/Designee: _____

EXHIBIT 6

CONSENT TO RELEASE COPYRIGHTED DATA

I,_____, certify that I have the authority to authorize the City of Isanti to release the following copyrighted data of which I am the copyright holder: _____

_____

To the following person or people:_____

_____

The person or people receiving the copyrighted data may use it only for the following purpose or purposes:_____

This authorization is dated_____and expires on_____.
**The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

_____
Printed Name Title

_____
Complete Address Phone

_____
Notarized Signature Date

STATE OF MINNESOTA)
) ss.
COUNTY OF_____)

On this_____day of_____, 20__, before me, a Notary Public withinand for said County, personally appeared_____, known to me to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

_____
Notary Public

My Commission Expires On: _____

EXHIBIT 7

SAMPLE DATA PRACTICES ADVISORY
(Tennessen Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is:_____
_____

You_____are /____are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____
_____
_____
_____

Other persons or entities authorized by law to receive this information are:

_____
_____
_____
_____

EXHIBIT 8

City of Isanti
Tennessen Warning Form

It is the City of Isanti's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Isanti. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State of Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.
If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- You job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;

- The existence and status of any ~~written~~ complaints or charges against you ~~while you work for~~as an employee of theCity of Isanti, regardless of whether or not they have resulted in disciplinary action;~~, the final disposition of any disciplinary action and supporting documentation;~~
- The final disposition of any disciplinary action and supporting documentation;
- You work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than $10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Applicant Data Practices Advisory Continued
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you in voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Isanti Human Resources at 110 1st Ave NW P.O. Box 428, Isanti, MN 55011.

This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

_____ _____

Applicant Signature Date

EXHIBIT 9

SAMPLE CONTRACT PROVISION

Data Practices Compliance. This contract is governed by Minnesota Statutes Section 13.05, subdivisions 6 and 11, the provisions of which are incorporated by reference into this contract. The City of Isanti ("City") agrees to give the CONTRACTOR access to data collected or maintained by the City as necessary to perform CONTRACTOR'S obligations under this contract. CONTRACTOR agrees to maintain all data created, collected,received, stored, used, maintained or disseminated by CONTRACTOR consistent with requirements of the Minnesota Government Data Practices Act, Minnesota Chapter 13 (the "Act"). CONTRACTOR will not release or disclose the contents of data classified as notpublic to any person except at the written direction of the City. CONTRACTOR agrees todefend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of CONTRACTOR'S failure to comply with the requirements of this Paragraph; provided that CONTRACTOR shall have no duty to defend or indemnify where CONTRACTOR has acted in conformance with the City's written directions.

EXHIBIT 10

Building Permit/Plans
DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of Isanti can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumptionthat all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37 as being "government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury."

AND / OR

Trade Secret information defined by Minnesota Statutes Section 13.37 as being "government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use."

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The responsible authority for the City of Isanti will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the

City to make copies for the City's use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____
_____
_____
_____

_____	_____
Name of Applicant (Please Print)	Date
_____	_____
Signature of Applicant	Property address
_____	_____
Contact Address	Contact phone
_____	_____
	E-mail address

APPENDIX A

NONPUBLIC, PRIVATE, AND CONFIDENTIAL DATA MAINTAINED BY THE CITY OF ISANTI

DATA INVENTORY

Pursuant to Minnesota Statute § 13.025, subd. 1, the City provides this Data Inventory identifying and describing all not public data on individuals maintained by the City. To comply with Minnesota Statute § 13.05, subd. 5, the City's Data Inventory also indicates the employees who have access to this data.

In addition to the employees listed, the City's Responsible Authority/Data Practices Compliance Official, Data Practices Designee(s), City Councilmembers, City Attorney, and specified agents of the City will also have access to all not public data only on an as-needed basis, and only when necessary as part of a specific work assignment.

This Inventory includes data divided into the following categories: General, Administration, Community and Real Property, Personnel, and Public Safety. These categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type. (For example, data listed under Personnel may be physically located in more than one City department.)

This Inventory includes citations to the applicable Minnesota Statutes. Please refer to the specific statutes cited for the complete details regarding the data classifications, any applicable exceptions, and other information.

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
General				
Audit Data	Data relating to an audit, examination or investigation performed by the state auditor. Data provided for purpose of review and verification must be protected from unlawful disclosure.	Protected Nonpublic/ Confidential	Minn. Stat. § 6.715, subd. 5	City Administrator Finance Director, City Clerk
Business Data	Data by a business requesting financial assistance or benefits financed by public funds. Data becomes public when public assistance is provided or the business receives assistance from the City, except that business plans, income and expense projections not related to assistance, customer lists, tax returns and design, market and feasibility studies not paid for with public funds remain private or nonpublic.	Private/Non Public	Minn. Stat. § 13.591	City Administrator Finance Director, City Clerk, Community Development Director, Economic Development Director
City Attorney Records	Use, collection, storage and dissemination of data by the city attorney is governed by statutes, rules and professional standards concerning litigation, evidence and professional responsibility. Attorney-client and work product privilege documents are confidential.	Confidential	Minn. Stat. § 13.393	City Administrator, Finance Director, City Clerk, Chief of Police, Asst. City Administrator/Public Services Director, Building Official, Community Development Director
Civil Investigative Data	Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.	Confidential/Protected Nonpublic/Not Public/ Public	Minn. Stat. § 13.39	City Administrator, Finance Director, /City Clerk
Council Meetings with Data Classified as Nonpublic	A part of a meeting must be closed is expressly required by other law or if the certain types of data are discussed: alleged victims or reporters of criminal sexual conduct, domestic abuse, maltreatment of minors/vulnerable adults, active investigative data as defined in Minn. Stat. 13.82, subd. 7, internal affairs data relating to law	Private/Public	Minn. Stat. §13D.05	City Administrator, Police Chief

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	enforcement misconduct, educational, health, medical, welfare, or mental health data not public under Minn. Stat. §§ 13.32; 13.3805, subd. 1; 13.384; or 13.46, subd. 2, 7.			
Elected Officials Correspondence	Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or recipient.	Private/Public	Minn. Stat. § 13.601, subd. 2	City Administrator Finance Director, City Clerk
Financial Disclosure Statements	Statements of elected or appointed officials which, by requirement by the City, are filed with the City are public data on individuals.	Public	Minn. Stat. § 13.601, subd. 1	City Administrator, Finance Director, City Clerk
Grants	Data created by state agency providing grants and persons/agencies that apply for or receive grants.	Nonpublic/Private	Minn. Stat. § 13.599	City Administrator, Finance Director, City Clerk, Public Services Director/ Asst. City Administrator, Community Development Director, Chief of Police, Economic Development Director
Identity of Employees Making Complaints	The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by their employer of any federal state law or rule.	Private	Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)	City Administrator, City Clerk, Chief of Police
Internal Competitive Response	Bid/proposal for goods/services prepared by staff of government entity competing with those solicited by the same entity from the private sector or different entity from the private sector are private or nonpublic until completion of the selection or evaluation process at which time the data are public with trade secret exception (Minn. Stat. § 13.37).	Private/Nonpublic	Minn. Stat. §§ 13.591, subd. 5; 13.37	City Administrator, City Clerk, Finance Director, Asst. City Administrator/Public Services Director
Internal Auditing Data	Data, notes, preliminary drafts or reports created, collected and maintained by the internal audit offices of the City of by person performing audits for the City	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. § 13.392	City Administrator, Finance Director, City Clerk

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under certain circumstances.			
Judicial Data	Judicial branch data disseminated to the city has the same classification in the hands of the city as it had in the hands of judicial branch providing it.	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. § 13.03, subd. 4(e)	City Administrator, City Clerk, Chief of Police
Personal Contact and Online Account Information	Data on individual kept by City for notification purposes or as part of subscription list for the City's electronic periodic publications as requested by individual. Includes phone numbers, email, internet usernames and passwords, IP addresses, and other similar data related to the individual's online account or access procedures. Data may only be used for the specific purpose for which person provided the data. Does not include data submitted for purposes of making public comment.	Private	Minn. Stat. §§ 13.356; 13.04, subd., 2	City Administrator, Finance Director, City Clerk, Public Services Director/Asst. City Administrator, Community Development Director, Economic Development Director
Pleadings	Pleadings in a lawsuit by or against the City	Public	Minn. Stat. § 13.03, subd. 12	Certain employees on an as-needed as part of specific work assignments.
Requests for Proposals	RFP's are not public data until the response are opened. Once opened, the name of the responder is public. All other data in the RFP are private/nonpublic until completion of the evaluation process. After the process is completed, all remaining data are public with the exception of trade secret data. If all responses to RFP are rejected before completing evaluation process, all data, other than that made public at the opening, remain private or nonpublic until a resolicitation for RFP's results in the completion of the evaluation process, or purchase is abandoned. If resolicitation does not occur within one year of the proposal opening data, the remaining data become public.	Private/Nonpublic/ Not public/Public	Minn. Stat. §§ 13.591, subd. 3(b); 13.37	City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Sealed Bids	Sealed bids, including the number of bids received, prior to opening.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director, Community Development Director, Chief of Police, Economic Development Director
Security Information	Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, physical injury, etc. Includes crime prevention block maps and lists of volunteers in community crime prevention programs and their home addresses and numbers, but these may be disseminated among other volunteers. If City denies a data request based on security information, the City must, upon request provide a short description explaining the necessity for classification.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Chief of Police, Finance Director, City Clerk, Asst. City Administrator/Public Services Director
Service Cooperative Claims Data	Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including long-term disability plan offered through Minnesota service coops and plan participant survey information. Exception applies, see statute.	Nonpublic	Minn. Stat. § 13.203	City Administrator Finance Director, City Clerk
Social Security Numbers	Social security numbers of individuals, whether in whole or in part. City cannot mail or deliver an item that displays a social security number on the outside of or otherwise visible on the item.	Private	Minn. Stat. § 13.355	City Administrator, Finance Director, City Clerk
State Auditor Data	Data relating to audit conducted by the State Auditor's office for purpose of review and verification of the data, prior to publication of the final report of the audit. Final report is public.	Confidential/Protected Nonpublic	Minn. Stat. § 6.715, subd. 5	City Administrator, Finance Director, City Clerk

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Trade Secret Information	Formula, pattern, compilation, program, device, method or process 1) supplied by person or organization; 2) that is the subject of efforts that are reasonable to maintain its secrecy; and 3) derives economic value from not being generally known to, or readily ascertainable by proper means by other persons who could obtain economic value from its disclosure or use.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, City Clerk, Asst. City Administrator/Public Services Director
Utility Disconnection Notice	Utility data on disconnections provided to cities under Minn. Stat. § 216B.0976	Private	Minn. Stat. § 13.681, subd. 6	City Administrator, City Clerk, Asst. City Administrator/Public Services Director, Utility Billing/Accounting Clerk
Administration				
Assessor's Data	Data on sales sheets from private multiple listing services organizations, income information on persons used to determine Minn. Stat. § 273.126 class 4(d) property classification; and specified data regarding income properties.	Private/Nonpublic	Minn. Stat. § 13.51	City Administrator, Finance Director, City Clerk
Business Energy Accountability	Data provided by business on an inventory form for business energy use accountability.	Nonpublic	Minn. Stat. §§ 13.681; 216C.44, subd. 5	City Administrator, Finance Director, City Clerk
Candidates for Election to City Council	Data about an individual candidate for election to the City Council is public. Affidavit of candidacy must state an address of residence and phone number. Candidate may request that the address be private data by certifying the police report has been submitted or an order for protection has been issued regarding candidate's or family's safety.	Public/Private	Op. Atty. Gen. NO 852, Oct. 6, 2006; Advisory Opinion No. 05-036; Minn. Stat. § 13.607, subd. 8, and 204B.06, sub. 1b	City Administrator Finance Director, City Clerk
Computer Access Data	Data about a person's access to the City's computer for the purpose of: 1) gaining access to data or information; 2) transferring data or information; or 3) using government services.	Private/Nonpublic	Minn. Stat. § 13.15	City Administrator, City Clerk

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Deferred Assessment Data	Collected pursuant to Minn. Stat. § 435.193, indicating amount or location of cash or other valuables kept in homes of applicants for deferred assessment.	Private	Minn. Stat. §§ 13.4965, subd. 3; 2763124, subd. 13.	City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director
Federal Contracts Data	All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City.	Private/Nonpublic	Minn. Stat. § 13.35	City Administrator, Finance Director, City Clerk, Community Development Director
Homestead Applications	Social security number, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the county treasurer.	Private	Minn. Stat. §§ 13.4965, subd. 3; 273.124, subd. 13	City Administrator, Finance Director, City Clerk,
Municipal Bonds Register Data	Data regarding ownership of municipal obligations.	Private/Nonpublic	Minn. Stat. §§ 13.202, subd. 12; 475.55, subd. 6	City Administrator, Finance Director, City Clerk
Parking Space Leasing Data	Data on applicants for or lessee of a parking space is private/nonpublic: address, home phone, work hours, place of employment, work phone, location of parking space.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Asst. City Administrator/Public Services Director, Finance Director, City Clerk
Registered Voter Lists	Information contained in the master list of registered voters.	Confidential/Public	Minn. Stat. §§ 13.607, subd. 6; 201.091	City Administrator, City Clerk
Security Service Data	Data by collected, created or maintained by a security service for purposes of providing security services to the City.	Nonpublic/Private/ Public	Minn. Stat. §§ 13.861; 13.37l; and 13.82, subd. 2, 3, and 4.	City Administrator, Chief of Police, Asst. City Administrator/Public Services Director, City Clerk

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data on individuals enrolling in recreational or other social programs: name, address, phone, any other identifying data on individual, data describes the health or medical condition of the individual, family relationship, living arrangements, and opinions as to emotional makeup or behavior of individual.	Private	Minn. Stat. § 13.548	City Administrator, Asst. City Administrator/Public Services Director, City Clerk
Solid Waste Customer Lists	Customer lists provided to the City by solid waste collectors.	Private/Nonpublic	Minn. Stat. §§ 13.7411, subd. 4(c); 115A.93, subd. 5	City Administrator, Asst. City Administrator/Public Services Director, City Clerk, Finance Director
Transportation Service Data	Personal, medical, financial, familial, or locational information, except the name, of applicants or users of transportation service for the disabled or elderly.	Private	Minn. Stat. § 13.72, subd. 10	City Administrator, Finance Director, City Clerk, Community Development Director
Community and Real Property				
Appraisal Data	Appraisals made for the purpose of selling or acquiring land through purchase or condemnation	Confidential/Protected Nonpublic/Public	Minn. Stat. § 13.44, subd. 3	City Administrator, Finance Director, City Clerk, Community Development Director, Economic Development Director, Public Services Director/Asst. City Administrator

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Award Data	Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance.	Private/Nonpublic	Minn. Stat. § 13.48	City Administrator, Finance Director, City Clerk, Community Development Director, Economic Development Director, Public Services Director/Asst. City Administrator
Benefit Data	Data on individuals, business entities, collected or created when they seek information about becoming, is, or was an applicant for or recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency food assistance programs administered by the City.	Private/Public	Minn. Stat. § 13.462	City Administrator, City Clerk, Community Development Director, Economic Development Director
Housing Agency Data	Correspondence between the agency and agency's attorney containing data collected as part of an active investigation for the purpose of commencing or defending potential or actual litigation; income information on persons collected and maintained to determine property tax classification eligibility; data pertaining to negotiations with property owners regarding purchase of property.	Confidential/Private/ Protected Nonpublic/ Nonpublic/Public	Minn. Stat. § 13.585	City Administrator, Finance Director, City Clerk, Chief of Police, Economic Development Director
Property Complaint Data	Identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	Minn. Stat. § 13.44, subd. 1	City Administrator, City Clerk, Community Development Director, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Planning Questionnaires	Names and addresses of individuals and business and the legal description of property owned by them, when collected in surveys of individuals conducted by the City for the purposes of planning, development and redevelopment.	Private/Nonpublic	Minn. Stat. § 13.59	City Administrator Finance Director, City Clerk, Community Development Director, Economic Development Director
Redevelopment Data	Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in City surveys for planning, development and redevelopment.	Private/Nonpublic	Minn. Stat. § 13.59	City Administrator Finance Director, City Clerk, Community Development Director, Economic Development Director
Personnel				
Applicant Information	Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private. Exceptions: * Veteran status * Relevant test scores * Rank on eligibility test * Job history * Education/training * Work availability * Name, after certified as eligible for appointment to a vacancy or when a final for a position (selected for an interview) * Names of applications to and members of an advisory board or commission.	Private/Public	Minn. Stat. § 13.43	City Administrator, City Clerk, Asst. City Administrator/Public Services Director, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Applicants to a Public Body	Generally all data about people who are or were an applicant or an appointed member of a public body is private. Exceptions: * Name * City of residence (unless residency requirement, then address) * Education and training * Employment History * Volunteer work * Awards and honors * Prior Government Service If actually appointed, add: * Residential Address * Email or telephone number where appointee can be reached (City email or phone will suffice)	Private/Public	Minn. Stat. § 13.601	City Administrator, Finance Director, City Clerk
Employee Assistance Information	Data created, collected or maintained by a government entity to administer employee assistance programs similar to the one authorized by Minn. Stat. § 43A.319.	Private	Minn. Stat. § 13.43, subd. 7	City Administrator, City Clerk
Employee Drug and Alcohol Tests	Results of employee drug and alcohol tests.	Confidential/Private	Minn. Stat. §§ 13.43, subd. 5(c); 181.954, subd. 2 and 3	City Administrator, City Clerk, Chief of Police, Asst. City Administrator/Public Services Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employee Data	Generally all data about current and former employees, volunteers, and independent contractors are private. Exceptions: * Name * Actual gross salary * Salary Range * Contract fees * Actual gross pension * Value and nature of employer paid fringe benefits * Basis for and the amount of added remuneration (expense reimbursement and salary) * Job title, description * Education and training background, previous work experience * Date of first and last employment * Existence and status of any complaints or charges againstemployee, regardless of whether result was disciplinary action * Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are public employees of body * Terms of any agreement settling any dispute arising from employment relationship, including buyout agreement * Work location and phone number *Badge number * Honors and awards received * Payroll sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except that extent that timesheet data would reveal the employee's reasons for use of sick or other non-medical leave are nonpublic data.			City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director, Community Development Director, Economic Development Director, Liquor Store Manager, Chief of Police
Employment Training Data	Data on individuals collected, maintained, used or disseminated because an individual applies for or is/has been enrolled in employment and training publicly-funded programs.	Private	Minn. Stat. § 13.47	City Administrator, City Clerk, Finance Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Examination Data	Complete versions of personnel and licensing exams.	Confidential/Private	Minn. Stat. § 13.34	City Administrator, City Clerk, Finance Director, Chief of Police, Asst. City Administrator/Public Services Director
Harassment	Data identifying complainant or other witnesses not accessible in harassment complaint if data would threaten complainant/witness safety. Summary information will be provided to employee against complaints made to prepare them for disciplinary proceeding that has been initiated.	Confidential/Private	Minn. Stat. § 13.43, subd. 8	City Administrator, City Clerk
Human Rights Data	Includes investigative data in an open case file, name/address of charging party or respondent, factual basis of allegations, and statute or ordinance on which charge brought; investigative data in closed case file.	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. §§ 13.552; 363A.7; and 363A.35	City Administrator, City Clerk
Labor Relations Information	Management position on economic and non-economic items that have not been presenting collective bargaining or arbitration, including information collected or created to prepare management position.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director, Chief of Police
Peer Counseling Debriefing	Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.	Private	Minn. Stat. § 13.43, subd. 9	City Administrator, City Clerk, Chief of Police
Personnel and Employment Data	Data on individuals collected because the individual is or was an employee or an applicant for employment, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.	Private/Public	Minn. Stat. § 13.43	City Administrator, Finance Director, City Clerk, Asst. City Administrator/Public Services Director, Chief of Police
Protection of Employee or Others	To protect employee from self or others from employee, data relevant to the safety concerns may be released to (1) person who may be harmed or attorney when relevant to obtaining restraining order; (2) prepetition screening team in commitment process; (3) a court, law enforcement, or prosecuting authority.	Private/Public	Minn. Stat. § 13.43, subd. 11	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Salary Benefit Survey Data	Data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with written understanding that it shall not be made public.	Nonpublic	Minn. Stat. § 13.435	City Administrator, City Clerk, Finance Director
Undercover Law Enforcement Officer	All personnel data about undercover officer while assigned as such. Then, same data classifications as other employees apply unless threat to safety or investigation.	Private/Public	Minn. Stat. § 13.43, subd. 5	City Administrator, City Clerk, Chief of Police
Public Safety				
Arson Investigation	Information relating to a fire loss or potential fire loss.	Confidential/Public	Minn. Stat. §§ 13.6905, subd. 26; 299F.055; and 299F.06	City Administrator, City Clerk, Chief of Police
Child Abuse Report Records	Active/inactive investigative data of child abuse/neglect victims/reporters under Minn. Stat. § 626.556.	Confidential/Private	Minn. Stat. §§ 13.871, subd. 6(b); 13.82, subd. 8, 9; and 626.556	City Administrator, City Clerk, Chief of Police
Corrections and Detention Data	Data on individuals created, collected, used by a City correction/detention facility, release which discloses medical, psychological financial or personal information not related to individual's detainment; detention data, the release of which endanger an individual's life, investigation, identify a confidential information or endanger security of any institution or its population.	Confidential/Private/ Public	Minn. Stat. § 13.85	City Administrator, City Clerk, Chief of Police
Crime Victim Notice of Release	Identifying data regarding a crime victim, including victim's request for notice of release and notice of release made pursuant to Minn. Stat. § 611A.06.	Private	Minn. Stat. §§ 13.871, subd. 5(a); 611A.06	City Administrator, City Clerk, Chief of Police
Criminal Gang Investigative Data System	Data in the criminal gang investigative data system confidential, but accessible to law enforcement agencies and may be release to criminal agencies.	Confidential	Minn. Stat. §§ 13.6905, subd. 14; 299C.091	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Criminal History Data	Data maintained by agencies, political subdivisions, statewide systems are classified as private, except that data kept by the BCA identifying an person convicted, the offense, disposition, and other information outlined by statute are public for 15 years after discharge of the sentence. Data in integrated search service is private. Person subject of the data may only have (1) list of government entities that provided public or private data about them; and (2) data describing what is maintained about them at each entity.	Private/Public	Minn. Stat. § 13.87	City Administrator, City Clerk, Chief of Police
Criminal History Data – Discharge/Dismissal of Crime	Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.	Not Public	Minn. Stat. § 13.87	City Administrator, City Clerk, Chief of Police
Diversion Program Data	Names and identifying data concerning diversion program participants that are maintained in the criminal justice data communications network.	Private	Minn. Stat. §§ 13.6905, subd. 18; 299C.46, subd. 5	City Administrator, City Clerk, Chief of Police
Detention Data	Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in a correctional or detention facility, including City jail or lockup.	Private/Confidential/ Public	Minn. Stat. § 13.85	City Administrator, City Clerk, Chief of Police
Domestic Abuse Data	Data on individuals collected, created, received or maintained by police departments pursuant to the domestic abuse act.	Confidential/Public	Minn. Stat. § 13.80	City Administrator, City Clerk, Chief of Police
E-Charging Data	Data created by local law enforcement and maintained by the BCA in statewide data system. Credentialing data is private protected nonpublic, and auditing, workflow and routing data is confidential protected nonpublic.	Confidential/Private/ Nonpublic	Minn. Stat. § 13.871, subd. 11	City Administrator, City Clerk, Chief of Police
Emergency Telephone Service	Names, addresses and phone numbers provided to a 911 or other emergency system.	Private	Minn. Stat. §§ 13.202, subd. 6; 403.07, subd. 3, 4	City Administrator, City Clerk, Chief of Police
Explosives or Blasting Agents	Data on application to law enforcement to use/store explosives/blasting agents. May be shared with other law enforcement whose job requires access to a facility containing them. Recipients prohibited from disclosing data to anyone not directly involved in the work.	Nonpublic	Minn. Stat. § 299F.75, subd. 4	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Firearms Data	Data about the purchase or transfer of firearms and applications for permits to carry firearms.	Private	Minn. Stat. § 13.87, subd. 2	City Administrator, City Clerk, Chief of Police
Hazardous Substance Emergency	Information contained in hazardous materials notification reports made under Minn. Stat. §§ 299F.091 to 299F.099.	Nonpublic	Minn. Stat. §§ 13.6905, subd. 27; 299F.095; and 299F.096, subd. 1	City Administrator, City Clerk, Chief of Police, Asst. City Administrator/Public Services Director
Health Data	Data on individuals relating to the identification, description, prevention and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect public health.	Private	Minn. Stat. § 13.3805, subd. 1	City Administrator, City Clerk, Chief of Police, Asst. City Administrator/Public Services Director
Integrated Search Service Data	Data on individuals stored on one or more databases maintained by criminal justice agencies and accessible through the integrated search service operated by the BCA.			City Administrator, City Clerk, Chief of Police
Investigative Detention Data	Data that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others.	Confidential	Minn. Stat. § 13.86	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Law Enforcement Data	Certain arrest data, request for service data, ad response or incident data are public data. Audio recordings of a 911 call to request service is private data on individuals, but written transcript of the audio recording is public, unless it reveals identity of an individual otherwise protected under Minn. Stat. § 13.82, subd. 17. Criminal investigative data created/collected by law enforcement to prepare a case against a person for commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while investigation still active. Photos that are part of inactive investigation files that are clearly offensive to common sensibilities are private or nonpublic, provided that their existence shall be disclosed to any person requesting access to the inactive investigative file. Data on court records relating to name changes under Minn. Stat. § 289.10, subd. 2 which are held by a law enforcement agency are confidential data while an investigation is still active and private when inactive. Data in arrest warrant indices are confidential until defendant has been taken into custody, served with warrant, appears in court, except when law enforcement determines that public purpose is served by making information public. Data uniquely describing stolen, lost, confiscated or recovered property are classified as private or nonpublic, depending on content.	Private/Confidential/ Public/Non Public	Minn. Stat §§ 13.82, 259.10, subd. 2	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	Financial records of a program paying informant rewards protected nonpublic/confidential data. Data on registered criminal offenders are private data. Data on missing children bulletins are public. Data reflecting thoughts/investigative techniques confidential/nonpublic, provided that information, reports, memoranda have been adopted as the final opinion or justification for a decision of a law enforcement agency are public. Booking photographs are public data. Data that could reveal identity of persons who are customers of a licensed pawnbroker of secondhand goods dealer are private data. Data describing property in a regulated transaction with a licensed pawnbroker or secondhand goods dealer are public			
Orders for Protection and No Contact Orders	Data from orders for protection or no contact orders and data entered by law enforcement to assist in enforcement of those orders. Data about the offender can be shared with the victim for order enforcement.	Private	Minn. Stat. §§ 13.871, subd. 13; 299C.46, subd. 6	City Administrator, City Clerk, Chief of Police
Peace Officer Discipline Procedures	Investigative report made by a law enforcement agency in connection with a peace officer disciplinary matter; identifies of confidential informants in such matters; identities of witnesses expected to testify in disciplinary hearings.	Confidential/Private/ Public	Minn. Stat. §§ 13.871, subd. 6(p); 626.89, subd. 6; and 13.43	City Administrator, City Clerk, Chief of Police
Peace Officer Records on Juveniles	Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts.	Private	Minn. Stat. §§ 13.875, subd. 3; 260B.171, subd. 5	City Administrator, City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Peace Officer Reports on Accidents	Collected by law enforcement as required for a report of an accident under Minn. Stat. § 169.09, subd. 8. Must be disclosed to, upon written request by, persons in accident or representing estate, surviving spouse, etc., or other person injured in person, property, or means of support, or who incurs other loss by virtue of accident.	Confidential	Minn. Stat. § 169.09, subd. 13	City Administrator, City Clerk, Chief of Police
Reports of Gunshot Wounds	Report made by a health professional regarding wound inflicted by perpetrator of crime using firearm or other dangerous weapon.	Confidential	Minn. Stat. §§ 13.871, subd. 6(a); 626.53	City Administrator, City Clerk, Chief of Police
Safe at Home Data	Identity and location data of Safe at Home Program participants not otherwise classified by law are private data. Data on participant who submits a notice that they are certified part of address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) express consent from participant; 2) court order; 3) data subject to sharing pursuant to Minn. Stat. 5B.07, subd. 2.	Private	Minn. Stat. §§ 13.805; 5B.07, subd. 1	City Administrator, City Clerk, Chief of Police
Sexual Assault Crime Victims	Data identifying victim who is a minor, in records or reports relating to petitions, complaints or indictments made for criminal sexual conduct in the first – fourth degrees.	Private	Minn. Stat. §§ 13.871, subd. 3(e); 609.3471	City Administrator, City Clerk, Chief of Police
Undercover Buy Fund	Data in investigative files identifying witnesses, sources, or undercover investigators; information in a report at the close of an investigation regarding identity/location of witness.	Confidential/Private/ Public	Minn. Stat. §§ 13.6905, subd. 13; 299C.065,subd. 4	City Administrator, City Clerk, Chief of Police
Videotapes of Child Abuse Victims	Videos where child is alleging, explaining, denying, or describing physical or sexual abuse.	Private/Confidential	Minn. Stat. §§ 13.821; 611A.90	Chief of Police
Vulnerable Adult Report Records	Reports made (Minn. Stat. § 626.557) of possible maltreatment of vulnerable adults; identities of persons making such reports.	Private/Confidential	Minn. Stat. §§ 13.871, subd. 6(1); 626.557, subd. 12(b)	City Administrator, City Clerk, Chief of Police

Exhibit B

Data Practices Policy for Data Subjects

City of Isanti, Minnesota

Section 1
DATA ABOUT YOU

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data**: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

   The following is an example of public data about you:
   Names of government employees, if you are a government employee

2. **Private data**: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

   The following is an example of private data about you:
   Your social security number.

3. **Confidential data**: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

   The following is an example of confidential data about you:
   Your identity if you are the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

The City of Isanti must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**
  You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

  Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

  As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note**: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**
  When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessen warning. The notice controls what we do with the datathat we collect from you. Usually, we can use and release the data only in the ways described in the notice.

  We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**
  The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you, conduct an investigation into the security breach, and prepare a report which you may obtain access, in accordance with the law.

- **When your Data are Inaccurate and/or Incomplete**
  You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, the City ~~generally~~ requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts in **Section 2**. You may make your request by filling out a form provided by the City (also attached to this Policy), and sending it by email, U.S. mail, or by hand-delivering it to the appropriate individual listed in **Section 2** ~~City~~.

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Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for the actual cost of providing copies. (See **Section 3** for information on copy costs and payment.)

The City requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located in **Section 4**. If you do not provide proof of that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide copies of the data within 10 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Request for Your Data,* you must pay the deposit before the City will begin working on your request.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you.~~let us know.~~ We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. In addition, we are not required under the Government Data Practices Act to respond to questions that are not about your data requests for

government data.~~to respond to questions that are not specific requests for data.~~

- Following our response, if you do not make arrangements within 15 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and we will consider your request closed.

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Section 2
Data Practices Contacts

Responsible Authority
Jaden Strand
City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JStrand@cityofisanti.us

Data Practices Compliance Official
Josi Wood
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JWood@Cityofisanti.us

Data Practices Designee(s)
Jaden Strand
City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JStrand@cityofisanti.us

Section 3
Copy Costs and Payment – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

Pre-payment is mandatory for all copy requests for which fees are charged. You must pay for the copies before we will give them to you. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount,you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

The City will not require payment for copies if the cost of copies is less than $5.00.

Actual cost

When the subject of the data requests copies, the City may charge for the actual costs of making, certifying and compiling the copies.

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;
  - remove staples or paper clips;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce

Section 4
Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
  - the foreign equivalent of any of the above
- A **minor individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
  - the foreign equivalent of any of the above
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Exhibit C

Data Practices Policy for Members of the Public

City of Isanti, Minnesota

Section 1

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Isanti must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City keeps, the City ~~generally~~ requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts in Section 2~~on page 4~~. You may make your request for data by filling out a form provided by the City (also attached to this Policy)and sending it by email, U.S. mail, or by hand-delivering it to appropriate individual in Section2~~the City~~.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies. (See **Section 3** for information on copy costs and payment.)

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

How We Respond to a Data Request

Upon receiving your request, the City will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public or cannot be disclosed.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or email them to you if possible. If you want us to send the copies through the mail, you will need to provide us with an address or email address. We mayprovide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given time period.

~~o~~ Following our response, if you do not make arrangements within 15 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

Please see Section 3, so that you understand how the City calculates costs for copies and your

Exhibit C

obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies

prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Data Request*, you must pay the deposit before the City will begin working on your data request.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, the Government Data Practices Act does not require us to answer questions that are not about your data requests, or requests for government data.~~that are not requestsfor data.~~

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Section 2
Data Practices Contacts

Responsible Authority
Jaden Strand
City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JStrand@cityofisanti.us

Data Practices Compliance Official
Josi Wood
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JWood@cityofisanti.us

Data Practices Designee(s)
Jaden Strand
City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: JStrand@cityofisanti.us

Section 3

Copy Costs and Payment – Members of the Public

The City of Isanti charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

The City will not require payment for copies if the cost of copies is less than $5.00.

For 100 or Fewer Paper Copies – 25 Cents Per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

For 100 or More Paper Copies, or Most Other Types of Copies – Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;
  - remove staples or paper clips;
  - **Please note:** the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

RESOLUTION 2022-xxx

APPROVING AN AMENDMENT TO THE DEVELOPMENT AND SUBSIDY AGREEMENT FOR ROCKSTAD AND CO RELICS AND WARES DATED OCTOBER 5, 2021

WHEREAS, the City of Isanti owns property for the public purpose of creating quality jobs and increasing the City's tax base; and,

WHEREAS, the City of Isanti entered into a Development and Subsidy Agreement for Rockstad and CO Relics and Wares regarding the sale of the property located at PID 16.047.0120; and,

WHEREAS, the City of Isanti has received a notification from Rockstad and CO Relics and Wares of a requested name change to Rockstad and CO LLC as the purchaser; and,

WHEREAS, the Development and Subsidy Agreement for Rockstad and CO Relics and Wares signed and dated the 5th of October, 2021 should be formally amended as the Development and Subsidy Agreement for Rockstad and CO LLC; and

WHEREAS, any mention of Rockstad and CO Relics and Wares as mentioned in the aforementioned Development and Subsidy Agreement and any other supporting documents related to the sale of PID16.047.0120 should be amended to Rockstad and CO LLC.

WHEREAS, the City Administrator has authority to sign documents on behalf of the City of Isanti; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota the Amended Development Agreement for Rockstad and CO LLC is approved.

This resolution was duly approved by City of Isanti this 18th of January, 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR ROCKSTAD AND CO. LLC.

This Agreement (hereinafter the "Agreement") is dated as of this 5th day of October, 2021 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Rockstad and CO LLC**, a company 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 the respective governing boards of the Developer have 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 of each entity which grants such authority.

   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 time of building permit

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 Developer30 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 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. Pursuant to the County Assessor, 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 one full-time, and 2 part-time, jobs within five 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 Plat 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. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of establishing seed in all boulevards within 30 days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

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 Stage I, Stage II, and 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 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 Drive NW
Oak Grove MN 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 LLCs.

By: _____
Its: Amy Rockstad, _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,2021, by Amy Rockstad,_____ of Rockstad and CO LLCs., a company 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 Clerk

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 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

EXHIBIT A

Fees Payable to the City

RESOLUTION 2022-XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO COMMUNITY DEVELOPMENT

WHEREAS, City staff is continually notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Community Development including Economic Development projects in the past; and,

WHEREAS, each year there are grants available specific to the types of activities conducted by the Community Development Department through organizations like DEED, EDAM, East Central Regional Development Commission, MN DNR, MNDOT, MN Economic Development Foundation and other organizations; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Community Development department. Submittal of grants that fit within the described areas will be based upon City staffs 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 EDA or the City; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Community Development on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 18th day of January 2022.

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 Grotte Human Resources
Date: January 18, 2022
Subject: Annual Administrator Review Summary

"The Council reviewed the performance of City Administrator Josi Wood at its December 21, 2021, meeting. The Council commented positively on Ms. Wood's leadership and communication skills, staff relationships, ability to handle adversity and her success with a long list of projects this past year. The Council appreciates Ms. Wood's hard work and dedication to the City."

-Statement prepared by City Attorney Joseph Langel

RESOLUTION 2022-XXX **L.6.**

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 the Isanti County Sheriff's Office to provide high visibility enforcement, and;

WHEREAS, receives compensation for 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 the Isanti Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for Traffic Safety Enforcement project during the period from October 1, 2021 through September 30, 2022.

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 the fiscal agent of the grant will be the City of Isanti.

This resolution was duly adopted by the Isanti City Council this 18th day of January 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 18, 2021
Subject: Approve Resolution to Amend the Business Subsidy Criteria

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The Business Subsidy Criteria outlines the City's ability to grant business subsidies as governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995 (the "Statutes"). Some of the criteria established in the most recent version of the agreement was outdated or incongruent with our current strategies. City staff reviewed the criteria and updated according to current State and City standards.

The Economic Development Authority held a public hearing allowing public comment on changes to the criteria on January 4, 2022. The EDA has made a recommendation to the Council to follow through with the following proposed actions. The finalized version of the Business Subsidy Criteria is attached for reference.

Proposed Action(s):
Accept the amendments to the criteria as proposed and approve Resolution 2022 -XXX APPROVING AMENDMENTS TO THE BUSINESS SUBSIDY CRITERIA.

Attachments:
- Resolution 2022 – XXX
- Business Subsidy Criteria

RESOLUTION 2022-xxx

APPROVING AMENDMENTS TO THE BUSINESS SUBSIDY CRITERIA

WHEREAS, Pursuant to Minnesota Statutes, sections 116J.993 to 116J.995 (the "Act"), governmental subdivisions that grant business subsidies, as defined in the Act, are required prior to granting any such business subsidies to adopt business subsidy criteria; and,

WHEREAS, Economic Development Authority held a public hearing to consider the proposed modifications to the business subsidy criteria on January 4, 2022; and,

WHEREAS, the proposed amendments have been evaluated to be in the best interest of the City and satisfy state statutes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Business Criteria as presented at the January 18, 2022 meeting.

This resolution was duly approved by the Isanti City Council this 18th of January, 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Business Subsidy Criteria

1 PURPOSE AND AUTHORITY

1.1 The purpose of this document is to establish the criteria for the City of Isanti, Minnesota (the "Grantor") for granting of business subsidies for private development. These criteria shall be used as a guide in the processing and reviewing of applications requesting business subsidies.

1.2 The City's ability to grant business subsidies is governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995 (the "Statutes").

1.3 Unless specifically excluded by the Statutes, business subsidies include grants by state or local government agencies, contributions of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient of the subsidy, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business.

1.4 These criteria are to be used in conjunction with other relevant policies of the Grantor.

1.5 The City may deviate from these criteria by documenting in writing the reason(s) for the deviation. The documentation shall be submitted to the Department of Employment and Economic Development with the next annual report.

1.6 The Grantor may amend this document at any time. Amendments to these criteria are subject to public hearing requirements contained in the Statutes. The Grantor may waive provisions of these criteria without holding a public hearing.

1.7 Any applicant who is not in good standing with the City, in regards to any licenses, fees, property taxes, or other specific City charges, will not be considered for business subsidies.

2 PUBLIC PURPOSE REQUIREMENT

2.1 All business subsidies must meet a public purpose.

2.2 The creation or retention of jobs may be, but is not required to be, a public purpose for granting a subsidy. The determination that jobs are not a public purpose for the subsidy and that the related wage and job goals are zero shall be made following a public hearing.

2.3 Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable. The City shall document the information used to determine the nature of the job loss.

2.4 The creation of tax base shall not be the sole public purpose of a subsidy.

2.5 The wage floor for wages to be paid for the jobs created shall be as required by state and/or federal law for Industrial businesses. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy.

2.6 The purposes, priorities, goals and objectives in providing a business subsidy to assist private development under this policy, include but are not limited to, achieving the following:

a) To redevelop blighted or under-utilized areas of the City.
b) To create additional job opportunities within the City.
c) To retain local jobs in the City, where job loss is specific and demonstrable.
d) To enhance the economic diversity of the City and to provide essential products and services within the City.
e) To enhance economic growth and opportunity in the City.
f) To increase the City's tax base.
g) To create opportunities for affordable and workforce housing and/or a diversification of housing stock available within the City.
h) To target assistance to businesses that demonstrate a clear and ongoing commitment to the community.

2.7 Because projects vary greatly in structure and public benefit derived, each project will be considered on its own merits. Subject to clause (e) below, consideration will be given to projects providing public benefits in one or more of the following categories:

i. Redevelopment projects that result in the stabilization of business districts or neighborhoods by elimination of blighting conditions.

ii. Projects that result in the development of affordable senior or workforce housing.

iii. Quality of Life based on business/projects. Those business/entities that provide a desirable good or service and address an unmet demand in the community will be considered. New job wage requirements will apply to any new jobs created.

3 BUSINESS SUBSIDY APPROVAL CRITERIA

3.1 The City reserves the right to approve or reject projects on a case-by-case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting all or any portion of the policy criteria contained herein does not mean or guarantee the award of business assistance by the City to any project. Approval or denial of one project is also not intended to set precedent for approval or denial of another project. The City reserves the right, in its sole judgment and discretion, to approve or deny business assistance to a project based on the merits of the project and the overall benefit of the project to the community, using this policy and the criteria contained herein as the means of measuring overall benefit.

3.2 A business must submit a written request/application to the City for a Business Subsidy or other financial assistance with the required fee (if applicable). The business must submit all information as found in the Business Subsidy Application for any request for financial assistance from the City. The City of Isanti may request additional financial information as the deemed appropriate or necessary in its discretion to analyze and process the application.

3.3 To be eligible to receive a business subsidy, the recipient must meet the following minimum requirements:

a) The subsidy must achieve a public purpose.
b) The project must comply with local plans and ordinances.
c) The recipient shall provide information demonstrating that granting the subsidy is necessary for the proposed development to occur.
d) The recipient must enter into an agreement pursuant to these criteria and the Statutes.

3.4 The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies.

3.5 The project must be in accord with the Comprehensive Plan and Zoning Ordinances, or required changes to the plan and Ordinances must be under active consideration by the City at the time of approval.

3.6 Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margins on a project. Prior to consideration of a business subsidy request, the Grantor may undertake an independent underwriting of the project to help ensure that the request for assistance is valid.

3.7 Prior to approval of a business subsidy, the developer may be asked to provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project, and other information or data that the Grantor or its financial consultants may require in order to proceed with an independent underwriting.

3.8 Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.

3.9 A recipient of a business subsidy must enter into a subsidy agreement with the Grantor as described in Section 4.

3.10 A recipient of a business subsidy must make a commitment to continue operations within the City for at least five years after the benefit date.

3.11 Any business subsidy will be at the lowest possible level and for the least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first.

3.12 A Business Subsidy of $150,000 or more requires a public hearing with at least a 10-day notice in the official City newspaper. A public hearing for another purpose such as tax increment financing or abatement may be combined with the Business Subsidy hearing. A copy of the draft Business Subsidy agreement must be on file with the City.

4 SUBSIDY AGREEMENT

4.1 In granting a business subsidy, the Grantor shall enter into a subsidy agreement with the recipient that provides the information, wage and job goals, commitments to provide necessary reporting data and recourse for failure to meet goals required by the Statutes.

4.2 The subsidy agreement may be incorporated into a broader development agreement for a project.

4.3 The subsidy agreement will describe the requirements for the recipient to provide the reporting information required by the Statutes.

4.4 In all cases of business subsidy, where the subsidy is equal to or greater than the threshold prescribed in Minnesota Statutes, a subsidy agreement will be entered into between the City and the recipient. This agreement will comply with the requirements of Minn. Stat. § 116J.994, and delineate, among other required provisions, the subsidy structure and amount, as well as the expected public benefit. The agreement will include provisions for repayment and other resolution options if the expected public benefit is not achieved. Upon completion of the project, the actual costs of the elements of the project eligible for the business subsidy will be verified. All business subsidies will be subject to the criteria outlined in Minnesota Statutes, Sections 116J.933 through Section 116J.955, except those subsidies as exempted by the same.

a) Business Subsidies in the form of grants must be structured as forgivable loans. For other types of Business Subsidies, the agreement must state the fair market value of the subsidy to the recipient, including the value of conveying property at less than a fair market price, or other in-kind benefits to the recipient.

4.5 The City shall monitor the progress by the recipient in achieving the goals contained in the business subsidy agreement, and the recipient shall cooperate in all respects in meeting the reporting requirements contained in Minn. Stat. § 116J.994.

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: January 18th 2022
Subject: Resolution Approving 2021 Audit Engagement Letter

Background:
Resolution 2021-181 designated Abdo as the City's audit firm for 2021. The attached audit engagement letter documents and confirms the auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the auditor's responsibilities to the client and the form of any reports.

Finance Director Betker has reviewed the engagement letter and is recommending acceptance.

Request:
Consider resolution approving engagement letter for 2021 audit.

Attachment(s):
- Resolution 2022-XXX – Approving the Engagement Letter for the 2021 Audit
- 2021 Audit Engagement Letter

RESOLUTION 2022-XXX

APPROVING THE ENGAGEMENT LETTER FOR THE 2021 AUDIT

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and,

WHEREAS, the City of Isanti, through Resolution 2021-181, designated the public accounting firm of Abdo for their auditors for 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Engagement Letter for the 2021 Audit in the amount of $31,375, with funding as follows:

1. 50.0% 101-41500-301 Financial Administration
2. 12.5% 601-49400-301 Water Utility
3. 12.5% 602-49450-301 Sanitary Sewer Utility
4. 12.5% 603-49500-301 Storm Water Utility
5. 12.5% 609-49750-301 Liquor Store

This Resolution is hereby approved by the Isanti City Council this 18th day of January 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

INFORMATION REGARDING SAS 134

At Abdo, we are committed to a culture of clear and open communication to ensure you as a client understand our process and how it may change when new standards are implemented. With this in mind, we wanted to draw your attention to the new Statement on Auditing Standards (SAS) 134 as released by the AICPA's Auditing Standards Board (ASB) earlier in the year.

Under SAS 134, the format of our Independent Auditor's Report has undergone some updates to its structure and language. The revised reporting model is intended to enhance the communicative value and relevance of the auditor's report to the users of the audited financial statements. It does this by:

- Providing more transparency into the audit and the related auditor's report,
- Satisfying the user's need for more information by addressing the auditor's responsibility, and
- Providing new guidance for the form and content of the auditor's report.

The standard requires Abdo to present the Opinion section first in the Independent Auditor's Report, followed by the Basis for Opinion section. These changes will more clearly articulate management's responsibilities for the financial statements and the auditor's responsibilities for the audit.

The process of our audit will not change, but we felt it was important to inform you of these new standards and the changes you may see to the Auditor's Report as a result.

If you have any questions regarding SAS 134 or the changes that will be taking place, please reach out to your audit team and we'll be happy to discuss with you in more detail.

As always, we appreciate the opportunity to work with you and your organization.

Sincerely,

Abdo

Abdo

Edina Office
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Mankato Office
100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

January 12, 2022

Management, Honorable Mayor and City Council
City of Isanti
Isanti, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Isanti (the City) for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the disclosures (collectively the "financial statements") as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Schedule of Funding Progress and Employer's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Financial Statements and Schedules
2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section

Edina Office
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

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100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
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The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with accounting principles generally accepted in the United States of America (and to report on the fairness of supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of the audit in accordance with GAAS and *Government Auditing* Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning, however, it should be noted that our planning procedures are not concluded and therefore additions or modifications may be made to the below significant risks:

- Management Override of Controls
- Improper Revenue Recognition

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will also enter the current year capital asset transactions into our software based on information you provide.We will also assist with entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. We will also assist with year end accrual entries from information provided by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to publishing the financial statements on your website, management understands that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide referenced in the Other Services paragraph above. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the results of the services, the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February, 2022, and to issue our reports no later than June 30, 2022. Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	$	28,000
2021 Office of the State Auditor's Reporting Form		800
2021 TIF Reporting Forms		1,575
GASB 75 Implementation		1,000
Total	$	31,375
American Rescue Plan Act Compliance Testing *(if applicable)*	$	1,000

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged $150 for a set-up fee. Additional paper copies will be charged at the rate of $50 per report.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

Should the City of Isanti desire to employ the Firm's partner(s) or employee(s) involved in the performance of any audit, review or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year, it must have the written consent of the Firm to enter into an employment contract with the Firm partner or employee. Should the Firm agree to such arrangement, the agreement will include a payment equal to 200% of the partner or employee's current annual salary.

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. The City shall not, during the term of this agreement and for the twelve months following its termination for any reason, without the prior written consent of the Firm, solicit for employment, or hire any current or former partner or professional employee of the Firm, or any affiliate thereof, if such partner or professional employee has been involved in the performance of any audit, review, or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Management, Honorable Mayor and City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reasons, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,

Abdo

Abdo

RESPONSE:

This letter correctly sets forth the understanding of the **City of Isanti.**

By: _____

Title: _____

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.

RESOLUTION 2022-XXX

APPROVING THE SIDEWALK EASEMENT AGREEMENT WITH THE VILLAGES ON THE RUM ASSOCIATION

WHEREAS, there was no easement over the sidewalk on the west side of Whiskey Road in the Villages on the Rum Association to allow for snow removal; and,

WHEREAS, the sidewalk is heavily used by kids to and from school; and,

WHEREAS, the Sidewalk Easement Agreement is for snow removal purposes only per the Snow Plowing Policy; and,

WHEREAS, the easement is for the sidewalk from Isanti Parkway extending south to the bike path along the west side of Whiskey Road; and

WHEREAS, there would be no term to the agreement and can be terminated by either party with thirty (30) days written notice: and,

WHEREAS, to allow the City Administrator the authority to sign such agreement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve a Sidewalk Easement Agreement with the Villages on the Rum Association for snow removal purposes per the Snow Plowing Policy.

This resolution was duly adopted by the Isanti City Council this 18th day of January 2022

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

SIDEWALK EASEMENT AGREEMENT

This Sidewalk Easement Agreement (the "Agreement") is made this 20th day of December, 2021 (the "Effective Date"), by Villages on the Rum I Owners' Association, a Minnesota non-profit corporation ("Villages I"), Villages on the Rum IV Owners' Association, a Minnesota non-profit corporation ("Villages IV"), and the City of Isanti, a Minnesota municipality organized under the laws of the State of Minnesota ("Isanti") (collectively the "Parties").

WHEREAS, Villages I is subject to a certain Declaration of Common Interest Community Number 5, a Planned Community, Villages on the Rum I dated October 14, 2002 and filed in the Anoka County Recorder's office as Document Number 305236, as the same has been amended from time to time (the "Villages I Declaration"); and

WHEREAS, Villages IV is subject to a certain Declaration of Common Interest Community Number 5, a Planned Community, Villages on the Rum dated August 11, 2004 and filed in the Anoka County Recorder's office as Document Number 339672, as the same has been amended from time to time (the "Villages IV Declaration"); and

WHEREAS, under the Villages I Declaration and Villages IV Declaration, Villages I and Villages IV are responsible for the maintenance of the real property located in Isanti County with the legal description of Lot 41, Block 4, Villages on the Rum, Isanti County, Minnesota (the "Northern Parcel"); and

WHEREAS, under the Villages I Declaration, Villages I is responsible for the maintenance of the real property located in Isanti County with the legal description of Lot 99, Block 3, Villages on the Rum, Isanti County, Minnesota (the "Southern Parcel"); and

WHEREAS, the there is a sidewalk that runs north and south along the eastern most section of the Northern Parcel and the Southern Parcel, parallel to Whiskey Road as shown in Exhibit A attached hereto (the "Sidewalk"); and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Grant of Maintenance Easement. Villages I and Village IV, on behalf of themselves and their respective successors and assigns, hereby grant Isanti an easement over the Sidewalk for the exclusive purpose of snow removal pursuant to the Isanti Snow Plow Policy.

A. Any snow removal on the Sidewalk outside of that provided by Isanti and its Snow Plow Policy shall remain the responsibility of Villages I and Villages IV pursuant to City Code 284-14 Snow Removal.

2. Effective Date. The Parties agree that the terms and conditions of this Agreement, and the Easements granted hereunder, shall apply to all Maintenance of the Sidewalk occurring after the Effective Date.

3. Damage to the Northern or Southern Parcel. Isanti agrees that it will not intentionally damage or modify any portion of either the Northern Parcel or Southern Parcel, other than its obligations to maintain the Sidewalk herein. If Isanti does damage any portion of the Northern Parcel or Southern Parcel it will follow City Code and the Snow plowing Policy in making the necessary repairs.

4. Voluntary and Knowing Action. The Parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that

in executing they agree to the terms described in this Agreement, without duress, coercion, undue influence or otherwise, and that they intend to be legally bound thereby.

7. Remedies and Enforcement. Each non-defaulting party shall have the right to prosecute any proceedings at law or in equity against any defaulting party violating or attempting to violate or defaulting upon any of the provisions contained in this Agreement, and to recover damages for any such violation or default. Such proceeding shall include the right to restrain by injunction any violation or threatened violation by another of any of the terms, covenants, or conditions of this Agreement, or to obtain a decree to compel performance of any such terms, covenants, or conditions, it being agreed that the remedy at law for a breach of any such term, covenant, or condition (except those, if any, requiring the payment of a liquidated sum) is not adequate. All of the remedies permitted or available to a party under this Agreement or at law or in equity shall be cumulative and not alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

8. Entire Agreement. 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 pertaining to the Maintenance of the Sidewalk. Any modification or addition to this Agreement must be in writing and signed by all Parties.

9. Construction. This Agreement shall not be construed or interpreted for or against any Party hereto because that Party drafted or caused the Party's legal representative to draft any of its provisions. The Parties agree that this Agreement shall be interpreted as a whole in accordance with the laws of the State of Minnesota.

10. 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 a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.

11. Severability. If any provision of this Agreement or application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are severable.

12. Term. The Sidewalk Easement Agreement shall begin from the date written above and continue until either party gives to the other written notice of not less than thirty (30) days, said notice stating that this Agreement shall be terminated and the effective date of termination.

IN WITNESS WHEREOF, the Parties have executed this Sidewalk Easement Agreement, effective as of the date first written above.

[Signatures on following pages]

Villages on the Rum I Owners' Association

By: Carol Werlein

Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF Isanti)

The foregoing instrument was acknowledged before me this 28 day of Dec. 2021 by Carol Werlein, the President of Villages on the Rum I, a Minnesota nonprofit corporation, on behalf of the corporation.

Sharon Hansen

Notary Public

Villages on the Rum IV Owners' Association

By: Ryan LaBrosse

Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF Isanti)

The foregoing instrument was acknowledged before me this 29th day of December 2021 by Ryan LaBrosse, the President of Villages on the Rum IV, a Minnesota nonprofit corporation, on behalf of the corporation.

Jennifer Carlson
Notary Public

JENNIFER RUTH CARLSON
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/22

The City of Isanti

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____20__ by _____, the _____ of the City of Isanti, a Minnesota municipality organized under the laws of the State of Minnesota, on behalf of the City.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Smith Jadin Johnson, PLLC
7900 Xerxes Avenue South
Suite 2020
Bloomington, MN 55431
(952) 388-0289
www.sjjlawfirm.com

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, City Clerk
Date: January 18, 2022
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

18.01 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.

Isanti Police Department Monthly Report

December 2021

Reported Crime	Month to Date	Year to Date
Theft	9	112
Assault	1	44
Vandalism/Damage to Property	4	56
Narcotics	2	45
Burglary	0	10
Domestics	6	67
Crim Sex	0	10
Robbery	0	0
Loud Party/Disturbance	4	74
Medical	40	451
Permit to Purchase	8	98
Security Check / Extra Patrol	300	4,350

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	103
DUI	0	20
Accidents	11	119
Hit & Run	0	1
Warrant P/U	4	59
Speed	6	157
DAR/DAS	11	134
Administrative Citations (Including Speed)	5	102

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	102,715	468	6,914
Ford Explorer 224	101,896	452	8,859
Ford F150 225	51,833	777	10,561
Chevy Impala 223	102,715	1,563	4,698
Dodge Durango 226	41,666	1,040	15,672
Dodge Durango 227	48,444	1,295	17,036
Dodge Durango 228	27,642	1,092	19,956
Chevy Tahoe 229	14,566	1,016	14,566
Dodge Charger 230	1,973	1,019	1,973

ISANTI POLICE DEPARTMENT ANNUAL REPORT

Reported Crime

	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020	2021	% Change
Theft	133	135	141	163	120	188	152	145	126	145	112	-22.76%
Assault	37	41	37	43	37	34	41	40	33	28	44	57.14%
Vandalism	92	81	94	49	59	80	91	62	43	46	56	21.74%
Narcotics	24	38	46	26	27	22	42	38	27	31	45	45.16%
Burglary	14	25	20	17	20	17	25	12	12	6	10	66.67%
Domestics	80	60	79	78	83	103	83	85	61	63	67	6.35%
Crim Sex	11	12	10	11	7	9	5	9	6	6	10	66.67%
Robbery	0	0	0	0	0	0	0	0	0	0	0	0.00%
Loud party	106	97	151	125	119	132	124	151	151	156	74	-52.56%
Medical						304	265	313	348	410	451	10.00%
Permit to Purchase									66	143	98	-31.47%
Security Check/Extra Patrol									3,066	4,756	4,350	-8.54%

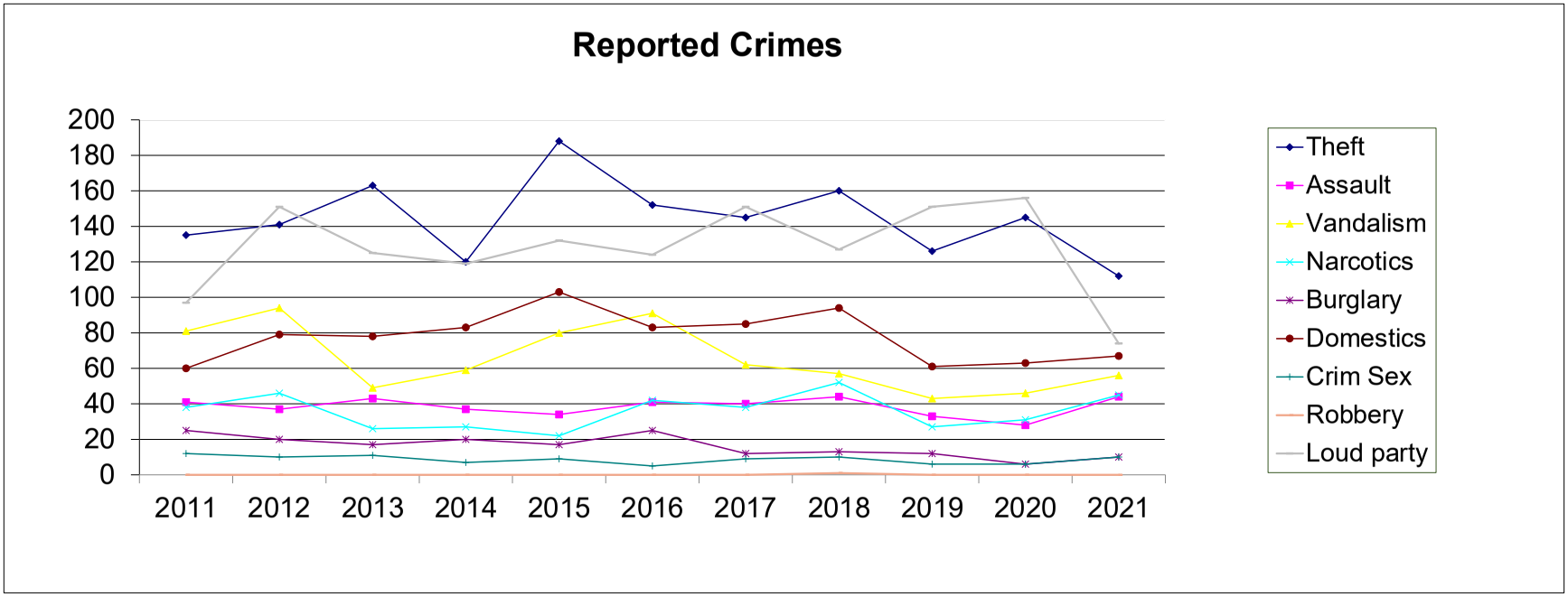
Traffic Offenses

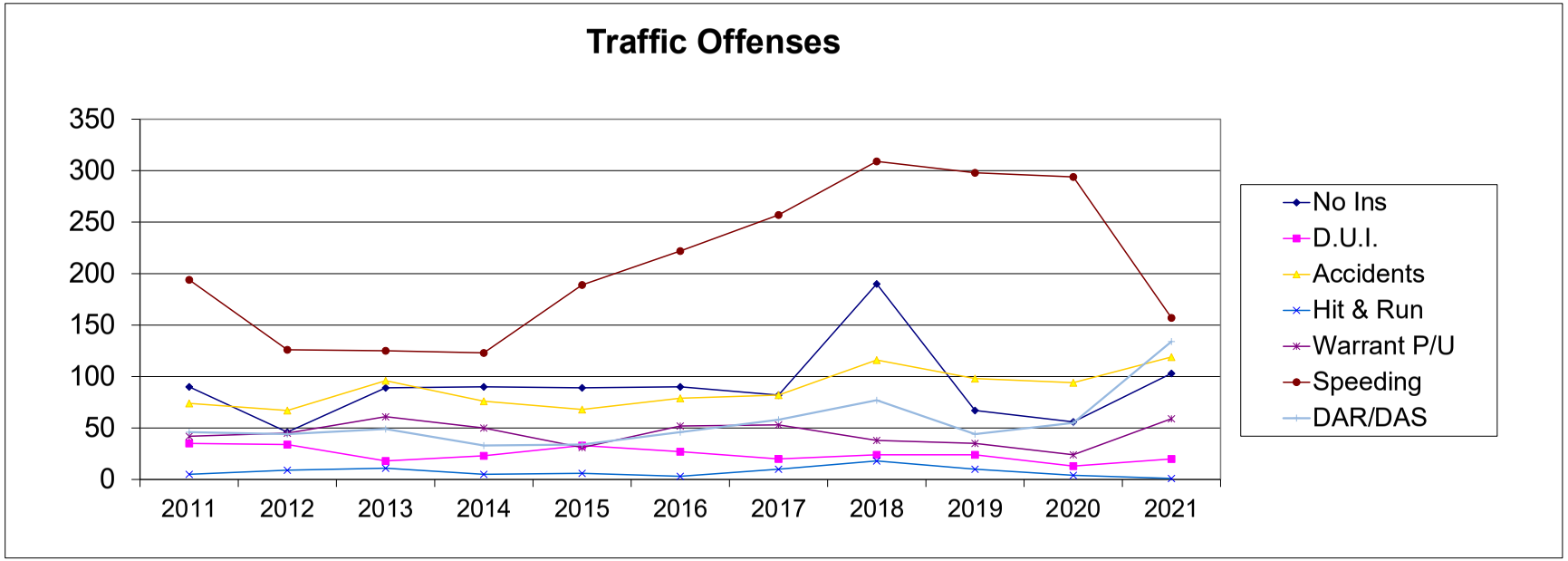
	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020	2021	
No Ins	110	90	46	89	90	89	90	82	67	56	103	83.93%
D.U.I.	27	35	34	18	23	33	27	20	24	13	20	53.85%
Accidents	66	74	67	96	76	68	79	82	98	94	119	26.60%
Hit & Run	5	5	9	11	5	6	3	10	10	4	1	-75.00%
Warrant P/U	47	42	45	61	50	31	52	53	35	24	59	145.83%
Speeding	331	194	126	125	123	189	222	257	298	294	157	-46.60%
DAR/DAS	44	46	44	49	33	34	46	58	44	55	134	143.64%

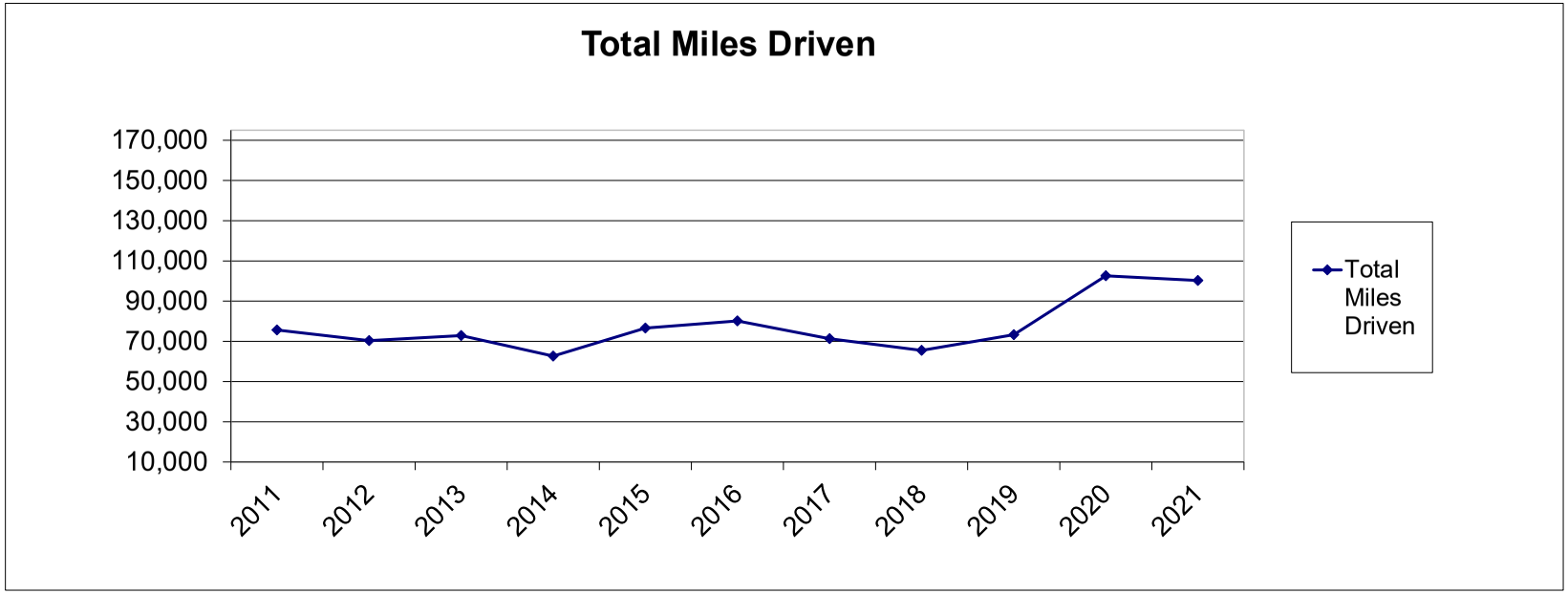
Squad Mileage

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	6,914
Chevrolet Impala						5,460	5,413	5,381	5,395	3,295	4,698
Ford Explorer 224							18,847	19,769	22,241	21,442	8,859
Ford F150 225								4,900	12,649	14,620	10,561
Dodge Durango 226									9,195	16,674	15,672
Dodge Durango 227									7,166	26,523	17,036
Dodge Durango 228										7,686	19,956
Chevy Tahoe 229											14,566
Dodge Charger 230											1,973

	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020	2021
Total Miles Driven	81,146	75,662	70,357	72,834	62,675	76,562	80,121	71,274	73,269	102,598	100,235


Reported Crimes
200
180
160
140
120
100
80
60
40
20
0
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
Theft
Assault
Vandalism
Narcotics
Burglary
Domestics
Crim Sex
Robbery
Loud party


Traffic Offenses
350
300
250
200
150
100
50
0
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
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
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
Total Miles Driven

M.3.

CEZT REPORT DECEMBER 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	99
NEW CASES THIS MONTH		9	2	9	12	10	13	17	4	12	7	4	7
CARRIED FORWARD FROM PREVIOUS MONTH		4	4	0	2	4	3	3	12	4	6	0	0
NEW CASES + CARRIED FWD		13	6	9	14	14	16	20	16	16	13	4	7
CLOSED THIS MONTH		9	6	7	10	11	13	8	12	10	13	4	5
ACTIVE END OF MONTH (NOT INCL CITATIONS)	4	4	0	2	4	3	3	12	4	6	0	0	2
CAN - Prohibited Animals/**87.1**									2				
CCV - Comm Vehicle storage/**227-10**													
CDO - Dogs		2		1	1			1		1			1
CPA - Park & Store/**227-8**		5	1	3	9	4	3	6	1	1	1	3	1
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		1
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				2		1	1				1		2
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	
Other													2
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	1
COMPLIANCE LETTERS MAILED THIS MONTH		8	1	5	8	4	5	15	3	8	7	2	4
ABATED PROPERTIES THIS MONTH							1	2	1	3	2	0	0

CITY OF ISANTI MONTHLY REPORT

December 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	2	140	$0.00	$0.00	$2.00	$9.00	$160.00	$11,200.00		
DECK	0	29	$0.00	$8,000.00	$0.00	$2.00	$0.00	$8,284.28		
LL FINISH	5	29	$0.00	$7,000.00	$5.00	$10.00	$1,500.00	$7,878.88		
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	17	188	$0.00	$70,000.00	$120.00	$146.75	$2,010.00	$20,494.82		
SINGLE DWELLINGS	6	78	$1,272,125.19	$16,432,778.03	$635.90	$2,414.64	$17,572.50	$217,414.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	9	155	$0.00	$0.00	$9.00	$40.00	$675.00	$11,545.00		
PLUMBING	8	127	$0.00	$0.00	$8.00	$30.00	$672.00	$10,404.00		
RESIDENTIAL TOTAL	**47**	**752**	**$1,272,125.19**	**$16,563,428.03**	**$779.90**	**$2,652.39**	**$22,589.50**	**$289,339.28**		
COMMERCIAL										
NEW BUILDINGS	0	3	$0.00	$3,356,036.10	$0.00	$718.57	$0.00	$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	0	6	$0.00	$0.00	$0.00	$0.00	$0.00	$1,062.88		
ROOF / SIDING	0	3	$0.00	$15,150.00	$0.00	$84.00	$0.00	$3,236.50		
MISCELLANEOUS	3	63	$0.00	$673,390.00	$3.00	$7.00	$202.50	$16,192.90		
COMMERCIAL TOTAL	**3**	**88**	**$0.00**	**$4,410,576.10**	**$3.00**	**$831.07**	**$202.50**	**$43,051.48**		
RESIDENTIAL/COMMERCIAL TOTAL	**50**	**840**	**$1,272,125.19**	**$20,974,004.13**	**$782.90**	**$3,483.46**	**$22,792.00**	**$332,390.76**	**$38,250.00**	**$525,633.50**

YEARLY BUILDING PERMIT COMPARISONS THRU 12/31/2021

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	494	38	0	2	$15,302,469.35	$188,004.63	$287,799.17
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
2021	840	78	0	3	$20,974,004.13	$332,390.76	$525,633.50

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	50	$1,272,125.19	$22,792.00
Totals	840	$20,974,004.13	$332,390.76

BOLTON & MENK
Real People. Real Solutions.

M.5. 7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 12, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
We will produce plans & specifications in the coming month.

2) **Brookview South 1-4 Addition Rehabilitation**
We will complete the Preliminary Engineering Report this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County Engineer for review.

4) **Legacy Pines 3rd Addition**
The final pavement lift on Eagle Street is scheduled to be completed next spring.

5) **Fairway Greens North Development**
The First Addition Phase 1 was completed this fall & building permits are being pulled. The remainder of the 1st Addition as well as the 2nd Addition are anticipated to be completed in 2022.

6) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.

7) **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 WORK SESSION
GOAL SETTING
MONDAY, JANUARY 24, 2022 – 5:30 P.M.
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 Work Session
E. Existing Council Approved/ On-going Plans
F. 2021 Goals and Progress Summary
G. 2022-2024 Budgeted Projects in CIP
H. 2005 – 2020 Established Council Goals for Reference
I. Current and Proposed Staffing Plan
J. Goal Setting Discussion Items and Staff's Supporting Documentation
    1. Dynamic Sign
    2. Employee Retention
    3. Whiskey Sidewalk Infill
    4. Council Chamber Modifications for Safety
    5. Growing Industrial Development
    6. Establishing a Redevelopment District
    7. Age-Friendly City Designation
    8. Future Bluebird Park Amenities
    9. Increasing Social Media Presence
    10. Reorganization of Planning Commission Board
    11. *Other Items Added at Meeting*

K. Establish 2022 Goals
L. Adjournment

D.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: Review Purpose of Goal Setting Session

Purpose:
It has been the City Council's practice to conduct an annual goal setting work session that allows leaders to come together to assess the City's current initiatives and practices, the future state of our City, establish goals balancing workload and demand with available resources, and action to obtain desired outcomes. The planning process includes discussion on development for where we are at and where we are going followed by discussions for implementation of how we will get there and how staff can achieve the goals Council sets.

The purpose of our goal setting session today is to develop consensus to determine top priorities for 2022, provide direction on the 2022-23 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 2022 projects, staff has assembled several attachments for City Council's review. Attachments for goal setting items reflect 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. Major capital improvement plan (CIP) projects are outlined in item G.

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.

Mission:

To provide a safe healthy vibrant community and manage our resources to enhance the quality of life. We are dedicated to cost-effective governance, professional management and excellent public services.

Vision:

To support and engage the community through leadership, professionalism and integrity to ensure Isanti continues to be a community for generations.

Core Values:

+ **Leadership:** To encourage innovation, creativity, and initiative.
+ **Service:** To be fair, friendly, helpful and customer-service oriented.
+ **Ethics and Integrity:** To be truthful, accountable, responsible, professional, and with good moral standards.
+ **Collaboration:** To recognize that our people are our most valuable resource.
+ **Community:** To respect and promote our community and share opportunities to succeed.
+ **Stewardship:** To consider the long-term consequences of actions, protect our assets, and invest in the future.

E.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
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 going to Council February, 2022
Capital Improvement Plan (20 year)	2019/ Updated annually
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	2021
Isanti County All Hazard Plan	2015 / Update in Progress
Water Emergency Response Plan	2021
Wastewater Emergency Response Plan	2021
Emergency Operations Plan	In Progress
NPDES Permit	2020

F.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2020-21 Goals and Progress Summary

Goal/ Objective	Status
Holiday Lighting Display	Planned for implementation in 2022
Veteran's Memorial	Consensus to wait until shared interest by VFW or other group
Lighting and snow making at sledding hill	Completed
Speed limit reduction to 20 mph in developments	On-going discussion
Public Works Salt Shed and Storage	In CIP for 2025
PD Facility	Completed
New Liquor Store	Completed
Fire District Facility Lease to Purchase	Lease approved, close by 12/31/25
Heritage/ East Dual Intersection	Discussions in-progress
Reducing Overall Budget	On target with conservative spending to have a flat tax rate at minimum
Utility Rate Study	Completed in 2020 with reductions in rates
Dynamic Reader Board Sign	To be discussed again in 2022
Smart Irrigation Reimbursement Program	Not to move forward with program since irrigation is not required per zoning requirements
Workforce Housing Extra Incentives	Consensus was not to pursue
Business Registration	Consensus was not to pursue

G.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2022-2024 Major Projects in CIP

Dept.	Expense	2022	2023	2024
PRC	Bluebird Park – Basketball Court Rehab			$ 9,274
	Bluebird Park - Restrooms		$ 218,545	
	Bluebird Park - Splash Pad		$ 218,545	
	Bluebird Park - Clifford Equipment			$ 28,518
	Mattson Park – Basketball Court Rehab			$ 9,274
	Kabota Mower Replacements		$ 7,203	$ 7,203
	Archery Range	$ 18,000		
Streets	Str. Rehab Brookview S. 1-4 Addition		$ 657,000	
	Pavement Management	$ 323,750	$ 285,825	$ 235,520
	Plow Truck	$ 218,545		
	PW Facility Maintenance	$ 42,708		
	Street Lighting Infill & Pole Replacement	$ 19,042		
	Dumpbox Truck Replacement			$ 75,353
	PW Truck Replacement		$ 39,393	
	Grader Replacement			$ 292,632
	Trailer Replacements	$ 10,928	$ 17,446	
	Tractor and Mower Replacements		$ 84,410	
	Bobcat Attachment Replacements		$ 11,255	$ 28,981
	Sign Replacement for Reflectivity	$ 4,244	$ 4,371	$ 4,502
Water	Well House No. 3		$ 135,060	
	Fixed Network Meter Infrastructure	$ 47,740		
	Fixed Network Meter Radios	$ 550,000		
	Water Tower Coating		$ 811,490	
	WTP Related Replacements		$ 75,960	
Sewer	Multiple LS Replacements	$ 340,168		
Storm	Stormwater Maintenance and Equip Replacement	$ 36,404	$ 11,857	$ 13,135
Admin	Voting Equipment	$ 8,000		
	City Hall Vehicle	$ 25,000		
	Cubicles	$ 15,060		
	Exterior Cameras	$ 5,000		
	City Hall East Door Replacement	$ 13,730		
PD	Building Updates	$ 50,000		
	Squad Replacement		$ 52,690	$ 108,540
	Long Guns	$ 13,277		

H.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2005 - 2020 Council Established Goals

2020

- Performance Center/Amphitheater
- Lighting Infill
- City Electronic Reader Board Sign
- Splash Pad
- T.H. 65 Pedestrian Overpass
- PRC Community Events
- Lodging Tax
- Housing Study
- Isanti Fire District Lease and Building
- Liquor Store Expansion
- Public Safety Building
- Heritage/ East Dual Intersection Control
- Utility Rate Study
- Business Marketing – Acquiring New Businesses
- Reducing Overall Budget
- Water Treatment

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

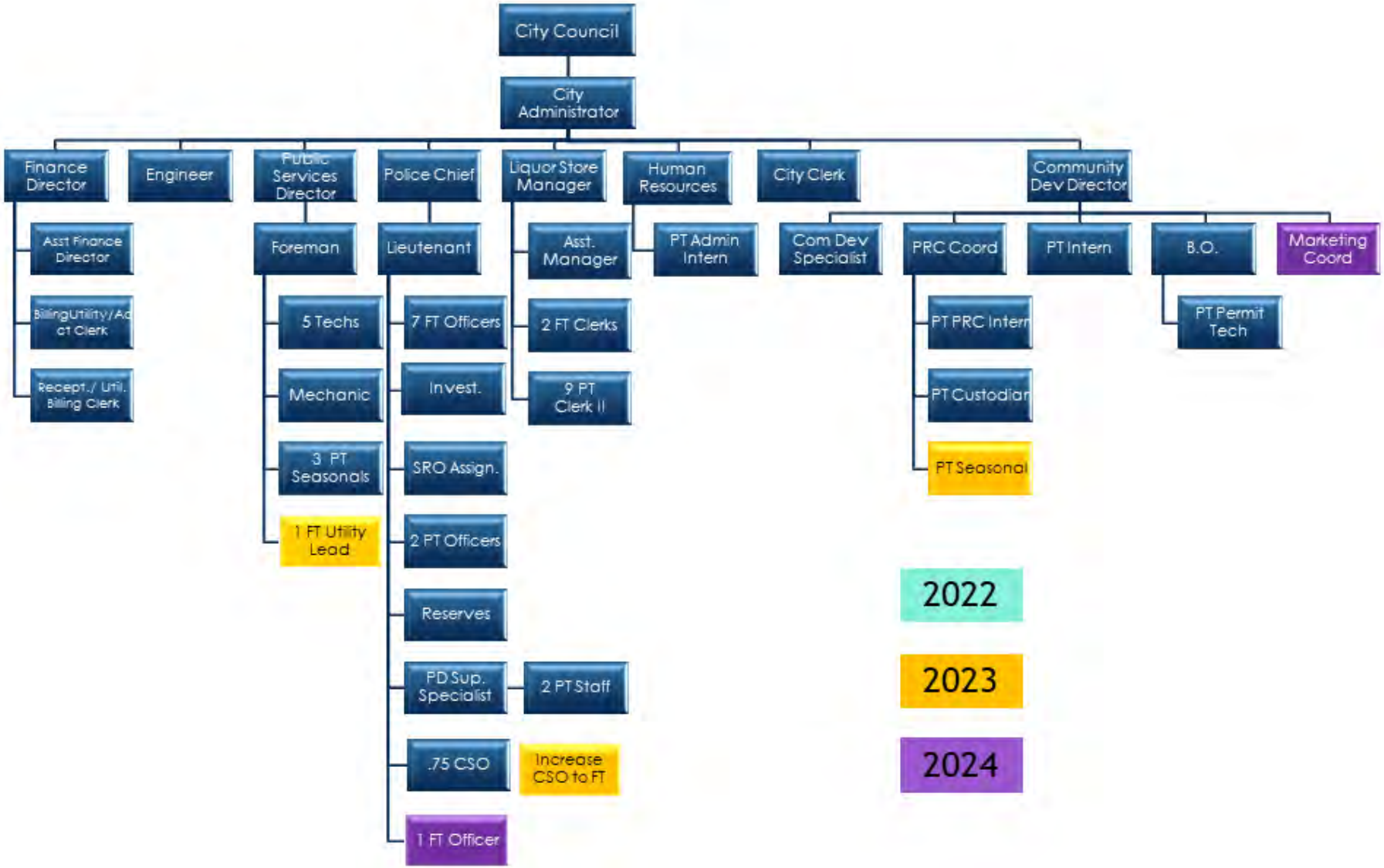
2006
- No Record of Goal Session

2005
- Performance Review on all Boards
- Training
- Comprehensive Plan- Participation by all Boards
- Submission of Agenda Items for Boards

Current and Proposed Staffing Plan

Currently the City employs 34 FT personnel, 17 PT personnel, 5 PT seasonal/intern personnel, and the use of contracted services.

I.



J.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2022 Goal Setting Discussion Item Supporting Documentation

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The following list are discussion topics provided to the City Administrator prior to the printing of this meeting agenda packet. Supplementary information meant to aid in the discussion has been provided where able. More information may be shared at the meeting.

1. **Dynamic Sign**

2. **Employee Retention**

3. **Whiskey Sidewalk Infill**
   There is a missing section of sidewalk stretching across 5 parcels along the East side of Whiskey that prohibits continuation between South Passage and Heritage Blvd. Previous discussion has been limited by the owners of the properties not wanting to allow an easement through their property.

4. **Council Chamber Modifications for Safety**

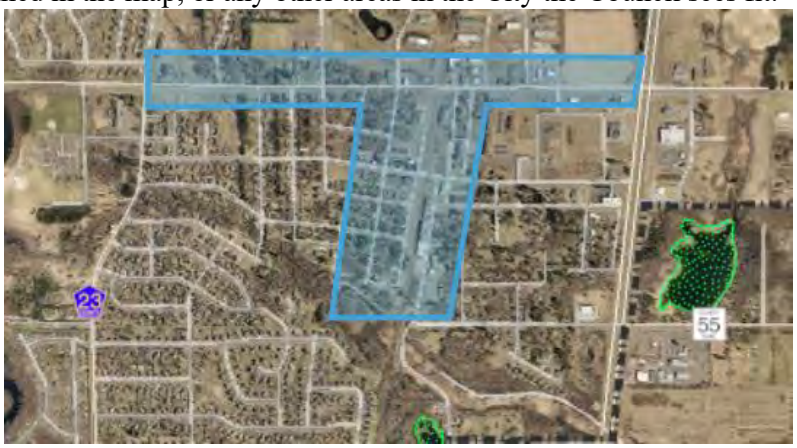
5. **Growing Industrial Development**
   The City currently has approximately 6.22 acres remaining of shovel ready sites for industrial development in Centennial Complex, with strong interest in the remaining industrial sites. The City owns 66 acres to the north of the Wastewater Treatment Plant, identified in the Future Land Use Plan and zoned for industrial use. The City also owns 4 acres to the east of the UPS facility, with limited road access.

   With the goal of increasing the tax base by encouraging industrial and commercial growth in the city to further reduce the tax rate, is purchasing additional land something the Council would consider? Does the Council want to consider bringing utilities to the 66 acres?

6. **Establishing a Redevelopment District**

The City of Isanti has a historic downtown and large commercial district that has areas that have the potential to be redeveloped with the help of State and Federal funds to create grant or loan funds for local businesses. Funds can also be used to help the City to improve the streetscape and define the sense of place many residents and businesses are looking for in small towns. Through the powers of the EDA the City has the ability to not only loan funds, but also grant funds to local businesses for revitalization of their storefronts, blighted site, and improve hazardous or declining conditions of structurally important elements of properties, or transition properties to commercial along the corridor.

Looking into the future, staff would like direction on the interest of the Council to research funding opportunities to create a redevelopment district in the commercial corridor to include the area outlined in the map, or any other areas in the City the Council sees fit.



7. **Age-Friendly City Designation**

Since the State's declaration to be an age-friendly state in 2019, there are funding opportunities that will align with the Eight Domains of Livability – outdoor spaces and buildings; transportation; housing; social participation; respect and social inclusion; work and civic engagement; communication and information; community and health services. Being designated as an Age-Friendly City would distinguish the City of Isanti as leading the way. Currently, only 13 cities in MN have joined the Age-Friendly network of livable communities, but the number is growing.

Becoming an Age-Friendly City could impact funding from many state departments in the future. Correspondingly, AARP has grant opportunities for up to $25,000 per community annually for projects identified as making a significant impact through the Age-Friendly process, funding includes park projects, street improvements and recreation opportunities.

8. **Future Bluebird Park Amenities**

The Council has shared a desire to create Bluebird Park into a central large-scale park with many amenities and opportunities for residents and the community at large to enjoy. The City has added a sledding hill, amphitheater and soon to come archery range and possible splash pad. Staff would like to discuss other amenities the Council would like to see added within the next 10 years or even beyond. Some ideas include:

- Inclusive play - Building an inclusive park area suitable for all ages and abilities. There are estimated to be 6 inclusive parks in the State of Minnesota, all located in the Twin Cities loop. There is opportunity to create a destination inclusive park that serves this region and obtain shared funding from grant sources. The request for more accessible (ADA) equipment has been requested from staff.

- Expanding the skate park - Consideration of long-term plans to increase size and expand offerings for younger ages for increased safety and equity in usage. This is a request we hear from parents and children often.
- Adding exercise equipment
- Other amenities?

9. Increasing Social Media Presence

The City currently has YouTube for Council/COW meetings and Facebook to share information regarding City happenings with the general public, residents and community at large. Currently, the Facebook account is managed by the Parks, Recreation and Events Coordinator. After discussing future marketing of the economic development activities for the City through the Facebook page, it was also discussed to possibly begin using LinkedIn as a way to promote the City of Isanti on a professional platform to target businesses and professionals. LinkedIn posts would be created to encourage local businesses to see what is happening in Isanti as well as what kind of business support is available to them. The platform would also allow the City to market to more businesses outside of Isanti, highlighting how Isanti could be the right community for them. Staff responsible for posting and managing the LinkedIn acct would be the Community Development Director, Community Development Specialist, and Economic Development Intern. Staff would post approximately once per week as time permits.

10. Reorganization of Planning Commission Board

In 2016, the advisory Planning Commission Board organization in Chapter 8-6 was amended to reduce the members of the Board from 7 to 5 of which 2 were Councilmembers. In 2017, it was amended to once again have a total of 7 members of the Board however all 5 Council members would be appointed. The role of the PC Board is to review planning and zoning related requests and to advise the Council whether or not the request being made is adhearing to the Council approved Zoning Ordinances. They are a recommendation board only. Staff would like to have a discussion if the Council would like to see the recommendation Boards be made up of a majority of members at large versus of Councilmembers. If the Council desired to open the seats up to members of the public, it would need to do so over a staggered timeframe to allow for new members to apply, be appointed and have varying terms.

CITY OF ISANTI

PERSONNEL POLICY

City Council Update Adopted 2/2/2022

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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 (CBA) 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. 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. Departments may establish more policies as deemed appropriate, subject to the approval of the City Administrator.

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 or establish specific policies 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 or policies 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 public 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 Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate Department Head or to the City Administrator.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is 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.

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 or the Chief of Police when regarding police matters. 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 or City Clerk 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, 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.

The Mayor is designated as the City Public Information Officer or City PIO during emergency declarations as defined within the City's emergency management plans. 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. 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.

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 impartially and without regard to factors such as race, sex/gender, 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 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., Isanti Cop).
- Also see City Social Media policy (APPENDIX).

SECTION 2. CITYWIDE WORK RULES & CODE OF CONDUCT

2.01 Ethics and Conduct as a City Employee

Upon 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 high standard. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our City. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. Any violations will result in corrective action, up to and including termination

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 the employee's supervisor.

The City of Isanti conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

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.

2.02 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 contact 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 two (2) 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 two (2) days.

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/or Human Resources. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to separate employment in good standing.

Police Department City-owned property and related equipment registered to employees will be kept on file maintained by the Chief of Police.

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.

2.04 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 except when permitted by Statute.

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.

2.05 Personal Appearance and Dress 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. Please refer to the Personal Appearance and Dress Policy

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate for 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. Employees may use discretion when working in conditions during their work day that requires them to wear attire that is appropriate to their work environment.

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.

2.06 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 Council members, 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**)

2.07 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.

2.08 Personal Telephone Calls / Cellular Phones Use Policy

Personal telephone calls and texts 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.

General

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.

City issued cellular phones 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. 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 only.

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 may be provided in City vehicles 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 except when permitted by Statute.
  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.

Personal Cellular Phones

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.

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 a supervisor.

Responsibility
The City Administrator or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

Cell phones provided to employees remain the property of the City and must be returned to the City upon termination of employment with any passcodes 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.

2.09 Computer Use Policy

The Internet and the public and private telephone systems have become an effective 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 is considered 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 (see Computer Use policy APPENDIX).

2.10 Political Activity Policy

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.

This policy will apply to Employees of the City of Isanti.

- 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.
- 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.
- If an employee is elected or appointed to a City of Isanti public office, the employee must resign his/her position with the City.
- 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.
- No employee will use his/her position to gain benefit and/or seek favors from an elected official.

2.11 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. Employee's 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.

2.12 Job Shadowing and Ride-Along Policy
Any member of the public or employee seeking to job shadow another employee or department's operation must be approved by the City Administrator or follow current department policies for job shadowing/ride-a-longs.

2.13 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 Administrator 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.

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 Good Standing

Refers to an employee leaving service with the City after giving appropriate advance notice as defined in chapter *Separation from Service*, providing the employee has not been discharged for misconduct, except that in special cases less than the designated appropriate advance notice may be given if mutually agreed to by the Department Head and Human Resources.

3.13 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.

3.14 Management Employee

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

3.15 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.

3.16 Outside Employment

Outside employment refers to any non-city employment or consulting work for which an employee receives compensation.

3.17 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.

3.18 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.

3.19 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.

3.20 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.

3.21 Reclassify

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

3.22 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.

3.23 Seniority

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

3.24 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.

3.25 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.

3.26 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.

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.

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.

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.

3.27 Transfer

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

3.28 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.

3.29 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 or 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 qualifications 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.

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.

4.04 Advertisement

The City Administrator or 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 desired, place and manner of completing an 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. 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.

4.05 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. Examples below:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

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.

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.

4.06 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 positions 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 or 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.

4.07 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, seasonal 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.

4.08 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 or designee 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.

4.09 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.

4.10 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.

4.11 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 will not have the right to appeal.

SECTION 5. ORGANIZATION

5.01 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 the 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.

Prior to posting a vacant position the existing job description will be reviewed by the City Administrator or designee and the Department Head 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.

5.02 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.

5.03 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.

5.04 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

6.01 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 most 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.

6.02 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.

6.03 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. Licensed Peace officers are exempt from the unpaid lunch period. 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.

6.04 Work from Home

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

6.05 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 Peace Officers and Public Works 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.

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 or 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 or 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.

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.

7.01 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.

7.02 Paychecks or Reimbursement Checks

Checks are issued every two weeks. Distribution of checks to City employees is to be accomplished in a timely manner using accurate, consistent procedures.

Checks 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 Human Resources of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

7.03 Paydays

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

7.04 Direct Deposit

As provided for in Minnesota law, all new employees are required to participate in direct deposit effective January 1, 2020.

7.05 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.

7.06 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.

7.07 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 supervisor 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.

7.08 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. 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.

Vacation, sick leave, compensatory time and paid holidays do not count toward “hours worked”. “Hours worked” over forty (40) but have used either vacation, sick leave, compensatory time or a holiday within the workweek will be paid either straight time at the rate of one hour pay or straight compensatory time.

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 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.

7.09 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.

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

8.01 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 the end of the probationary period and annually at a minimum. 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.

8.02 Employee Recognition

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.

SECTION 9. BENEFITS

9.01 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.

All employees (full time and part time) are eligible for the Employee Assistance Program (EAP) contact your Supervisor or Human Resources for more information.

9.02 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 Mission Square (formerly 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

10.01 Observed Holidays

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

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

10.02 Holiday Pay

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 at 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.

Exempt employees who work on a holiday will receive compensatory straight time or may trade for another day off within the same pay period subject to prior approval by the City Administrator.

SECTION 11. LEAVES

11.01 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 worker's 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.

11.02 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 City.
- 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.

11.03 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.

11.04 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.

11.05 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.)

11.06 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.

11.07 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.

11.08 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 when meeting criteria of separating employment 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 (or 112 hours) must be approved by the City Administrator.

11.09 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.

Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

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 day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Member Injured or Killed in Active Service

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

Civil Air Patrol

The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use vacation or compensatory leave while on Civil Air Patrol Leave but are not required to do so.

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) day 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 employee may use leave pay (sick, compensatory, 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.

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.

Workers Compensation: 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.

Workers Compensation: 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 returning 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.

11.17 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.

11.18 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.

11.19 Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time times must, if possible, run concurrently with any break time times already provided. 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.

11.20 Reasonable Accommodations to an Employee for Pregnancy Health Conditions

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 without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

11.21 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.

11.22 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 exceeding 30 days will be approved by the City Council.

11.23 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.

11.24 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.

11.25 Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

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 on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

11.26 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 leave 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.

11.27 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.

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

12.01 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 two (2) 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 results in not leaving in good standing and may be cause for denying the employee's

severance pay and any future employment with the City. Employees who are terminated by the City or resign not in good standing will not qualify for vacation or sick leave payouts.

12.02 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.
- * Employees covered by a Collective Bargaining Agreement may have additional terms and conditions pertaining to severance.

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

13.01 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. The City Administrator or designee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

13.02 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.

13.03 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:

13.04 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.

13.05 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.

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.

13.06 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.

13.07 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.

13.08 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.

13.09 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

14.01 Purpose

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purpose for staff development is 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.

14.02 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:

14.03 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.

14.04 Job-Related Meetings and Trainings with Minimal Cost

Attendance at professional meetings, or in state trainings 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.

14.05 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 prior 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.

14.06 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.

14.07 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.

14.08 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 with exception of an occasional stop related to reasonable circumstantial needs.

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.

14.09 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 Department Head. A form must be completed by the employee and submitted to the Department Head. Any City employee accepting employment in an outside position that is determined by the Department Head 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.
- 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 Administrator 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.

- Requests made by employees for outside employment that are denied by the Department Head may have a secondary review by the City Administrator for reconsideration.

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.

d. 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.

16.01 DOT Employees

The City has adopted the Commercial DOT Drug and Alcohol Testing Policy Resolution 2021-228 for employees who drive motor vehicles in safety sensitive. This policy applies to employees who are required to hold a commercial driver's license per the Omnibus Transportation Employee Testing Act of 1991. The City has the right to test DOT drivers at hire, for reasonable suspicion, post-accident and at random for drugs and/or alcohol. Any employee who fails a test for drugs or alcohol may be terminated by the City Council. An employee may be given the option to undergo a Substance Abuse Program (SAP) to continue employment at the expense of the employee by the discretion of the City Administrator.

SECTION 17. HARASSMENT/ RESPECTFUL WORKPLACE

17.01 General

The City is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy is intended to make all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, and elected officials and members of the public aware of the matter of harassment, to express the city's strong disapproval of harassment, to advise employees against this behavior and to inform them of their rights and obligations.

17.02 Applicability

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all city employees, volunteers, applicants, contractors/vendors, members of boards and commissions, City Council members, and members of the public both in the workplace and other city-sponsored social events. The most effective way to address any harassment issue is to bring it to the attention of management. The City acknowledges that this policy cannot 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.

17.03 Definitions

The following types of harassment are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Sexual Harassment

Based on Minnesota Statute § 363.01, subdivision 41, sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- 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:

- 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.
- Verbal or written abuse, making jokes, 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.
- 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.

Violent Behavior

Violent behavior includes the use of physical force, harassment, bullying, or intimidation.

Offensive Behavior

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. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Discriminatory Behavior
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.

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.

17.04 Expectations
The City recognizes the need to educate its employees, volunteers, members of boards and commissions, contractors/ vendors, applicants, elected officials and members of the public on the subject of harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor;
2. Department Head;
3. Human Resources;
4. City Administrator;
5. City Attorney.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and/or take other reasonable action, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

2. In some situations, such as 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 an offender.

3. To reiterate, it's important you notify a supervisor, the City Administrator, the of your concerns promptly. Any employee who observes harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. 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 City Attorney.

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. Management takes these complaints seriously and has the obligation to provide an environment free of harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a harassment complaint, a supervisor must report the allegations promptly to the City Administrator. If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The City will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. As noted later in this policy, retaliation is strictly prohibited. All allegations will be investigated. Formal investigations will be prompt, impartial, and thorough.

Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible. 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 and/or any other applicable laws.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

17.05 Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline. For more information about what to do when allegations involve the City Administrator, see below.

If the City Administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the City Council regarding appropriate investigation and action.

If a councilmember is the alleged harasser, 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. The City will take reasonable and timely action, depending on the circumstances of the situation.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The City will take reasonable and timely action, depending on the circumstances of the situation.

17.06 Retaliation

The City will not tolerate retaliation or intimidation directed towards anyone who reports employment discrimination, serves as a witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Department Head;
3. City Administrator;
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

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.

SECTION 18. APPENDIX and POLICIES

- 18.01 Conflict of Interest
- 18.02 Safety
- 18.03 City Social Media Page policy
- 18.04 Computer Use policy
- 18.05 FMLA policy

18.01 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.

18.02 SAFETY POLICY

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 or 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 and submit to Human Resources.

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 or Use of a Dangerous Weapon
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.

18.03 CITY SOCIAL MEDIA PAGE POLICY

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.

The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Isanti social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Isanti, including a link to the City's official web site.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Isanti. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, council members, appointed board or commission members, and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the Human Resources 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, Snap Chat, 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

18.04 COMPUTER USE POLICY

General
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.

18.05 FAMILY AND MEDICAL LEAVE (FMLA) POLICY

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.

This Policy Manuel has been updated and approved by the City Administrator and approved by the City Council on February 2, 2022. All employees are expected to reach out their Supervisor, Human Resources or City Administered for questions, clarifications or concerns.

Joi Wood
City Administrator

Jan 26th 2022
Approval Date

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, FEBRUARY 2, 2022 – 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. January 18, 2022- Regular Meeting of the City Council
2. January 18, 2022- Committee of the Whole Meeting
3. January 24, 2022- Goal Setting

H. Announcements

1. Committee of the Whole	Tuesday, February 15, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, February 15, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 15, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. ORD-XXX Amending Chapter 262; Sewer and Water Service Charges
2. ORD-XXX Amending Chapter 8; City Council

City Engineer Jason Cook
3. South Brookview Improvements- Preliminary Engineering Report
   - **a.** Resolution 2022-XXX Accept Feasibility Report and Order Public Hearing
   - **b.** Resolution 2022-XXX Authorize Plans and Specifications

L. Approve Consent Agenda
1. Payroll in the Amount of $128,068.32 and Accounts Payable in the Amount of $750,234.57
2. Approving the 2022 Personnel Policy
3. Resolution 2022-XXX Accepting Resignation of Liquor Clerk II Carrie Prather

4. Resolution 2022-XXX Approving Staff to Submit Applications For Grants Pertaining to Activities and Programs in Police Department For 2022
5. Resolution 2022-XXX Authorizing the City of Isanti to Enter into Agreement with Metropolitan Emergency
6. Resolution 2022-XXX Adopting the 2022 Comprehensive Parks, Trails, and Open Space Plan for the City of Isanti

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 18, 2022 – 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 and Police Officer Jeremy Welfring

Others Present: East Central Regional Library Assistant Director Rachel Howell

D. Public Comment
Mayor Johnson shared a response due to a social media post regarding Thunder Brothers Brewery and that the City was not holding up their project rather they need to get additional licensing from the state.

E. Adopt Agenda
Revised Agenda:
Add K.3. Resolution 2022-014 Approving Event Name

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. January 4, 2022- Regular Meeting of the City Council

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

H. Announcements

1.	Goal Setting Session	Monday, January 24, 2022 at 5:30 p.m.
2.	City Council Meeting	Wednesday, February 2, 2022 at 7:00 p.m.
3.	Economic Development Authority Meeting	Wednesday, February 2, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. **Resolution 2022-006** 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 2021 was another difficult year with Covid-19 however, the outreach program was able to continue efforts to bring residents library needs efficiently. Howell continued to share that Isanti receives 4 hours of library service each week which is more than in previous years.

   A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed

City Administrator Josi Wood

2. Revised City Council and Commission Dates for 2022
   City Administrator Josi Wood shared that the first City Council meeting and Economic Development Authority meeting in February is rescheduled for Wednesday, February 2nd due to Caucuses and Canvass Board meetings have been added for August 16th and November 15th.

   Motion by Lundeen, seconded by Bergley to approve the meeting dates as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2022-014** Approving Event Name
   City Administrator Wood shared that earlier in the night different options were shared with Committee of the Whole in regards to naming the lighting event in Isanti. Majority consensus from Committee was to name the event Illuminate Isanti.

   A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $128,678.59 and Accounts Payable in the Amount of $1,192,116.12
2. **Resolution 2022-007** Approving Data Practices Policies
3. **Resolution 2022-008** Approving Amendments to the Business Subsidy Agreement for Rockstad and CO Relics and Wares Dated October 5, 2021
4. **Resolution 2022-009** Approving Staff to Submit Grants Pertaining to Community Development
5. Annual City Administrator Review Summary
6. **Resolution 2022-010** Authorizing the Application to Enter Into An Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement
7. **Resolution 2022-011** Approving Amendments to the Business Subsidy Criteria
8. **Resolution 2022-012** Approving the Engagement Letter for the 2021 Audit
9. **Resolution 2022-013** Approving Sidewalk Easement Agreement with the Villages on the Rum Association

   A motion was made by Bergley to approve the Consent Agenda, seconded by Gordon. Motion passed 5-0. Motion carried.

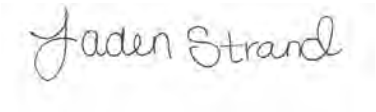
M. Other Communications

1. Review Conflict of Interest Policy
2. December and Annual Police Department Report

3. December Code Enforcement Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment
A motion was made by Bergley, seconded by Gordon to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:17 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, JANUARY 18, 2022 – 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, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Human Resources Director Katie Grotte, Finance Director Mike Betker, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Alyssa Olson and Police Officer Jeremy Welfring

D. Public Comment
None

E. Committee Meeting Items

1. Deferred Comp Presentation *(Scott Elwood)* via Zoom
Scott Elwood provided a presentation to Committee in regards to Deferred Compensation.

2. Annual Personnel Policy Update
Each year staff update the Employee Personnel Policy for content and grammar. Changes and clarifications are recommended from State Law, City Attorney and League of MN Cities reference guide to remain current with Federal and State guidelines. Some sections have not been changed but the language has been blended with other sections for a more clear and complete Personnel Policy.

Consensus from Committee is to move forward to City Council for Consideration.

3. Water and Sewer Base Fee Charges Discussion Continuation
Previous discussions regarding sewer base fee charges occurred at the December 21, 2021 Committee of the Whole meeting with Committee recommending staff look into City Code and different scenarios and bring back to Committee for further discussion.

Recommendation from Committee is to remove base fees from Chapter 262 and post the Ordinance Amendment for the required 10 days.

Further Recommendation from Committee is to send a letter to residents the change effects.

4. Isanti Lights Naming Discussion
   Four naming options were shared with Committee regarding the naming of the lighting event. The options included: City of Isanti's Winter Jubilee, The Park's Lights Festival, Illuminate Isanti and Isanti Celebration of Lights.

   Recommendation from Committee is to name the event Illuminate Isanti and bring to City Council later in the evening for consideration.

5. Splash Pad- To Charge Admission or Not
   Staff requested insight on whether Committee would like the Splash Pad to charge an entrance fee or if entry shall be free.

   Recommendation from Committee is for Parks, Recreation and Events Coordinator Alyssa Olson to work on grants for the Splash Pad and potential cost benefits of using recycled water.

   Further recommendation from Committee is to find out the cost difference to staff the Splash Pad versus not staffing it and bring back to Committee of the Whole for further discussion.

6. Downtown Businesses
   Mayor Johnson asked staff about a directional sign off of Heritage per a resident request.

   CA Wood shared that there is a directional sign on the Police Department property.

7. Old Rink Boards
   Mayor Johnson asked what had happened to the old rink boards.

   CA Wood shared that the boards were sold when they were removed because they were in disrepair.

   Councilmember Collison added to the discussion.

F. Adjournment
Meeting was adjourned at 6:07 p.m.

Respectfully Submitted.
Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL WORK SESSION
GOAL SETTING
MONDAY, JANUARY 24, 2022 – 5:30 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:33 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (arrived at 5:51), Paul Bergley and Dan Collison

Members Absent: Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Public Services Director Matt Sylvester, Parks, Recreation and Events Coordinator Alyssa Olson, Liquor Store Manager Keith Lusk, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Welcome and Review Purpose of Goal Setting Work Session
City Administrator Josi Wood shared the purpose of goal setting is to develop consensus to determine top priorities for 2022, provide direction on the 2022-2023 budget principles and develop a prioritization of 2022 projects.

E. Existing Council Approved/ On-going Plans
CA Wood shared that Memo E consisted of Council approved/ on-going plans.

F. 2021 Goals and Progress Summary
CA Wood shared that Memo F consisted of 2021 Goals and progress summary.

G. 2022-2024 Budgeted Projects in CIP
CA Wood shared that Memo G are the top bucket items that are within the Capital Improvement Plan slated for years 2022, 2023 and 2024.

H. 2005 – 2020 Established Council Goals for Reference
CA Wood that Memo H consisted of previous goals from years 2005-2020.

I. Current and Proposed Staffing Plan

CA Wood shared that Memo H consisted of the current and future staffing organizational chart. Future changes include 1 Full-Time Utility Lead in 2023, Increase Community Service Officer to Full-Time in 2023, Part-Time Parks Seasonal and Marketing Coordinator in 2024.

J. Goal Setting Discussion Items and Staff's Supporting Documentation

1. Dynamic Sign

Recommendation from City Council is to reach out to other organizations to see if there is interest in sharing a dynamic sign or billboard South of City limits.
Recommendation from City Council is for Staff to look into obtaining land to place a sign outside City limits to the South of the City.
Recommendation from City Council is for Staff to further look into a billboard sign for the liquor store.

2. Employee Retention

Recommendation from City Council is for staff to bring options back to Council on how Council could assist in union negotiations.

3. Whiskey Sidewalk Infill

Recommendation from City Council is for Mayor Johnson to reach out to homeowner it affects and for staff to ask City Attorney about dollar amount that can be spent.

4. Council Chamber Modifications for Safety

Recommendation is for Chief of Police Travis Muyres to look into bullet proofing options for Chamber Dais and Chamber windows.

5. Growing Industrial Development

Recommendation from Council is for Community Development Director Stephanie Hillesheim and City Engineer Jason Cook to put together a concept plan for utilities for the 66 acres and for staff to look into cost to purchase 20 acre parcel.

6. Establishing a Redevelopment District

Recommendation from City Council is for staff to look into funding and grants to establish a redevelopment district.

7. Age-Friendly City Designation

Recommendation from City Council is for staff to further look into becoming an Age-Friendly City.

8. Future Bluebird Park Amenities

Recommendation from City Council is for staff to look into ADA compliant equipment, additional skate park equipment, fitness/ exercise equipment and to put together an all-encompassing concept plan for future planning in Bluebird Park.

9. Increasing Social Media Presence

Consensus from City Council is to create a LinkedIn account for the City.

10. Reorganization of Planning Commission Board

Consensus from City Council is to leave as is.

11. *Other Items Added at Meeting*

a. Land on West side of Rum River

Recommendation from City Council is for staff to contact DNR about restrictions and potential options for a picnic table, etc.

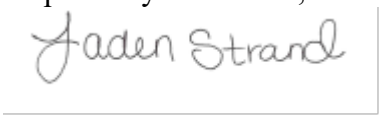
K. Establish 2022 Goals

No further action was recommended.

L. Adjournment

Motion by Bergley, seconded by Collison to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 8:58 p.m.

Respectfully Submitted,



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, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 262; Sewer and Water Service Charges

---

Background:
Discussions were held at the December 21st, 2021 and January 18th, 2022 Committee of the Whole meetings. Water and Sewer base fee charges began in 1982 and at the time a lot of residents had well water and asked to start testing the water. At the time wells were not passing the test and the fee was meant to be an incentive to get onto the system.

Recommendation from Committee of the Whole at the December 21st, 2021 meeting was for staff to look into City Code and different scenarios and bring back to Committee of the Whole for further discussion.

On January 18th, 2022 discussions continued with a recommendation from Committee of the Whole to remove base fees from Chapter 262 and post Ordinance for the required 10 days and send a letter to residents the change effects.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Amending Chapter 262; Sewer and Water Service Charges

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ORDINANCE NO. 717, ADOPTED ON JANUARY 7, 2020 and TITLED SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance No. 717 is hereby amended as follows:

Chapter 262

SEWER AND WATER SERVICE CHARGES

Article I Sanitary Sewer and Water Rates and Regulations

262-1 Definitions
262-2 Sanitary sewer and water utility charges
262-3 Sanitary sewer and water rate table
262-4 Sanitary sewer and water rates
Sanitary sewer rates for users with normal strength sewage waste (NSSW) are listed in the Sewer Rate Table.[1] Users are charged base fee(s) and usage charges (per gallon). Water rates for users are listed in the Water Rate Table.[2]

A. Base fees are charged as follows:

(1) Single-family dwellings are charged one base fee per unit.

(2) Apartment units are charged 80% of the base fee charge per unit.

(3) Commercial and industrial structures shall be charged base fees per account based on water consumption. The base fee rate and base fee charges shall be set in the Commercial Base Fee Consumption Schedule of the Sanitary Sewer and Water Rate Table.[3]

(4) Irrigation meters, when used in conjunction with residential, commercial or industrial uses, are not subject to base fee charges.

~~**B. Base fees** - utility not connected or not in service. The owner of any building or premises to which the public sanitary sewer system or water system is available through a service stub in the City right-of-way or easement but either not connected, or installed but not in service, shall pay a monthly availability charge equivalent to 50% of the sewer base fee as provided in the Sewer Rate Table and availability charge equivalent to 50% of the water base fee as provided in the Water Rate Table.[4] Failure by the owner to pay the fee shall subject them to collection of the fee pursuant to **§ 262-7B** of this chapter.~~
~~[4]~~
~~Editor's Note: Said tables are included as attachments to this chapter.~~

B.~~C.~~ Usage charge. Upon connection of any building or premises to the public sanitary sewer system and/or water system, the owner shall pay for sewage and water based on water used each month at rates listed in the Sewer Rate Table and Water Rate Table.[5]
[5]

Editor's Note: Said tables are included as attachments to this chapter.

C.~~D.~~ Sewer charge options - residential accounts. For the purpose of calculating the sewer usage charge, new residential accounts are billed a minimum of 3,500 gallons per month and charged according to the winter average method. This is calculated by taking the average of water used in the months of January, February and March of each year to get average monthly sewage use. Winter averages are updated annually on the April billing statement. The account holder has the option of electing billing based on actual water usage (gallon per gallon). The election to change sewer charge options shall be made by November 1 for the following year. If the option is to change back to the winter average method, a minimum usage of 3,500 gallons per month will be used until the average is calculated. Election to change calculation of sewer charges may be done annually. For any month during the averaging period that a property is vacant, that account shall be assigned a minimum usage of 3,500 gallons. In no case will the sewer charge exceed the actual metered water usage.

D.~~E.~~ Sewer - commercial accounts. Commercial customers are charged for sewer usage based upon their monthly water usage. If an irrigation system is in place, the owner, at their own expense, may have a separate meter installed for the irrigation system. Only the water usage rate applies to the irrigation meter.

E.~~F.~~ Industrial charges. Sanitary sewer base fees, usage rates, or other fees for industrial users with waste flows in excess of normal strength sewage waste shall be set by special agreement and are calculated based upon their impact on the sewer plant's capacity and treatment system (BOD, TSS, phosphorus, ammonia, etc.) as outlined in their discharge permit.

~~G.~~F. Accessibility charge. The accessibility charge for connection of a building or premises to the sanitary sewer system or water system is listed in the Sewer Rate Table as the SAC fee (sewer accessibility charge) and the Water Rate Table as the WAC fee (water accessibility charge).[6] The accessibility charge for a single-family dwelling or equivalent shall be 100% of the full connection charge for each unit.
[6]
Editor's Note: Said tables are included as attachments to this chapter.

G.~~H.~~ Residential equivalency connection charge. Residential equivalency connection charges (RECs) will be established by the City for nonresidential users as per the City Engineer's recommendations.

H.~~I.~~ Trunk utility charges. Trunk utility charges have been established for new subdivided areas of the City that did not pay for the original sanitary sewer system and water system.
[1] Editor's Note: Said table is included as an attachment to this chapter.
[2] Editor's Note: Said table is included as an attachment to this chapter.

262-5 Accounts and billing for services
262-6 Right to discontinue service
262-7 Miscellaneous provisions

Article II Special Sewer Treatment Fund

262-8 Special Sewer Treatment Fund

Article III Hook-up Charges for Commercial Malls

262-9 Intent and Purpose
262-10 Administrative standards
262-11 Connection Charges
262-12 Part of building permit

Article IV Violations and Penalties

262-13 Violations and Penalties

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 2nd day of February 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

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

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, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 8; City Council

---

Background:
At the December 21st, 2021 Committee of the Whole meeting, it was shared that current practice is City Council approves all minutes from other boards and committees such as Economic Development Authority, Planning Commission and Parks, Recreation and Culture Board. Recommendation from City Attorney is that each board should be approving their own minutes.

Consensus from Committee of the Whole is to not include minutes for approval but add Councilmembers to the Park Board agenda packet email list.

The proposed Ordinance also includes the requirements to be a student representative on Park Board. The requirements were established and adopted per Resolution 2009-069 and adoption of this Ordinance would incorporate them into City Code.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Amending Chapter 8; City Council

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 722, ADOPTED ON FEBRUARY 4, 2020, ORDINANCE NO. 707, ADOPTED ON JUNE 18, 2019 TITLED CITY COUNCIL

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 772 and Ordinance No. 707 is hereby amended as follows:

Chapter 8

CITY COUNCIL

§8-4 Organization

Advisory bodies shall organize themselves, elect a Chair and a Vice Chair, and determine their meeting dates by majority vote of members. All advisory bodies shall appoint a secretary to take official minutes. ~~All minutes shall be officially approved by the City Council~~. All meetings of advisory bodies shall be public meetings. A meeting quorum shall consist of a simple majority of the members appointed. An advisory body may meet without a quorum of the members but may make no official recommendations without a quorum. The City Council shall have the authority to change the organizational decisions of any advisory body it appoints.

§8-7 Parks, Recreation, and Culture Board.

D. The City Council shall have the sole authority to appoint members to the Parks, Recreation, and Culture Board. All members of the Parks, Recreation, and Culture Board shall serve at the will of the City Council and may be removed without cause. The number of members for the Parks, Recreation, and Culture Board shall be five and one student representative. The student representative shall be a high school student (ages 14-18), a resident of the City of Isanti, and have an interest in local government and/or park and recreation issues. Appointment to the Parks, Recreation, and Culture Board shall include one City Council member, and the remaining members ~~four~~ shall be citizens at large. Any City staff, necessary or advisable by the City Council, may be appointed to be ex officio members of the advisory board.

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 2nd day of February 2022.

_____

Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

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

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Real People. Real Solutions.

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Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 25, 2022

To: Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: South Brookview Improvements
- Preliminary Engineering Report, Call for Public Hearing, Project Engineering Services
City of Isanti, MN, Project No.: 0R1.126222

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the South Brookview area rehabilitation. 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) February 2, 2022 Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications.
2) February 16, 2022 Hold Public Open House
3) March 1, 2022 Hold Public Hearing on the proposed improvement
4) March 1, 2022 Mayor and City Council approves plans and orders advertisement of bids
5) March 29, 2022 Open Bids
6) April 5, 2022 Mayor and City Council awards bid
7) June – October 2022 Project construction
8) November 15, 2022 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 $67,660. Should the project move forward to construction, we propose to complete the construction services for an hourly, not-to-exceed fee of $55,330.00. 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 February 2, 2022 City Council meeting to present this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2022-____ **K.3a.**

RESOLUTION RECEIVING FEASIBILITY REPORT, AND CALLING HEARING ON THE SOUTH BROOKVIEW IMPROVEMENTS PROJECT

WHEREAS, pursuant to Resolution 2021-252 of the City Council adopted December 7, 2021, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of South Brookview Additions 1-4. Roadways evaluated in this report include: South Brookiew Lane SW, Marion Street SW, Nina Street SW, Page Street SW and 8th Avenue SW between Whiskey Road and 6th Avenue SW. The improvement shall consist of street reclamation, sidewalk construction, and the replacement of curb & gutter. This report was received by the Council on February 2, 2022; 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 $743,945.

2. A public hearing shall be held on such proposed improvement at approximately **7:00 p.m.** on the **1st** day of **March, 2022**, 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 2nd day of February 2022.

Motion: Seconded: Carried:

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION NO. 2022-____

RESOLUTION AUTHORIZING PREPARATION OF PLANS ON THE SOUTH BROOKVIEW IMPROVEMENT PROJECT

WHEREAS, pursuant to Resolution 2021-252 of the City Council adopted December 7, 2021, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of South Brookview Additions 1-4. Roadways evaluated in this report include: South Brookiew Lane SW, Marion Street SW, Nina Street SW, Page Street SW and 8th Avenue SW between Whiskey Road and 6th Avenue SW. The improvement shall consist of street reclamation, sidewalk construction, and the replacement of curb & gutter. This report was received by the Council on February 2, 2022; and,

WHEREAS, as recommended in the Preliminary Engineering Report, in order to keep the proposed project on schedule for a March 29, 2022 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 $67,660.00. 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 $55,330.00 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 2nd day of February 2022.

Motion: Seconded: Carried:

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

South Brookview Improvements

Preliminary Engineering Report

City of Isanti
January 20, 2022

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119
P: 763-433-2851
F: 763-427-0833

Real People. Real Solutions.

Certification

South Brookview Improvements

For

City of Isanti, Minnesota

Bolton & Menk

Project No. 0R1.126222

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: 1/20/2022

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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 in the South Brookview Additions 1-4. The proposed project area is generally described as S Brookview Lane SW from Whiskey Road SW (CSAH 23) to 6th Avenue SW, Marion Street SW from Whiskey Road SW (CSAH 23) to 6th Avenue SW, Nina Street SW from Whiskey Road SW (CSAH 23) to 6th Avenue SW, Page Street SW from Nina Street SW to 6th Avenue SW, and 8th Avenue SW from Nina Street SW to S Brookview Lane. The project area will be referred to as the South Brookview Additions 1-4. 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

The South Brookview Additions 1-4 were recognized as needing infrastructure improvements in the City's 2020 Pavement Management Plan (PMP), where it received ratings of 2-5 out of 10 using the Pavement Surface Evaluation and Rating (PASER) rating system for asphalt roads. This project has also been identified in the City Capital Improvement Plan (CIP) as a bituminous repaving option.

B. Scope

This report addresses the necessity for infrastructure improvements in the South Brookview Additions 1-4. 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: December 7, 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: February 2, 2022

An optional public open house is proposed to be held to inform residents and receive input on proposed improvements.
Estimated date: February 16, 2021

A public hearing on the proposed improvements is held. **Estimated date: March 1, 2022**

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: March 1, 2022

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: March 29, 2022**

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: April 5, 2022**

Following completion of the proposed improvements, a public hearing is held to set the final assessment amounts. **Estimated date: November 15, 2022**

III. EXISTING CONDITIONS

The existing conditions are shown in Appendix B and described below.

A. Pavement/Curb & Gutter

All streets in the project area are approximately 32 feet wide back of curb to back of curb with a D418 surmountable curb & gutter which gives 27' of bituminous pavement width. The roadways are located within an existing 66-foot right-of-way. Currently the bituminous pavement is rated as 2-5 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. These PASER values are shown in Table 1 below. The city has spent an extensive amount of time patching this roadway over the past few years to keep it in a functioning condition and the pavement shows a significant amount of major distress and needs repaving. Record drawings show that the existing pavement section within the project area consists of two-inches (2.0") of bituminous pavement, and six-inches (6") of aggregate base. The roads were constructed in 1990 as part of the South Brookview Additions 1-4. The intersections with 6th Avenue SW were reconstructed in 2020 as part of the 6th Avenue SW Rehabilitation project. The curb & gutter is generally found to be in good condition.

Table 1: 2022 PASER

Street	Pavement Surface Evaluation and Rating (PASER)
Nina Street SW	2
8th Avenue SW	3
Page Street SW	4
South Brookview Lane SW	4
Marion Street SW	5

Figure 1: Failing Pavement

B. Sidewalk

There is concrete sidewalk on the west side of the project area running north/south along the east side of Whiskey Road SW (CSAH 23). The walk north of S Brookview Lane was constructed in 2006 and is generally 5-foot or 6-foot in width. The walk south of S Brookview Lane is generally 4-foot in width. The pedestrian ramps at the intersection of Whiskey Road (CSAH 23) and S Brookview Lane SW, Marion Street SW, and Nina Street SW are not compliant with the Americans with Disabilities Act (ADA).

There is concrete sidewalk on the east side of the project area running north/south along the west side of 6th Avenue SW. This walk was constructed in 2020 as part as the 6th Avenue SW Rehabilitation project and is generally 5-foot in width. The pedestrian ramps at the intersection of 6th Avenue SW and Page Street SW, Nina Street SW, and Marion Street SW are compliant with ADA.

There is segmented concrete sidewalk on the north side of S Brookview Lane SW. It ends approximately 285 feet northwest of the intersection of S Brookview Lane SW and 6th Avenue SW. This walk was constructed in 2008 as part of the Brookview South 6th Addition and is generally 5-foot in width with a 10-foot turf boulevard.

Figure 2: Whiskey Road SW & S Brookview Lane SW North Pedestrian Ramp

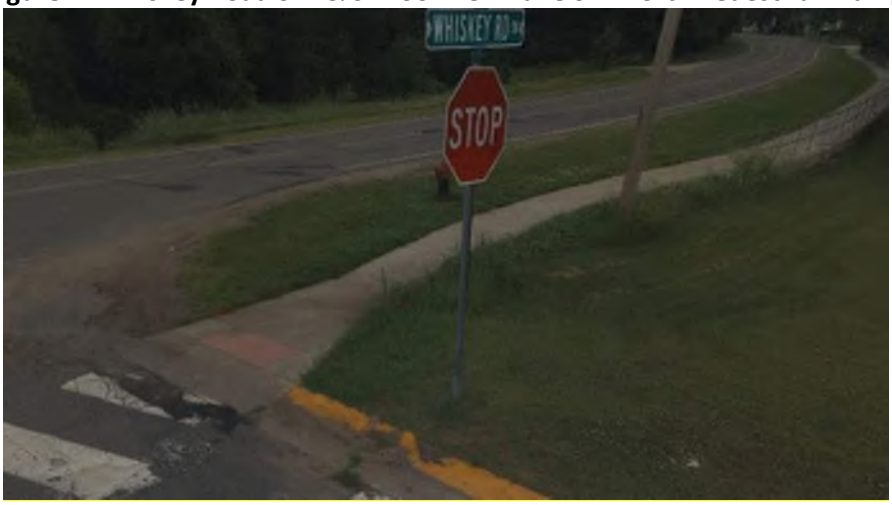


Figure 3: Whiskey Road SW & S Brookview Lane SW South Pedestrian Ramp

C. Stormwater Management

Existing stormwater management is achieved using a combination of ditches on the west end of the project area and pipe sewer throughout the project area.

Generally, stormwater reaching the ditch on the east side of Whiskey Road SW (CSAH 23) comes from the west portion of Page Street SW, west portion of Nina Street SW, and the west portion of Marion Street SW. Nina Street SW has existing bituminous spillways to channel street flow stormwater into the ditch on the east side of Whiskey Road SW (CSAH 23).

The two catch basins on Page Street SW (constructed in 1990) take stormwater from approximately 670-feet of Page Street SW and approximately 220-feet of the west side of 6th Avenue SW. This stormwater is piped north in 24-inch RCP (constructed in 1990) through an easement between homes to a catch basin at the intersection of Nina Street SW and 8th Avenue SW.

The three catch basins at the intersection of Nina Street SW and 8th Avenue SW (constructed in 1990) take water from approximately 430-feet of Nina Street SW. This stormwater is piped north in 24-inch RCP to a manhole at the intersection of Marion Street SW and 8th Avenue SW. The remaining street drainage on Nina Street SW flows west to the ditch on the east side of Whiskey Road SW (CSAH 23) or to the east to catch basins at the intersection of Nina Street SW and 6th Avenue SW.

The four catch basins at the intersection of Marion Street SW and 8th Avenue SW (constructed in 1990) take stormwater from approximately 750-feet of Marion Street SW and approximately 350-feet of 8th Avenue SW. This stormwater is piped north in 27-inch RCP (constructed in 1990) to a manhole at the intersection of S Brookview Lane SW and 8th Avenue SW. The remaining street drainage on Marion Street SW flows west to the ditch on the east side of Whiskey Road SW (CSAH 23) or to the east to catch basins at the intersection of Marion Street SW and 6th Avenue SW.

The two catch basins at the intersection of Marion Street SW and 8th Avenue SW (constructed in 1990) take stormwater from approximately 220-feet of 8th Avenue SW and approximately 320-feet of one side of S Brookview Lane SW. This stormwater is piped west in 27-inch RCP (constructed in 1991) to a catch basin approximately 180-feet west of the intersection of 8th Avenue SW and S Brookview Lane SW. These two catch basins (~180-feet west of the intersection of 8th Avenue SW and S Brookview Lane SW) (constructed in 1990) take approximately 320-feet of one side of S Brookview Lane SW and approximately 250-feet of the full width S Brookview Lane SW. The remaining street drainage on S Brookview Lane SW flows west to the ditch on the east side of Whiskey Road SW (CSAH 23) or to the east to catch basins at the interection of S Brookview Lane SW and 6th Avenue SW.

All of the stormwater collected by storm pipe within the proposed project area is piped west from the westernmost catch basins on S Brookview Lane SW in 30-inch RCP (constructed in 1990) to an apron outfall into a stream on the west side of Whiskey Road SW (CSAH 23).

The storm sewer in the proposed project area has no history of sediment build-up or failure. There are reports of a portion of the storm sewer in the proposed project area that has been bored through by private utility installation.

There is a concrete valley gutter crossing Page Street SW at the intersection of Page Street SW and Nina Street SW.

D. Sanitary Sewer

The sanitary sewer system on Page Street SW, Nina Street SW, and Marion Street SW was constructed in 1990. The sanitary sewer main on these streets generally flows west and runs along the street centerline at a depth of 8-feet to 15-feet. The mainline sewer assumed to be is 8-inch PVC with service lines typically 4-inch to 6-inch in diameter.

The sanitary sewer system along S Brookview Lane SW was constructed in 1983. The sanitary sewer main on these streets generally flows west and runs along the street centerline at a depth of 15-feet to 20-feet. The mainline sewer is assumed to be 18-inch RCP with service lines typically 4-inch to 6-inch in diameter.

The sanitary sewer along the east side of Whiskey Road SW (CSAH 23), from south of Nina Street SW to S Brookview Lane SW, was constructed in 1990. The sanitary sewer main on these streets generally flows north and runs in the east ditch at a depth of 15-feet to 20-feet. The mainline sewer is assumed to be 12-inch PVC and does not generally have service lines.

The sanitary sewer within the project area has generally been found to be in good condition without a significant number of reported maintenance issues and no reported breaks.

E. Watermain

The watermain system on Page Street SW, Nina Street SW, and Marion Street SW was constructed in 1990. The main on these streets generally runs on the south side of the road at a depth of approximately 8-feet. The watermain on Page Street SW is assumed to be 6-inch DIP and the watermain on Nina Street SW and Marion Street SW is assumed to be 8-inch DIP.

The watermain system on S Brookview Lane SW from the east project limits west to Whiskey Road SW (CSAH 23) was constructed in 1976. The main on this street generally runs on the north side of the road and sometimes runs behind the back of curb. The watermain on S Brookview Lane SW is assumed to be 6-inch Cast Iron Pipe.

Watermain on S Brookview Lane SW connects on the east end to assumed 8-inch DIP (Constructed in 2000), and on the west end to assumed 8-inch Cast iron pipe to the north of S Brookview Lane SW (constructed in 1976) and assumed 8-inch DIP to the south of S Brookview Lane SW (constructed in 1990). Watermain on Marion Street connects on the east end to 8-inch DIP (Constructed in 2020), and on the west end to assumed 8-inch DIP (constructed in 1990). Watermain on Page Street SW and Nina Street SW connects on the east end to assumed 8-inch DIP (constructed in 1990). Watermain on Nina Street SW connects on the west end to assumed 8-inch DIP (constructed in 1990).

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 nine and a half-inch (9.5”) full depth pavement reclamation of the roadway and spot curb repairs. The addition of 5-foot concrete sidewalk on the north side of S Brookview Lane SW was also included. The proposed improvements are shown in Appendix C and Appendix D and described in detail below.

A. Street Improvements –Full Reclamation & Curb & Gutter Spot Repairs

The proposed street would maintain the existing roadway width of 30-feet face of curb to face of curb, and design speed of 30 mph. This design would also keep the existing curb in place with only spot repairs as needed.

The proposed pavement section would consist of three and a half-inches (3.5”) of bituminous pavement and six-inches (6”) of reclaimed aggregate.

The pavement will be reclaimed to a depth of nine and a half-inches (9.5”), blending the existing two-inch (2.0”) bituminous section with the top six-inches (6”) of existing aggregate base and one and a half-inches (1.5”) of existing select granular base. The reclaimed material will be left in place on-site and three and a half-inches (3.5”) of the reclaimed material will be excavated and hauled away. The reclaim material will be graded, compacted, and used as aggregate base for bituminous paving.

The curb and gutter is in good condition so minimal curb replacement is anticipated. If necessary, portions of the curb will be removed and replaced prior to final paving.

B. Concrete Sidewalk

A 5-foot wide concrete sidewalk is proposed on the north side of S Brookview Lane SW to complete a missing sidewalk network link. This concrete sidewalk is proposed to be constructed with a typical 5-foot boulevard and will connect the sidewalk ending on the east project limits with the sidewalk running north/south along the east side of Whiskey Road SW. The city standard is a 5-foot walk with a 6-foot boulevard. A 5-foot boulevard is recommended to avoid an existing fire hydrant and some existing trees. Some tree removals and brush removal is proposed as part of this improvement. This can be seen in Appendix B. This walk addition would be a safety improvement, reducing vehicle/pedestrian conflicts, and completing the system wide loop. Projects like this have included walk to fill in these uncompleted system links.

All non-compliant ADA pedestrian ramps in the project area are proposed to be reconstructed to bring them into compliance with ADA standards.

Figure 4: S Brookview Lane East Project Limits Proposed Walk

C. Signing & Striping

All 4-way intersections are proposed to be 4 way stops. All 3-way intersections are proposed to be stop condition on the intersection road, with no stop or yield condition on the through road. 12-inch-wide stop bars are proposed to be painted at all stop conditions. All crosswalk crossings are proposed to be painted with 3-foot by 6-foot white crosswalk blocks.

D. Stormwater Management

No additional pipe storm sewer is planned to be installed with this project. Storm manhole and catch basin castings will be adjusted to fit the proposed surface as needed.

There are reports of a private utility that has drilled through a storm pipe in the project area.

An attempt to locate this through discussions with the public works department will be conducted. If discovered, the section of storm pipe will be replaced, and the private utility relocated to avoid conflict with the new storm pipe.

In 2011, the Anoka Conservation District prepared a report titled "City of Isanti Stormwater Retrofit Assessment". This report analyzed different ways to reduce the harmful nutrients and suspended solids runoff from Isanti from reaching the Rum River. The proposed project area falls into their "Catchment A". Some treatments recommended include installing up to six rain gardens on Page Street SW near the catch basins as well as a rain garden near the catch basins at the intersection of Whiskey Road SW (CSAH 23) and S Brookview Lane SW. This could be an effective way to improve the City of Isanti's impact on the water quality of the Rum River. If further action is desired, affected property owners will be contacted during the design process to discuss these rain gardens. A portion of the previously mentioned report is included in Appendix H. Any rain garden installation would use current Anoka Conservation District best practices.

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.

E. **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.

F. **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.

V. RIGHT-OF-WAY ACQUISITION

Additional Right-of-Way is not expected to be needed for the proposed South Brookview Improvements. The need for temporary construction easements will be evaluated during the final design process but are not anticipated.

VI. APPROVALS/PERMITS

There are no anticipated permits or approvals for this project. This will be evaluated in the design phase to determine if any are required.

VII. PRELIMINARY COST ESTIMATES

The estimated project cost for the improvements is summarized in Table 1, and the special assessments is broken down in Appendix G and Table 2. 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 Set 2: South Brookview Improvements Estimated Project Costs

	Estimated Street Costs	Estimated New Walk Costs	Total Estimated Cost
Construction Cost Estimate	$444,485	$114,560	$559,045
10% Contingency	$44,450	$11,460	$55,910
Construction Cost Subtotal	**$488,935**	**$126,020**	**$614,955**
Engineering & Admin			
- Design & Bid	$53,800	$13,860	$67,660
- Construction	$43,990	$11,340	$55,330
Testing	$5,000	$1,000	$6,000
Total Estimated Project Cost	**$591,725**	**$152,220**	**$743,945**

VIII. FUNDING AND ASSESSMENTS

Funding for the project would come from a combination of special assessments and City funds. 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. New Sidewalk would not be assessed as it was not petitioned for by the residents. This cost would be fully paid for by the City.

Table Set 3: Funding Sources

South Brookview Improvements

Funding Source	Estimated Street Costs	Estimated New Walk Costs	Total
Special Assessments	$147,931.25	$0.00	$147,931.25
City Funds	$443,793.75	$152,220.00	$596,013.75
Total	**$591,725.00**	**$152,220.00**	**$743,945.00**

South Brookview Improvements Assessable Footage Summary

Assessment Breakdown	Per Assessable Front Foot	Total Assessable Frontage
Total Assessment	$18.41	8,032 ft

South Brookview Improvements Assessment Summary

Average Assessment	$1,825.54
High Assessment	$3,829.28
Low Assessment (Non-Zero)	$1,104.60
Median Assessment	$1,620.08
Mode Assessment	$1,564.85

The table below shows the assessable costs comparisons between previous projects in the City. South Brookview Improvements is estimated to cost less per assessable foot than the two comparable projects in the table. This is primarily due to minimal curb replacement, minimal existing walk replacement, and a larger ratio of assessable feet to split the cost. Main street included the reconstruction of large amounts of existing curb and gutter and existing sidewalk. City special assessment policy allows assessment of the reconstruction of existing sidewalk but not for unpetitioned new sidewalk.

Project Assessment Comparisons

Project	Cost per Assessable Foot	Average Assessment
South Brookview Improvements	$18.41	$1,825.54
Main Street Reconstruction (2021)	$52.23	$4,608.85
6th Avenue Reconstruction (2020)	$32.55	$2,751.08

IX. RECOMMENDATION

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.

Appendix A: LOCATION MAP

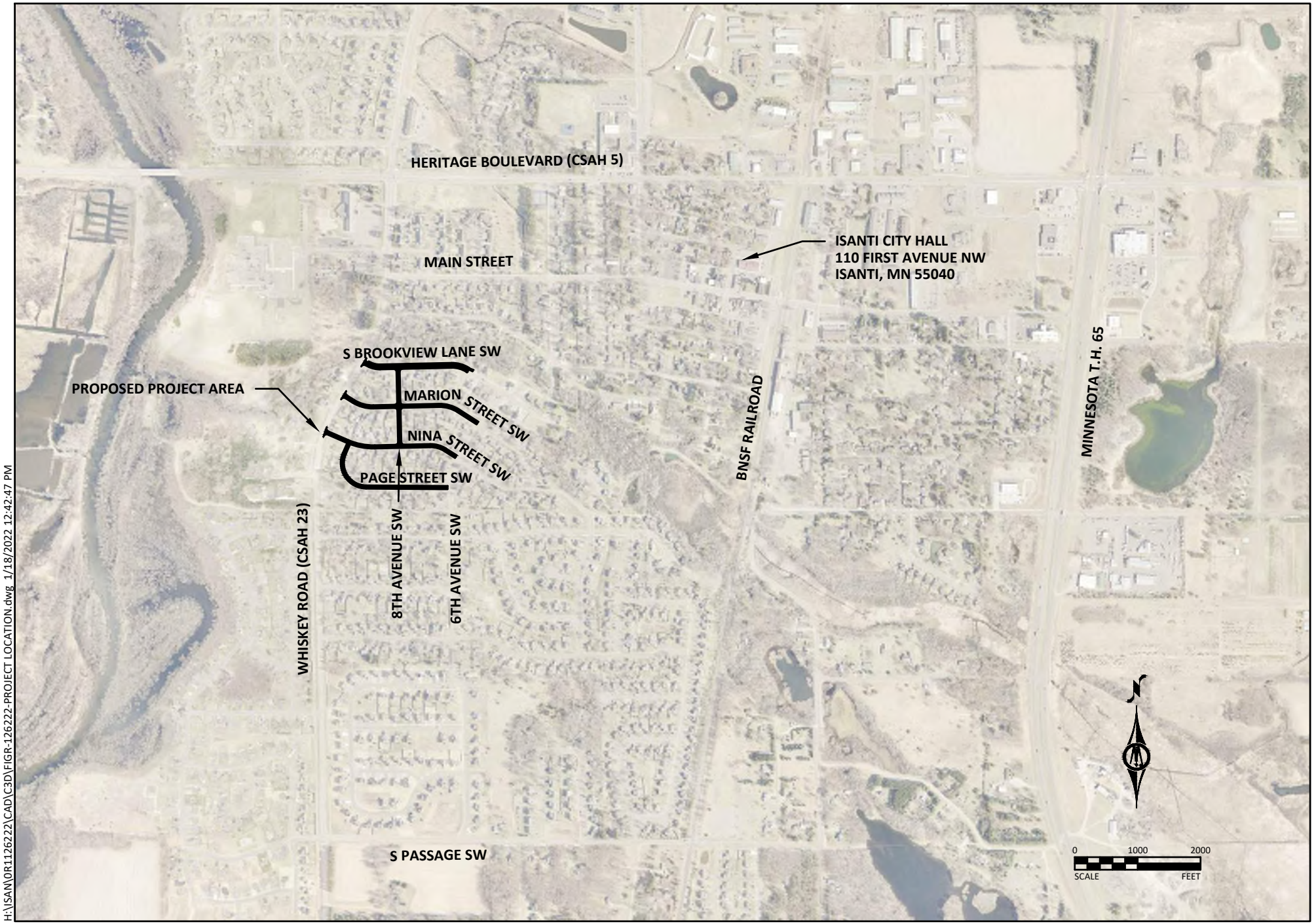
SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE A: PROJECT LOCATION

JANUARY 2022

BOLTON & MENK



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Appendix B: EXISTING CONDITIONS

SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE B.1: EXISTING CONDITIONS & REMOVALS

JANUARY 2022

BOLTON & MENK

LEGEND

PROPOSED STREET PROJECT LIMTS

EXISTING STORM SEWER

EXISTING SANITARY SEWER

EXISTING WATERMAIN

PROPOSED VEGETATION REMOVAL

72" CMP STORM SEWER

REMOVE TREES (3)

REMOVE BUSHES (3)

REMOVE TREES (3)

REMOVE BUSH)

27' BE-BE

27' BE-BE

27' BE-BE

15" CMP STORM SEWER

8" DIP WATERMAIN (1990)

12" PVC SANITARY (1990)

27" RCP STROM SEWER (1990)

30" RCP STROM SEWER (1990)

18" RCP SANITARY (1983)

6" CAST IRON WATERMAIN (1976)

27" RCP STORM SEWER (1990)

27' BE-BE

18" RCP SANITARY (1983)

8" DIP WATERMAIN (2000)

S BROOKVIEW LANE SW

WHISKEY ROAD (CSAH 23)

8TH AVENUE SW

6TH AVENUE SW

MARION STREET SW

8" DIP WATERMAIN (1990)

8" PVC SANITARY (1990)

12" PVC SANITARY (1990)

24" RCP STORM SEWER (1990)

18" RCP STORM SEWER (1990)

8" DIP WATERMAIN (2020)

27' BE-BE

27' BE-BE

15" RCP STORM SEWER (1990)

800 S BROOKVIEW LN SW

714 S BROOKVIEW LN SW

710 S BROOKVIEW LN SW

706 S BROOKVIEW LN SW

612 S BROOKVIEW LN SW

608 S BROOKVIEW LN SW

606 S BROOKVIEW LN SW

809 S BROOKVIEW LN SW

812 MARION ST SW

805 S BROOKVIEW LN SW

801 S BROOKVIEW LN SW

808 MARION ST SW

804 MARION ST SW

311 8TH AVE SW

715 S BROOKVIEW LN SW

711 S BROOKVIEW LN SW

707 S BROOKVIEW LN SW

701 S BROOKVIEW LN SW

611 S BROOKVIEW LN SW

609 S BROOKVIEW LN SW

310 8TH AVE SW

710 MARION ST SW

706 MARION ST SW

702 MARION ST SW

700 MARION ST SW

610 MARION ST SW

606 MARION ST SW

311 6TH AVE SW

813 MARION ST SW

809 MARION ST SW

807 MARION ST SW

805 MARION ST SW

801 MARION ST SW

400 8TH AVE SW

711 MARION ST SW

707 MARION ST SW

701 MARION ST SW

609 MARION ST SW

601 MARION ST SW

0 40 80

SCALE FEET

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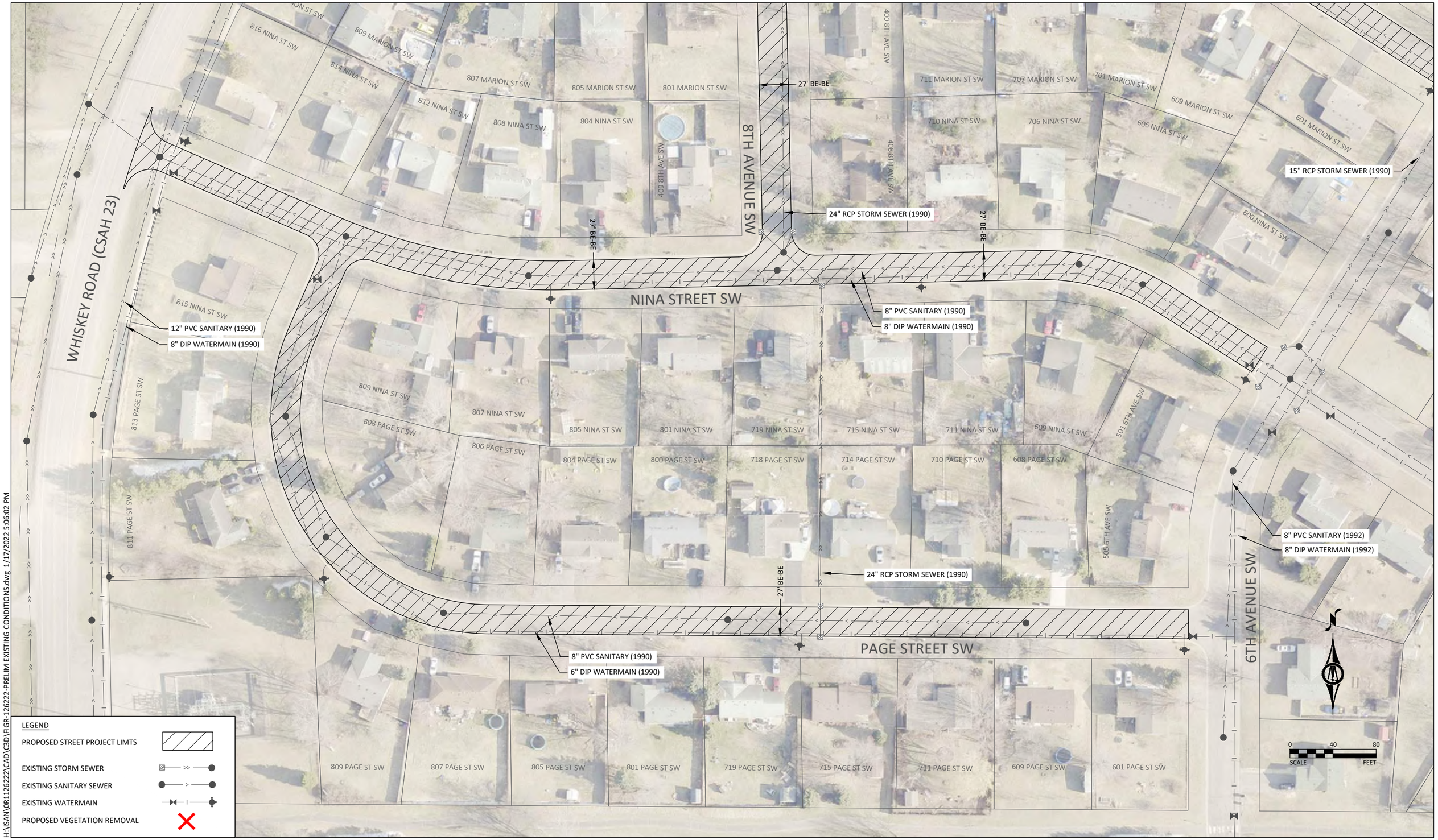
SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE B.2: EXISTING CONDITIONS & REMOVALS

JANUARY 2022

BOLTON & MENK



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Appendix C: PROPOSED IMPROVEMENTS

SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE C.1: PROPOSED IMPROVEMENTS

JANUARY 2022

BOLTON & MENK

NOTES:

1. BACK OF CURB PROPOSED TO STAY IN SAME LOCATION ON BOTH SIDES OF THE STREET WITH MINIMAL REPLACEMENT.
2. PROPOSED 5' CONCRETE SIDEWALK ON NORTH SIDE OF S BROOKVIEW LN SW.
3. PEDESTRIAN RAMPS WITHIN THE PROJECT AREA THAT ARE NOT ADA COMPLIANT WILL BE RECONSTRUCTED.

PROPOSED CONCRETE PAVEMENT & WALK

PROPOSED RECLAIM & PAVE BITUMINOUS PAVEMENT

ANOKA CONSERVATION DISTRICT POTENTIAL RAIN GARDEN LOCATION

MAIL BOXES IMPACTED BY CONSTRUCTION WILL BE RELOCATED.

PROPOSED 5' CONCRETE SIDEWALK

PROPOSED 5' BOULEVARD

PROPOSED CONCRETE APRON BETWEEN SIDEWALK AND CURB. PATCH BEHIND SIDEWALK WILL MATCH EXISTING DRIVEWAY MATERIAL.

CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP

MATCH EXISTING WALK AND BOULEVARD. TRANSITION TO 5' BOULEVARD IN CURVE.

S BROOKVIEW LANE SW

WHISKEY ROAD (CSAH 23)

8TH AVENUE SW

MARION STREET SW

6TH AVENUE SW

27' BE-BE

STOP

NO MOTOR VEHICLES

0 40 80

SCALE FEET

800 S BROOKVIEW LN SW
714 S BROOKVIEW LN SW
710 S BROOKVIEW LN SW
706 S BROOKVIEW LN SW
612 S BROOKVIEW LN SW
608 S BROOKVIEW LN SW
606 S BROOKVIEW LN SW
809 S BROOKVIEW LN SW
805 S BROOKVIEW LN SW
801 S BROOKVIEW LN SW
715 S BROOKVIEW LN SW
711 S BROOKVIEW LN SW
707 S BROOKVIEW LN SW
701 S BROOKVIEW LN SW
611 S BROOKVIEW LN SW
609 S BROOKVIEW LN SW
812 MARION ST SW
808 MARION ST SW
804 MARION ST SW
311 8TH AVE SW
310 8TH AVE SW
710 MARION ST SW
706 MARION ST SW
702 MARION ST SW
700 MARION ST SW
610 MARION ST SW
606 MARION ST SW
311 6TH AVE SW
813 MARION ST SW
809 MARION ST SW
807 MARION ST SW
805 MARION ST SW
801 MARION ST SW
400 8TH AVE SW
711 MARION ST SW
707 MARION ST SW
701 MARION ST SW
609 MARION ST SW
601 MARION ST SW

H:\ISAN\0R1126222\(CAD)(3D)\FIGR-126222-PRELIM PROPOSED IMPROVEMENT FIGURES.dwg 1/17/2022 5:09:50 PM

SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE C.2: PROPOSED IMPROVEMENTS

JANUARY 2022

BOLTON & MENK

CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP

NO MOTOR VEHICLES

STOP

STOP

STOP

STOP

WHISKEY ROAD (CSAH 23)

8TH AVENUE SW

NINA STREET SW

PAGE STREET SW

6TH AVENUE SW

27' BE-BE

816 NINA ST SW
814 NINA ST SW
812 NINA ST SW
808 NINA ST SW
804 NINA ST SW
409 8TH AVE SW
408 8TH AVE SW
710 NINA ST SW
706 NINA ST SW
606 NINA ST SW
600 NINA ST SW
815 NINA ST SW
813 PAGE ST SW
811 PAGE ST SW
809 NINA ST SW
807 NINA ST SW
805 NINA ST SW
801 NINA ST SW
719 NINA ST SW
715 NINA ST SW
711 NINA ST SW
609 NINA ST SW
501 6TH AVE SW
808 PAGE ST SW
806 PAGE ST SW
804 PAGE ST SW
800 PAGE ST SW
718 PAGE ST SW
714 PAGE ST SW
710 PAGE ST SW
608 PAGE ST SW
505 6TH AVE SW
809 PAGE ST SW
807 PAGE ST SW
805 PAGE ST SW
801 PAGE ST SW
719 PAGE ST SW
715 PAGE ST SW
711 PAGE ST SW
609 PAGE ST SW
601 PAGE ST SW

ANOKA CONSERVATION DISTRICT POTENTIAL RAIN GARDEN LOCATION

ANOKA CONSERVATION DISTRICT POTENTIAL RAIN GARDEN LOCATION

PROPOSED CONCRETE PAVEMENT & WALK

PROPOSED RECLAIM & PAVE BITUMINOUS PAVEMENT

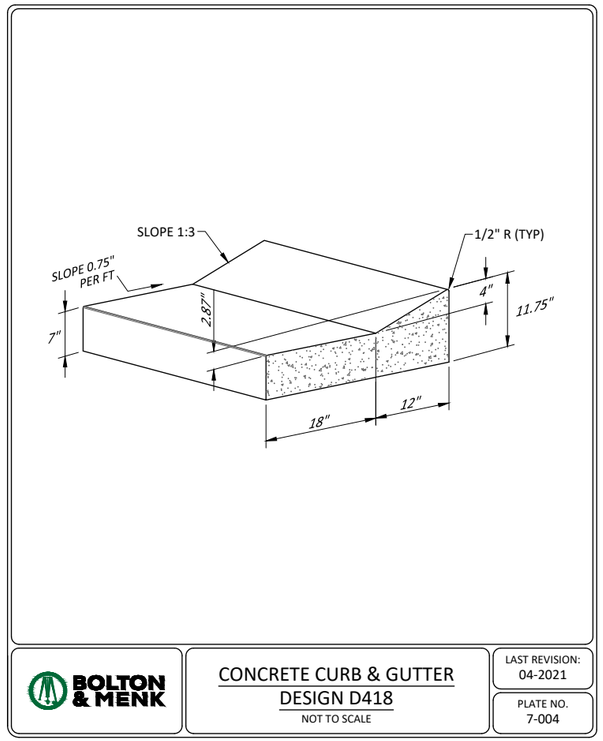
NOTES:

1. BACK OF CURB PROPOSED TO STAY IN SAME LOCATION ON BOTH SIDES OF THE STREET WITH MINIMAL REPLACEMENT.
2. PROPOSED 5' CONCRETE SIDEWALK ON NORTH SIDE OF S BROOKVIEW LN SW.
3. PEDESTRIAN RAMPS WITHIN THE PROJECT AREA THAT ARE NOT ADA COMPLIANT WILL BE RECONSTRUCTED.

0 40 80
SCALE FEET

H:\SAN\0R1126222\CAD\C3D\FIGR-126222-PRELIM PROPOSED IMPROVEMENT FIGURES.dwg 1/17/2022 5:11:28 PM

Appendix D: TYPICAL SECTIONS



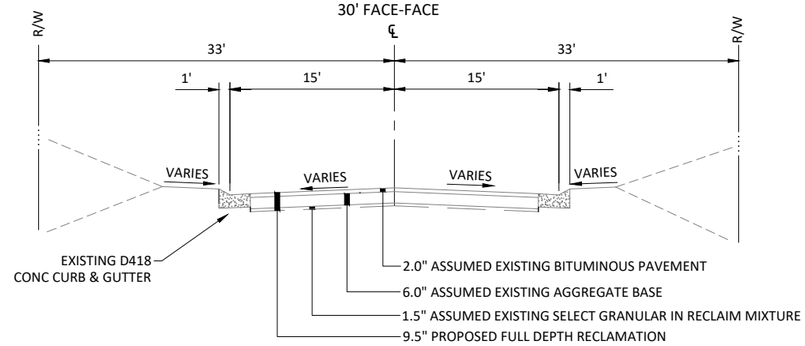
CONCRETE CURB & GUTTER
DESIGN D418
NOT TO SCALE

LAST REVISION: 04-2021
PLATE NO. 7-004

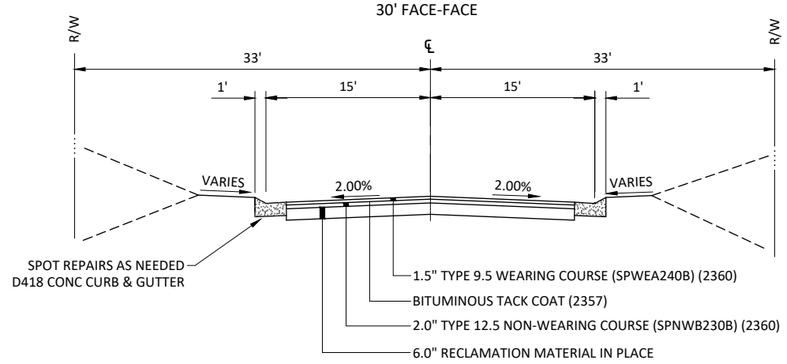
TYPICAL SECTION NOTES:

1. BACK OF CURB PROPOSED TO STAY IN SAME LOCATION ON BOTH SIDES OF THE STREET.
2. 6' WALK ON NORTH SIDE ON NORTH SIDE OF S BROOKVIEW LANE SW IS PROPOSED TO HAVE A TYPICAL 6' BOULEVARD AND A 5' WALK WIDTH. THIS COULD CHANGE TO ALL FOR MINIMAL IMPACT OF EXISTING CONDITIONS.
3. CURB AND GUTTER WILL REMAIN D418 STYLE.

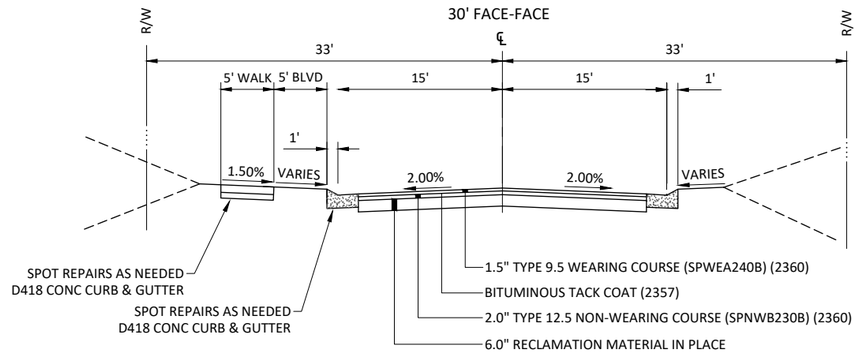
EXISTING TYPICAL SECTION
30' FACE-FACE



PROPOSED TYPICAL SECTION
30' FACE-FACE



PROPOSED SOUTH BROOKVIEW LANE SW TYPICAL SECTION
LOOKING EAST
30' FACE-FACE



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Appendix E: PARCEL OWNERSHIP & ASSEABLE FRONTAGE

SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE E.1: ASSESSABLE PROPERTIES

JANUARY 2022

BOLTON & MENK

0 40 80
SCALE FEET

JOSEPH BLISKOWSKI
16-041-0090
ASSESSMENT: 89'

JOSEPH BLISKOWSKI
800 S BROOKVIEW LN SW
16-041-0100
ASSESSMENT: 91'

LISA LILLEDAHL
714 S BROOKVIEW LN SW
16-041-0110
ASSESSMENT: 108'

MARCI C ALBERDING
710 S BROOKVIEW LN SW
16-041-0120
ASSESSMENT: 103'

CORDELL E EBELING
706 S BROOKVIEW LN SW
16-041-0130
ASSESSMENT: 104'

ALEXANDER T KESTON
612 S BROOKVIEW LN SW
16-041-0140
ASSESSMENT: 208'

BARTHOLDHENTGES LLC
608 S BROOKVIEW LN SW
16-041-0141
ASSESSMENT: 93'

SCOTT A ECCLES
606 S BROOKVIEW LN SW
16-121-0010
ASSESSMENT: 0'

S BROOKVIEW LANE SW

WHISKEY ROAD (CSAH 23)

8TH AVENUE SW

RICHARD ROSTER
809 S BROOKVIEW LN SW
16-062-0010
ASSESSMENT: 83'

SANDRA MARIE DANIELS
812 MARION ST SW
16-063-0010
ASSESSMENT: 84'

MICHAEL W HICKMAN & DEBORAH HICKMAN
805 S BROOKVIEW LN SW
16-062-0020
ASSESSMENT: 81'

JAMES EASTLING
801 S BROOKVIEW LN SW
16-062-0030
ASSESSMENT: 158'

AARON L DIXON
808 MARION ST SW
16-063-0020
ASSESSMENT: 99'

SARAH BANGHART
804 MARION ST SW
16-063-0030
ASSESSMENT: 81'

RUTH ANNE DOCKEN
311 8TH AVENUE SW
16-063-0040
ASSESSMENT: 163'

JUSTIN CALHOUN
715 S BROOKVIEW LN SW
16-062-0040
ASSESSMENT: 160'

RACHEL A THORSON
711 S BROOKVIEW LN SW
16-062-0050
ASSESSMENT: 85'

MARY B SAVAGE
707 S BROOKVIEW LN SW
16-062-0060
ASSESSMENT: 85'

DOUGLAS A ARRIAZA
701 S BROOKVIEW LN SW
16-062-0070
ASSESSMENT: 85'

JAMES D BROWNING
611 S BROOKVIEW LN SW
16-062-0080
ASSESSMENT: 97'

RICK J GONNERMAN
609 S BROOKVIEW LN SW
16-121-0090
ASSESSMENT: 60'

GEORGE HOWARD NELSON
310 8TH AVENUE SW
16-063-0050
ASSESSMENT: 160'

LORI L DUSAN
710 MARION ST SW
16-063-0060
ASSESSMENT: 85'

JENNIFER KAY ANDERSON
706 MARION ST SW
16-063-0070
ASSESSMENT: 85'

PRISCILLA WELCOME
702 MARION ST SW
16-063-0080
ASSESSMENT: 78'

JAMES E CARLIN
700 MARION ST SW
16-063-0090
ASSESSMENT: 79'

HARRY F NORTHCUTT & MARLENE DORIS
610 MARION ST SW
16-063-0100
ASSESSMENT: 82'

BREANNA RANUM
610 MARION ST SW
16-063-0110
ASSESSMENT: 85'

KRISTEN LENDWAY & MARK A LORSUNG
311 6TH AVE SW
16-063-0120
ASSESSMENT: 85'

MARION STREET SW

6TH AVENUE SW

SHERRI L BRADY
813 MARION ST SW
16-063-0190
ASSESSMENT: 84'

LENORD E SMITH JR & BARBARA M SMITH
809 MARION ST SW
16-063-0200
ASSESSMENT: 80'

LARRY A VANBECK & JESSICA VANBEEK
807 MARION ST SW
16-063-0210
ASSESSMENT: 93'

CHRISTOPHER BUHMAN
805 MARION ST SW
16-063-0220
ASSESSMENT: 86'

ALLAN L MASER
801 MARION ST SW
16-063-0230
ASSESSMENT: 158'

MATTHEW BARTON
400 8TH AVENUE SW
16-063-0130
ASSESSMENT: 161'

LEONARD A ELLIOTT
711 MARION ST SW
16-063-0140
ASSESSMENT: 85'

JESSICA ROSE GUSTAFSON & ZACHARY GUSTAFSON
707 MARION ST SW
16-063-0150
ASSESSMENT: 85'

CHARLES E LEONARD JR
701 MARION ST SW
16-063-0160
ASSESSMENT: 95'

KATRINA BASSETT
609 MARION ST SW
16-063-0170
ASSESSMENT: 103'

SARAH L SCHOENING
601 MARION ST SW
16-063-0180
ASSESSMENT: 75'

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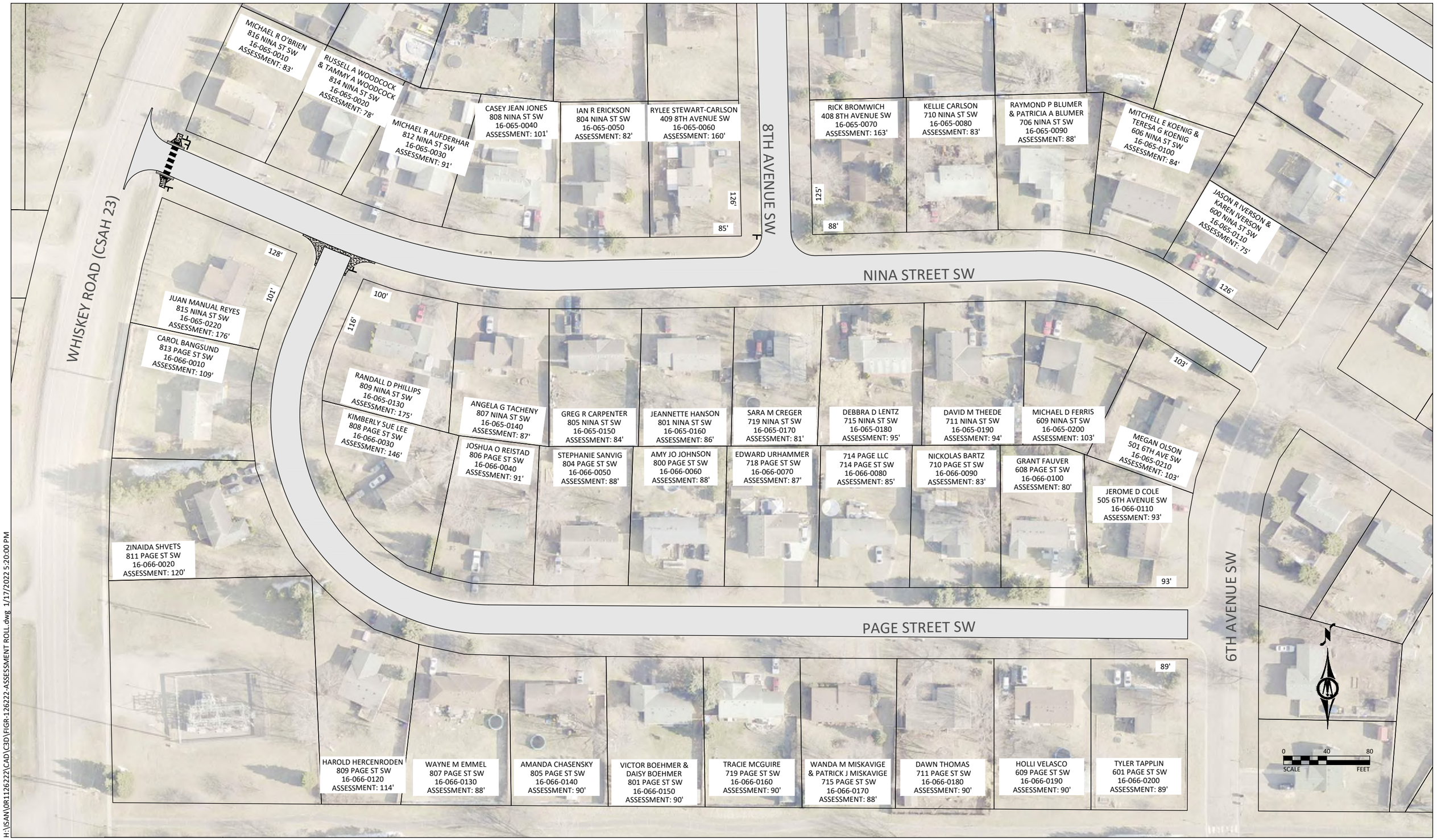
SOUTH BROOKVIEW IMPROVEMENTS

CITY OF ISANTI

FIGURE E.2: ASSESSABLE PROPERTIES

JANUARY 2022

BOLTON & MENK



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Appendix F: PRELIMINARY COST ESTIMATES

ENGINEER'S ESTIMATE

South Brookview Improvements
City of Isanti
0R1.126222

Date: 1/20/2022

Item No.	MnDOT Spec No.	Item	Estimated Quantity	Unit	Unit Price	Breakdown: Assessable Quantity	Assessable Cost	S Brookview Ln New Walk Quantity	S Brookview Ln New Walk Cost	Total Amount
BASE BID										
1	2021.501	MOBILIZATION	1	LUMP SUM	$33,500.00	0.80	$26,800.00	0.20	$6,700.00	$33,500.00
2	2101.502	CLEARING	10	EACH	$500.00			10	$5,000.00	$5,000.00
3	2101.502	GRUBBING	10	EACH	$500.00			10	$5,000.00	$5,000.00
4	2104.502	REMOVE SIGN	20	EACH	$100.00	20	$2,000.00			$2,000.00
5	2104.503	REMOVE CURB & GUTTER	310	LIN FT	$10.00	310	$3,100.00			$3,100.00
6	2104.503	REMOVE PIPE SEWER	16	LIN FT	$20.00	16	$320.00			$320.00
7	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	140	SQ YD	$9.00	30	$270.00	110	$990.00	$1,260.00
8	-	REMOVE BITUMINOUS FLUME	20	SQ YD	$9.00	20	$180.00			$180.00
9	-	REMOVE CONCRETE VALLEY GUTTER	50	SQ YD	$14.00	50	$700.00			$700.00
10	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	140	SQ YD	$14.00	30	$420.00	110	$1,540.00	$1,960.00
11	2104.518	REMOVE CONCRETE WALK	500	SQ FT	$2.00	450	$900.00	50	$100.00	$1,000.00
12	-	REMOVE AND REPLACE LANDSCAPING	100	SQ FT	$50.00			100	$5,000.00	$5,000.00
13	-	IRRIGATION SYSTEM	3	EACH	$2,000.00			3	$6,000.00	$6,000.00
14	-	HAUL EXCESS RECLAIMED BITUMINOUS MATERIAL	1590	CU YD	$12.00	1590	$19,080.00			$19,080.00
15	-	COMMON EXCAVATION (EV) (P)	240	CU YD	$22.00			240	$5,280.00	$5,280.00
16	2105.507	STABILIZING AGGREGATE (CV)	50	CU YD	$23.00	50	$1,150.00			$1,150.00
17	2105.607	SUBGRADE EXCAVATION (EV)	50	CU YD	$23.00	50	$1,150.00			$1,150.00
18	2215.504	FULL DEPTH RECLAMATION (9.5")	14790	SQ YD	$2.00	14790	$29,580.00			$29,580.00
19	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	80	SQ YD	$50.00	30	$1,500.00	50	$2,500.00	$4,000.00
20	-	BITUMINOUS PATCH SPECIAL (FLUME)	20	SQ YD	$50.00	20	$1,000.00			$1,000.00
21	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	1390	TON	$80.00	1390	$111,200.00			$111,200.00
22	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	1850	TON	$75.00	1850	$138,750.00			$138,750.00
23	2503.602	CONNECT TO EXISTING STORM SEWER	2	EACH	$500.00	2	$1,000.00			$1,000.00
24	2503.503	24" RC PIPE SEWER	16	LF	$100.00	16	$1,600.00			$1,600.00
25	2504.602	ADJUST VALVE BOX	6	EACH	$500.00	5	$2,500.00	1	$500.00	$3,000.00
26	2506.602	ADJUST FRAME AND RING CASTING (MANHOLE)	24	EACH	$1,000.00	24	$24,000.00			$24,000.00
27	2506.602	ADJUST FRAME AND RING CASTING (CATCH BASIN)	2	EACH	$1,000.00	2	$2,000.00			$2,000.00
28	2521.518	4" CONCRETE WALK	3590	SQ FT	$8.00			3590	$28,720.00	$28,720.00
29	2521.518	6" CONCRETE WALK	450	SQ FT	$12.00	450	$5,400.00			$5,400.00
30	2531.503	CONCRETE CURB & GUTTER DESIGN D418	370	LIN FT	$28.00	370	$10,360.00			$10,360.00
31	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	290	SQ YD	$70.00	30	$2,100.00	260	$18,200.00	$20,300.00
32	2531.604	7" CONCRETE VALLEY GUTTER	50	SQ YD	$85.00	50	$4,250.00			$4,250.00
33	2531.618	TRUNCATED DOMES	60	SQ FT	$60.00	60	$3,600.00			$3,600.00
34	2540.602	RELOCATE MAIL BOX POST	14	EACH	$250.00			14	$3,500.00	$3,500.00
35	2563.601	TRAFFIC CONTROL	1	LUMP SUM	$10,000.00	1.00	$10,000.00			$10,000.00
36	2564.518	SIGN PANELS TYPE C	150	SQ FT	$60.00	150	$9,000.00			$9,000.00
37	2573.520	STORM DRAIN INLET PROTECTION	19	EACH	$175.00	19	$3,325.00			$3,325.00
38	2574.507	LOAM TOPSOIL BORROW (LV)	240	CU YD	$45.00	30	$1,350.00	210	$9,450.00	$10,800.00
39	2575.504	SODDING TYPE LAWN	1510	SQ YD	$12.00	170	$2,040.00	1340	$16,080.00	$18,120.00
40	-	RAIN GARDEN	7	LUMP SUM	$3,000.00	7	$21,000.00			$21,000.00
41	2582.503	12" SOLID LINE MULTI COMP (WHITE)	140	LIN FT	$5.00	140	$700.00			$700.00
42	2582.518	CROSSWALK MULTI COMP (WHITE)	270	SQ FT	$8.00	270	$2,160.00			$2,160.00
					ESTIMATED BASE BID TOTAL:		$444,485.00		$114,560.00	$559,045.00
					10% CONTINGENCY:		$44,450.00		$11,460.00	$55,910.00
					TOTAL ESTIMATED CONSTRUCTION COST:		$488,935.00		$126,020.00	$614,955.00
					ENGINEERING & ADMINISTRATION:		$97,790.00		$25,200.00	$122,990.00
					TESTING:		$5,000.00		$1,000.00	$24,590.00
					25% ASSESSABLE COST:		$147,931.25			$147,931.25
					CITY COST:		$443,793.75		$152,220.00	$596,013.75
					TOTAL PROJECT COST:		**$591,725.00**		**$152,220.00**	**$743,945.00**

Appendix G: PRELIMINARY ASSESSMENT ROLL

South Brookview Improvements
Preliminary Assessment Roll
Bolton & Menk Project # 0R1.126222
1/20/2022

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Improvement Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $18.41
SOUTH BROOKVIEW LANE SW									
1	160410090	BLISKOWSKI JOSEPH		800 S BROOKVIEW LN SW, ISANTI MN 55040	89	89		1	$1,638.49
2	160410100	BLISKOWSKI JOSEPH	800 S BROOKVIEW LN SW		91	91		2	$1,675.31
3	160410110	LILLEDAHL LISA	714 S BROOKVIEW LN SW		108	108		1	$1,988.28
4	160410120	ALBERDING MARCI C	710 S BROOKVIEW LN SW		103	103		1	$1,896.23
5	160410130	EBELING CORDELL E	706 S BROOKVIEW LN SW		104	104		1	$1,914.64
6	160410140	KESTON ALEXANDER T	612 S BROOKVIEW LN SW		208	208		1	$3,829.28
7	160410141	BARTHOLDHENTGES LLC	608 S BROOKVIEW LN	11616 OREGON AVE N, CHAMPLIN MN 55316	93	93		1	$1,712.13
8	160620010	ROSTER RICHARD	809 S BROOKVIEW LN SW		83	83		1	$1,528.03
9	160620020	HICKMAN MICHAEL W & DEBORAH HICKMAN	805 S BROOKVIEW LN SW		81	81		1	$1,491.21
10	160620030	EASTLING JAMES	801 S BROOKVIEW LN SW		158	83	117	2	$2,908.78
11	160620040	CALHOUN JUSTIN	715 S BROOKVIEW LN SW		160	85	117		$2,945.60
12	160620050	THORSON RACHEL A	711 S BROOKVIEW LN SW		85	85			$1,564.85
13	160620060	SAVAGE MARY B	707 S BROOKVIEW LN SW		85	85			$1,564.85
14	160620070	ARRIAZA DOUGLAS A	701 S BROOKVIEW LN SW		85	85			$1,564.85
15	160620080	BROWNING JAMES D	611 S BROOKVIEW LN SW		97	97		1	$1,785.77
16	161210010	ECCLES SCOTT A	606 S BROOKVIEW LN SW		0	0			$0.00
17	161210090	GONNERMAN RICK J	609 S BROOKVIEW LN SW		60	60		1	$1,104.60
8TH AVENUE SW									
18	160630040	DOCKEN RUTH ANNE	311 8TH AVE SW		163	88	125		$3,000.83
19	160630050	NELSON GEORGE HOWARD	310 8TH AVE SW		160	85	125		$2,945.60
20	160630130	BARTON MATTHEW	400 8TH AVE SW		161	86	126		$2,964.01
21	160650060	STEWART-CARLSON RYLEE	409 8TH AVE SW		160	85	126		$2,945.60
22	160650070	BROMWICH RICK	408 8TH AVE SW		163	88	125	2	$3,000.83
MARION STREET SW									
23	160630060	DUSAN LORI L	710 MARION ST SW		85	85			$1,564.85
24	160630070	ANDERSON JENNIFER KAY	706 MARION ST SW		85	85			$1,564.85
25	160630080	WELCOME PRISCILLA	702 MARION ST SW		78	78		1	$1,435.98
26	160630090	CARLIN JAMES E	700 MARION ST SW		79	79		1	$1,454.39
27	160630100	NORTHCUTT HARRY F & DORIS MARLENE	610 MARION ST SW		82	82		1	$1,509.62
28	160630110	RANUM BREANNA	606 MARION ST SW		85	85			$1,564.85
29	160630010	DANIELS SANDRA MARIE	812 MARION ST SW		84	84		2	$1,546.44
30	160630020	DIXON AARON L	808 MARION ST SW		99	99		1	$1,822.59
31	160630030	BANGHART SARAH	804 MARION ST SW		81	81			$1,491.21
32	160630140	ELLIOTT LEONARD A	711 MARION ST SW		85	85			$1,564.85
33	160630150	GUSTAFSON JESSICA ROSE & ZACHARY GUSTAFSON	707 MARION ST SW		85	85			$1,564.85
34	160630160	LEONARD CHARLES E JR	701 MARION ST SW		95	95		1	$1,748.95
35	160630170	BASSETT KATRINA	609 MARION ST SW		103	103		1	$1,896.23
36	160630180	SCHOENING SARAH L	601 MARION ST SW		75		133	2 ,3	$1,380.75
37	160630190	BRADY SHERRI L	813 MARION ST SW		84	84		2	$1,546.44
38	160630200	SMITH LENORD E JR & BARBARA M SMITH	809 MARION ST SW		80	80		1	$1,472.80
39	160630210	VANBECK LARRY A & JESSICA VANBEEK	807 MARION ST SW		93	93		1	$1,712.13
40	160630220	BUHMAN CHRISTOPHER	805 MARION ST SW		86	86		2	$1,583.26
41	160630230	MASER ALLAN L	801 MARION ST SW		158	83	125		$2,908.78
NINA STREET SW									
42	160650010	O'BRIEN MICHAEL R	816 NINA ST SW	1955 261ST AVE NE, ISANTI MN 55040	83	83		2	$1,528.03
43	160650020	WOODCOCK RUSSELL A & TAMMY A WOODCOCK	814 NINA ST SW		78	78		2	$1,435.98
44	160650030	AUFDERHAR MICHAEL R	812 NINA ST SW		91	91		1	$1,675.31

South Brookview Improvements
Preliminary Assessment Roll
Bolton & Menk Project # 0R1.126222
1/20/2022

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Improvement Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $18.41
45	160650040	JONES CASEY JEAN	808 NINA ST SW		101	101		1	$1,859.41
46	160650050	ERICKSON IAN R	804 NINA ST SW		82	82		2	$1,509.62
47	160650080	CARLSON KELLIE	710 NINA ST SW		83	83		2	$1,528.03
48	160650090	BLUMER RAYMOND P & PATRICIA A BLUMER	706 NINA ST SW	28100 MARGET LAKE RD NW, ISANTI MN 55040-6024	88	88		1	$1,620.08
49	160650100	KOENIG MITCHELL E & TERESA G KOENIG	606 NINA ST SW		84	84		1	$1,546.44
50	160650110	IVERSON JASON R & KAREN IVERSON	600 NINA ST SW		75		126	2, 3	$1,380.75
51	160650130	PHILLIPS RANDALL D	809 NINA ST SW		175	100	116	1	$3,221.75
52	160650140	TACHENY ANGELA G	807 NINA ST SW		87	87		1	$1,601.67
53	160650150	CARPENTER GREG R	805 NINA ST SW		84	84		2	$1,546.44
54	160650160	HANSON JEANNETTE	801 NINA ST SW		86	86			$1,583.26
55	160650170	CREGER SARA M	719 NINA ST SW		81	81		2	$1,491.21
56	160650180	LENTZ DEBBRA D	715 NINA ST SW		95	95		2	$1,748.95
57	160650190	THEEDE DAVID M	711 NINA ST SW		94	94			$1,730.54
58	160650200	FERRIS MICHAEL D	609 NINA ST SW		103	103		1	$1,896.23
59	160650220	REYES JUAN MANUAL	815 NINA ST SW		176	101	128	1, 2	$3,240.16
PAGE STREET SW									
60	160660010	BANGSUND CAROL	813 PAGE ST SW		109	109		1	$2,006.69
61	160660020	SHVETS ZINAIDA	811 PAGE ST SW		120	120		1	$2,209.20
61	160660030	LEE KIMBERLY SUE	808 PAGE ST SW		146	146		1	$2,687.86
62	160660040	REISTAD JOSHUA O	806 PAGE ST SW		91	91		1	$1,675.31
63	160660050	SANVIG STEPHANIE	804 PAGE ST SW		88	88			$1,620.08
64	160660060	JOHNSON AMY JO	800 PAGE ST SW		88	88		2	$1,620.08
65	160660070	URHAMMER EDWARD	718 PAGE ST SW		87	87			$1,601.67
66	160660080	714 PAGE LLC	714 PAGE ST SW	1256 BUNKER LAKE BLVD NE, HAM LAKE MN 55304	85	85			$1,564.85
67	160660090	BARTZ NICKOLAS	710 PAGE ST SW		83	83		2	$1,528.03
68	160660100	FAUVER GRANT	608 PAGE ST SW		80	80		1	$1,472.80
69	160660120	HERCENRODEN HAROLD	809 PAGE ST SW		114	114		1	$2,098.74
70	160660130	EMMEL WAYNE M	807 PAGE ST SW		88	88		1	$1,620.08
71	160660140	CHASENSKY AMANDA	805 PAGE ST SW		90	90			$1,656.90
72	160660150	BOEHMER VICTOR & DAISY BOEHMER	801 PAGE ST SW		90	90			$1,656.90
73	160660160	MCGUIRE TRACIE	719 PAGE ST SW		90	90			$1,656.90
74	160660170	MISKAVIGE WANDA M & PATRICK J MISKAVIGE	715 PAGE ST SW		88	88		2	$1,620.08
75	160660180	THOMAS DAWN	711 PAGE ST SW		90	90			$1,656.90
76	160660190	VELASCO HOLLI	609 PAGE ST SW		90	90			$1,656.90
77	160660200	TAPPLIN TYLER	601 PAGE ST SW		89	89		3	$1,638.49
6TH AVENUE SW									
78	160630120	LENDWAY KRISTEN & MARK A LORSUNG	311 6TH AVE SW		85	85		3	$1,564.85
79	160650210	OLSON MEGAN	501 6TH AVE SW		103	103		2, 3	$1,896.23
80	160660110	COLE JEROME D	505 6TH AVE SW	1104 BIRCH ST SW, ISANTI MN 55040	93	93		1, 3	$1,712.13
				Totals	**8,032.0**	**7,132**	**1,489**		**$147,869.12**

NOTES:

(1) ODD SHAPED LOT
(2) APPROXIMATELY RECTANGULAR LOT
(3) ASSESSED ON 6TH AVENUE IMPROVEMENTS IN 2020
* PROPERTY OWNERS PULLED FORM ISANTI COUNTY BEACON ON 01/14/2022

Assessed Street Cost

AVERAGE	$1,825.54
HIGH	$3,829.28
LOW (NON-ZERO)	$1,104.60
MEDIAN	$1,620.08
MODE	$1,564.85

Total Assessable Cost	$591,725.00
Percent Assessed	25%
Total Assessed Cost	$147,931.25

Appendix H: CITY OF ISANTI STORMWATER RETROFIT ASSESSMENT

City of Isanti
Stormwater Retrofit Assessment

Prepared by:

for the

CITY OF ISANTI

Project dollars provided by the Clean Water Fund (from the Clean Water, Land, and Legacy Amendment).

October, 2011

Cover photos: The Rum River in the City of Isanti. The City's stormwater conveyances discharge into the Rum River, and protecting the river's water quality is the focus of this report.

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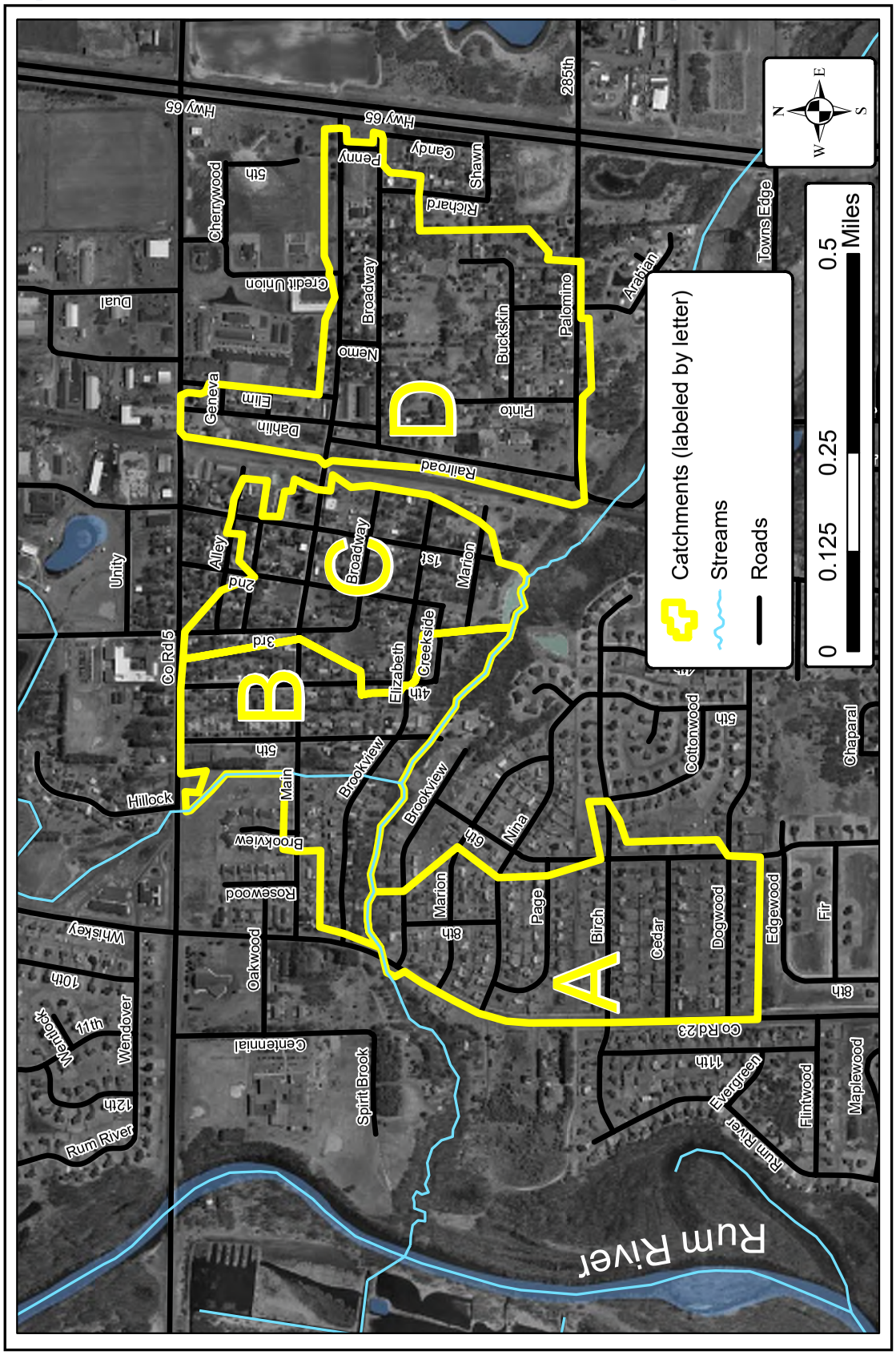
Appendix A – Perimeter Sand Filter Concept Designs
Appendix B – Rain Garden Concept Designs

Map of stormwater catchment areas referred to in this report.



Executive Summary

This study provides recommendations for cost effectively improving treatment of stormwater from portions of the City of Isanti before it is discharged to the Rum River. The Rum River is regarded highly for its recreational qualities and scenic nature. While much of the City of Isanti discharges to the Rum River, only portions of the City were examined. Those examined are generally older areas built before modern-day stormwater treatment requirements. Some of these areas send stormwater to the river (via a creek) with little or no treatment. Generally, these are also the areas with the most impervious surfaces and land uses that are most likely to generate pollutants. We analyzed present day stormwater flows and treatment, and investigated projects to improve the quality of the water discharged to the Rum River.

The approaches in this report are often termed "stormwater retrofitting." This refers to adding stormwater treatment to an already built-up area, where little open land exists. This process is investigative and creative. Stormwater retrofitting success is sometimes improperly judged by the number of projects installed or by comparing costs alone. Those approaches neglect to consider how much pollution is removed per dollar spent. In this stormwater assessment we estimated both costs and pollutant reductions, and used them to calculate cost effectiveness of each possible project.

We divided the study area, which was determined by city staff, into four drainage areas, or "catchments." For each catchment, we modeled stormwater volume and pollutants using the software WinSLAMM. First, we modeled existing conditions, including existing stormwater treatment practices. Currently, the 233 acre area contributes an estimated 85 acre feet of runoff, 92 pounds of phosphorus and 29,994 pounds of total suspended solids to the river each year. Then we modeled possible stormwater retrofits to estimate reductions in volume, total phosphorus (TP), and total suspended solids (TSS). Finally, we estimated the cost of each retrofit project, including 30-year lifespan operations and maintenance. Projects were ranked by cost effectiveness with respect to total phosphorus reduction.

Eight stormwater retrofit projects were identified. They included:

- Networks of curb cut rain gardens in each of three catchments,
- A large parking lot rain garden,
- Two modifications to an existing stormwater basins,
- Sand filters, and
- New stormwater ponds.

The table below summarizes potential projects. Potential projects are organized from most cost effective to least, based on cost per pound of total phosphorus removed.

Summary of preferred stormwater retrofit opportunities ranked by cost-effectiveness with respect to total phosphorus (TP) reduction. Total suspended solids (TSS) reduction is also shown. For more information on each project refer to the catchment profile pages later in this report.

Project ID	Catchment	Description (refer to catchment profile pages for more detail)	Optimal Project Sizing (lowest cost per lb phosphorus removed)	TP Reduction (lb/yr)	TSS Reduction (lb/yr)	Volume Reduction (ac-ft/yr)	Estimated Cost	Estimated cost per 1,000 lbs TSS/year (30-year)	Estimated cost per lb-TP/year (30-year)
1	D	Curb cut rain gardens. 4, 6, or 8 considered.	4 rain gardens	4.7 - 6.8	1,962 - 2,945	4.2 - 6.2	$20,380 - 38,940	$499 - 645	$208 - 280
2	B	Curb cut rain gardens. 6, 9 , or 12 considered.	6 rain gardens	6.5-8.5	1,983 - 2,637	5.3- 6.7	$29,660 - 57,500	$725 - 1,068	$220 - 332
3	A	Curb cut rain gardens. 6, 9 , or 12 considered.	6 rain gardens	5.4-7.7	1,684-2,408	4.2-6.1	$29,660 - 57,500	$855 - 1,170	$266 - 364
4	D	Outfall pond	only 80x100 ft size examined	12.2	6,218.0	0	$62,700 - 88,500	$690 - 973	$353 - 497
5	D	Federated Co-op basin - Add vertical riser to outlet	18" tall vertical riser	0.3	539.0	0	$1,560	$319	$611
6	D	Federated Co-op basin - Add vertical riser to outlet AND double basin area	18" tall vertical riser, only considered increasing basin width from 20-40 ft	0.4	635.0	0	$6,000	$504	$819
7	D	Rain garden at VFW parking lot	1000 sq ft rain garden	0.5	320.0	1	$23,960	$2,733	$1,648
8	D	Sand Filter at VFW parking lot	70 linear ft with water diversions	0.4	281.0	0	$20,410	$5,797	$4,077

Of the eight stormwater retrofits, the top five are recommended for serious consideration. These top five all have reasonably low cost per pound of pollutant captured. Aside from this ranking, the City will want to consider other factors when prioritizing projects for installation. Two projects in particular deserve special consideration. First, the addition of a vertical riser to an existing stormwater basin at the Federated Co-op Country Store ranked fifth at cost effectiveness for phosphorus capture, but is ranked first for solids capture and is the least expensive project. Second, the a new stormwater outfall pond for Catchment D ranks fourth at cost effectiveness for phosphorus capture and ranks second at suspended solids removal cost effectiveness, but this single project would capture far more pollutants than any of the other candidate projects. It would capture two times more solids and about 44% more phosphorus than the projects with the next highest pollutant removals.

If all of the top five stormwater retrofits are installed, the benefits to the Rum River would be significant. Nearly 30 pounds of phosphorus and over 12,000 pounds of suspended solids would be captured per year. This equates to a 32.6% reduction in phosphorus and 40% reduction in suspended solids being delivered to the Rum River from these portions of the City.

This report provides conceptual sketches or photos of recommended stormwater retrofitting projects. The intent is to provide an understanding of the approach. If a project is selected, site-specific designs must be prepared. This typically occurs after committed partnerships are formed to install the project. Committed partnerships must include willing landowners when installed on private property.

It is intended that the information in this report will not only help the City select projects, but also write effective grant applications for funding to install the projects.

About this Document

This Stormwater Retrofit Assessment is a watershed management tool to help prioritize stormwater retrofit projects by performance and cost effectiveness. This process helps maximize the value of each dollar spent.

Document Organization

This document is organized into three major sections, plus references and appendices. Each section is briefly described below.

Methods

The methods section outlines general procedures used when assessing the subwatershed. It overviews the processes of retrofit scoping, desktop analysis, retrofit reconnaissance investigation, cost/treatment analysis, and project ranking.

Catchment Profiles

The study areas in the City of Isanti were divided into stormwater catchments for the purpose of this assessment. Each catchment was given a unique ID letter. For each catchment, the following information is detailed:

Catchment Description

Within each catchment profile is a table that summarizes basic catchment information including acres, land cover, parcels, and estimated annual pollutant and volume loads. A brief description of the land cover, stormwater infrastructure, and any other important general information is also described here. Existing stormwater practices are noted, and their estimated effectiveness presented.

Retrofit Recommendations

The recommendation section describes the conceptual retrofit(s) that were scrutinized. It includes tables outlining the estimated pollutant removals by each, as well as costs. A map provides promising locations for each retrofit approach.

Retrofit Ranking

This section ranks stormwater retrofit projects across all catchments to create a prioritized project list. The list is sorted by cost per pound of phosphorus removed for each project over the duration of 30 years. The final cost per pound of pollutant removed includes installation and maintenance costs.

There are many possible ways to prioritize projects, and the list provided in this report is merely a starting point. Other considerations for prioritizing installation may include:

- Non-target pollutant reductions
- Timing projects to occur with other road or utility work
- Project visibility
- Availability of funding
- Total project costs
- Educational value

References

This section identifies various sources of information synthesized to produce the assessment protocol utilized in this analysis.

Appendices

This section provides supplemental information and/or data used during the assessment.

Methods

Selection of Subwatershed

Many factors are considered when choosing which subwatershed to assess for stormwater retrofits., but always focus on the drainage to an important lake, river, or stream. Water quality monitoring data, non-degradation report modeling, and TMDL studies are just a few of the resources available to help determine which water bodies are a priority. Assessments supported by a Local Government Unit with sufficient capacity (staff, funding, available GIS data, etc.) to greater facilitate the assessment also rank highly. For some communities a stormwater assessment complements their MS4 stormwater permit. The focus is always on a high priority waterbody.

For this assessment, portions of the City of Isanti, Minnesota which drain to the Rum River were chosen for study. The Rum River is regarded highly for its recreational qualities and scenic nature. While much of the City of Isanti discharges to the Rum River, only portions of the City were examined. Those examined are generally older areas built before modern-day stormwater treatment requirements. Some of these areas send stormwater to the river (via a creek) with little or no treatment. Additionally, these are also the areas with the most impervious surfaces and land uses that are most likely to generate pollutants.

A portion of the study area was scheduled to undergo reconstruction of streets and sanitary sewers in mid-2011. This type of reconstruction and expansion of the storm sewer system is an opportune to install any additional stormwater treatment practices that are desired. Furthermore, in order to alleviate street flooding problems the street reconstruction project will add storm sewer in areas that previously had none, increasing the areas with a direct hydrological connection to the Rum River. While this water will be routed through the existing 2nd Avenue stormwater pond for treatment, we examined whether the pond had capacity to treat this new area (see page 24-25 for findings). We also scrutinized the entire reconstruction area for additional stormwater treatment recommendations. This catchment was analyzed in accelerated fashion so that the results would be available before the street reconstruction began.

Street ponding – An example of street ponding that is being alleviated in 2011 by the addition of storm sewer conveyances. This project also increases the area with a direct hydrological connection to the Rum River.

Before construction

During construction

Stormwater pollutants – Pollutants studied by this stormwater assessment were phosphorus and total suspended solids. Example sources include grass clippings (left), street grime (center), and runoff from rooftops, parking, and industrial (right).

Subwatershed Assessment Methods

The process used for this assessment is outlined below and was modified from the Center for Watershed Protection's *Urban Stormwater Retrofit Practices,* Manuals 2 and 3 (Schueler, 2005, 2007). Locally relevant design considerations were also incorporated into the process (*Minnesota Stormwater Manual*).

Step 1: Retrofit Scoping

Retrofit scoping includes determining the objectives of the retrofits (volume reduction, target pollutant, etc.) and the level of treatment desired. It involves meeting with local stormwater managers, city staff and watershed management organization members to determine the issues in the subwatershed. This step also helps to define preferred retrofit treatment options and retrofit performance criteria. In order to create a manageable area to assess in large subwatersheds, a focus area may be determined.

In this assessment, the focus area was specified by city staff. The study was restricted to certain areas south of County Road 5 and included downtown, older industrial areas, and residential neighborhoods. These are some of the oldest parts of town and therefore the most likely to have been built without modern day stormwater treatment practices. We divided this area into four catchments (drainage areas) using a combination of stormwater infrastructure maps and observed topography. Each catchment drains to a single outlet into a creek that then flows to the Rum River.

Targeted pollutants for this study were total phosphorus and total suspended solids. Total phosphorus is a nutrient commonly associated with stormwater that causes excessive algae production and low oxygen levels in lakes and rivers. Total suspended solids was also chosen as a target pollutant because it is also commonly associated with stormwater and causes turbidity in lakes and rivers. Suspended solids are also important because many other pollutants, such as heavy metals, are attached to the particles. Volume of stormwater was tracked throughout this study because it is necessary for pollutant loading calculations and retrofit project considerations.

Step 2: Desktop Retrofit Analysis

The desktop analysis involves computer-based scanning of the subwatershed for potential retrofit catchments and/or specific sites. This step also identifies areas that don't need to be assessed because of existing stormwater infrastructure. Accurate GIS data are extremely valuable in conducting the desktop retrofit analysis. Some of the most important GIS layers include: 2-foot or finer topography, hydrology, soils, watershed/subwatershed boundaries, parcel boundaries, high-resolution aerial photography and the storm drainage infrastructure (with invert elevations).

For this assessment, digital records of stormwater infrastructure were obtained from the City of Isanti and utilized in GIS mapping software. High-resolution aerial photography and parcel boundaries were available from Isanti County. Fine topography data was not available.

Desktop retrofit analysis features to look for and associated potential stormwater retrofit projects.

Feature	Potential Retrofit Project
Existing Ponds	Add storage and/or improve water quality by excavating pond bottom, modifying riser, raising embankment, and/or modifying flow routing.
Open Space	New regional treatment (pond, bioretention).
Roadway Culverts	Add wetland or extended detention water quality treatment upstream.
Outfalls	Split flows or add storage below outfalls if open space is available.
Conveyance system	Add or improve performance of existing swales, ditches and non-perennial streams.
Large Impervious Areas (campuses, commercial, parking)	Stormwater treatment on site or in nearby open spaces.
Neighborhoods	Utilize right of way, roadside ditches, curb-cut rain gardens, or filtering systems to treat stormwater before it enters storm drain network.

Step 3: Retrofit Reconnaissance Investigation

After identifying potential retrofit sites through the desktop search, a field investigation was conducted to evaluate each site and identify additional opportunities. During the investigation, the drainage area and stormwater infrastructure mapping data were verified. Site constraints were assessed to determine the most feasible retrofit options as well as eliminate sites from consideration. The field investigation may have reveal additional retrofit opportunities that went unnoticed during the desktop search.

General list of stormwater BMPs considered for each catchment/site.

Stormwater Treatment Options for Retrofitting		
Area Treated	**Best Management Practice**	**Potential Retrofit Project**
5-500 acres	Extended Detention	**12-24 hr detention of stormwater with portions drying out between events (preferred over wet ponds). May include multiple cell design, infiltration benches, sand/peat/iron filter outlets and modified choker outlet features.**
	Wet Ponds	**Permanent pool of standing water with new water displacing pooled water from previous event.**
	Wetlands	**Depression less than 1-meter deep and designed to emulate wetland ecological functions. Residence times of several days to weeks. Best constructed off-line with low-flow bypass.**
0.1-5 acres	Bioretention	**Use of native sol, soil microbe and plant processes to treat, evapotranspirate, and/or infiltrate stormwater runoff. Facilities can either be fully infiltrating, fully filtering or a combination thereof.**
	Filtering	**Filter runoff through engineered media and passing it through an under-drain. May consist of a combination of sand, soil, compost, peat, and iron.**
	Infiltration	**A trench or sump that is rock-filled with no outlet that receives runoff. Stormwater is passed through a conveyance and pretreatment system before entering infiltration area.**
	Swales	**A series of vegetated, open channel practices that can be designed to filter and/or infiltrate runoff.**
	Other	**On-site, source-disconnect practices such as rain-leader disconnect rain gardens, rain barrels, green roofs, cisterns, stormwater planters, dry wells, or permeable pavements.**

Step 4: Treatment Analysis/Cost Estimates

Sites most likely to be conducive to addressing the City's goals and appear to have simple-to-moderate design, installation, and maintenance were chosen for a cost/benefit analysis. Estimated costs included design, installation, and maintenance annualized across a 30-year period. Estimated benefits included are pounds of phosphorus and total suspended solids removed, though projects were ranked only by cost per pound of phosphorus removed annually.

Treatment analysis

Each proposed project's pollutant removal estimates were obtained using the stormwater model WinSLAMM. WinSLAMM uses an abundance of stormwater data from the upper Midwest and elsewhere to quantify runoff volumes and pollutant loads from urban areas. It is useful for determining the effectiveness of proposed stormwater control practices. It has detailed accounting of pollutant loading from various land uses, and allows the user to build a model "landscape" that reflects the actual landscape being considered. The user is allowed to place a variety of stormwater treatment practices that treat water from various parts of this landscape. It uses rainfall and temperature data from a typical year, routing stormwater through the user's model for each storm.

A "base" model was created which estimated pollutant loading from each catchment in its present-day state. To accurately model the land uses in each catchment, we delineated each land use in each

catchment using ArcGIS, and assigned each a WinSLAMM standard land use file. A site specific land use file was created by adjusting total acreage and converting to "sand" soils to account for the sandy soils in the City of Isanti. For catchments with multiple standard land use files, these were combined using the software's batch processing capability. This process resulted in a model that included estimates of the acreage of each type of source area (roof, road, lawn, etc.) in each catchment. For certain source areas critical to our models we verified that model estimates were accurate by calculating actual acreages in ArcGIS, and adjusting the model acreages if needed.

Once the "base" model was created, each proposed stormwater treatment practice was added to the model and pollutant reductions were generated. Because neither a detailed design of each practice nor in-depth site investigation was completed, a generalized design for each practice was used. Whenever possible, site-specific parameters were included. Design parameters were modified to obtain various levels of treatment. It is worth noting that we modeled each practice individually, and the benefits of projects may not be additive, especially if serving the same area. Reported treatment levels are dependent upon optimal site selection and sizing.

It should be noted that we used the stormwater modeling program P8 instead of WinSLAMM in catchment C. There, a newer stormwater pond is at the south end of 2nd Avenue just before the catchment outlets into the creek. This pond has a forebay and main basin which cannot be accurately modeled in WinSLAMM so P8 was used. We did use WinSLAMM to verify the P8 estimates of pollutant generation from the landscape were consistent between the models. We found the discrepancy between models was 4% for total phosphorus and 8% for suspended solids, which we felt was acceptable. In this report only the P8 results are presented, and the reader can know these are comparable to the WinSLAMM modeling used elsewhere in the report.

WinSLAMM stormwater computer model inputs

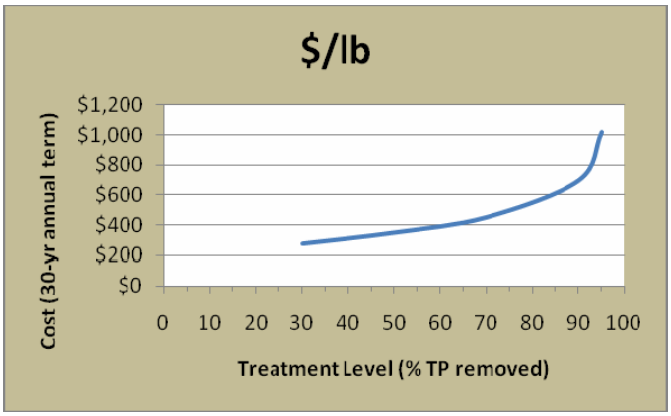
General WinSLAMM Model Inputs	
Parameter	**File/Method**
Land use acreage	ArcGIS
Precipitation/Temperature Data	Minneapolis 1959 – the rainfall year that best approximates a typical year.
Winter season	Included in model. Winter dates are 11-4 to 3-13.
Pollutant probability distribution	WI_GEO01.ppd
Runoff coefficient file	WI_SL06 Dec06.rsv
Particulate solids concentration file	WI_AVG01.psc
Particle residue delivery file	WI_DLV01.prr
Street delivery files	WI files for each land use.

Cost Estimates

Cost estimates were annualized costs that incorporated design, installation, installation oversight, and maintenance over a 30-year period. In cases where promotion to landowners is important, such as rain

gardens, those costs were included as well. In cases where multiple, similar projects are proposed in the same locality, promotion and administration costs were estimated using a non-linear relationship that accounted for savings with scale. Design assistance from an engineer is assumed for practices in-line with the stormwater conveyance system, involving complex stormwater treatment interactions, or posing a risk for upstream flooding. It should be understood that no site-specific construction investigations were done as part of this stormwater assessment, and therefore cost estimates account for only general site considerations.

The costs associated with several different pollution reduction levels were calculated. Generally, more or larger practices result in greater pollution removal. However the costs of obtaining the highest levels of treatment are often prohibitively expensive (see figure). By comparing costs of different treatment levels, the city and/or watershed organization can best choose the project sizing that meets their goals.



Step 5: Evaluation and Ranking

The cost per pound of phosphorus treated was calculated for each potential retrofit project, and projects were ranked by this cost effectiveness measure. Only projects that seem realistic and feasible were considered. The recommended level was the level of treatment that would yield the greatest benefit per dollar spent while being considered feasible and not falling below a minimal amount needed to justify crew mobilization and outreach efforts. Local officials may wish to revise the recommended level based on water quality goals, finances, or public opinion.

Catchment Profiles

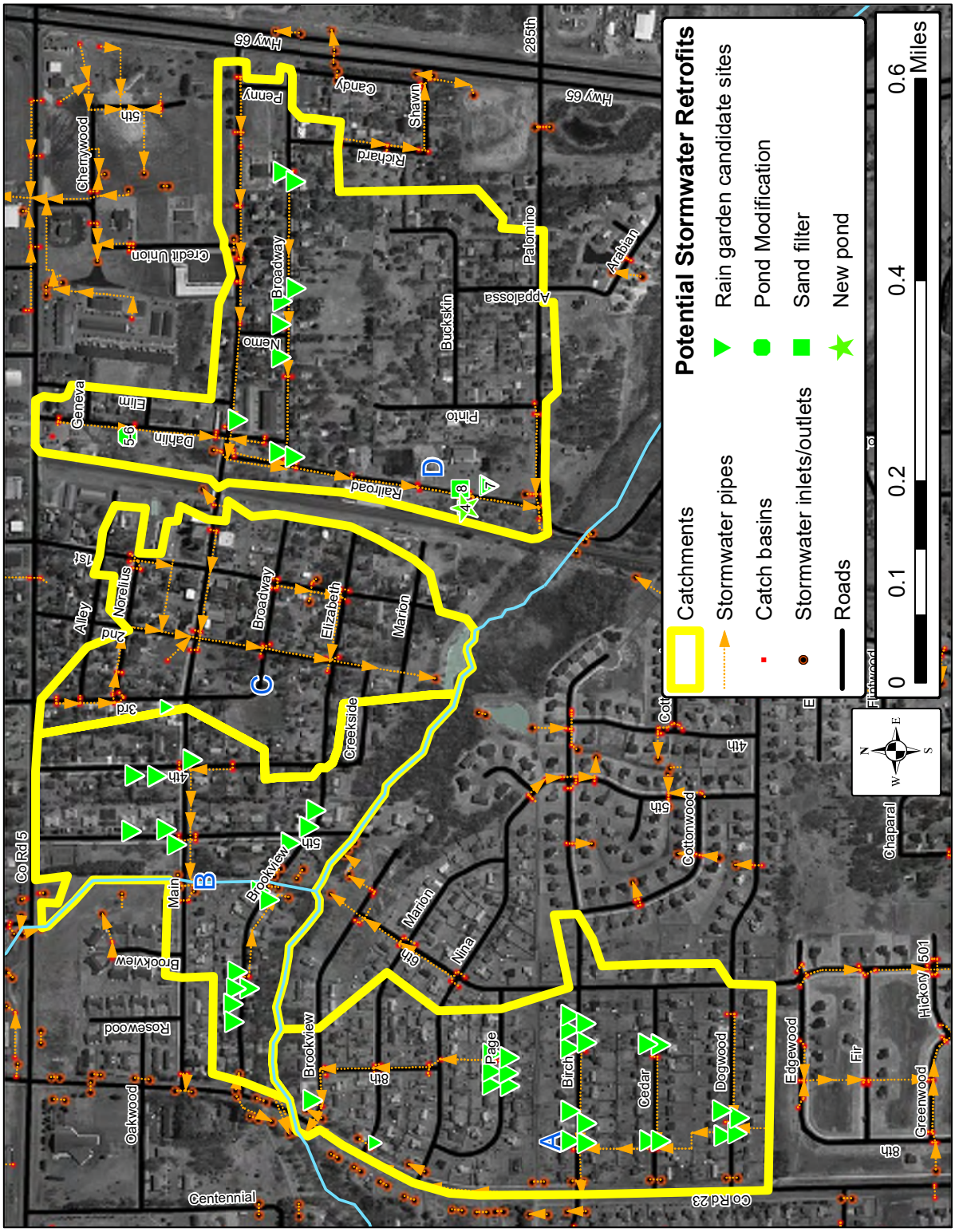
The following pages provide information for each stormwater catchment area analyzed. Each catchment profile includes:

- Summary of existing conditions, including existing stormwater infrastructure, and estimated pollutant export to the Rum River
- Map of the catchment
- Recommended stormwater retrofits, pollutant reductions, and costs.

Catchment profiles are provided for the four catchments analyzed. Please refer to the catchment summary map on the following page.

Following all of the catchment profiles is a summary table that ranks all projects in all catchments by cost effectiveness.

Map of stormwater catchment areas (A-D) and potential retrofit projects referred to in this report.
The number on top of a potential project represents its ranking with respect to the cost per pound of total phosphorus removed per year, except that rain garden candidate sites are not individually ranked. Catchment profiles on the following pages provide additional detail.



Catchment A

Existing Catchment Summary	
Acres	60.21
Dominant Land Cover	Residential
Parcels	151
Volume (acre-feet/yr)	21.02
TP (lb/yr)	25.83
TSS (lb/yr)	7737.61

CATCHMENT DESCRIPTION

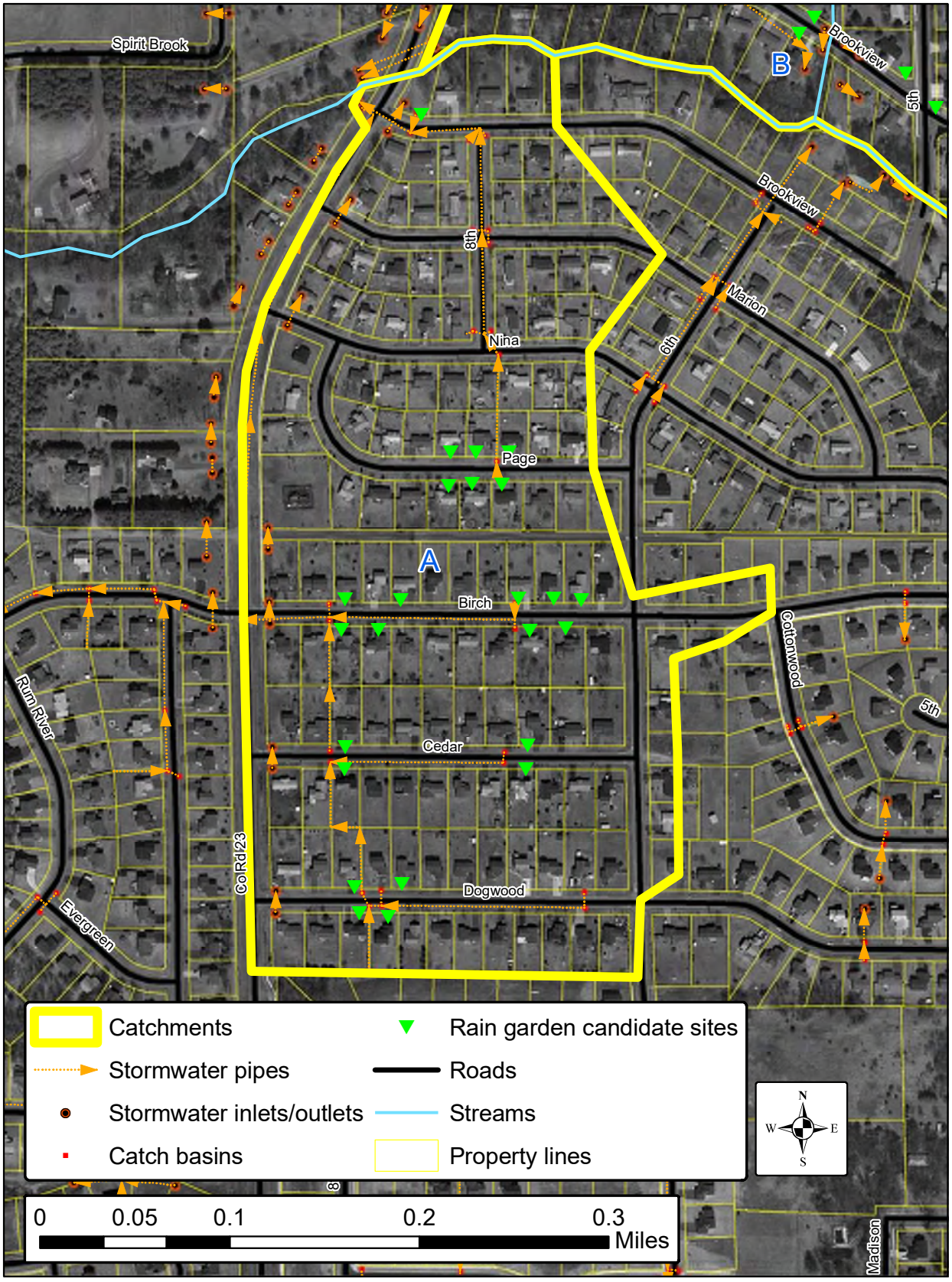
Catchment A is entirely medium density, single-family residential development. It is bordered on the west by Whiskey Road (CR 23) and on the east generally by 6th Avenue SW. All stormwater flows toward Whiskey Road, northward, and then outlets into the creek near the intersection of Whiskey Road and South Brookview Lane. The creek flows to the Rum River about 0.4 miles to the west.

EXISTING STORMWATER TREATMENT

There are two existing stormwater treatment practices within catchment A. First is street sweeping. The second is roadside ditch swales on the east side of Whiskey Road. These roadside ditch swales, are simply open channel conveyances for stormwater from 9.8 acres of the Whiskey Road surface and adjacent homes. Because of the vegetation in the swales and sandy soils they afford some treatment. Pollutant loads from this catchment to the Rum River after existing treatment are shown in the table below.

	Existing Conditions	**Base Loading**	**Treatment**	**Net Treatment %**	**Existing Loading**
Treatment	**TP (lb/yr)**	33.3	7.4	22%	**25.8**
	TSS (lb/yr)	10,282	2,544.0	25%	**7,738**
	Volume (acre-feet/yr)	25.1	4.1	16%	**21.0**
	Number of BMP's	2			
	BMP Size/Description	Mechanical Street Sweeping (Spring and Fall) and Whiskey Road Swales			

CATCHMENT A MAP AND RETROFIT RECOMMENDATIONS



Proposed Project 3 - Curb-cut Rain Gardens
Drainage Area – 60.21 acres

Locations – See map for candidate rain garden locations

Property Ownership – Private

Description – This project ranked 3rd for cost effectiveness at removing phosphorus among all projects identified in this assessment. The proposed project is a network of curb-cut rain gardens installed in residential front yards. The rain gardens collect and infiltrate curbside stormwater flows until they fill. The gardens are designed to hold water for no more than 48 hours after a storm, but the ponding time is often much shorter in cities like Isanti with sandy soils. When the rain garden is full, water will bypass to a catch basin.

These rain gardens are best placed immediately up-gradient of catch basins, and where there are at least three developed properties up-gradient. 24 favorable sites have been identified (see map). These are clustered at locations that would treat water before it reaches nine catch basins; most locations would require only one rain garden to sufficiently treat stormwater flowing to the catch basin. A landowner who is willing to allow the rain garden and provide minor maintenance is required at each location. Understanding that not all landowners will find this acceptable, we've analyzed scenarios where 6, 9, and 12 rain gardens are installed (see table on following page).

The results indicate that it would be most cost effective to install six rain gardens (lowest cost per pound of phosphorus removed). After the first six rain gardens, the cost per pound of phosphorus removed increases. Still, the cost effectiveness of additional rain gardens is better than for many other proposed retrofits throughout this report.

See Appendix B for rain garden design options.

Conceptual and example images –

Before

After

Before rain

During rain

	Cost/Benefit Analysis	Project ID					
		6 Rain Gardens		9 Rain Gardens		12 Rain Gardens	
		New trtmt	Net trtmt %	New trtmt	Net trtmt %	New trtmt	Net trtmt %
Treatment	TP (lb/yr)	5.4	39%	6.8	43%	7.7	46%
	TSS (lb/yr)	1,684	41%	2,127	45%	2,408	48%
	Volume (acre-feet/yr)	4.2	33%	5.4	38%	6.1	41%
	Number of BMP's	6		9		12	
	BMP Size/Description	1,500 sq ft		2,250 sq ft		3,000 sq ft	
	BMP Type	Complex Bioretention		Complex Bioretention		Complex Bioretention	
Cost	Materials/Labor/Design	$27,210		$40,710		$54,210	
	Promotion & Admin Costs	$2,450		$2,870		$3,290	
	Total Project Cost	$29,660		$43,580		$57,500	
	Annual O&M	$450		$675		$900	
	Term Cost/1,000lb-TSS/yr	$855		$1,000		$1,170	
	Term Cost/lb-TP/yr	**$266**		**$313**		**$364**	

No other stormwater retrofits are recommended for Catchment A. While other practices might be beneficial, they are not practical in this fully-developed residential neighborhood.

City of Isanti

Gross Payroll	111,047.31
Social Security & Medicare	6,101.14
Public Employees Retirement	10,919.87
Total City Expense	128,068.32

Pay Date 1/21/2022

Pay Period 2 (1/2-1/15/22)

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01/22	01/19/2022	57542	9	BERNICKS PEPSI-COLA	609-20200	3,090.58
01/22	01/19/2022	57543	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,299.05
01/22	01/19/2022	57544	2321	C EMERY NELSON INC	602-20200	1,500.46
01/22	01/19/2022	57545	2487	CAPITOL BEVERAGE SALES	609-20200	864.20
01/22	01/19/2022	57546	851	CASH	101-20200	7.40
01/22	01/19/2022	57547	1474	CDW GOVERNMENT INC	614-20200	310.39
01/22	01/19/2022	57548	1815	CENTURYLINK	609-20200	611.93
01/22	01/19/2022	57549	309	CITY OF CAMBRIDGE	920-20200	10,840.00
01/22	01/19/2022	57550	3141	CRAWFORD, LINDY	601-20200	53.64
01/22	01/19/2022	57551	1472	CRAWFORDS EQUIPMENT INC	101-20200	220.59
01/22	01/19/2022	57552	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,307.00
01/22	01/19/2022	57553	2478	EAST CENTRAL ENERGY	101-20200	42.85
01/22	01/19/2022	57554	55	ECM PUBLISHERS INC	609-20200	170.00
01/22	01/19/2022	57555	2028	FURTHER	101-20200	34.70
01/22	01/19/2022	57556	134	GOPHER STATE ONE-CALL INC	601-20200	50.00
01/22	01/19/2022	57557	586	ISANTI COUNTY LAW ENFORCEMENT ASSOC	101-20200	250.00
01/22	01/19/2022	57558	162	ISANTI RENTAL INC	101-20200	85.87
01/22	01/19/2022	57559	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,834.84
01/22	01/19/2022	57560	5	KAWALEK TRUCKING	609-20200	216.00
01/22	01/19/2022	57561	136	LEAGUE OF MN CITIES	101-20200	900.00
01/22	01/19/2022	57562	2866	LEXIPOL	101-20200	5,883.92
01/22	01/19/2022	57563	1479	LOFFLER COMPANIES INC	108-20200	238.45
01/22	01/19/2022	57564	17	MCDONALD DISTRIBUTING CO	609-20200	5,901.90
01/22	01/19/2022	57565	2500	METRO SALES INC	101-20200	148.05
01/22	01/19/2022	57566	2953	MIDCONTINENT COMMUNICATIONS	609-20200	313.13
01/22	01/19/2022	57567	1536	MINNESOTA DEED	219-20200	833.33
01/22	01/19/2022	57568	2208	MINNESOTA EQUIPMENT INC	101-20200	50.95
01/22	01/19/2022	57569	277	MN DEPT OF PUBLIC SAFETY	602-20200	50.00
01/22	01/19/2022	57570	1845	MN DEPT OF TRANSPORTATION	425-20200	210.50
01/22	01/19/2022	57571	3119	MOOSE LAKE BREWING CO. LLC	609-20200	276.00
01/22	01/19/2022	57572	2080	MVTL LABORATORIES INC	602-20200	416.19
01/22	01/19/2022	57573	2992	NEXTERA COMMUNICATIONS	609-20200	302.42
01/22	01/19/2022	57574	2016	NORTHERN INGREDIENTS CO INC	601-20200	9,698.64
01/22	01/19/2022	57575	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,064.21
01/22	01/19/2022	57576	2625	RESULTS TITLE	601-20200	1.36
01/22	01/19/2022	57577	2396	SOUTHERN GLAZERS OF MN	609-20200	7,555.04
01/22	01/19/2022	57578	2554	SPECIALTY SOLUTIONS	101-20200	969.76
01/22	01/19/2022	57579	73	STAR	101-20200	227.78
01/22	01/19/2022	57580	96	STREICHERS INC	101-20200	241.78
01/22	01/19/2022	57581	2156	SUMMIT FIRE PROTECTION	101-20200	2,119.50
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01/22	01/19/2022	57583	1290	THE AMBLE GROUP	602-20200	97.41
01/22	01/19/2022	57584	1503	THE AMERICAN BOTTLING COMPANY	609-20200	259.74
01/22	01/19/2022	57585	42	VIKING COCA-COLA BOTTLING CO	609-20200	321.95
01/22	01/19/2022	57586	4	WATSON CO INC	609-20200	617.08
01/22	01/19/2022	57587	2872	WINEBOW	609-20200	1,065.75
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Grand Totals:						103,209.78

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01/22	01/25/2022	57598	1474	CDW GOVERNMENT INC	614-20200	175.24
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01/22	01/25/2022	57600	918	CRYSTAL SPRINGS ICE	609-20200	121.82
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01/22	01/25/2022	57603	2904	EDGEWATER TITLE GROUP	601-20200	4.73
01/22	01/25/2022	57604	2933	FALCON NATIONAL BANK	609-20200	8,944.60
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01/22	01/25/2022	57610	113	ISANTI TIRE & AUTO CARE INC	101-20200	44.00
01/22	01/25/2022	57611	441	J P COOKE CO	101-20200	72.50
01/22	01/25/2022	57612	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	405.45
01/22	01/25/2022	57613	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,069.89
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01/22	01/25/2022	57616	1708	LILLEBOE, DAVE	602-20200	125.00
01/22	01/25/2022	57617	434	LITTLE FALLS MACHINE INC	101-20200	333.82
01/22	01/25/2022	57618	17	MCDONALD DISTRIBUTING CO	609-20200	3,311.35
01/22	01/25/2022	57619	616	MENARDS - CAMBRIDGE	101-20200	627.08
01/22	01/25/2022	57620	2978	MILBANK WINWATER WORKS	601-20200	387,849.42
01/22	01/25/2022	57621	161	MN POLLUTION CONTROL AGENCY	602-20200	45.00
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01/22	01/25/2022	57623	2080	MVTL LABORATORIES INC	602-20200	180.20
01/22	01/25/2022	57624	1411	NORTH TH 65 CORRIDOR COALITION	101-20200	250.00
01/22	01/25/2022	57625	2792	ONE DIVERSIFIED LLC	101-20200	1,120.00
01/22	01/25/2022	57626	2553	O'REILLY	101-20200	60.78
01/22	01/25/2022	57627	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,537.55
01/22	01/25/2022	57628	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,667.60
01/22	01/25/2022	57629	2341	RED BULL DISTRIBUTION CO INC	609-20200	67.30
01/22	01/25/2022	57630	2001	SHRED-N-GO INC	101-20200	98.75
01/22	01/25/2022	57631	2396	SOUTHERN GLAZERS OF MN	609-20200	31,786.12
01/22	01/25/2022	57632	1442	ST LOUIS MRO INC	603-20200	22.50
01/22	01/25/2022	57633	1361	STAPLES ADVANTAGE	101-20200	90.04
01/22	01/25/2022	57634	626	THE WINE COMPANY	609-20200	1,173.20
01/22	01/25/2022	57635	1794	TITAN MACHINERY	101-20200	72.63
01/22	01/25/2022	57636	2251	TITLE SMART INC	601-20200	20.60
01/22	01/25/2022	57637	3125	UNCOMMON LOON BREWING CO	609-20200	414.00
01/22	01/25/2022	57638	2944	UNIFIRST CORPORATION	609-20200	729.22
01/22	01/25/2022	57639	42	VIKING COCA-COLA BOTTLING CO	609-20200	230.00
01/22	01/25/2022	57640	1286	VINOCOPIA INC	609-20200	830.00
01/22	01/25/2022	57641	361	VINTAGE LOCK	101-20200	355.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/25/2022	57642	4	WATSON CO INC	609-20200	2,247.28
01/22	01/25/2022	57643	3143	WEADY, PAUL	101-20200	86.51
01/22	01/25/2022	57644	2872	WINEBOW	609-20200	1,992.25
Grand Totals:						647,024.79

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Grotte, Human Resources Director
Date: February 2, 2022
Subject: Employee Personnel Policy- Updates

Background:
Each year staff update the Employee Personnel Policy for content and grammar. Changes and clarifications are recommended from State Law, City Attorney and the League of MN Cities guidance reference guide to remain current with Federal and State guidelines. The redlined version was presented at the 1/18/2022 COW and does not include blended sections. The final version has been distributed separately not included in the packet.

Changes to Personnel Policy are as follows:
Section 1: Organized language from 2 different areas for "Media Requests" to reduce redundancy.
Section 2: Incorporated language from LMC to blend "Ethics and Conduct as a City Employee" together, updated attendance and unexcused absences, and updated City Owned property to incorporate the Chief of Police to maintain registered equipment and Statute language for driving. Section 2.12 is new for Job Shadowing and Ride- Along reference.
Section 3: Definitions have been cleaned up and renumbered for adding in 2 definitions "Good-standing" and "Outside employment"
Section 4: Updated language from LMC for recruitment and background checks.
Section 5: Cleaned up language from redundancy and terms.
Section 6: Included language that Police officers are exempt from unpaid meal breaks. "Work from Home" section was blended from another section for clarity.
Section 7: "Paychecks" section was added with Reimbursement checks and direct deposit was cleaned up to reflect MN law. Compensatory time was added to 7.08. Redundant information was moved to more appropriate areas. Clarified 7.08 on straight time to say ""Hours worked" over forty (40) but have used either vacation, sick leave, comp time or a holiday within the workweek will be paid either straight time at the rate of one hour pay or straight comp time.
Section 8: Performance Reviews were updated to reflect performance reviews after probationary period.
Section 9: Employee Assistance Program (EAP) language was added to the benefits section.
Section 10: Updated language when an exempt employee works on an observed holiday.
Section 11: Clarified language for "separation from service", added LMC Military Leaves new State Law information regarding Reasonable Work Time for Nursing Mothers and Reasonable Accommodations and renumbering.
Section 12: Clarified "not in good standing" for Severance Pay Outs.
Section 14: Updated sentence for "in- state trainings." 14.08 language was added to say "with exception of an occasional stop related to reasonable circumstantial needs."
Section 15: Added "Department Heads" to approve Outside Employment.
Section 16: Included new language for DOT Drug Testing from Resolution 2021-228.
Section 17: New stand-alone section, blended "Respectful Workplace" with LMC new policy on "Harassment"
Section 18: Cleaned up the Appendix to reduce redundant sections that were blended with other appropriate sections.

Request: Staff is requesting approval on this item.

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK II
CARRIE PRATHER

WHEREAS, PT Liquor Store Clerk, Carrie Prather left employment without proper notice; and,

WHEREAS, the effective date of this resignation is January 7, 2022; and,

WHEREAS, Carrie Prather 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 Carrie Prather is hereby effective January 7, 2022.

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 2nd day of February 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022 -XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES AND PROGRAMS IN POLICE DEPARTMENT FOR 2022

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 2022.

This Resolution hereby approved by the Isanti City Council this 2nd day of February 2022.

_____
Mayor Jeff Johnson

Attest:

_____
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: February 2nd, 2022
Subject: Opiate antagonists subgrant agreement

Background:

Isanti Police Department has been communicating with the Metropolitan Emergency Services Board regarding the opiate antagonist "NARCAN" grant program. This program provides the funding for training and opiate antagonist for department officers. Upon implementation, Isanti Police Officers will be trained and equipped with opiate antagonist to provide lifesaving support to persons suffering from an opioid overdose.

Attachments:

- Resolution 2022-XXX
- Opiate antagonists subgrant agreement

RESOLUTION 2022-XXX

AUTHORIZING THE CITY OF ISANTI TO ENTER INTO AGREEMENT WITH METROPOLITAN EMERGENCY SERVICES BOARD

WHEREAS, The City of Isanti responds to medical call where persons have overdosed on opiate; and,

WHEREAS, The Metropolitan Emergency Services Board is offering a subgrant opportunity that will cover the cost of training and reimburse the cost of the opiate antagonists; and,

WHEREAS, City of Isanti Officers will be able to provide added lifesaving services to those suffering from an opioid overdose;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. Authorize staff to enter into subgrant agreement with the Metropolitan Emergency Services Board.
2. Authorize staff to sign related agreements.

This Resolution hereby approved by the Isanti City Council this 2nd day of February 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

METROPOLITAN EMERGENCY SERVICES BOARD
2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA 55104-3431

Opiate Antagonists Subgrant Agreement

THIS AGREEMENT is entered into between the METROPOLITAN EMERGENCY SERVICES BOARD, Metro EMS Region, 2099 W. University Ave., #201, Saint Paul, MN 55104 ("MESB"), and _____, _____ ("Subgrantee").

RECITALS

WHEREAS, 2015 Minn. Laws, Ch. 71, Art. 14, Sec. 3, Subd. 2, appropriated funds to the Commissioner of Health for grants to Minnesota's eight regional emergency medical services programs to purchase opiate antagonists and educate and train emergency medical services persons, as defined in Minn. Stat. Sec. 144.7401, Subd. 4, clauses (1) and (2) ("Eligible First Responders"), in the use of these antagonists in the event of an opiate or heroin overdose; and

WHEREAS, the State of Minnesota, acting through its Commissioner of Health, entered into Amendment 2 of the Grant Agreement No. 184620 with the West Central MN EMS Corporation ("WCMEMSC"), effective December 1, 2020 ("Grant Agreement"), to act as the fiscal agent for said grant; and

WHEREAS, WCMEMSC, as the fiscal agent under Grant Agreement No. 184620 with the State of Minnesota, entered into the amended subgrant agreement with the MESB, effective July 1, 2021 to reimburse for the purchase of opiate antagonists and for education and training of Eligible First Responders in the Metro EMS Region; and

WHEREAS, Subgrantee, a first responder agency in the metropolitan region, is qualified to receive these funds as reimbursement for the purchase of opiate antagonists and/or for education or training expenses.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

I. SCOPE OF AGREEMENT AND QUALIFICATIONS

A. This Agreement is to provide reimbursement for an opiate antagonist to be administered by an Eligible First Responder and/or for education or training of Eligible First Responders. For the purposes of this Agreement, "opiate antagonist" means naloxone hydrochloride or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of drug overdose.

B. Subgrantee understands that in order to be eligible for reimbursement of the cost of opiate antagonists it has purchased it must have satisified all of the requirements of

Minn. Stat. Sec. 151.37, Subd. 12(a) and (b), and Subgrantee hereby represents that it has fully satisfied said requirements.

C. Subgrantee shall be reimbursed for the cost of an opiate antagonist it has purchased for the period from July 1, 2021 through September 29, 2022, subject to the limitations set forth in this Agreement.

II. REGIONAL EMS AUTHORIZED REPRESENTATIVE

The MESB's authorized representative for the purposes of administration of this Agreement is its Regional EMS Coordinator, Ron Robinson, or such other person as may be designated in writing by the Executive Director of the MESB. Contact information for the MESB's authorized representative is: Ron Robinson, Regional EMS Coordinator, Metropolitan Emergency Services Board, 2099 W. University Ave., #201, Saint Paul, MN 55104, 651.643.8378, rrobinson@emsmn.org.

III. REIMBURSEMENT AND METHOD OF PAYMENT

Subgrantee shall submit to the MESB a copy of a detailed invoice and record of payment for the purchase of an opiate antagonist. Upon verification and acceptance by the MESB's Regional EMS Coordinator of each invoice, the MESB will pay Subgrantee the invoiced amount. The MESB's reimbursement obligation is contingent on the MESB receiving grant funds from the State under the Grant Agreement, and is limited to the total amount of grant funds remaining upon receipt of an invoice. **Invoices must be received by the MESB no later than September 22, 2022**. Reimbursement will be made in a timely manner following receipt of sufficient grant funds by the MESB from the State. The MESB will not expend any of its own funds to reimburse Subgrantee.

IV. TERM OF AGREEMENT

This Agreement shall be effective July 1, 2021 and shall terminate on September 30, 2022 or until the grant funds have been expended, whichever occurs first.

V. LIABILITY

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 the other and the results thereof. Nothing in this clause may be construed as a waiver by either party of any immunities or limitations of liability to which such party may be entitled pursuant to Minn. Stat. Chap. 466, or any other statute or law.

VI. AUDITS

Under Minn. Stat. Sec. 16C.05, Subd. 5, Subgrantee's books, records, documents, and accounting procedures and practices of Subgrantee, or any other relevant party or transaction, are subject to examination by the MESB, the State, the State Auditor, and the Legislative

Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

VII. DATA PRACTICES

Pursuant to Minn. Stat. Sec. 13.05, Subd. 11(a), Subgrantee and the MESB must comply with the Minnesota Government Data Practices Act as it applies to all data provided by the MESB under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Subgrantee under this Agreement. The civil remedies of Minnesota Statutes section 13.08 apply to the release of the data referred to in this clause by either Subgrantee or the MESB.

VIII. OWNERSHIP OF MATERIALS

The State shall own all rights, title and interest in all of the materials conceived or created by the MESB, or its employees or Subgrantee, either individually or jointly with others and which arise out of the performance of the Grant Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("materials").

Subgrantee hereby assigns to the State all rights, title and interest to the materials. Subgrantee shall, upon request of the State, execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights, patents or other forms of protection provided by law for the materials. The materials created under the Grant Agreement by the Grantee, its employees or Subgrantee, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the materials, whether in paper, electronic, or other form, shall be remitted to the State by Subgrantee. Subgrantees's employees shall not copy, reproduce, allow or cause to have the materials copied, reproduced or used for any purpose other than performance of Subgrantee's obligations under this Agreement without the prior written consent of the MESB.

IX. PUBLICITY

Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Subgrantee or its employees individually or jointly with others, shall identify the State as the sponsoring agency and shall not be released without prior written approval by the MESB.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates set forth below.

SUBGRANTEE

By: _____

Title: _____

Date: _____

METROPOLITAN EMERGENCY SERVICES BOARD

By: _____
Jill Rohret, Executive Director

Date: _____

A Community For Generations.

Isanti

Request for City Council Action

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

From: Alyssa Olson, Parks, Recreation & Events Coordinator

Date: February 2, 2022

Subject: Adopting the 2022 Comprehensive Parks, Trails, and Open Space Plan for the City of Isanti

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Background:

The Park and Recreation Comprehensive Plan was originally adopted in 1997 and has been amended multiple times over the years to account for new City policies and goals. The plan was last updated in April 2011 and renamed the Parks, Trails and Open Space Plan to account for natural resources throughout the community.

The previous plan was considered to be outdated and has been updated to take into account new goals for the Isanti park system. Staff, as well as, the Parks, Recreation and Culture Board have reviewed the attached plan and have recommended its adoption by the City Council. Once adopted, the plan will be added to the City of Isanti website for public reference.

Request:

Staff is requesting adoption of this item.

Attachment:

- Resolution 2022-XXX
- 2022 Comprehensive Parks, Trails and Open Space Plan

RESOLUTION 2022-XXX

ADOPTING THE 2022 COMPREHENSIVE PARKS, TRAILS, AND OPEN SPACE PLAN FOR THE CITY OF ISANTI

WHEREAS, the Park and Recreation Comprehensive Plan was adopted in 1997 and amended in 2004; and,

WHEREAS, the City of Isanti adopted a new Comprehensive Plan on November 20th, 2007, and again on April 5th, 2011, in which new overall goals and policies were established for Parks, Trails, and Open Spaces, as well as, for Natural Resource areas throughout the community; and,

WHEREAS, the previous Comprehensive Parks, Trails and Open Space Plan was considered to be outdated and has been updated to take into account the new goals and policies for the City of Isanti; and,

WHEREAS, the City of Isanti is granted through Minnesota State Statues the right to prepare, adopt, and amend a Comprehensive Plan; and,

WHEREAS, the Parks, Recreation and Culture Board reviewed the new plan on January 25, 2022; and,

WHEREAS, the Parks, Recreation and Culture Board recommended approval of the 2022 Comprehensive Parks, Trails, and Open Space Plan; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the 2022 Comprehensive Parks, Trails, and Open Space Plan be adopted for the City of Isanti.

This resolution was duly adopted by the Isanti City Council this 2nd day of February 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

2022 Comprehensive Parks, Trails and Open Space Plan

Adopted February 2, 2022

Compiled by Isanti Parks, Recreation & Culture

EXECUTIVE SUMMARY

The City of Isanti is located approximately 45 miles north of the Twin Cities Metropolitan Area. The community is divided by Trunk Highway 65, which serves as a strong north-south transportation connection between Isanti, the Twin Cities Metropolitan Area, to the south; and the City of Cambridge, to the north. County State Aid Highway 5 serves as the primary east- west transportation corridor through the community. These main corridors carry high volumes of traffic and are easily accessible to area residents. Many of Isanti's services and community facilities have been located on or adjacent to these corridors, while residential neighborhoods and area parks have been placed along local or residential streets that tie into these main thoroughfares.

Since 2002, the City has experienced significant levels of growth and development. Currently, the community is home to 6,804 residents, as estimated by the State Demographer's office for 2021. After the economic downturn caused by the COVID-19 pandemic, the City experienced significant growth in 2021 that will continue into the near future. While the level of growth as well as the amount of time necessary for a full economic recovery is undetermined, in order to ensure that the community continues to be a place where people want to live, work, and play, Isanti is committed to planning for the future and providing recreational amenities and opportunities for all that may live, work, or visit the area. The City of Isanti is also committed to working with surrounding entities to establish regional facilities and amenities that can be utilized by more than just area residents. These interconnected facilities will further enhance active living and alternative modes of transportation throughout the region.

In 2020, the City of Isanti updated the Comprehensive Plan and includes Chapter 5 Natural Resources and Chapter 6 Parks, Trails, and Open Space. These chapters analyze existing conditions from a broad perspective and made general recommendations that would aid in the future development, expansion, or conservation of City parks, open spaces, and natural areas. In addition, these two Chapters enabled the City to establish overall goals, policies, and objectives that the City wished to pursue; as they pertained to the preservation of natural resources and development of future parks, trails, and open spaces. As a supplement to the 2020 Comprehensive Plan; the 2022 Parks, Trails, and Open Space Plan utilizes these objectives and recommendations as a basis for a more in-depth look at the City's existing and future parks, trails, and open space system. Specific parks, open spaces, and trail segments will be examined and recommendations will be made for future improvements.

Each section of this Plan will provide City staff and City officials with key information and the building blocks that will help to better define the community, and its goals for both the existing and future park system. The Plan can be used as a reference for the City, to be reviewed when confronted with decisions regarding the location, timing, replacement, maintenance, and development / redevelopment of the overall park system.

The City of Isanti envisions a park, trail, and open space system that will not only enhance the quality of life for its current residents; but will create a system that can be easily built upon in the future as Isanti continues to grow. The Plan will serve as a guide and will offer an opportunity to improve, develop, and create a system of planned green spaces and parks that emphasize safety, innovation, and conservation. The intent of this overall park system is not only to provide

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residents with recreational opportunities, but to protect and enhance the natural resources that can still be found throughout the community. While the establishment of a greenway system in developed areas of the community may be considered a challenge; ensuring that areas located in undeveloped portions of the community and within future planning areas have been identified will help to reduce these types of challenges as the community grows and new development takes place.

The anticipated outcome is to produce a park, trails, and open space plan that meets the needs of both existing and future community residents; encourages healthy, active lifestyles; and preserves those natural areas found throughout the community, so they can be enjoyed by future generations.

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PLAN PURPOSE

The Comprehensive Parks, Trails, and Open Space Plan is intended to serve as a guide for maintaining and enhancing the existing parks, trails, open spaces and other associated natural and recreational amenities found within the City of Isanti. The Plan will also provide an overall framework for the development of future active and passive recreational amenities; as the community continues to grow. The Plan acknowledges that there are both opportunities and constraints, which will work to both assist in the advancement of the Plan's goals and objectives or may place limits upon those ideas and principals. These limits may require the City to further evaluate some future plans. However, these limits are not to be seen as barriers, but as crossroads allowing the City to weigh additional options, so as to meet the specified goals and objectives of this plan. Despite this acknowledgement, the Plan will provide a framework for the future of the City of Isanti Parks, Trails, and Open Space system.

The Plan also recognizes the goals, objectives, and recommendations provided within the 2020 Comprehensive Plan, which focuses on Natural Resources and their importance for inclusion within the overall park system as well as the general standards provided for within the Parks, Trails, and Open Space portion of that same document. It is the purpose of this Plan to supplement and expand upon the recommendations provided for within these chapters of the 2020 Comprehensive Plan and to provide further direction for the implementation and creation of a successful Parks, Trails, and Open Space system. When developing this Plan, the following general objectives will be essential throughout the park planning process:

- Maintain a consistent high level of service when developing new amenities and facilities within the overall park system; which is similar to what has been provided today in existing park and recreation areas.
- Determine the needs of the community and the activities to be provided within each park or open space, ensuring that both are in accordance with the community's overall vision for the park system.
- Guide decision makers, developers, and City staff in planning for future growth and development within the community through the integration of existing and future parks, open spaces, natural areas and other recreational amenities; and ensuring that all residents have reasonable access to these amenities.
- Assist the community in the continued establishment of goals, objectives, and strategies for the development of future parks, trail, and open space connections.
- Commit to the preservation, conservation, and enhancement of natural areas and wetlands located throughout the community.
- Create a trail system that provides for an interconnected network of open spaces, parks, and natural resource areas that are open and accessible by the public.

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- Plan for an interconnected park and trail network to be utilized for recreational purposes as well as for alternate transportation options; ensuring the connection of neighborhoods, schools, commercial services, recreational facilities, and parks.

- Promote an increased quality of life for current and future residents through the promotion of active, healthy lifestyles.

- Encourage cross jurisdictional planning with neighboring townships, cities, and the County; to ensure that current and future trail connections will promote a more expansive, integrated regional park and trail system.

- Establish a continuous and permanent Greenway system, which loops through Isanti; linking neighborhoods, commercial areas, parks and open spaces via linear natural features that have been identified throughout the community.

- Develop, monitor, and amend; as necessary, a short-term and long-term capital improvement and maintenance program that will guide the City in property acquisition, capital improvement projects, and operations; which not only shows continual investment in the park system, but advancement of the overall community vision.

- Build a park system and provide recreational opportunities and amenities that are balanced, multi-dimensional, and adaptable to the changing attitudes and interests of the population; catering to all ages and levels of ability.

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THE COMMUNITY

Historical Background

Today, the area surrounding Isanti can be characterized as cropland containing both large open spaces as well as small remnants of the original natural vegetation that was once found within Isanti County. Areas containing high natural resource value include the Rum River, several streams (Park Brook, Isanti Brook, and Spirit Brook); woodland areas, and wetland complexes; all of which have brought and continue to bring value and quality to the lives of area residents. The natural resource significance found throughout this area continues to be recognized as perhaps one of leading factors for the initial settlement of the area and one of the main reasons for its continued growth.

"Old Isanti" was first settled in 1860, as a logging and farming community. After the construction of the railroad, the location of the community changed, and "New Isanti" was soon re-built between the Rum River and the Great Northern Railroad. Fields growing potatoes and navy beans flourished on the natural landscape surrounding the community. But, after years of farming, crop lands became depleted of nutrients and the farming industry began to decline. With the decline of agriculture; the environment in Isanti County began to change as well. The natural areas originally found within Isanti County became separated by croplands, roads, and eventually development. Today, Isanti has become an exurban bedroom community located within a collar county of the Twins Cities Metropolitan Area, where residents commute to work and return at the end of each day to enjoy the small-town atmosphere that Isanti provides.

Historically, the City of Isanti and its residents have continued to have a close relationship with the outdoors and the natural environment, through its park and open space system. The Municipal Rose Garden, the Old Band Stand, as well as the community's continued participation in sporting activities such as baseball, and tennis have attributed to the types of parks and open spaces that have developed over time within Isanti. The park and open space areas continue to be of great importance to the residents of this community and will continue to be so as the City develops in the future. Planning for future parks, facilities, and amenities will continue to be increasingly important to the promotion of healthy, active lifestyles for future residents. In addition, these types of facilities and amenities will continue to serve as a focal point or a gathering place for area residents.

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Demographics

The City of Isanti has seen significant growth and change in recent years. The rapid growth in population and households, coupled with increased commercial and industrial development has changed the dynamics of the community.

In order to plan for future park and recreation system amenities and facilities, an understanding of the characteristics of the existing population is necessary as the characteristics of the population will determine the needs and the demands for particular types of services. While the needs and demands of the community will change as it continues to grow and composition of the age cohorts will change, the current statistics will provide the City with a basis from which to begin its planning are the best estimates available to the City for projecting the types of services that may be required in the near future. In recent years, the City has seen a significant increase in the number of young families with school aged children. This demographic shift has placed high demands upon area schools, recreational facilities, and community services. But, while these age cohorts are increasing, there is still a need for the City to accommodate the demands for services for the middle-aged and senior-aged cohorts.

When compared to the overall City population, the City of Isanti has a lower percentage of senior citizens residing within the community. While the City will continue to add to the senior population, the overall number of seniors when compared to the total population is anticipated to remain quite low in the years to come. The middle-aged individuals, ages 36-54, will also see some level of increase in the population; however, when compared to the total estimated population of the City this number too will remain fairly low. The lower percentage of residents within these two demographics, middle-aged and senior-aged, has been attributed to the type of housing that is currently found within the community. The majority of the housing stock provided in the community are new developments appealing to family home buyers. While the City has planned for and has encouraged the development of different housing types, many of the larger single-family residential units, as well as attached multiple-family units, are anticipated to be developed at a later date as the community grows and the population diversifies. The age group of individuals ranging in ages 34-44 is anticipated to increase for the City in the coming years, due to the attractive moderately-priced housing options provided throughout the community. As a result, it is anticipated that those under the age of 18 will also continue to increase. Much of the recent park development has catered specifically to this age group and would appear to be the focus for the City in the near future.

The City will need to balance the interests and needs of the various age groups and ability levels that will continue to characterize the residents of the community. While the interests and needs of the younger adult and school aged children population may continue to be more prevalent, parks and other associated facilities and amenities will need to cater to older adults as well. When developing the parks, trails, and open space system, conscious efforts should be made to include various types of programming and activities within each area that will cater to a more diverse public. Creating and establishing varying types of programs and activities aimed at different age groups will enable the City to better adapt to potential changing demographics in the future.

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Related Planning Efforts

The City of Isanti updated their Comprehensive Plan in June 2020. This Comprehensive Plan update was made to the original, which was completed in 2008. Since the 2008 Plan, many changes had occurred with respect to the City, as a large amount of land, primarily areas surrounded by the City "donut holes", were annexed. The 2020 Comprehensive Plan took into consideration those properties within the existing City boundaries, as well as areas outside of the City limits that may be subject to future development as the City grows and expands beyond its existing boundaries. The Comprehensive Plan set forth the goals, objectives, and implementation strategies for the City of Isanti as it expands within these areas. The goals and strategies for the implementation of the Plan were divided into various categories, to include: Community Vision, Goals & Strategies, The Community, Housing and Neighborhoods, The Economy, Natural Resources, Parks, Trails and Open Space, Land Use and Growth and Transportation. Many of the goals and strategies found in specific Chapters of the overall Comprehensive Plan have been incorporated and will be supplemented by the 2022 Park, Trail, and Open Space Plan.

The City has also completed several other planning related studies and plans, which include a Multi-Modal Transportation Plan, Development Impact Study, and a Capital Improvements Plan (CIP). Each of these documents will be used to further the goals and objectives of the City of Isanti, as the community moves into the future. These documents will become increasingly important as the demand and need for City services and infrastructure evolve or increase for both existing and new development. These documents provide guidance for the location and / or redevelopment of City-related services and amenities. The Capital Improvement Plan will provide a strategy for how funds will be allocated over future years for specific projects, so as not to create an undue financial burden on the community or its residents. Park related projects and amenities for both new and existing facilities/ equipment have been included within this document. The City will need to continue to utilize this plan for the future costs associated with the construction and/or monitoring and replacement of City park facilities and amenities. Replacement items or redevelopment projects associated with City parks are funded under the general budget funds or CIP funds.

In addition, plans have been prepared and adopted at the County level, which have an effect upon the City of Isanti. Isanti County has adopted a 2017 Trails and Bikeways Master Plan, 2006-2030 Transportation Plan, 2008 Isanti County Parks and Recreation Plan, and 2009 Land Use Plan. These documents provide a larger framework for planning across Isanti County. Natural resources, transportation systems, park and recreation amenities, and land use implications do not end at the City limits; but are extended into neighboring communities, townships, and Isanti County. The City acknowledges that planning for the conservation of natural resources, trails, and park amenities need to be reviewed in a broader context that will contribute to the overall function of City, Township, and County systems. This 2022 Parks, Trails, and Open Space Plan will take into consideration the components identified in other City and Regional Planning documents, to ensure that Isanti is meeting the goals, objectives, and vision for the region as well.

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PARK AND TRAIL SYSTEM CLASSIFICATION

Parks and trails have been classified into various categories depending upon the types of amenities provided as well as based upon location and size criteria. The National Recreation and Park Association (NRPA, 2006) has established general descriptions for each park type, which have been used throughout this Plan as a guide for classifying components of the City's park system. The various types include:

Mini-Park

The mini-park is created to address the limited, isolated, or unique recreational needs associated with a small area. This type of park must be located within ¼ mile distance of a residential area and is generally between 2,500 square feet to 1 acre in size.

Neighborhood Park

The neighborhood park is considered the most basic unit of the park system. This park serves as the recreational and social focus for a residential neighborhood; and provides for both active and passive recreational opportunities. This type of park is usually within ¼ to ½ mile distance of a residential area and is not interrupted by non- residential roads or other types of physical barriers, making it readily accessible to area residents.

School Park

The combination of parks and recreational amenities with school sites has been found to fulfill the space requirements for other types of parks, such as neighborhood, community, sports complex, or special use parks. The proximity of a school park to residential neighborhoods is determined by the location of the school property. The size of the park will vary depending upon the types of recreational facilities or amenities that are offered and the overall size of the school property.

Community Park

The community park serves a much broader purpose than a neighborhood park. The park focuses on serving larger community-based recreational needs, rather than just those of the surrounding residential neighborhood. This type of park also focuses on preserving unique landscapes, natural areas, and open spaces. The community park usually serves two (2) or more neighborhoods within one-half (½) to a three (3) mile distance. The overall location and types of amenities provided in these parks will be based upon the size, quality, and suitability of the site.

Large Urban Park

The large urban park serves an even broader purpose than the community park. This type of park can be used when community or neighborhood parks are not of adequate size or do not contain the necessary amenities to serve the needs of the overall community. The focus is on meeting community-based recreational needs. The preservation of unique landscape areas as well as passive open spaces is also a main focus for this type of park. The large urban park serves the entire community and the amenities provided are determined by the quality and suitability of the area. The overall area of the park will be determined based upon the uses that are provided. Different

types of recreational opportunities require less or more land area. Generally, the large urban park is around fifty (50) to seventy-five (75) acres in size, in order to accommodate the necessary planned amenities that would service a community.

Natural Resource Areas

These are lands that have been set aside for the preservation or conservation of significant natural resource amenities, remnant landscapes, open space, and / or visual aesthetics and buffering. The location is dependent upon the availability and opportunity for access to these types of natural resources. The size of the overall area will also vary depending upon the location of natural amenities found on the site.

Greenways

Greenways tie the park system components together to form a continuous linear park environment, which tie natural resource elements to the overall park system. In some instances, utility corridors have been utilized as areas for greenway systems.

Greenways are situated based upon the availability and location of natural resources or utility corridors, so the overall size of these areas can also vary.

Sports Complex

A sports complex places programmed athletic fields and other types of associated facilities on larger and fewer sites within the community. The sports complex is strategically located, so as to serve the entire community. The size of the facility is based upon the demand for a specific type and / or a certain number of recreational facilities and amenities. A minimum of twenty-five (25) acres is necessary; however, forty (40) to eighty (80) acres are strongly recommended.

Special Use

The special use park can actually cover a broad range of recreational activities and/or facilities. These parks are usually developed with a particular single purpose use in mind. The location and size are variable, and are based upon the specific use involved. Examples may include, but are not limited to a dog park or golf course.

Private Park / Recreation Facility

These types of parks and recreational facilities are owned by a private entity, yet may contribute to the overall City park and recreation system. These facilities vary in size and location; and are dependent upon the types of activities that are involved.

Each of the parks and facilities found within the City of Isanti have been reviewed and compared against the criteria established for each park type by the National Recreation and Park Association (NRPA). Oftentimes, it is difficult to classify a particular park or amenity within a specific group, as the general description, size or location may not precisely meet the requirements established by the NRPA. When difficulties were found in the classification of a particular park or facility, staff has reviewed the park against the general description and location. The actual size of the park may be disregarded for classification purposes. An inventory has been conducted of each park currently found within the park system, which has been

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included within this plan as a reference. The inventory focuses on the classification, size, and the amenities that have been or will be provided within each of the City's existing parks.

In addition, the NRPA has also prepared a classification system for various types of trails. General descriptions regarding the trails purpose as well as the materials and uses permitted on the trail are all factors that are taken into consideration when reviewing the trails throughout the community. The various trail types include:

Park Trail

Park Trails are multi-purpose trails that are located within greenways, parks, and natural resource areas. The focus of the trail is based upon the recreational value of the overall facility and its unity with the natural environment. There are three (3) different classifications for Park Trails.

- A 'Type One' trail is a single purpose hard-surfaced trail for pedestrians, bicyclists, or in-line skaters.
- A 'Type Two' trail is a multi-purpose hard-surfaced trail for pedestrians, bicyclist, and in-line skaters.
- A 'Type Three' trail is a nature trail for pedestrians, on which the surface maybe composed of hard or soft materials.

Connector Trail

The Connector Trail is a multi-purpose trail that emphasizes safe travel forpedestrians to and from parks, and provides access to other areas within the community. The focus for this type of trail is as much on transportation, as it is on recreation. Again, there are various types of trails that fit this category.

- A 'Type One' trail has a separate or single purpose and is hard-surfaced for pedestrians, bicyclists, or in-line skaters. This type of trail is generally located within an independent right-of-way area.
- The 'Type Two' trail is a separate or single purpose hard-surfaced trail for pedestrians, bicyclists, or in-line skaters, which is located within roadwayright-of -way.

On-Street Bikeways

These are paved segments of a roadway that serves as a means to safely and effectively separate bicyclists from the motor vehicle traffic. On-street bikeways are placed in two categories; bike routes and bike lanes. A bike route is a designated portion of the roadway that is for preferential or exclusive use by bicyclists. A bike lane is a shared portion of the roadway that provides separation between motor vehicles and bicyclists, for example a paved shoulder.

All-Terrain Bike Trail

This is an off-road trail for all-terrain mountain bikes. These trails are usually single purpose loops that are located in larger parks or within natural resources areas. The trails consist of natural

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materials that may be prevalent within the area, in which the trail is located. Hard-surfaces generally are not provided as a base for the all-terrain bike trail.

Cross Country Ski Trail

These trails are developed for traditional and skate-style, cross country skiing activities. Often times, these trails are located in larger parks with natural resource amenities. Again, these trails are mainly utilized during the winter months for this particular type of activity.

Equestrian Trail

These trails are developed for the sole purpose of horseback riding. The trails are looped through larger parks or natural resource areas. Rather than just limiting these trails to equestrian activities, the trail can be developed to accommodate hiking or all- terrain biking. Conflicts between the various uses should be anticipated and control mechanisms should be in place to avoid such conflicts.

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EXISTING PARK SYSTEM

Isanti has approximately 190 acres of park land spread throughout eleven (11) parks within the current City limits. Isanti has one (1) large urban park, four (4) community parks, five (5) neighborhood parks, and one (1) mini-park. Sandbrook Golf Course, Martin's Landing, the David C Johnson Civic Arena, and the Isanti Firefighters Rodeo Grounds; none of which are owned or operated by the City of Isanti, have provided significant additional recreational amenities and facilities for community and area residents. Isanti also has a partnership with the City of Cambridge to maintain a joint trail that connects the two cities. Area residents are able to use the Cambridge-Isanti Bike/Walk Trail year-round for numerous recreational activities. The Isanti Indoor Arena- BMX track is owned by the City of Isanti, but is leased to the Rum River BMX Association and also provides significant recreational amenity to the community and area residents. In addition, the Isanti Primary School, Isanti Intermediate School/School for All Seasons, Isanti Middle School/Minnesota Center, Arts and Science Academy (ASA) Elementary School and ASA Middle School all provide additional passive and active recreational opportunities and amenities for area residents. A brief description of the activities and facilities provided on each of the school parcels has been provided. Despite each of these organizations' contribution towards the overall recreational amenities for the City, these facilities have not been included in the overall park totals presented within this document though their importance in the overall recreational system should be noted.

The City also leases portions of Bluebird Park to the Cambridge-Isanti Soccer Club, Rum River BMX Association, and the Redbirds Organization (Baseball). Each of these groups work in conjunction with the City to provide additional recreational elements that service the community. The property may be owned by the City; however, each of these entities is responsible for the implementation of recreation programs and maintenance associated with their facility.

In order to develop this plan, the City analyzed the existing conditions found within each park. Each park was evaluated based upon these conditions. Opportunities were determined for the development of new and/or expanded services as well as for re-development of existing facilities. Recommendations have been provided for each park within the City's system. These recommendations have been based upon the perceived opportunities and/or constraints that would appear to be present for each park. Opportunities or constraints are based upon physical attributes, level of service standards, the need to balance the kinds of facilities and amenities provided across the park system, and comments provided by area residents.

The recommendations are conceptual only and will be further evaluated to determine what future improvements can and should be made, and the timeframe in which those improvements should occur. The availability of funds and the needs of the community will be weighed heavily when making these types of future decisions.

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In General

Over time, the City of Isanti has worked to create a park system that caters to residents and visitors alike. In general, there are a number of features and activities to which the community would like to see remain or would like to see changed in the future, so as to promote the overall park system. In many of the City's parks; bench swings had been provided in the past for adults that have brought their children to the park to play; however, vandalism to bench swings and damage due to improper use of such equipment has resulted in the need for their removal. In those parks that currently have bench swings, once the swings have outlived their use, they should be removed and replaced by a different piece of play equipment or by an additional bench.

In addition, the City has a long-established tradition of Community Park Builds and Community Tree Plantings. Both activities are open to all residents of the community, business owners, and other civic and non-profit groups; wishing to help in a community service project. These types of activities give individuals the opportunity to participate in the community-building process; which gives residents a sense of pride, responsibility, and ownership in the community and its improvements. If possible and feasible, the City should aim to continue this tradition in the future.

Also, upon creation of a new public park, the Parks, Recreation and Culture Board has established Park Naming Contests. In these instances, City residents are given the opportunity to present a potential park name for Council consideration. Again, this process brings City residents into the park planning process and instills a sense of pride and ownership within the community. Other park related contests and awards have been created and provided to City residents, to include the City Flag Contest, naming of park areas and items within parks.

Many of the City's parks are located along trail or sidewalk corridors, in which residents have the opportunity to ride a bicycle to each of the City's park facilities. In an effort to reinforce the need for an active lifestyle; safe and convenient places for the storage of bicycles while residents or visitors are enjoying the amenities of the park system are considered a necessity. As the City continues to grow and develop additional parks, open spaces, trails, and the greenway system; the demand for bike racks in convenient locations will increase. A portable toilet and garbage cans have also been provided at each park to support extended use and cleanliness efforts.

Lastly, the City of Isanti has been monitoring the play equipment provided within the parks for compliance. The City of Isanti will continue to strive to protect the health and safety of those children using the park equipment. When necessary, play equipment will be removed and possibly replaced, in a timely manner.

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Academy Park

Location: 901 6th Ave Ct NE

Academy Park is located on the east side of Trunk Highway 65 and Cajima St NE.

Existing

A full-size tennis court is located in the center of this park area. Chain-link fencing surrounds the tennis court.

There is an open space area located to the east side of the park. Coniferous and deciduous trees have been scattered throughout the park. A soccer field/multi-purpose field is along the east side of the park with a chain link fence to separate it from the storm pond and wetland area.

The play equipment is located along the trail on the north side of the park. Four (4) regular swings have been provided. The playground area includes slides, climbers, Spinami, Loopy Whoop, Spin Cup and rope walls. The play equipment area is surrounded by wood chips and a concrete edge. Two (2) benches have been strategically located around the play equipment.

A trail wraps around the outside edge of the park and ends along the southeast corner for future City expansion. Parking for this park area is available along the street. When this park was first opened it was a cooperative effort with the Arts and Science Academy and they had exclusive use of the park during school hours. In 2018, the school and City agreed that this will become an exclusive City of Isanti park.

Bluebird Park

Location: 201 Isanti Parkway NW

Bluebird Park is generally located within the southeast corner of the intersection of 3rd Avenue NW and Isanti Parkway NW. A portion of the park, which consists of the Soccer Complex, is located within the northeast corner of the intersection of 3rd Avenue NW and Isanti Parkway NW. Bluebird Park is bisected by an access road, which is an extension of 1st Avenue NW. The park stretches along both sides of this access roadway, extending from 3rd Avenue NW on the west to the BNSF Railroad on the east; and south from Isanti Parkway NW to the Isanti Firefighters Rodeo Grounds and the Isanti Centennial Complex Industrial Park.

Existing

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Two (2) large parking lots are located within the park, one at the north end and the other at the south end of the park. The parking lots contain approximately one hundred thirty-one (131) parking spaces for park patrons. In 2018, the original skatepark surface was redesigned for an additional parking lot with 45 parking spaces. Trails meander through the park and connect to a trail provided along the west side of 3rd Avenue NW via a pedestrian crossing. The Cambridge-Isanti Bike/Walk Trail along the east side of 3rd Avenue NW, just north of Isanti Parkway NW provides additional pedestrian access to the park as this trail links from the City of Isanti to the City of Cambridge.

Play equipment is located near the center of the park, which includes both small and large play structures to accommodate a wide variety of age groups. The smaller play structure, with a Clifford theme, has slides, a bridge, and climbing equipment. A larger structure for older children consists of slides, climbing walls, and climbing bars. A large net climber stands in the middle of the play equipment area. Several small play elements known as spring creatures have been provided for smaller children. A large swing set containing three (3) toddler seats, one (1) ADA accessible swing, and four (4) regular seats can also be found onsite. Two (2) to three (3) benches of varying styles and materials have been provided around the perimeter of the play equipment for parents accompanying their children at the park. One (1) open-sided picnic shelter has been constructed to the southwest of the play area and contains four (4) to five (5) picnic tables.

Amenities for additional sports activities are included within the park. A full-size basketball court with two (2) benches was constructed in 2009. The court has been striped accordingly for regulation games. A lighted pleasure skating rink is provided during the winter months for area residents.

A skateboard park, which is heavily used by the City's young residents, supplements the amenities that have been provided within the park. Ramps, pikes, and other obstacles were added to the concrete surface area, which once housed the outdoor hockey rink. This area can be used year-round with the lighting system in place.

A public green space or passive park area has been located within the northwest corner of the park. This area is available for other activities, such as kite flying, frisbee throwing, or playing catch. In 2020, the border of the northwest corner was shaped into a winter sledding hill, which provides additional recreation for residents during the winter months. A picnic shelter with four (4) tables and electric connection resides between this green space and the playground.

In 2021, the Bluebird Amphitheater was erected along the walking path on the south end of the green space. This amphitheater provides an outdoor venue for community events and programs and can be utilized year-round.

Mature trees line the east side of the park area and new trees are continually planted each year, in accordance with an approved landscape plan. Portable toilets and garbage cans have been adequately provided for throughout the park.

In 2015 a rain garden was created and added to the east side of the Isanti Indoor Arena(IIA). This was developed to capture rainwater from the building and filters the pollutants from the storm water before it is returned to lakes, streams and rivers.

A Dog Park was added in May 2019 to the northeast corner of Bluebird Park, between the IIA and the railroad tracks. The 1-acre park is fenced in with one (1) maintenance gate and one (1) transition gate area for entry for dog park users. A bench and dog waste depot were added during construction. In November 2019, Rotary Club of Cambridge & Isanti donated money to be used to purchase an additional bench, dog park accessories (i.e., agility apparatus), and the addition of the entrance concrete pad and bench pad. The west parking lot is shared with the IIA and signs were added stating certain spots were for dog park users only.

In 2022, an archery range is to be constructed in the southeast corner of the park near the red barn. The range will feature multiple range targets and a fence line will enclose the space due to safety concerns.

There are several additional athletic elements that have become synonymous with Bluebird Park, given their close proximity. These include Sportsman Field, the Soccer Complex, and the Isanti Indoor Arena (IIA)- Rum River BMX Facility. In each instance, the City may own the property in which these amenities are located; however, each individual recreational group has an agreement with the City and is responsible for improvements and maintenance of their respective facility. Each facility has been briefly discussed below.

Sportsman Field – (Redbirds Baseball Organization)

Sportsman Field, home of the Isanti Redbirds, is a regulation size baseball facility located near the southwest corner of Bluebird Park. The field is lighted. Bleachers, dugouts, a cement block building with concession stand and upstairs press box have all been constructed on the site. A small outbuilding stores team equipment and field maintenance items. Improvements to and maintenance of the facility is provided by the Redbirds Organization, which raises funds through concession/ticket sales, as well as numerous fundraising events that may occur throughout the year. Water is provided to the facility by a private well. Sewer service has not been installed, so portable toilets are provided by the group for the season. Connection to City water and sewer services should be considered in the future.

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Isanti Soccer Complex – (Cambridge-Isanti Soccer Club)

The Isanti Soccer Complex was established through the use of grant funds awarded by the Minnesota Department of Natural Resources. Due to such funding, the area is to remain in perpetuity for recreational purposes. The Soccer Complex, which is located just north of Bluebird Park across Isanti Parkway, contains nine (9) regulation size soccer fields. Two (2) small open-sided shelters, located on the south and east sides of the complex; and one (1) large open shelter located on the west side of the complex have been provided onsite for those utilizing the facility. A small equipment storage facility is located near the middle of the soccer complex. Graveled parking areas are provided along 3rd Avenue NW, as well as along Isanti Parkway NW for patrons to the facility. Similar to Sportsman Field, the Cambridge-Isanti Soccer Club is responsible for improvements to and maintenance of the soccer fields. The Cambridge-Isanti Soccer Club has an agreement with the City of Isanti for the leasing of the land and the operation of the Soccer Complex. Updates to the existing Agreement are necessary to accommodate changing conditions.

Isanti Indoor Arena (IIA) –
(Rum River BMX Association)

The IIA, which is located within the northeast corner of Bluebird Park, was constructed in 2015. The building contains the race track made out of compacted dirt, and is surrounded by areas of pavement. It has a concession area, and several sets of bleachers, and picnic tables are within the concession area for visitors to the facility. There are restrooms available inside the building along with a set of restrooms that are available on the outside of the building to be used by the public year-round during park hours.

A warming house is also available during the winter months. The Rum River BMX Association is responsible for the operations of, improvements to, and maintenance of the facility. The Rum River BMX Association has entered into an agreement with the City for the leasing of land and the operation of the track. The Agreement is reviewed occasionally and updated as needed.

Recommendations

Prior to the initial construction of Bluebird Park, the City Council had approved a site plan for the future development and layout of the park. While many aspects of the site plan have been implemented to date, such as a full-size baseball field and recreational basketball court, there are many more amenities and facilities planned for development in the future. The City should

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continue its efforts to develop those facilities identified in the plan. The timeline for each element's construction will depend upon whether or not funds are available and the overall needs of the community for each type of facility or amenity. As part of this plan, several recommendations for modifications to the original site plan have been noted based upon current needs of the community, including adding additional shade structures and landscaping, and removing the need for a second full-size basketball or tennis court.

The skate park is heavily used and could use an expansion to allow more residents to utilize the park, and to keep the equipment fresh. Experience-appropriate equipment can be added to allow for beginners and more experienced riders to use the equipment symbiotically.

A warming house/concession stand with public restrooms was planned to the south of the concrete area that houses the skatepark equipment. The outdoor hockey rink boards were removed in 2016 due to safety concerns, and it was not budgeted to replace this equipment. The skatepark equipment was relocated to the concrete pad where the hockey rink was housed. Bluebird Park sees a great deal of use throughout the year, so the restrooms/concession area is considered a fairly important project. Concerns have been raised regarding the maintenance costs, as well as the potential vandalism that may occur with permanent restroom facilities. However, despite the issues that such a structure may present, the components associated with this structure will be important as the City continues to grow and further recreational amenities are added to the park, in which subsequent additional recreational events will be held that may require these types of facilities.

A splash pad has been recently proposed in the northwest corner of the park. This project has been considered as a way to encourage increased use of the park during the hot summer months and would keep the City of Isanti properties competitive as splash pads have begun to take shape in surrounding cities. Concerns over the cost of water systems and associated waste have been raised and will be a major consideration in the development of this feature. A restroom facility has also been proposed for this area and will need to be located within twenty (20) feet of any splash pad in order to meet state code.

Eagle Park

Location: Railroad Ave & Broadway St SW

Eagle Park is a mini-park nestled behind the downtown district and to the edge of a residential area along the railroad tracks. The park is bordered by a parking lot that acts as an overflow parking area for nearby businesses. The park is often used by downtown employees as a break space.

Existing

In 2021, as part of the Main Street Improvement Project, the park was expanded to cover the southeast corner of the parking lot. The park currently includes one picnic table and three benches for seating.

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Recommendations

Due to the proximity of the railroad tracks to this park, it has been proposed that the space be used as a railroad viewing park. A viewing platform would be added to the southeast edge of the property, overlooking the tracks, to allow people to watch the trains as they come through. Coordination with the BNSF rail company could be utilized to manage a schedule and placards with historical facts about the railroad could be added to the park.

The park, especially with the expansion, is lacking seating options for users. Adding some more picnic tables and benches would help increase use of the park.

Landscaping for the park is also recommended to create a more visual space. Flowering bushes and limited maintenance shrubs would be an easy addition that could make a big impact on the appeal of the park.

Isanti Hills Neighborhood Park (Formerly Isanti Tot Lot)

Location: 518 Dogwood Street SW

The Isanti Hills Neighborhood Park is nestled behind residential homes, which line Cottonwood Street SW, Dogwood Street SW, and 6th Avenue SW. The park is completely surrounded by residential homes with very little visibility from the public street.

Existing

The Isanti Hills Neighborhood Park underwent a name change in 2017 with the city asking for the community input on new names to encompass a more overall name for the park. This park contains a wide variety of play equipment and structures. Play equipment includes a super scoop, Buck-A-Bout, several spring creatures, swing set with three (3) regular swings and one (1) toddler swing, tunnel slide, and climbing play system. Wood chips have been provided around all of the play structures. A concrete curb was added in 2017, around the play equipment area.

A wooden shelter with shingles placed upon a concrete slab is located within the park. The existing roof is wearing and shingles are missing. Three (3) picnic tables and two (2) benches have been provided for those utilizing the park. Limited green space is available for other types of activities. There are some trees that have been located onsite. Trails providing walkway access to the park have been provided from Cottonwood Street SW and Dogwood Street SW. The trails link to the overall sidewalk system along the west side of Cottonwood Street SW and the east side of 6th Avenue SW. The trail sections, as well as the park area, is surrounded by chain link fencing so as to separate the park area from the residential lots that are immediately adjacent to the park.

Recommendations

The Isanti Hills Neighborhood Park is heavily used by the neighborhood residents. While the equipment is adequate for the age groups of children living within the area today, the equipment may need to be changed in the future to accommodate an aging neighborhood. A theme or other

types of recreational activities will need to be considered. Additional trees should be considered, so as to provide adequate shade and buffer between the activities within the park and residential properties.

The shelter that is located onsite was constructed by the Cambridge-Isanti High School Trades class. While the shelter is in fairly good condition today, it will need to be replaced in the future. At this time, it is difficult to know how much use the shelter does receive, given that this is a small neighborhood park that is utilized mainly by surrounding residents. If the shelter were to be replaced in the future, the shelter should blend with the residential feel of the area.

The Isanti Hills Neighborhood Park is located in similar fashion to that of Whisper Ridge. The park is hidden behind the existing residential homes located within the area. In order to ensure that residents of the community know the park is located within the area, additional park signage should be considered near the entrance walkways into the park.

In the past, discussions have been held regarding the paving of a third access entrance into the park from 6th Avenue SW. A small parking lot could also be considered. There is vacant land, owned by a private individual adjacent to 6th Avenue SW. Not only could an area be obtained for a third access point, but potential additional park land could be acquired to expand the park and provide direct access and visibility to the area from the public street. At this time, many residents and visitors to the community do not realize or do not understand that this is a City park. The location of the park is deceiving and, oftentimes, goes unnoticed.

In 2021, a neighborhood survey was conducted. The results highlighted the use of playground equipment, shelter, and open green space. The results also noted concerns about the park being hidden from view and becoming a gathering point for misbehaving teenagers. Recommendations were made to increase the monitoring of the park; creating another access point may act as a deterrent as visibility is increased. The survey results also encouraged the addition of recreational elements, fitness equipment, and early childhood learning features to enhance the park for its changing population.

Legacy Park

Location: 1043 Bellaire Blvd NW

Legacy Park is located in the northwest area of the City and is off of the Rum River. This park is a 21-acre natural area with lime ag and natural trails that run along the Isanti Brook, that was built in 2015.

The trail system encompasses an ADA path for a portion and the total trail system is 2.5 miles. Picnic tables and benches are located throughout the park along the trail. In 2016, a name contest was conducted to name points of interest along the trail system. Isanti schools

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were provided an opportunity to input names. These names were chosen by the Parks, Recreation and Culture Board. In 2020, the final stretch of Bellaire Blvd was completed to connect to the entrance of the park. A parking lot was installed with 8 stalls.

Mattson Park

Location: 311 5th Avenue NW

Mattson Park is located on the northwest corner of the intersection of Main Street W and 5th Avenue NW. The park stretches along 5th Avenue NW to the north, until its intersection with Heritage Blvd/County Road 5 NW and stretches to the west along the creek. The park is surrounded by various types of residential units.

Existing

A full-size basketball court is located within the northwest corner of the park, adjacent to Heritage Blvd/County Road 5 NW. The court receives a large amount of use by area residents.

Two (2) full-size tennis courts with benches line the northeast corner of the park, which had a surface crack improvement in 2018. Five (5) bituminous parking spaces have been provided for this general area of the park. Chain-link fencing surrounds the tennis courts and a retaining wall with handrails is provided along the east side of the park between the sidewalk and the tennis courts due to the change in grade. In 2021, pickleball lines were added to the court to allow for multi-functional use.

Near the middle of the park, four (4) horseshoe pits with corresponding benches have been located to the south of the tennis courts. There is an open space area located between the play equipment to the south and the horseshoe pits to the north that could be utilized for various types of active or passive activities. Mature trees line the west side of the park along the banks of Park Brook and are scattered throughout the park.

The play equipment is located within the southern portion of the park. Four (4) toddler swings and four (4) regular swings have been provided. A Mountain Climb and Slide as well as a Climber with Skywheels and Loop Ladders are more recent additions to the play equipment at the park. A Buck-A-Bout has been onsite for many years. The new play equipment areas are surrounded by wood chips and a concrete edge was added in 2018 to each play area. Five (5) benches have been strategically located around the play equipment.

A shelter is located within the southeast corner of the park. The structure is made of wood with a shingled roof and a concrete floor pad. The shelter provides a roof over four (4) picnic tables. In 2010, a message center was constructed by City staff and placed near the shelter to display

reservations for the park shelter, but was removed in 2011 due to vandalism. Four (4) grills have also been scattered throughout the park for picnic- goers.

A sidewalk has been provided along the west side of 5th Avenue NW. The sidewalks are connected to the overall sidewalks system along the north side of Main Street W and the south side of Heritage Blvd/County Road 5 NW. Handicapped parking has been provided along Main Street W due to the grade differences between the street (5th Avenue NW) and the park below. Appropriate pavement markings and signage designates the handicapped parking area.

Recommendations

Replacement equipment will be needed in the future, particularly for the swings. Funds will need to be put aside for their replacement within the capital improvement plan. In the future, a new shelter or larger shelter will be necessary. City staff does receive requests for reservation of this shelter for events. If a new shelter were constructed in the future, the City should look at a different type of structure than is currently found onsite. A new shelter should blend with the surrounding residential uses. In addition, given the increased amount of usage the park shelter has seen in recent years for family gatherings and other types of functions, the City may look to have electricity extended to the Mattson Park shelter as well.

River Bluff Preserve Park

Location: 1111 Rum River Dr SW

River Bluff Preserve is a 38-acre park in the DNR Wild and Scenic River Easement Area. This park opened in July 2015. This park has a large trail system of 5 miles, which connects north to Martin's Landing (MN DNR site).

The park consists of two areas, an upper area and lower area along the Rum River. The upper area has a 10-acre natural vegetation pollinator area with a natural trail that leads to a lime ag trail which then leads to the river bank along the west side of the park. Along the north area of the natural trail, it leads to steps that bring you to the riverbank and connecting trail system. Once along the river bank a dirt and lime ag trail run adjacent to the Rum River.

During the summer months a dock/bridge is installed along a portion of the trail where a side

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stream cuts off access to the north trail system. This dock allows for fishing access during the summer months and connects the trail to Martin's Landing, which is a MN DNR site.

The entrance to the upper area of the park includes a Community Garden. The garden is enclosed by a 10' tall chain link fence and is secured by a locked gate. The garden includes sixty-six (66) ground plots, seven (7) raised beds, and one (1) elevated bed. Plots are available to residents to rent for the gardening season, which opens in early spring and closes in the fall. The plots are surrounding by mulch to prevent or limit weed growth outside of the gardening areas.

Two (2) large plots are positioned in the corner. One (1) is planted by the City and has commonly grown sunflowers and a small assortment of vegetables; the other is reserved for expansion and/or educational gardening opportunities through area programs and partnerships. Vegetables that are harvested are donated to the Senior Dining program that takes place at the Isanti Community Center. Gardeners can also donate excess harvest for this program throughout the season.

The garden also includes a supply shed with standard gardening equipment available for gardeners to use. A picnic table, bench and shade canopy are positioned in the space as well. The City maintains the general property and equipment throughout the season. They also remove compost and weeds surrounding the plots. Gardeners are responsible for all maintenance within their rented plots.

In 2022, the Garden will undergo a renovation to freshen up the current plots, add additional raised and elevated beds, and to separate the large plots for distinctive use.

Portable toilets and garbage cans have also been provided. Bituminous surface parking has been provided for thirteen (13) vehicles, including one (1) handicap parking space.

Recommendations

In 2022, a recreation program has been planned for building and decorating bird and bat houses. These houses would be added to the pollinator area in the upper level of the park. The houses would add color to the surrounding environment and support the natural habitation of birds and bats in the area. Due to standing water along the river bank, this park is a major nesting ground for mosquitoes. Encouraging bat habitation can help monitor insect levels and reduce the need for City-wide spraying.

The walking trails at River Bluff offer a number of opportunities to incorporate artwork into the area. Not only would art and sculptures add color to the dull surroundings, but it could increase park usage by encouraging resident participation and creating a more visually appealing park and trail system.

The trail system is not host to lookout points, which could be added to encourage longer use of the park grounds. Adding benches or passive use features could create more gathering opportunities for residents.

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Riverside Park

Location: 503 Rum River Drive NW

Riverside Park is located near the corner of Rum River Drive NW and Hillock Street NW. Riverside Park is located to the east of the Rum River. This area is also surrounded by residential neighborhoods.

Existing

Riverside Park contains various types of play equipment, which caters to both small and older children. The toddler equipment is comprised of a small toddler climber with a slide and a spring car, which is located on the south end of the park. A larger play structure with slides, climbing equipment, tunnels, and bridges is located on the north side of the park. Very little open area is available on the site for passive activities. One (1) bench and two (2) picnic tables have been provided for park patrons. Wood chips surround all of the play equipment. Portable toilets and garbage cans have also been provided. Bituminous surface parking has been provided for eleven (11) vehicles.

The park is buffered by a heavy line of trees located to the west. Some new trees have been planted to add shade at the park; however, it will take many years before these trees can provide an appropriate tree canopy.

A wooded lot, which is considered part of Riverside Park, extends back to the Rum River. A fence with access gate has been provided along this lot line. Questions have arisen as to how and whether access from this lot to the river could be accommodated, so residents are able to enjoy the scenic natural amenities of the area.

A new safety light was installed at the park during the summer of 2008, in an effort to increase park safety for those utilizing the facilities as dusk. There is a trail which leads into the park from the north side. The trail begins at its intersection with Whiskey Road and runs the length of Hillock Street NW, behind the residential homes into the park. A sidewalk is located on the west side of Rum River Drive NW also provides pedestrian access to the park.

Recommendations

In the future, upgrades and replacement of park equipment will be necessary. The play equipment within the park has been located at opposite ends of the area. In the future, play equipment should be concentrated within one general vicinity, to allow for better visibility by parents that may be watching over their children at the park.

The City should consider the possibility of expanding the park towards the river and allowing for public access via trails to natural areas along the Rum River. The topography and the ponding area located behind the park, as well as the type of trail that the City could provide, would need to be further reviewed due to the flood plain and scenic river designation of the Rum River. While the option may not work for the site, walking paths providing access to the Rum River

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would be an asset to the community and its residents. An issue that may arise if trails and access was provided would be the potential trespassing issues, if the public were to go beyond any constructed City trails due to the large number of privately held lots that are located along the river, both to the north and to the south of the Riverside Park area. If the City wishes to provide additional trail linkages along the river heading to the south or north, easements would need to be obtained by the City from each of the owners along the proposed trail.

Rum River Meadows Park

Location: 1108 South Passage SW

Rum River Meadows Park is located along the north side of South Passage SW, just to the west of the intersection of South Passage SW and Maplewood Avenue SW. The park is surrounded by residential properties.

Existing

Rum River Meadows Park contains both a larger play structure for older children, as well as a smaller structure that is geared towards younger children or toddlers. The smaller structure contains a slide with stairs. Several spring creatures have also been provided for smaller children. The larger play structure consists of slides, climbing equipment, poles and a bridge. A swing set with two (2) regular seats and two (2) toddler seats has been located onsite. A bench swing; along with two (2) regular benches and two (2) picnic tables have been provided. Wood chips have been provided around the base of the play equipment and in 2020 a concrete border was installed surrounding the play equipment area.

There is some green space surrounding the play equipment, which could be used for other types of activities. A volleyball court was added to the east side of the park area in 2016. Posts and a net are provided on a grass surface.

Trees have been planted in an attempt to add shade to the property. An irrigation system is also in place to ensure that the landscaping is adequately maintained. An imitation rock is located on the property, which houses the irrigation control panel.

A sidewalk is located on the north side of South Passage, which connects to the overall City system via trail along the west side of County Road 23 and north side of South Passage on the east side of County Road 23; and via sidewalk along the east side of County Road 23. A streetlight has been placed along South Passage SW, which provides some light for park patrons in the evening. The two adjacent properties to the west and east of the park were acquired in 2012 for future expansion of this park.

Recommendations

Additional trees and landscaping have been discussed in the past for the park. The park was developed on vacant property within the Rum River Meadows subdivision, and such parcels did not have any existing trees in place. In order to have adequate shade for park patrons in the future, additional trees should be considered to aid in the expansion of the tree canopy. When planting trees, care should be taken when digging, so as not to disrupt or break the underground pipes associated with the irrigation system. There is ample room for natural elements to be added to enhance the attractiveness of the property and to create more functional areas for residents to use.

Fencing has been proposed for the perimeter of the park. The private property owner to the north has constructed a privacy fence. Should the City move forward with placing additional fencing along the east and west sides of the park; the type, materials, and height of the fencing would need to be determined. However, the fencing may detract from the openness of this small neighborhood park and may hamper other activities from occurring on the park property.

In the future, the equipment will need to be replaced in an effort to maintain safety standards for the park and to continue to draw people to the area. Expanding or adding new equipment to the park may utilize the expanded property and allow the park to grow with the residents.

Whether the park is eventually converted from an active park to a more passive park, additional park signage should be considered, so as to provide better identification for City residents. Such signage and the type of signage would need to be reviewed and should be placed near the walkway entrances into the park.

For improved ADA convenience, a walking path could be paved from the sidewalk up to the playground to ensure access for all residents.

In 2021, a resident survey was conducted to understand the surrounding community needs and struggles with this park. The results highlighted the need for additional shade structures and gathering areas. It was suggested that a park shelter or shade unit be constructed to allow for neighborhood gathering. Residents highlighted the desire for additional recreational elements, fitness equipment, natural elements and early childhood learning features to be incorporated into the park.

Unity Park

Location: 420 3rd Avenue NW

Unity Park is located to the north of Unity Boulevard NW and runs the entire length of this street segment. The western corner of the park, which contains the softball field, is located within the northeast quadrant of the intersection of 3rd Avenue NW and Unity Boulevard NW. The more passive area of the park is located within the northwest quadrant of the intersection of Unity Boulevard NW and First Avenue NW. The park is surrounded by residential units to the south, the Isanti Primary School to the west, additional

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recreational amenities and the Isanti Area Firefighters Rodeo Grounds to the north, and industrial uses to the east.

Unity Park was also developed with the aid of grant funds provided by the Minnesota Department of Natural Resources. The park was developed to include both passive and active areas.

Existing

Unity Park is the location of the community's only softball field. A stand-alone field is located within the western portion of the park. The field is lighted and is surrounded by chain-link fencing within the outfield. The field is often rented for recreational league games, as well as for private games like kickball. In 2020, boulders were added to the edge of the parking lot to create a boundary between the grass and the lot. New bleachers were installed in 2021.

There are several bird houses that have been constructed on the property near the ball field. The bird homes were constructed by private individuals and placed within the park at the time of its development.

There is also a mature line of trees that surround the outfield. A gravel parking lot is located along 3rd Avenue NW, which has been used by not only park patrons, but the Isanti Primary School as well. In 2015, a memo of understanding was established between the City and School District for use of the parking lot by the district during the school year. A portable toilet and garbage cans have also been provided.

The more passive area of the park is located to the east. This area contains a wide-open green space, as well as a small wetland complex with native vegetation. Mature trees line the north side of the park. A park shelter currently exists on the site, along with a small wooden picnic table with a cover. A grill has been provided onsite for those wishing to picnic in the park. Sidewalk is located along the west side of 3rd Avenue NW, providing pedestrian access to the park.

Recommendations

Improvements will need to be made to the field in the future. Limeag was added and the infield was reshaped in 2017. Limeag, striping, and lighting will all need to be replaced in the coming years. The lighting system within the park is currently being turned on and off via the breaker box. The turning of the lights on and off, in this fashion, is considered to be hazardous. The City will need to update the lighting system in the near future to avoid any safety issues. In order to ensure that the field is adequately maintained for those groups using the field, the City has implemented a fee structure for field use by organized teams. The revenue received from the fees will be used to help off-set the costs associated with the maintenance of the field now and in the future.

Additional seating may be considered for the passive portion of the park, particularly in those areas overlooking the natural area provided on the property. Seating may consist of a few benches. Landscaping can also be considered to make the area more appealing and useful.

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The Parks, Recreation and Culture Board has discussed the existing park shelter and does not see the need to re-construct or replace this shelter in the future, as the shelter and this portion of the park is perceived to have very little use. If an Eagle Scout were to rebuild the shelter in the future as part of a required project, the City would likely accept a new shelter; however, the City would look to have the shelter constructed within a different park.

Whisper Ridge Park

Location: 795 3rd Avenue SW

Whisper Ridge Park is located behind the existing homes on the corner of Cottonwood Street SW and 3rd Avenue SW. The park directly abuts and is located to the southeast of the residential homes located on Birch Court SW and is directly to the north of a residential neighborhood. The railroad borders the property for a short distance on the east, while the property to the north is vacant. Spirit Brook runs through the northern portion of the property.

Existing

Whisper Ridge Park is the location of one (1) full-size basketball court and one (1) full-size tennis court. The courts are combined into the same space and surrounded by a chain-link fence. A trail leads back to the area, which links the two entrances, one from 3rd Avenue SW and one from Birch Court SW. Fencing has been placed along the entrance from 3rd Avenue SW. Lighting has been provided at each of the access entrances as well.

Mature trees surround this area to the north and east. Much of the area is left in its natural state and would be considered a passive park area. Spirit Brook and a large wetland area are located to the north of the park. This area is controlled by a private property owner at this time; however, little, if any, of this area can be developed due to the natural resource significance of the area and the location of the existing floodplain.

Recommendations

Due to the park's location, many of the City's residents do not know that the park exists. The City has had issues with individuals riding recreational vehicles within the area, which has disturbed the surrounding neighborhood and cut up the natural areas that exist on the site. The Public Works Department has placed bollards along the railroad tracks within the area, in an effort to prevent ATV and vehicle use on the property. However, due to the isolation of the park and its lack of use, additional illegal activities have been known to occur in the park.

In previous discussions of the Parks, Recreation & Culture Board, members agreed that due to lack of use, the courts should not be replaced in the future. The courts should be removed upon their deterioration.

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There is area located to the north, which is unbuildable due to flood plain and wetland issues. In the future, the City may consider working with the property owner in an effort to expand the park to the north. Additional passive and natural areas would then be available to City residents. In addition, access to and visibility of the park may be better attained from the north.

There have also been numerous discussions about connecting this park to the Downtown area via a boardwalk. The path would lead through a natural wetland and serve to support the surrounding neighborhoods in getting to and from Downtown. It would also offer access to and highlight the City's natural environment. This project was stalled in early 2015 due to projected costs, but should be researched again in the future as a viable option for continuing to build convenient access points throughout the City.

FORMER PARK PROPERTIES

In 2019, the City Council discussed their intention to reduce the number of parks in the City and to focus energy on building a centralized destination for the community's events and programs, with Bluebird Park being the preferred destination. In an effort to preserve a sustainable balance in park properties City staff is required to maintain and to move toward this goal, decisions have occasionally been made to reduce park properties that are managed by the City.

VFW Park

Location: 410 Railroad Avenue SW

VFW Park was located on the northeast corner of the intersection of Railroad Avenue SE and Palomino Drive SE. The park was located to the south of the VFW Post facility, to the west of an existing residential neighborhood, to the north of a less densely populated residential area with future growth potential, and the east of the railroad tracks. The area to the north and west is guided for residential and commercial mixed uses; while the area to the south and east are guided for low density residential development.

Former Features

The City of Isanti had entered into a lease agreement with the VFW in 1987, which set forth the terms and conditions for the use of the area identified as VFW Park. The original agreement allowed for a chain-link fence to surround the perimeter of the park, for play equipment to be placed within the area, and for the installation of two (2) bituminous parking spaces with a corresponding trail to be placed along the south edge of the property. While the area designated as park had been surrounded by chain-link fence and play equipment had been installed; the

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parking spaces and trail had not been constructed. The overall size and dimensions of the park were quite small. Additional open space area, military equipment, and horseshoe pits are located to the north and west of the site; however, these areas were not considered part of the park.

The area is surrounded by mature trees, which provide more than adequate shade for those visiting the area.

A sidewalk was placed along Palomino Drive in 2019. Residential homes can be found to the east, with future residential designated to the south of the site. However, much of the area located immediately to the south is classified as floodplain and wetland; rendering additional development immediately to the south of the park quite difficult, if possible, at all. Currently, the lack of development and the variety of uses within the area, as well as the lack of pedestrian and motor vehicle traffic, has fostered a sense of isolation and seclusion to the park. In addition, neighboring properties have added recreational elements to their private parcels that deter children from entering the park. These conditions resulted in the park receiving very few visitors from the surrounding area. Despite these conditions, this was the only neighborhood park located adjacent to the existing residential properties to the east that is easily accessible and within a short walking distance.

In 2021, the City Council and the VFW decided to terminate the lease agreement and remove all City property from the park land. The fencing remained in place, as requested by the VFW, but all playground and park elements were removed. The City no longer maintains the property or any features on the land.

Isanti Community Center

Location: 208.5 1st Ave NW

The Isanti Community Center is positioned just north of the Isanti City Hall, behind residential properties and a storage business. The center is available for public and private rental with a user fee.

Existing

The center includes a main entertainment room with a 215 person capacity, restroom facilities, office and storage space, a small stage, and a multi-use kitchen. The kitchen includes a wash sink, refrigerator and freezer units, counter and cabinet space. Tables and chairs are provided, as well as a mounted TV with DVD player. Renters also have access to a speaker sound system, projector with screen, and microphones for an additional user fee.

The center also provides monthly rental options and is often rented by area organizations for weekly meetings.

Isanti School System

The City of Isanti has five (5) public schools located within its municipal boundaries; Isanti Primary School, Isanti Intermediate School/School for All Seasons, Isanti Middle

School/Minnesota Center, Arts and Science Academy Elementary, Arts and Science Academy Middle School. The City also includes one K-12 private school: St Scholastica HSC Academy. Each of the schools provides recreational opportunities and amenities on school property that can be accessed and utilized by City residents. While these areas are not owned, operated, or maintained by the City, the recreational facilities provided at each of these sites fill gaps that may be seen within the existing park and recreation system. For this reason, a brief discussion and description of the existing facilities found on each of these school sites has been provided below.

Isanti Primary School

Location: 301 County Road 5 NW

Located on the northwest corner of the intersection of 3rd Avenue NW and County Road 5 NW.

The Primary School has both a small and medium sized play structure located along 3rd Avenue NW. The equipment consists of slides, climbing bars, tubes, and bridges. Two (2) swing structures are also located within this same general area. Benches have been strategically placed around the play equipment area. The play area is surrounded by a chain-link fence, protecting children playing within the area from the adjacent residential street. Poured in Place sand has been placed as the base of the equipment area.

The Primary School also has a larger play structure for older children located on the west side of the school. Slides, tubes, and climbing equipment make up this larger play structure. A swing structure has also been located within this area. Similar in design to the other play area, benches have been located around the outer perimeter of the activity area and sand has been provided around the base of the equipment. A ball field as well as additional open space area can be found to the north of the play structure and to the west of the parking lot. In addition, a hard surfaced area has been located adjacent to the school building, which has two (2) funball goals.

Isanti Intermediate School/School for All Seasons (IIS/SFAS)

Location: 101 9th Avenue SW

Located to the south of the intersection of 8th Avenue NE and 9th Avenue NE

The IIS/SFAS has two (2) ballfields, as well as a vast amount of additional open space area, which could be used for other types of organized play activities or sports. This area is irrigated and is surrounded by a chain-link fence, so as to separate this area from the residential lawns that abut the fields on the south, southeast, and southwest sides. A basketball hoop and hard surfaced play area has been provided on the south side of the school, immediately adjacent to the school building. Several large play structures consisting of slides, bridges, swings, and climbing equipment has also been located within this area.

Isanti Middle School/Minnesota Center (IMS/MC)

Location: 201 Centennial Drive NW

Located on the southwest corner of the intersection of Centennial Drive NW and County Road 5 NW, immediately adjacent to the Rum River.

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The IMS/MC has two (2) practice football fields as well as two (2) baseball fields with benches. Soccer facilities with goals are located on the south side of the school. A paved area with four (4) basketball hoops and tetherball equipment has also been provided within this same general area. Climbing equipment, while only small stand-alone pieces, can be found in various locations on the property. These pieces of equipment were part of a larger physical activity course used by the school during physical education classes.

Arts and Science Academy – Elementary School

Location: 903 6th Ave Ct NE

Located in the cul-de-sac of 6th Ave Ct and south of Cajima St NE, next to Academy Park.

The public charter elementary school was built in 2015, it has one large playground area, a small basketball court and is adjacent to Academy Park, which is used by the school during school days.

Arts and Science Academy – Middle School

Location: 1005 7th Ave NE

Located on the north side of 7th Ave.

The public charter middle school was built in 2017 as an expansion from the elementary school.

St Scholastica HSC Academy

Location: 207 Whiskey Road NW

Located on the south side of County Road 5 next to Isanti Middle School.

The co-ed private school provides a Catholic-based education from Kindergarten through 12th grade.

EXISTING TRAIL SYSTEM

Trail and sidewalk connections have become an increasingly important part of the City's park and transportation system. Trails not only provide an opportunity for additional recreational opportunities, but are an important link between schools, neighborhoods, parks, commercial areas, and other community facilities throughout Isanti.

The trail system in Isanti started development in the early 2000s, after trails became a requirement of new development in 2002. Previously, pedestrian thoroughfares consisted of narrow public sidewalks that were added minimally within or adjacent to new residential developments.

Isanti now requires new development to provide both sidewalks and trails; as these facilities are considered to be important in the creation of an overall pedestrian way system. Both types of facilities are required to meet the City's adopted construction specifications and location standards, included within the City's Subdivision Ordinance and Engineer's Design Manual.

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Trails and sidewalks now connect most new developments to one another and have been dispersed throughout the community. While there may be some gaps within the system, the City remains dedicated to closing these gaps in the future, to ensure that the sidewalk and trail system will only become stronger and more well-connected. While some of these gaps in the system are located within developed areas of the community, a great majority of these infill pieces are located on parcels that have not yet developed. In 2021, a trail was added along the north end of Heritage Blvd NW from Hillock Court NW to 3rd Avenue NW to allow for safe passage to and from the Isanti Primary School property, and additional trail projects have been proposed to connect new developments with school properties.

City policy and ordinances would require the developer to construct these trail or sidewalk segments upon the development of the property. The City of Isanti realizes that it cannot control the timeframe in which these areas will develop in the future. If the City would decide that a particular segment is necessary prior to such development, the City would become the responsible party for obtaining easements and constructing these sidewalk or trail segments.

The majority of the trail linkages found within the community can be classified as Type Two, Park Trails or Type Two, Connector Trails. Both of these trail categories will continue to be important as well as the most predominant types of trail found within the community.

However, as the City continues to grow and develop, and as the needs and demands of the community change, additional trails with different types of purposes may be necessary and may need to be included in the overall sidewalk and trail system.

In review of the existing Sidewalk and Trail Map, it has been determined that there are gaps within the system that need to be filled. There have also been discussions to extend City trails to connect to more regional trail systems, such as to the Sunrise Prairie Trail near North Branch and to other County trails. The proposed “infill” segments have been discussed in more detail below.

PROPOSED PROJECTS

In an effort to ensure that area residents and visitors have a safe crossing over State Trunk Highway 65 (TH 65), the City has easements for connecting trails to cross TH 65. These sidewalks and trails are still considered important, even without a pedestrian bridge, to ensure connectivity along each side of the corridor. The City will need to continue looking towards options to provide safe passage across Highway 65.

- East TH 65 trail extension is considered to be an important connector between the residential neighborhood, future commercial area, and the school property.

- Main Street trail improvements would connect the west entrance of TH 65 to the existing sidewalk that is currently located on the south side of Main Street East. Currently, this sidewalk segment ends at the intersection of Main Street East and Credit

Union Drive NE. Again, this trail segment would still be necessary to fill a gap in the current service area.

- CSAH 5 Trail and Sidewalk Improvements along the south side from Elim Lane NE to Credit Union Drive NE and along the north side from Hillock Court NW to Third Avenue NW (Isanti Primary School). The project would involve the completion of sidewalk or trail segments that had previously been identified as necessary for the safety of pedestrians walking to school along CSAH 5 as well as to local businesses in these areas for surrounding residential neighborhoods. Applications had been submitted for Safe Routes to School funding, but to date, the project has not been granted funds. The City continues to pursue funding to aid in the construction of these sidewalk areas. Easements would also need to be obtained from private property owners in several areas along this roadway, due to the limited amount of existing right-of-way.

- CSAH 5 Trail Improvements to the west of Whiskey Road. This trail segment should connect the bridge that currently crosses the Rum River to the existing trail that is located within the southwest corner of Whiskey Road NW and CSAH 5 NW. Currently, pedestrians walk along County Road 5 NW within this area to get to the Rum River Bridge. A trail would provide the separation necessary between pedestrians and motor vehicle traffic.

Second enhanced pedestrian crossing on County Road 5 NE. A second enhanced pedestrian crossing has been identified within the Comprehensive Plan, which would cross County Road 5 NE, just to the east of its intersection with 8th Avenue NE. As this area to the north and southeast begins to develop, additional residential neighborhoods will need a safe crossing that would tie these newly developed areas into those of the existing community.Additional sidewalk and trail extension or infill projects may be necessary, which have not been summarized here. The City should look to conduct a Walkable Workshop of the community utilizing its sidewalk and trail system, so as to identify additional areas where connections may be needed or signs/signals for safe pedestrian crossing should be included or displayed. Once identified, these areas can be further prioritized to ensure that construction is completed for these segments as well.

The City has also previously discussed a major development to build a pedestrian bridge crossing TH 65 and providing safe passage across this high-traffic transportation corridor. The City currently has easements for connecting trails that were to lead to the entrance of the bridge on both east and west sides of the highway. The project was stalled in 2010 due to a lack of funding and federal support for infrastructure developments. The project has been re-addressed many times in years since, but has yet to receive the support for funding that would be needed to complete the project. It is still, however, a valuable project to consider to connect the City across TH 65.

FUTURE PARK AND TRAIL SYSTEM DEVELOPMENT

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Future Park Development

In order to ensure that a wide variety of play area types, sizes, amenities, and facilities can be found throughout the City of Isanti Park System that reflect the overall vision and values established by the community, an overall framework that provides direction for the creation of new parks and the redevelopment of existing facilities is needed. This framework will ensure that the Isanti Park System embodies the essence of the community and meets the needs of residents now, and in the future.

1. All residents should have the opportunity to play.

Play areas within parks should be created, so as to be stimulating and developmentally appropriate for all age groups and abilities. The play area should be designed to allow children the opportunity to investigate and influence their environment. The areas should enable children to thrive, contribute, and begin to create a healthy, active lifestyle. Furthermore, parks should be located and designed so as to accommodate the physical and developmental needs of all age groups and abilities, including for adults. A better quality of life will be experienced by all if equity and diversity are achieved within the facilities and services provided in the park system.

2. Parks should be both accessible and located within a reasonable walking distance.

Play areas should be readily accessible and located within walking distance for all age groups and all abilities. Most play areas should be located within ¼ mile of a residential neighborhood. Crossing of major barriers such as collector or arterial roadways should be eliminated. A network of multi-use, non-vehicular pathways, sidewalks, or trails should be created to ensure that accessibility and walking distance standards are met for the community.

3. The connections between Parks, Open Spaces, and Natural Areas should be enhanced.

Every park, play area, and open space within the community should be connected to every other park, play area, and open space through a linear greenway or sidewalk and trail system. This circulation system, which connects these amenities will encourage biking and walking within the community; and will foster a more positive community image for residents. Safe pedestrian connections will enhance community connectivity for both recreational and transportation purposes. Utility corridors such as storm water drainage systems or above and underground utility corridors may be considered as prime locations for a greenway system, as these areas can provide usable open spaces that remain consistent with their main purpose and function.

When possible, these areas should be considered, in an effort to provide a more cohesive park and trail system.

4. Parks should offer a variety of amenities and should be considered a destination for residents.

Each park or play area within the overall park system should be different and should include a variety of different play settings and amenities. Each park area should be programmed to provide a unique experience, so that the system as a whole creates an exciting and diverse set of activities for all age groups. Residents come to identify with a particular amenity or facility located within a particular park. These unique places encourage healthy, active lifestyles.

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5. The overall park system should provide access to natural settings.

As part of the overall park system, the City should aim to protect wild and natural areas, which should then be made accessible to the public. Native landscaping should be provided throughout the park system when it is appropriate to do so. Education programs should be encouraged adjacent to these areas, in an effort to stimulate interest and encourage increased environmental awareness. All age groups can benefit from viewing and acquiring an appreciation for the natural environment.

6. Open spaces should encourage sustainability for future generations.

Good park design maintains and respects the natural features that may be found on a given site and take into consideration such things as natural drainage patterns, topography, plants and wildlife. Parks and open spaces should be built on the existing environmental conditions or such features should be re-created on the site to help further define and enhance play areas. Respecting the natural environment found in a particular area; will not only help to create more unique spaces, but will preserve natural areas for future generations to enjoy.

7. Play areas should be designed with the recreational activities that may be provided in mind.

Playground areas should contain more than one type of recreational activity. Many parks contain manufactured play equipment alone; however, encouraging activity amongst the youth of the community requires more than play equipment. The number and type of activities provided should be determined by the area, location, size, function, adjacent uses and the overall community need for specific types of play activities. A variety of stimulating activities and facilities will help to encourage more active lifestyles.

8. Play areas should be site specific and sensitive to the surroundings.

Play areas should be designed to meet the character of the site. The activities provided should ensure that the area is seen as a destination. A master plan should be considered for each new park, even if the entire project cannot be constructed immediately. The overall features of the site should reflect the values, history, and needs of the area that it is intended to serve. Elements provided within the park should inspire community connection to the area. High quality building materials should be incorporated, along with a well-thought landscape plan to make the area aesthetically pleasing.

9. The neighborhood and/or community should be involved in the design of a new park or open space area.

When designing a play area, meaningful community involvement, which includes children, youth, adults, maintenance staff, and recreational leaders; should be a focus in the design process. After the park has been designed and constructed, all attempts should be made to keep the community involved in the park's development in the future. New play areas should be designed and based upon community or neighborhood needs. When redeveloping an existing park or continuing to build upon the concepts provided within a new park, community participation from those residents within the surrounding neighborhood should be considered and included at each

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stage of the development process. This type of citizen participation encourages "ownership" of the space that is created.

10. Maintenance standards and a Capital Improvement Plan should be implemented during the design process.

Each area should have an on-going maintenance guide, which is considered at the beginning of the park planning and design phase. Each item within the play area should be documented and included within a maintenance program and Capital Improvement Plan, so as to ensure that funding is available in the future for the upkeep of the equipment and the maintenance of the overall play area.

11. Adequate funding and resources must be identified when designing a new park or implementing a program.

The play area design should be reviewed to incorporate capital, operations, and maintenance costs in the allocation of funds so that there is complete financial understanding of the play area in the future. The City should continue to use partnerships and collaboration efforts when possible as a funding option. Cost estimates should be prepared for each project, which includes a full accounting of all costs at the design stage. Once a park is planned and created, on-going maintenance and replacement costs are a concern and should be addressed at the beginning of the park planning process.

12. Realize that park areas and needs will change over time. The ability to adapt to changing preferences is necessary.

Neighborhoods change over time and the play areas located within these areas should consider potential future changes at the design stage. Flexible space should be added to the overall park area to allow for changes as the community grows and changes.

Full funding for the construction of a park may not always be available, so incremental development of a park allows sites to evolve as needs change in the future. This phased development over time will allow for changes in user types, patterns, and preferences. In addition, the City must consider the changing demographics and the new trends that may arise in the future when planning for new play areas. The City should also consider and balance the value of existing parks to determine if their continued existence is beneficial to the community and worth the resources they require to maintain.

13. Develop a centralized destination for the entire community to experience and enjoy.

In 2019, the City Council established a goal to create a centralized park location that would become an overall destination for City-run activities. Bluebird Park, being centrally located and offering an abundance of open space, continues to be enhanced to meet the needs of the growing community and to offer amenities that will draw in residents from the entire City. This park will continue to be used and promoted for City events, programs, and activities to meet this goal.

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Future Trail Development

Linkages from existing and future parks, open space and natural areas to residential and commercial areas of the community will continue to be an important part of the overall park system. Not only will these linkages encourage an alternative form of transportation, to include walking and biking, but their inclusion within the overall park system will encourage active living and healthy lifestyles throughout the community. In order to ensure that these options are in place for community residents, an overall framework that provides direction for the construction of new trail segments is needed. This framework will ensure that the trails providing access and linkage to the overall Park System will continue to meet the needs of City residents.

1. Build a safe and secure community-wide trail system that links neighborhoods, recreational areas, community facilities, regional destinations, and natural areas to one another

The sidewalk and trail system has been identified as a highly desired infrastructure improvement for the City of Isanti. The existing trail system should be evaluated, maintained, and expanded upon to continue to accommodate both recreational and transportation needs. Providing a safe and secure pedestrian transportation system will help to encourage active and healthy lifestyles for area residents. Connections should be monitored on a regular basis, so as to ensure that the proper infrastructure is in place to continue to provide safe pedestrian connections for area residents.

2. Establish a continuous greenway system both around and through the community where possible.

Natural features can be found, which can be construed to be linear in form; and thus, have the potential for being linked to create a more continuous system. If these areas could be preserved, they would serve as natural stormwater buffers, trail corridors, nature areas, and neighborhood links throughout the community. The community should strive to identify those areas throughout the community that could be used for such a greenway system.

3. Continue to develop new trail segments in conjunction with the subdivision of land.

New trail segments should continue to be required as part of the platting and site design process. New residential and commercial developments have been required to provide both sidewalk and trail linkages, so as to ensure that the existing system is tied to new growth areas. This will enable the community to fill gaps that may exist and ensure that future gaps are avoided when possible.

4. Trail location should take into consideration natural areas and features.

Trail alignment should take into consideration the location of natural areas and features. The exact location of a future trail should be determined by studying in the field the conditions of the proposed trail location prior to development. While trails are a necessity within the overall park and trail system; care should be given to trail placement to ensure that natural areas are protected from construction and development. In addition, the preservation of these natural areas will help to enhance the aesthetics along any given pathway.

5. Work with the State, County, Township, and other governmental entities to ensure that existing and future trail connections take into consideration regional linkages.

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The community should continue to work with other governmental entities to ensure that existing and future trail linkages provide access to regional trails that may be constructed within or near the community. Regional collaboration to construct a larger trail infrastructure system for both recreational and transportation purposes will continue to be increasingly important in the future. Not only will these partnerships help to strengthen regional planning efforts, but will help these governmental entities to share resources for the common good.

6. Maintenance standards and a Capital Improvement Plan should be implemented.

Similar to that in park planning, the continued maintenance and reconstruction of sidewalk and trail segments should be considered during the planning and design phase. These amenities will also need to be replaced and maintained to ensure that the system is safe for pedestrians. Funding must be made available in the future for maintenance and construction and/or reconstruction of these segments.

FUTURE PARK, TRAIL AND OPEN SPACES

The City of Isanti is anticipating future population growth and continued residential, commercial, and industrial development. This additional growth and development will require additional park, trail, and open space areas to be incorporated within each new development; to be added to the existing park system. The City of Isanti believes that future expansion of the park system will be necessary to ensure that future residents and visitors to the community have the same opportunity to utilize parks, trails, and open spaces within the immediate vicinity of their homes and/or destinations. The connection of these future park areas to the overall park system will be important and should be reviewed prior to park development. While several future projects have already been identified and will be constructed in the near future, other projects may not be constructed for many years, pending the economic climate of the community.

- **Future Expansion of Outlot A (Villages on the Rum 3rd Addition, 2nd Replat - Park Addition)**
  While the actual amount of land area to the north of the Villages on the Rum 3rd Addition is limited for future planning, the City of Isanti may look to expand upon the park area that has been platted as Outlot A, now Legacy Park, and continue this area along Isanti Brook as it heads to the north. Significant natural resources lie just north of the current city boundary along Isanti Brook, which should be conserved within its natural state. Trails that may be constructed within the current portion of Outlot A may need to be expanded upon, as the City annexes property for future development to the north. Preservation of these natural resource amenities will continue to be important as the City grows.

- **Fairway Greens Future Neighborhood Park**
  As part of the Fairway Greens Development, a small neighborhood park had been proposed along 10th Avenue NE. While this small park would serve the residential units that had been planned for this general area; the size of the park and location would be unable to accommodate the total number of anticipated residential households that could be developed throughout the entire Fairway Greens Development in the future.

Additional park locations and facilities would need to be planned and developed in the area, as additional residential units are platted.

The platted area, in which the park was scheduled to be constructed, has undergone a number of changes. Pending the type of residential uses and layout of any new development, the location and size of the park may need to be re-examined.

- **Fir Street Parcels**
  The City owns two residential lots on Fir Street Southwest, in the Southwest corner of the City, that have yet to be developed. These parcels offer an opportunity to add an additional neighborhood park to the current system. This area has previously been discussed as a prime location to create an exercise park or to add a multi-use sports court as one is not present in this region of the City. The City has until 2030 to develop these parcels. If parks are not developed on these properties at that time, the land will need to be turned over to the State.

- **Future Active and Passive Park Areas (East Side of TH 65)**
  On the east side of Trunk Highway 65, additional park and open space area will need to be considered prior to and at the time of development. To date, all City-owned park facilities, with the exception of Academy Park, are currently located on the west side of Trunk Highway 65. In order to continue in the Isanti tradition, through the provision of vast park and open space areas, which are easily accessible and available to all City residents, plans will need to be implemented for the development of new facilities along the east side of the corridor as well. Within the planning area identified in the 2008 Comprehensive Plan, there are a number of large wetland complexes and associated natural areas that should be considered when reviewing proposals for future development.

  A number of other types of parks and park facilities may be reviewed and considered for this area, which may include but is not limited to: a dog park, a large passive park, nature conservatory, a sports complex, small pocket parks etc. Each facility should be reviewed based upon the needs of the community and locations should be carefully considered.

- **Future Greenway System**
  When encouraging healthy lifestyles and active living, it becomes increasingly important to provide residents and visitors to the community with an integrated and well-planned park and recreation system. Green spaces and parks should be more thoughtfully planned to create a connected system of multi-purpose greenways throughout the community. As a result, open spaces and parks become part of a larger multi-purpose greenway system; that results in the preservation of key natural areas that will not only offer community residents additional green spaces and passive recreational areas, but will contribute to a more sustainable and environmentally-friendly development pattern. These greenways or natural area corridors can be integrated into the existing and proposed future trail system. Such linkages will provide residents with an integrated park and trail system, which will enhance the quality of life for the community.

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- **South Park Future Neighborhood Park**
  Upon approval of the South Park Preliminary PUD Plat, a small neighborhood park was to be located within a future phase of the development. While the exact location of that park had not been determined, the City did request that one be added for residents living in this area. The economic downturn, as well as the resulting foreclosure crisis, has stalled this development. While the overall approvals for the development are still in place, once those approvals have expired, development in this area will need to be reviewed again at a future date. However, a park should continue to be considered for this area, due to the lack of such facilities nearby.

FUNDING SOURCES FOR FUTURE PARK AND TRAIL DEVELOPMENT

In order to maintain the existing park and trail system and to develop future park system amenities, funding sources must be identified. The City of Isanti has identified the following funding sources from which to draw from for future park and trail maintenance and development needs. While some of these funds may be easier to draw from than others, such sources are all still noted as options.

General Tax Levy

The general tax levy has been and will continue to be an important funding source, particularly towards operation and maintenance of park and trail facilities. Some capital improvements are also funded through the general tax levy. Additional sources of funding may need to be reviewed.

Park Dedication Fund

With the increased levels of development seen throughout the community in past years, the park dedication fund has become an increasingly important funding source for new and developing City parks. The fund can be used for both capital improvements as well as land acquisition costs. However, with the decreased levels of development experienced by the community in more recent years, the park dedication fund will be in need of replenishment. Unfortunately, additional funds for this source only come through development and subdivision proposals. Unless development continues, additional funding sources may be necessary in the near future.

User Fees

The City of Isanti has recently implemented a user fee system for specific park amenities, including use of the Unity Park Field, tennis courts at Mattson Park, park shelters, and the Bluebird Amphitheater, all of which see a fair amount of use by organized groups throughout the summer. The intent of the user fee is to help fund the maintenance and operation costs associated with these facilities. Use of these facilities results in yearly maintenance obligations. The user fees enable the City to ensure that the field is kept in good condition and is operational for those wishing to use the facilities. In the current economy, user fees may be looked to even more as a way to help finance general maintenance and operation improvements.

Donations

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Charitable organizations and/or individuals often donate funds to park and recreation efforts. The City may receive funding, providing that those funds are used for designated purposes or activities. However, the funding would enable the City to provide amenities or services that would not otherwise have been made available within the park system.

Grants

Grant opportunities are continuously available for park and trail improvements. Many grant opportunities are available at both the state and federal level. The Minnesota Department of Natural Resources has many grant options that are available each year. Grant information can be obtained through the DNR website. Transportation funds are also available to local units of government for the purpose of trail construction and maintenance. The City of Isanti has received grant funds in the past, which enabled the development of parks and trails throughout the community. In the near future, these types of grant funds will become even more important as other funding mechanisms become more limited.

Partnerships with Other Government Entities

Establishing partnerships with other communities, townships, and the County will become even more critical in future years. This type of collaboration and combining of valuable resources will better able these entities to ensure the success of a future park or trail system. These collaborative efforts will also help entities to avoid duplication of services and will enhance the park and trail planning process, so as to avoid wasteful spending of precious budgeted funds.

LAND ACQUISITION STRATEGIES

As is current practice, the City of Isanti will acquire most new park and trail land through the dedication of such land by private property owners, as required by the Zoning Subdivision Ordinance. While the City of Isanti could purchase properties, when available for park, open space, and trail development and/or expansion; funds to do so in upcoming years may be limited.

The acquisition process to pursue parcels or areas that are already developed may be more difficult. Instances where this would occur include those areas that have been identified as greenway areas for the interconnected park system. The City has identified certain greenway areas along the Rum River, as well as along Spirit and Park Brook. There are also several smaller connections through wetland/woodland areas. While some of these identified segments are located on property that may develop in the future and would be subject to the subdivision ordinance requirements, many of these areas are located along residentially developed parcels. In these instances, land may not necessarily need to be purchased, as there are other options to consider. Below is a list of methods for consideration.

Conservation Easement

This type of easement can be either purchased from the property owner or may be donated by the property owner. The easement would allow for an outside party, the City, to have limited use and access to a designated portion of the property without having to pay the price to purchase the property. Terms of the easement can be negotiated between the outside party and the property owner. For the City, the easement would allow for not only the construction of the trail

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through the easement area, but would permit maintenance and use of the trail by the public. The greenway area would be preserved in its natural condition in perpetuity. Restrictions on tree removal and land alteration may be required; however, for the private property owner, the individual may receive future development credits and would be able to restrict the types of public uses that may be permitted on the trail segment. If a non-profit organization, such as a land trust, is involved in the easement process, then the property owner may be entitled to tax write-offs or credits.

There are advantages to using this type of easement. The property, while listed at a diminished tax value, is not taken off of the tax rolls. The property owner is able to have continued enjoyment and profit from their property as well as allow the property owner to have some flexibility in the level of public use that is allowed on the trail within the easement area. For the City, these types of easements are less expensive than purchasing the property. However, with anything there are disadvantages, which include the potential for on-going conflicts between the underlying property owner and the outside party. Even if such conflicts and confusion does not occur under one property owner, the selling of the property to a different party may result in conflicts with the new owner in the future. Lastly, the conservation easement limits the activity on the land to specific functions. Obviously, upon creation of the easement, the activities that are able to use the facility have been specifically identified. Changing the requirements in the future may be difficult, if the needs of the community change in the future.

Fee-Title Ownership

Simply purchasing the property and having the City as the owner of the property is the cleanest process and allows for the greatest amount of flexibility. This ownership allows the City to preserve, develop, and maintain the area as the City feels fit over time. If the use of the property evolves over time, given changing dynamics of the community, there are no restrictions on the use of the property. While the advantages to ownership are obvious, the disadvantage to ownership is the cost associated with purchasing the property.

Other land acquisition strategies may be taken into consideration, which have not been mentioned here. However, these strategies may need to be further reviewed and examined on a case-by-case basis so as to ensure that they are meeting the goals and needs of the community.

The City of Isanti envisions a park, trail, and open space system that will not only enhance the quality of life for its current residents, but will create a system that can be easily built upon in the future. This plan will serve as a guide for future improvements and developments that will create a system of parks, trails, and open spaces that emphasize safety, innovation, conservation, and accessibility. The intent of this overall park system is not only to provide residents with recreational opportunities, but to protect and enhance the natural resources that can still be found throughout the community. The anticipated outcome is to produce a park and trail system that meets the needs of both existing and future community residents; encourages healthy, active lifestyles for all; and preserves our natural surroundings so they can be enjoyed by future generations.

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AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, FEBRUARY 15, 2022 – 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. February 1, 2022- Regular Meeting of the City Council

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, February 22, 2022 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 1, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, March 1, 2022 *(Immediately following the City Council Meeting)*
4. CITY OFFICES CLOSED	Monday, February 21, 2022 *(In Observance of President's Day)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
City Administrator Josi Wood
1. ORD-XXX An Ordinance to Repeal and Replace City Code Chapter 1; Sections 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 and Amend City Code Chapters 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 257, 258, 260, 262, 270, 284, 312 and 325
2. Resolution 2022-XXX Approving a Special Event Permit Application for Rum River Rods 12th Annual Summer Spectacular Car Show

Parks, Recreation and Events Coordinator Alyssa Olson
3. Resolution 2022-XXX Approving the Archery Range

L. Approve Consent Agenda
1. Payroll in the Amount of $128,212.63 and Accounts Payable in the Amount of $354,856.70
2. Resolution 2022-XXX Lift Station Pump Replacement
3. Resolution 2022-XXX Approving City Social Media LinkedIn Profile

4. Resolution 2022-XXX Approving Objectives and Organizational Chart
5. Resolution 2022-XXX Approving the Hire of William Brinkman Liquor Store Clerk II
6. Resolution 2022-XXX Approving a Check to Northern Elements All Stars for Volunteering at Isanti Movie Nights
7. Resolution 2022-XXX Approving Temporary 3.2 On-Sale Malt Liquor License for the Isanti Lions Club for the 2022 Isanti Street Dances
8. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North
9. Resolution 2022-XXX Authorizing Master Agreement with Mueller Systems
10. Approving Request for Proposals for Animal Control and Kennel Services

M. Other Communications

1. January Police Department Report
2. January Code Enforcement Report
3. January Building Inspector Report
4. February Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, FEBRUARY 2, 2022 – 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: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker, Community Development Director Stephanie Hillesheim, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Revised Agenda:
Add: K.4. Resolution 2022-022 Authorizing the City Administrator and Human Resources to Make Offer for Part-Time, Seasonal and Intern Positions and Allow to Start Prior to Council Approval

Add: L.7. Resolution 2020-021 Approving the Hire of Part-Time Liquor Store Clerk Roberta Klatt

Motion by Bergley, seconded by Lundeen to approve the agenda with the modifications listed above. Motion passed 4-0.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. January 18, 2022- Regular Meeting of the City Council
2. January 18, 2022- Committee of the Whole Meeting
3. January 24, 2022- Goal Setting

Motion by Gordon, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, February 15, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, February 15, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 15, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Councilor Lundeen shared that the Fire District received the Tahoe's that were ordered a year and a half ago. Lundeen continued to share that Two rangers are also on order to replace the duty cars at the Fire District. Lundeen also shared that the JPA has been tabled until there is progress met.

Councilor Gordon shared that a property owner along the Bike/Walk Trail had to do work along the trail due to Emerald Ash Bore effecting the trees alongside the trail and stated it turned out nice.

Mayor Johnson shared that P&M Truss reached out to him in regards to the billboard on their property and stated that it had been bought approximately six months ago but nothing has been done with it.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **ORD-766** Amending Chapter 262; Sewer and Water Service Charges

City Administrator Josi Wood shared that it was discussed at the December 21st, 2021 and January 18th, 2022 Committee of the Whole meetings to remove half base charges that were applied to properties within the City that were not connected to water and/or sewer but had availability. The consensus and recommendation from the Committee was to remove the charges.

Motion by Bergley, seconded by Gordon to approve Ordinance as presented. Motion passed 4-0. Motion carried.

2. **ORD-767** Amending Chapter 8; City Council

City Administrator Josi Wood shared that at the December 21st, 2021 Committee of the Whole meeting it was discussed that it was not necessary to have City Council approve other board minutes. This would include the EDA, Park, Recreation and Culture Board and Planning Commission. The City Attorney has advised that each board should be approving their own minutes and it is not necessary to go to City Council.

Motion by Lundeen, seconded by Bergley to approve Ordinance as presented. Motion passed 4-0. Motion carried.

City Engineer Jason Cook

3. South Brookview Improvements- Preliminary Engineering Report
   a. **Resolution 2022-015** Accept Feasibility Report and Order Public Hearing
   b. **Resolution 2022-016** Authorize Plans and Specifications

City Engineer Jason Cook shared the Preliminary Engineering Report for the South Brookview area rehabilitation. The report consisted of existing conditions where the pavement quality was rated 2-5 out of 10. A rating of 2 is classified as a completely failed state and 5 is classified where it is beyond a scope of work of being a milled and overlay. The watermain was part of the original install in 1976 with some of the other development areas done in 1990. The sanitary sewer in South Brookview is a large 18-inch RCP pipe that was installed in 1983 and other development areas in 1990. There have been no known issues or failures in those pipes and it is expected that the pipes shall be able to last the life of the improvement that is being proposed.

The storm sewer is functioning adequately so there is no anticipation to add any. The Anoka Conservation District had done a study where water quality projects could be completed in the City. Below is the City Engineer's recommended schedule to keep the project on schedule to be constructed this Summer:

1. February 2, 2022: Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications

2. February 16, 2022: Hold Public Open House

3. March 1, 2022: Hold Public Hearing on the proposed improvement

4. March 1, 2022: Mayor and City Council approves plans and orders advertisement of bids

5. March 29, 2022: Open Bids

6. April 5, 2022: Mayor and City Council awards bid

7. June – October 2022: Project construction

8. November 15, 2022: Conduct final Assessment Hearing

It is proposed to assist the City in completing the scope of design services through bidding, for an hourly, not-to-exceed fee of $67,660. Should the project move forward to construction, it is also proposed to complete the construction services for an hourly, not to exceed fee of $55,330.00. These fees were included in the Preliminary Engineering Report.

Motion by Gordon, seconded by Bergley to approve K.3. a. and K.3. b. as presented. Motion passed 4-0. Motion carried.

4. **Resolution 2022-022** Authorizing the City Administrator and Human Resources to Make Offer for Part-Time, Seasonal and Intern Positions and Allow to Start Prior to Council Approval
City Administrator shared that Council would ultimately approve the hire but if authority were to be given to staff to be able to hire and make the offer for Part-Time, Seasonal and Intern positions it would help the individual start the position sooner.

Motion by Lundeen to approve the City Administrator and Human Resources to make offer for Part-Time, Seasonal and Intern positions and allow to start prior to Council approval, seconded by Gordon. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $128,068.32 and Accounts Payable in the Amount of $750,234.57
2. Approving the 2022 Personnel Policy
3. **Resolution 2022-017** Accepting Resignation of Liquor Clerk II Carrie Prather
4. **Resolution 2022-018** Approving Staff to Submit Applications For Grants Pertaining to Activities and Programs in Police Department For 2022

5. **Resolution 2022-019** Authorizing the City of Isanti to Enter into Agreement with Metropolitan Emergency
6. **Resolution 2022-020** Adopting the 2022 Comprehensive Parks, Trails, and Open Space Plan for the City of Isanti
7. **Resolution 2020-021** Approving the Hire of Part-Time Liquor Store Clerk Roberta Klatt

Motion by Lundeen, seconded by Bergley to approve the consent agenda. Motion passed 4-0. Motion carried.

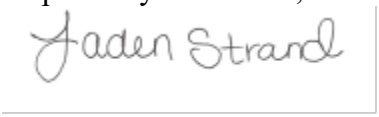
M. Other Communications

None

Adjournment

A motion was made by Lundeen, seconded by Bergley. Motion passed 4-0. Motion carried.

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: February 15, 2022

Subject: ORD-XXX An Ordinance to Repeal and Replace City Code Chapter 1; Sections 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 and Amend City Code Chapters 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 257, 258, 260, 262, 270, 284, 312 and 325

Background:

The final phase of the City Code project update for the Editorial and Legal Analysis (E & L) is to approve the remaining chapters that had edits. General Code went through all the codified Chapters for an Editorial and Legal analysis (E & L) which gave an in-depth chapter -by- chapter review of the City's Code.

Request:

- Staff is requesting action on this item

Attachment:

- ORD-XXX An Ordinance to Repeal and Replace City Code Chapter 1; Sections 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 and Amend City Code Chapters 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 257, 258, 260, 262, 270, 284, 312 and 325

ORDINANCE NO. XXX

AN ORDINANCE TO REPEAL AND REPLACE CITY CODE CHAPTER 1; SECTIONS 4, 5, 6, 7, 8, 9, 10, 11, 12 AND 13 AND AMEND CITY CODE CHAPTERS 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 257, 258, 260, 262, 270, 284, 312 AND 325.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer City Code Chapter 1, Sections 4-13, are hereby repealed and replaced as follows:

§ 1-4. Code adopted; existing ordinances continued.

Pursuant to Minn. Stat. § 415.021, the ordinances of the City of Isanti of a general and permanent nature adopted by the City Council of the City of Isanti, as revised and codified and consisting of Chapters 1 through 325, are hereby approved, adopted, ordained and enacted as the Code of the City of Isanti, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments. This ordinance and the Code adopted hereby shall supersede and replace the 2009 Code of the City of Isanti, as amended and supplemented.

§ 1-5. Code on file; additions and amendments.

A. A copy of the Code has been filed in the office of the City Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance. Following adoption of this ordinance, such copy shall be certified to by the Clerk of the City of Isanti as provided by law, and such certified copy shall remain on file in the office of the City Clerk, to be made available to persons desiring to examine the same during all times while said Code is in effect.

B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the governing body to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the City of Isanti" shall be understood and intended to include such additions and amendments.

§ 1-6. Notice; publication.

The Clerk of the City of Isanti shall cause notice of the passage of this ordinance to be given in the manner required by law. The notice of passage of this ordinance coupled with the filing of the Code in the office of the City Clerk as provided in § 1-5 shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

§ 1-7. Severability.

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

§ 1-8. Repealer.

Ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the City of Isanti which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.

§ 1-9. Ordinances saved from repeal.

The adoption of this Code and the repeal of ordinances provided for in § 1-8**Error! Bookmark not defined.** of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

A. Any ordinance adopted subsequent to December 7, 2021.

B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.

C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.

D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered, prior to the effective date of this ordinance, brought pursuant to any legislative provision.

E. Any franchise, license, right, easement or privilege heretofore granted or conferred.

F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing of grade, changing of name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof, or any currently effective ordinances pertaining to location of City limits.

G. Any ordinance or resolution appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the City's indebtedness.

H. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract, agreement or obligation.

I. The levy or imposition of taxes, assessments or charges or the approval of the municipal budget.

J. The dedication of property or approval of preliminary or final subdivision plats.

K. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation, or appointment or combined offices, of officers and employees.

L. The Zoning Ordinance and any amendments thereto; any ordinance adopting or amending the Zoning Map; any ordinance pertaining to subdivision of land, site plan review or any other land use topic; and the Stormwater Management Ordinance.

M. Any ordinance relating to or establishing a pension plan or pension fund for municipal employees.

N. Any ordinance relating to the establishment, operation or affairs of the Economic Development Authority (EDA) of the City.

O. Specifically, the following ordinances are saved from repeal: Ord. Nos. 114, 118, 121, 126, 131, 132, 134, 141, 208, 240.

§ 1-10. Changes in previously adopted ordinances.

A. In preparing the revision and codification of the ordinances pursuant to Minn. Stat. § 415.021, certain minor grammatical and nonsubstantive changes were made in one or more of said ordinances. It is the intention of

the City Council that all such changes be adopted as part of the Code as if the ordinances so changed had been formally amended to read as such.

B. In addition, the changes, amendments or revisions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

§ 1-11. Titles and headings; editor's notes.

A. Chapter and article titles, headings and titles of sections and other divisions of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.
B. Editor's notes indicating sources of sections, giving other information or referring to the statutes or to other parts of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.

§ 1-12. Altering or tampering with Code; violations and penalties.

It shall be unlawful for anyone to change, alter or tamper with the Code in any manner which will cause the laws of the City of Isanti to be misrepresented thereby. Anyone violating this section shall be subject, upon conviction, to a fine as provided in § 1-1 of the Code.

§ 1-13. When effective.

This ordinance shall take effect immediately upon final passage and publication as provided by law.

Section 2- Amendments: City Code Chapters 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 258, 260, 262, 270, 281, 312 and 325 of City Code, are hereby amended as follows:

Chapter 1, General Provisions.

Article I, Construction and Penalties.

Sections 1-3, Definitions, and 1-4, Statutory rules adopted, are relocated from Article II to Article I; Article I is retitled “Construction and Penalties.”

Chapter 8, City Council.

Article I, Advisory Bodies.

Sections 8-6C and 8-7D are each amended to add the words “as deemed” preceding the word “necessary.”

Article II, Salaries.

Section 8-10.1 is added to read as follows:

§ 8.10.1 Member per diem fee for service on boards.

Appointed members of the Planning Commission, Parks, Recreation and Culture Board and Economic Development Authority shall receive a per diem of $25 for each meeting when serving.

Article III, Rules of Organization.

Section 8-17A(3), regarding the presiding officer and other organizational rules and procedures, is repealed.

Chapter 18, Elections.

Article II, Primaries.

Section 18-3 is amended to revise the final phrase as indicated: "… purpose of electing municipal officers.

Chapter 76, Alcoholic Beverages.

A. In § 76-3, the definition of "guest" is amended to read as follows: "A person not a member of the establishment but present on the licensed premises in the company of a host member."

Section 76-9D is amended to add the term "bowling centers" in the first sentence.

Section 76-31A and 76-32 are amended to change "Isanti Volunteer Fire Department" to read "Isanti Fire District or Fire Agency."

Section 76-39 is amended to revise "as provided by Chapter 1, Article 1, of this Code of Isanti."

Section 76-40, Summary approved, is repealed.

Chapter 87, Animals.

Article II, Dogs.

Sections 87-6B, C, D and E, § 87-7C and § 87-11A are each amended to revise wording that refers to fees established by resolution to refer to the fees set forth in the City Fee Schedule in Chapter 160.

Chapter 111, Building Construction.

Article II, State Building Code Standards.

Section 111-7C is amended to revise Subsection C(1) and (2) to read as follows:

(1) 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	*Time Frame*
$50 - Fees less than $50 are nonrefundable.	*For requests made within 30 days*
$50 or 20% of the permit fee whichever is greater	*For requests made within 60 days*
$50 or 40% of the permit fee whichever is greater	*For requests made within 90 days*
$50 or 60% of the permit fee whichever is greater	*For requests made within 120 days*
$50 or 80% of the permit fee whichever is greater	*For requests made within 180 days*

(2) 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, reinspection fees, and any other services that have previously been rendered.

Chapter 119, Burning, Open.

Section 119-4B(1) is amended to remove the wording that reads "office at 401 1st Avenue NW in the City of Isanti.

Chapter 143, Drug Lab and Chemical Dump Sites.

Section 143-3 is amended to revise the reference to the resolution of the City Council to refer to the fees in Chapter 160.

Chapter 171, Fireworks.

In § 171-1, the definition of "Fire Chief" is amended to revise "Fire Department" to "Fire District or Fire Agency."

Chapter 227, Parking and Storage.

In § 227-1, Subsection A of the definition of "authorized emergency vehicle" is amended to revise "Fire Department" to "Fire District or Fire Agency;" and § 227-5A is amended to revise "Fire Department" to "Fire District or Fire Agency."

Chapter 253, Rental Dwellings.

Section 253-12F is amended to revise the reference to the resolution of the City Council to refer to the fees in Chapter 160.

Chapter 256. Residential and Nonresidential Property Maintenance Standards.

Section 256-9B(11)(b) is amended to revise "Fire Department" to "Fire District or Fire Agency."

Chapter 257, Right-Of-Way Management.

A. In Section 257-3, Subsection B of the definition of "small wireless facility" is amended to delete the phrase that reads: "provided such equipment."
B. Section 257-5E is amended to delete the final sentence that reads: "The delay penalty shall be established from time to time by City Council resolution."
C. Section 257-19B is amended to delete the phrase that reads: "as set forth in the City Fee Schedule, Chapter 160."
D. Section 257-22B(2) is amended to add wording to the last sentence as indicated: "… revocation of the permit issued for the work or <u>the denial of</u> future permits to the offending permittee or its subcontractors.

Chapter 258, Secondhand Goods Dealers.

Section 258-5A(1) and B are each amended to revise the reference to the fees set by resolution of the City Council to refer to the fees in Chapter 160.

Chapter 260, Sewers.

Section 260-17 is amended to revise the reference to the fees set by resolution of the City Council to refer to the fees in Chapter 160.

Chapter 262, Sewer and Water Service.

Section 262-5B is amended to delete the following sentence: "The deposit shall be in accordance with the City Fee Schedule."

Chapter 270, Snowmobiles and Special Vehicles.

B. Article I, Snowmobiles.

Section 270-1.1 is amended to change "grant and aid state trails" to read "grant-in-aid state trails."

Chapter 281, Stormwater

Section 281-4B(2) is amended to change "REU" to "ERU."

Chapter 312, Unclaimed Property.

Section 312-6 is amended to change "168B.101" to 168B.16.

Chapter 325, Water.

A. Section 325-9A and F and § 325-13C(1) are each amended to revise the reference to the fees set by resolution of the City Council to refer to the fees in Chapter 160.
B. In § 325-9, Subsection I is amended to delete the following wording: "as adopted by resolution of the City Council"; and Subsection J is amended to delete the wording "per the Fee Schedule."
C. Section 325-13C(1) is amended to remove the following wording: "set by resolution of the City Council."

Section 3- EFFECTIVE DATE:
This ordinance takes effect upon its adoption and publication in the official city newspaper.

Adopted by the Isanti City Council this 15th day of February 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date:
CC Reading Date:
Publication Date:
Effective Date:

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER RODS 12TH ANNUAL SUMMER SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event application requesting a permit to host the 12th Annual Summer Spectacular Car Show; and,

WHEREAS, a one-day event is scheduled to take place on Main Street on Saturday, August 13; and,

WHEREAS, event will take place 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; and,

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 15th day of February 2022.

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
- [X] Cleanup Deposit Fee - $100
- [X] Proof of Insurance or Certificate of Insurance
- [X] Site Map
- [X] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event City will send 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.
- [X] Vendors will be present:
  - [X] Peddler's Permit (background check required) submitted by event organizer only
  - [X] $25 fee for one-day applications
  - [ ] Vendor List
- [X] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

---

rec'd 1/12/2015 AW

Proposed Location of the Event (be specific, site map also required):
Main Street in down town Isanti from railroad tracks to 4th Street & 1 blk north and South

Estimated Number of People in Attendance (includes staff, participants, and spectators):
300+

Parking Impact – Describe in detail:
N/A

Tents, equipment, amusement rides, etc.
Type: Pop-up
Size: 10x10
Location: Corner of 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 to 4th Avenue. All Streets North & South of main; 1 block down

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 Same as Street dance

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
N/A

Clean-up Plans – Describe in detail:
Club will walk area and pick-up any trash

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]

City Administrator
X Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, January 27, 2022 8:09 AM
To: Isanti Parks
Subject: RE: SEP - Rum River Rods Summer Spectacular - Aug 13

Isanti Fire reviewed and approves the August 13 car show SEP application as presented by Rum River Rods.

Thank you.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Wednesday, January 26, 2022 12:52 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Rum River Rods Summer Spectacular - Aug 13

Al, Travis,
Attached is a special event permit application for this year's Summer Spectacular on Main Street. Please confirm approval or let me know of any concerns by **February 11**.

Thanks!

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

Special Event Equipment Request Form

Event Name: 12th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 13, 2022

Contact Person: Amy Davis

Equipment Drop Off/Pick Up Location: Main Street & 1st Avenue

Equipment Drop Off Date/Time: Sat Aug 13 @ 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: 16

Stage: _____

Road Closed Signs: 4

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: 12th Annual Summer Spectacular Car Show

Special Event Date(s): Saturday August 13th 2022

Coordinator Name: Amy Davis

Coordinator Phone Number: [redacted] Email: [redacted]

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale

Will submit Closer to Event

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Car Shows w/ Crafters and Vendors

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) (W)

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) (W)

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

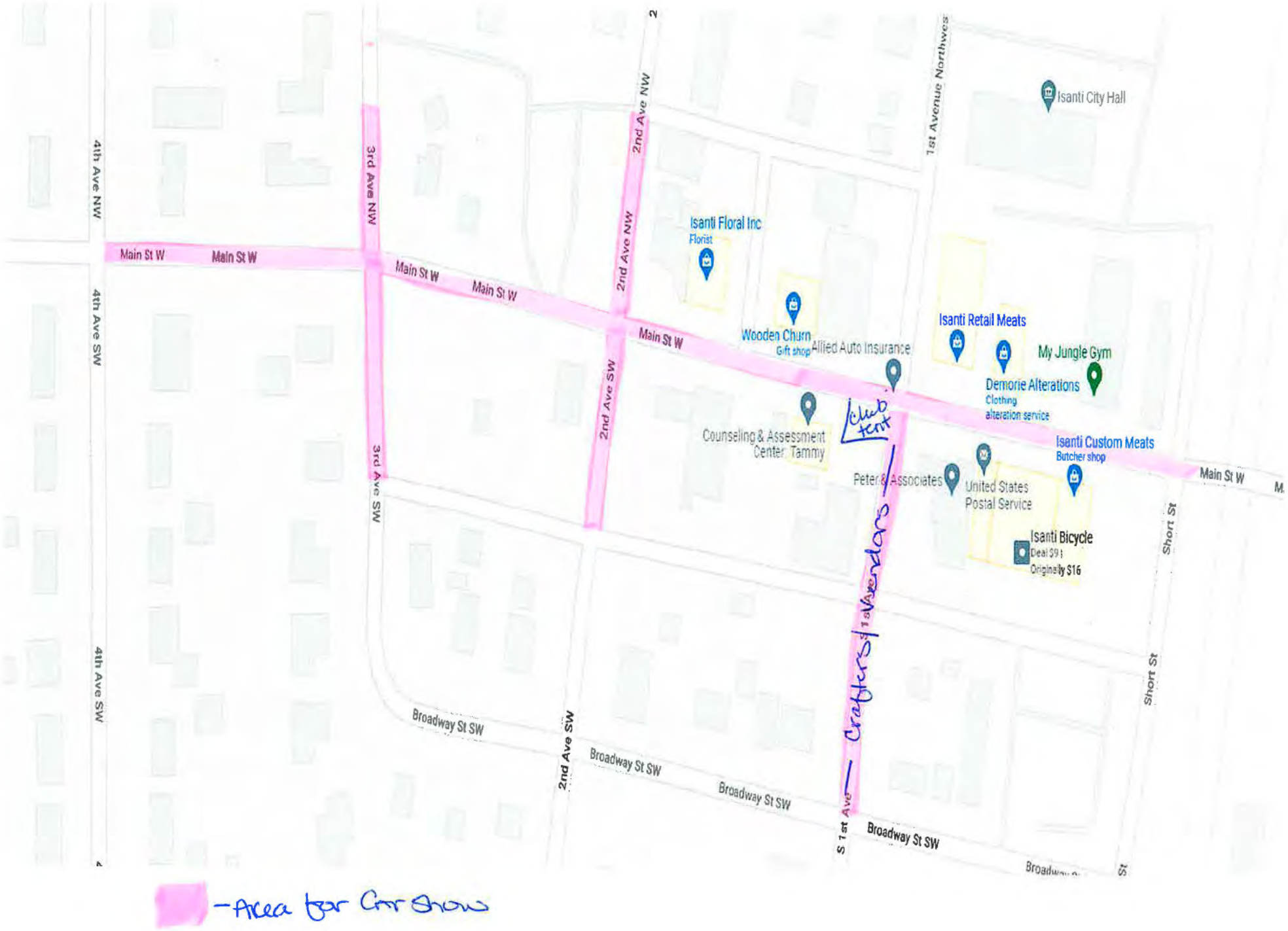
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____


Isanti City Hall
1st Avenue Northwest
2nd Ave NW
3rd Ave NW
4th Ave NW
4th Ave SW
Main St W
Isanti Floral Inc
Florist
Wooden Churn
Gift shop
Allied Auto Insurance
Isanti Retail Meats
My Jungle Gym
Demorie Alterations
Clothing alteration service
Isanti Custom Meats
Butcher shop
Counseling & Assessment Center Tammy
Peter & Associates
United States Postal Service
Isanti Bicycle
Deal $9 |
Originally $16
Short St
2nd Ave SW
3rd Ave SW
Broadway St SW
S 1st Ave
Crafters / Vendors
Ticket tent
- Area for Car Show

12th ANNUAL SUMMER SPECTACULAR

CAR SHOW

SATURDAY
AUGUST 13, 2022
10am – 3pm

DOWNTOWN ISANTI, MN

$10
PRE-REGISTER $6
(by July 30, 2022)

CRAFT and DIE CAST CAR 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

INTERNAL USE

FREE BI-WEEKLY SHOWS:
WEDNESDAYS (5-8pm)
JUNE 1st-AUGUST
@VFW- ISANTI
410 RAILROAD AVENUE SE

JOIN US!

MARKEL INSURANCE COMPANY

COMMERCIAL GENERAL LIABILITY POLICY DECLARATIONS

POLICY NUMBER: CVG1813-05 RENEWAL OF NUMBER: CVG1813-04

Named Insured And Mailing Address (No., Street, Town or City, County, State, Zip Code)

Rum River Rods
[redacted]
Isanti, MN 55040

Policy Period: From 03/09/2022 To 03/09/2023, 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

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designation Of Premises (Part Leased To You): All Premises Leased To You
Name Of Person(s) Or Organization(s) (Additional Insured): All Managers or Lessors Of Premises
Additional Premium: Included
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

© Insurance Services Office, Inc., 2012

Isanti Parks

From: Nick and Amy Davis [redacted]
Sent: Wednesday, February 2, 2022 10:06 AM
To: Isanti Parks
Subject: Fwd: Reservation Request regarding 2022 Car Show

Good Morning-

I just wanted to forward you the email that we are good to go to use the parking lot and grass for our Summer Spectacular Car Show in August.

Thanks,
Amy Davis
Rum River Rods

---------- Forwarded message ---------
From: **Mary Bye** <office@faithlutheranisanti.com>
Date: Wed, Feb 2, 2022 at 9:27 AM
Subject: Re: Reservation Request regarding 2022 Car Show
To: Nick and Amy Davis [redacted]

I am very sorry. Please let me know the address you used to mail the check.

The office address "required" by the Postal Service is:
Faith Lutheran Church
PO Box 87
Isanti, MN 55040

Also, please consider your request accepted. I will watch for the check to come in the mall OR you can drop it off between 9:00 am and 2:00 pm Tuesday through Friday.

Thank you so much.

On Wed, Feb 2, 2022 at 9:09 AM Nick and Amy Davis [redacted] wrote:
Good Morning Mary-

I received the form/check back...it said it was Returned to Sender because there was no mail receptacle. When is someone there at the office that I can drop it off to you?

Thanks,
Amy

On Wed, Jan 26, 2022 at 9:23 AM Nick and Amy Davis [redacted] wrote:
I sent it last Friday.

Thanks,
Amy

On Wed, Jan 26, 2022 at 9:04 AM Mary Bye <office@faithlutheranisanti.com> wrote:
When did you send the deposit? If it has been more than just a few days, I will investigate right away and find out if it may have been recorded as a donation instead of a deposit. We can correct that!

Thank you.

On Wed, Jan 26, 2022 at 8:03 AM Nick and Amy Davis [redacted] wrote:
Good Morning Mary-

Just following up to see if you received the $50 deposit that I sent to you? If you did and we are good to go, can you please let me know. I need to forward to the city for our show permit.

Thanks,
Amy

On Fri, Jan 14, 2022 at 12:52 PM Mary Bye <office@faithlutheranisanti.com> wrote:
(YOUR REQUEST)

On Tue, Jan 4, 2022 at 10:10 AM Nick and Amy Davis [redacted] wrote:

I am starting my planning for the 2022 Car Show Season now and wanted to see if we would be able to get the grass area and parking lot again this year for our event? I am attaching the reservation form, let me know if you need me to drop off a check for a deposit? Also, the insurance is the same from the previous years events.

Thanks,
Amy Davis
[redacted]
Rum River Rods

I have checked with Ron Schleif and with our Council President. Your request is accepted.
If you could bring or send a $50 deposit, I will ask Ron to sign your Reservation Form and send you a copy.

Hoping you will have a good car show!
--
Mary Bye
Office Administrator
Faith Lutheran Church, Isanti, MN
763-444-9201

--
Mary Bye
Office Administrator
Faith Lutheran Church, Isanti, MN
763-444-9201

--
Mary Bye
Office Administrator

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: February 15, 2022
Subject: Resolution 2022-XXX Approving the Archery Range

Background:
In July 2021, in the Committee of the Whole meeting, the Council elected to move forward with adding an archery range to the Isanti park amenities, identifying the location as the area south of the Dog Park.

Staff has examined costs for this new feature and determined the following:
A 135'L x 150'W range consisting of 9 lanes will be created, ranging in shooting distance from 10 to 40 yards. A berm will be created at the south end of the lot to act as a backstop for arrows, and a split rail fence will be installed along the east and west sides of the range to maintain a safety perimeter. For ADA accessibility, a lime ag path would be extended from the paved path to the range area. Paths would also be created to designate each lane and provide inclusive use of the recreation site. Two light poles will be installed in the vicinity to enhance visibility at night for both the archery range and the dog park.

The total estimated cost to build the archery range, included a 5% contingency is $17,955.

Archery Range Estimated Costs:

Materials	$3,500	
Fencing	1,600	
ADA Paths	6,000	
Lighting	6,000	
Total Initial Cost:		**$17,100**
+ 5% contingency	855	

TOTAL Estimated Archery Range Cost: $17,955

Request:
Staff would like approval to move forward with building the archery range within this project scope this Spring.

Attachment:

- Resolution 2022-XXX
- Archery Range Layout

RESOLUTION 2022-XXX

APPROVING THE ARCHERY RANGE

WHEREAS, community members have requested an Archery Range to be built in the City of Isanti; and,

WHEREAS, staff has identified plans to build an Archery Range south of the dog park; and,

WHEREAS, the installation of a range that includes multiple targets, lanes, a safety berm, fencing perimeter and lighting will be completed; and,

WHEREAS, staff has estimated costs to total $17,100; and,

WHEREAS, the total project cost is to include a 5% contingency; and,

WHEREAS, the CIP has $18,000 available for Archery Range with the funding source 920-45300-500;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the construction of the archery range within the City of Isanti with a total project cost of $17,955, including a 5% contingency with the funding source 920-45300-500. Authorize the City Administrator to approve final costs.

This resolution was duly adopted by the Isanti City Council this 15th day of February 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Fencing
Targets
Walking Path/Lanes
Lights
Picnic Bench

City of Isanti

Gross Payroll	110,863.20
Social Security & Medicare	6,242.13
Public Employees Retirement	11,107.30
Total City Expense	128,212.63

Pay Date 2/4/2022

Pay Period 3 (1/16-1/29/22)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 1/31/2022 - 1/31/2022 | Jan 31, 2022 02:28PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/22	01/31/2022	57263	12	POSTMASTER	603-20200	2,500.00
Grand Totals:						2,500.00

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	
02/22	02/02/2022	57645	3145	ALEX PRO FIREARMS LLC	920-20200	.00	V
02/22	02/02/2022	57646	532	AMERICAN ENGINEERING TESTING INC	609-20200	581.00	
02/22	02/02/2022	57647	2030	ARTISAN BEER COMPANY	609-20200	144.45	
02/22	02/02/2022	57648	9	BERNICKS PEPSI-COLA	609-20200	1,561.89	
02/22	02/02/2022	57649	2319	BREAKTHRU BEVERAGE OF MN	609-20200	1,918.65	
02/22	02/02/2022	57650	2487	CAPITOL BEVERAGE SALES	609-20200	134.25	
02/22	02/02/2022	57651	1474	CDW GOVERNMENT INC	614-20200	838.45	
02/22	02/02/2022	57652	1834	CENTRAL WOOD PRODUCTS	101-20200	95.00	
02/22	02/02/2022	57653	1629	CITY OF ISANTI	226-20200	13,571.19	
02/22	02/02/2022	57654	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,322.75	
02/22	02/02/2022	57655	897	DVS RENEWAL	101-20200	327.25	
02/22	02/02/2022	57656	3140	GARPHISH BREWING COMPANY	609-20200	216.00	
02/22	02/02/2022	57657	2830	GDO LAW	101-20200	4,083.33	
02/22	02/02/2022	57658	1400	GENERAL CODE LLC	101-20200	522.00	
02/22	02/02/2022	57659	739	HACH COMPANY	602-20200	336.14	
02/22	02/02/2022	57660	3147	HOME DEPOT USA	101-20200	.00	V
02/22	02/02/2022	57661	663	INITIATIVE FOUNDATION	108-20200	825.00	
02/22	02/02/2022	57662	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	81.31	
02/22	02/02/2022	57663	162	ISANTI RENTAL INC	226-20200	190.00	
02/22	02/02/2022	57664	113	ISANTI TIRE & AUTO CARE INC	101-20200	44.56	
02/22	02/02/2022	57665	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	249.30	
02/22	02/02/2022	57666	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,447.33	
02/22	02/02/2022	57667	5	KAWALEK TRUCKING	609-20200	252.20	
02/22	02/02/2022	57668	203	LANO EQUIPMENT INC	603-20200	462.60	
02/22	02/02/2022	57669	1708	LILLEBOE, DAVE	601-20200	203.00	
02/22	02/02/2022	57670	3117	MAVERICK WINE LLC	609-20200	1,311.32	
02/22	02/02/2022	57671	17	MCDONALD DISTRIBUTING CO	609-20200	6,762.95	
02/22	02/02/2022	57672	2978	MILBANK WINWATER WORKS	601-20200	11,222.00	
02/22	02/02/2022	57673	2208	MINNESOTA EQUIPMENT INC	101-20200	82.96	
02/22	02/02/2022	57674	33	MN CHIEFS OF POLICE ASSOC	101-20200	320.00	
02/22	02/02/2022	57675	3119	MOOSE LAKE BREWING CO. LLC	609-20200	144.00	
02/22	02/02/2022	57676	2080	MVTL LABORATORIES INC	602-20200	402.02	
02/22	02/02/2022	57677	617	PAUSTIS & SONS	609-20200	1,453.75	
02/22	02/02/2022	57678	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,406.50	
02/22	02/02/2022	57679	2473	RITEWAY BUSINESS FORMS	609-20200	283.70	
02/22	02/02/2022	57680	2396	SOUTHERN GLAZERS OF MN	609-20200	12,232.41	
02/22	02/02/2022	57681	3146	T C WINTER SERVICES	101-20200	550.00	
02/22	02/02/2022	57682	3144	TAFT STETTINIUS & HOLLISTER LLP	931-20200	10,000.00	
02/22	02/02/2022	57683	1290	THE AMBLE GROUP	101-20200	409.73	
02/22	02/02/2022	57684	427	VESSCO INC	601-20200	1,304.94	
02/22	02/02/2022	57685	42	VIKING COCA-COLA BOTTLING CO	609-20200	251.00	
02/22	02/02/2022	57686	4	WATSON CO INC	609-20200	1,278.52	
02/22	02/02/2022	57687	2872	WINEBOW	609-20200	1,212.00	
02/22	02/02/2022	57688	3145	ALEX PRO FIREARMS LLC	920-20200	10,564.89	
02/22	02/02/2022	57689	3147	HOME DEPOT USA	101-20200	30.00	
Grand Totals:						107,630.34	

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/08/2022	57690	53	BELLBOY CORPORATION	609-20200	3,365.46
02/22	02/08/2022	57691	9	BERNICKS PEPSI-COLA	609-20200	1,356.48
02/22	02/08/2022	57692	368	BILLS QUALITY CLEANING	609-20200	712.00
02/22	02/08/2022	57693	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,238.57
02/22	02/08/2022	57694	1047	CENTRAL TRUCK SERVICE INC	101-20200	330.00
02/22	02/08/2022	57695	918	CRYSTAL SPRINGS ICE	609-20200	133.59
02/22	02/08/2022	57696	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,940.63
02/22	02/08/2022	57697	2720	DEFIANT DISTRIBUTORS	609-20200	902.90
02/22	02/08/2022	57698	385	FEDERATED CO-OPS INC	409-20200	1,782.81
02/22	02/08/2022	57699	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.06
02/22	02/08/2022	57700	3140	GARPHISH BREWING COMPANY	609-20200	324.00
02/22	02/08/2022	57701	134	GOPHER STATE ONE-CALL INC	601-20200	47.25
02/22	02/08/2022	57702	949	GRAINGER INC	602-20200	2,701.78
02/22	02/08/2022	57703	921	GRANITE ELECTRONICS INC	101-20200	225.00
02/22	02/08/2022	57704	2761	GRATITUDE FARMS	101-20200	250.00
02/22	02/08/2022	57705	739	HACH COMPANY	601-20200	165.42
02/22	02/08/2022	57706	160	HAWKINS INC	601-20200	2,090.35
02/22	02/08/2022	57707	2938	ISANTI HOTEL PARTNERS LLC	101-20200	7,345.82
02/22	02/08/2022	57708	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,049.39
02/22	02/08/2022	57709	5	KAWALEK TRUCKING	609-20200	361.00
02/22	02/08/2022	57710	136	LEAGUE OF MN CITIES	614-20200	1,871.00
02/22	02/08/2022	57711	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	158,362.00
02/22	02/08/2022	57712	1479	LOFFLER -131511	108-20200	125.28
02/22	02/08/2022	57713	17	MCDONALD DISTRIBUTING CO	609-20200	10,845.90
02/22	02/08/2022	57714	616	MENARDS - CAMBRIDGE	101-20200	97.65
02/22	02/08/2022	57715	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
02/22	02/08/2022	57716	2080	MVTL LABORATORIES INC	602-20200	180.20
02/22	02/08/2022	57717	3122	NEW FRANCE WINE COMPANY	609-20200	351.50
02/22	02/08/2022	57718	157	PARTS ALLIANCE NORTH	101-20200	346.97
02/22	02/08/2022	57719	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,446.75
02/22	02/08/2022	57720	2341	RED BULL DISTRIBUTION CO INC	609-20200	100.95
02/22	02/08/2022	57721	2396	SOUTHERN GLAZERS OF MN	609-20200	9,468.49
02/22	02/08/2022	57722	73	STAR	101-20200	12.08
02/22	02/08/2022	57723	2156	SUMMIT FIRE PROTECTION	101-20200	933.00
02/22	02/08/2022	57724	1290	THE AMBLE GROUP	101-20200	501.47
02/22	02/08/2022	57725	1820	URBANS HARDWARE INC	101-20200	187.96
02/22	02/08/2022	57726	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/22	02/08/2022	57727	2027	US INTERNET	603-20200	57.80
02/22	02/08/2022	57728	686	VERIZON WIRELESS	101-20200	1,558.08
02/22	02/08/2022	57729	42	VIKING COCA-COLA BOTTLING CO	609-20200	271.50
02/22	02/08/2022	57730	1286	VINOCOPIA INC	609-20200	733.25
02/22	02/08/2022	57731	4	WATSON CO INC	609-20200	2,433.42
02/22	02/08/2022	57732	1922	WEX BANK	602-20200	5,136.33
02/22	02/08/2022	57733	2475	WHITE BEAR IT SOLUTIONS LLC	609-20200	1,888.27
02/22	02/08/2022	57734	780	WINE MERCHANTS	609-20200	295.00
Grand Totals:						244,726.36

A Community For Generations.

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 15, 2022
Subject: Resolution Authorizing the Replacement of Lift Station Pumps

---

Background:
There are 10 lift stations in the City of Isanti. Each lift station has two pumps. The Capital Improvement Plan has $234,596.00 available to replace all lift station pumps. Funding is identified as Federal Funds through the 2022 Capital Improvement Plan (CIP); funding source Sewer 602-49450-500. If in the event the existing pumps have any significant value, they will be stored at the Wastewater Treatment Plant and saved for future use. The life expectancy of the new pumps is 12 years. Quotes received include all labor including pulling the old pump and installing the new pump.

Staff reached out and received three quotes the lift stations with submersible pumps:

Vendor	Pump Brand	Quote totaling 14 pumps
Goetsch	Hydromatic	$102,612.00
General Repair	Gorman Rupp	$102,035.70
Quality Flow	KSB	$141,820.00

Two quotes were received for the lift stations with non-submersible self-priming:

Vendor	Pump Brand	Quote totaling 6 pumps
General Repair	Gorman Rupp	$35,082.00
Quality Flow	Esco	$33,930.00

Staff also reached out to define how long the warranty was on each pump and what pricing would be on a service call to help determine what would be in the City of Isanti's best interest.

Vendor	Normal Business Hours	After Hours	Holidays	Per mile	Warranty
Quality Flow	$100.00	$150.00	$200.00	$1.50	5 years
General Repair	$135.00	$202.50	$270.00 Inc. Sundays	$1.75	5 years Prorated
Goetsch	$130.00	$195.00	$195.00	NC	5 years Prorated

There would be an additional cost of $2500.00 for Total Control to be on-site to install the Control Modules for the over-temp and seal fail alarms.

Recommendation:
Determining factors for choosing a pump vendor in the best interest of the City includes: reliability, service, cost of pumps, cost of continued and future service, and warranty. Staff is recommending to accept the quote from Goetsch for the submersible pumps and Quality Flow for the non-submersible pumps and to allow Total Control to be onsite to install the Control Modules. The total cost including a 10% contingency is $152,946.20.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022 - XXX
- Quote from W.W Goetsch for Submersible pumps
- Quote from General Repair for Submersible pumps
- Quote from Quality Flow for Submersible pumps
- Quote from General Repair for non-submersible self-priming pumps
- Quote from Quality Flow for non-submersible self-priming pumps

RESOLUTION 2022-XXX

AUTHORIZING THE REPLACEMENT OF LIFT STATION PUMPS

WHEREAS, the city has seven (7) lift stations using submersible pumps and three (3) that are self-priming non-submersible pumps; and,

WHEREAS, through Federal Funding the 2022 Capital Improvement Plan has $234,590.00 for the replacement of these lift station pumps; and,

WHEREAS, staff reached out and received the following quotes for the replacement of the submersible pumps; and,

- Goetsch - $102,612.00
- General Repair - $102,035.70
- Quality Flow - $141,820.00

WHEREAS, staff reached out and received the following quotes for the replacement of the non-submersible self-priming pumps; and,

- General Repair - $35,082.00
- Quality Flow - $33,930.00

WHEREAS, the following factors were included; and,

- Warranty.
- Service call pricing during business hours.
- After hours service call.
- Service call pricing per mile.

WHEREAS, an additional cost of $2500.00 from Total Control to be on-site to install the Control Modules for the over-temp and seal fail alarms; and,

WHEREAS, the funding source identified as Sewer (500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from Goetsch in the amount of $102,612.00 for the installation of the submersible pumps, approve the quote from Quality Flow for the non-submersible self -priming pumps in the amount of $33,930.00, and allow Total Control to install the Control Modules in the amount of $2,500.00. The total cost including a 10% contingency is $152,946.20 funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 15th day of February, 2022.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

From: Bryan Goehring
To: Matt Sylvester
Cc: Steve Green
Subject: FW: Isanti Pump Replacement
Date: Friday, January 28, 2022 3:04:27 PM

Matt,
Per your conversation with Steve, I have added below the vortex pump options we have available. The vortex impeller pumps may provide slightly less flow than what was requested in some installations. We can look at each specific lift station when appropriate.
Thank you for your consideration of our equipment

Bryan Goehring
W.W. Goetsch Associates
Office (952) 374-6472
Mobile (612) 845-9243

From: Bryan Goehring
Sent: Thursday, January 13, 2022 4:39 PM
To: Matt Sylvester <MSylvester@cityofisanti.us>
Subject: RE: Isanti Pump Replacement

Matt,
Please see below for our revised proposal as requested.

We offer the following Hydromatic submersible sewage pumps for your review. Please note all pumps are Ex-proof rated, 50' power & control cords, seal fail detection probes in motor, 4" discharge flange, (no sealing flange included).

- East Dual lift station, We do not have an offering to replace the Gorman-Rupp pumps
- Unity lift station, Hydromatic model S4NVX 5hp, 1750 rpm, 230/1, $6018 each – THIS IS A VORTEX IMPELLER PUMP
- Subway lift station, Hydromatic model S4MXP 5hp, 1200 rpm, 460/3, $8856 each – MODEL S4MVXP 7.5HP, 1750 RPM, 460/3, $9210 EACH
- Main lift station, Hydromatic model S4LXP 40hp, 1750 rpm, 460/3, $17,424 each – THERE IS NOT A VORTEX IMPELLER OPTION FOR THIS STATION
- Arabian lift station, We do not have an offering to replace the Gorman-Rupp pumps
- Carlson lift station, Hydromatic model S4NX 5hp, 1750 rpm, 460/3, $6090 each – MODEL S4NVX 5HP, 1750 RPM, 460/3, $6218 EACH
- Deer Haven lift station, Hydromatic model S4MXP 3hp, 1200 rpm, 460/3, $8856 each – MODEL S4NVX 5HP, 1750 RPM, 460/3, $6218 EACH
- Rum River lift station, We do not have an offering to replace the existing Gorman-Rupp pumps
- BMX lift station, Hydromatic model S4NX 5hp, 1750 rpm, 460/3, $6090 each – MODEL S4NVX 5HP, 1750 RPM, 460/3, $6218 EACH

Above prices include freight to the City of Isanti.
Lead time will vary but in general will be 10 – 12 weeks.

GENERAL REPAIR SERVICE

PUMP SALES & 24 HOUR SERVICE

3535 International Dr. Vadnais Heights, MN 55110
Office Phone 651-766-0874 Fax 651-766-0875
www.generalrepair.com

Complete line of Pumps and Blowers for:
Industrial – Waste Water – Lift stations – Metering - Sanitary

Work Order / Quote	
Date	2/2/2022
Cust. PO#	
Quoted by: Steve Alaspa	
SteveA@generalrepair.com	
Phone: (651) 766-0874	

Name	Matt Selvester
Company	City Of Isanti
Phone	763-772-5850
Email	
Address	

Qty	Part Number	Description	Price Each	Total
2	Deer Haven	SFEV3A	$ 6,345.05	$12,690.10
		Gorman Rupp Pump	$ -	
			$ -	
2	Unity	SFEV3A	$ 6,345.05	$12,690.10
		Gorman Rupp Pump	$ -	
			$ -	
2	Carlson	SFEV3B	$ 6,894.15	$13,788.30
		Gorman Rupp Pump	$ -	
			$ -	
2	BMX	SFEV3B	$ 6,894.15	$13,788.30
		Gorman Rupp Pump	$ -	
			$ -	
2	Subway	SFV4B	$ 8,895.80	$17,791.60
		Gorman Rupp Pump	$ -	
			$ -	
2	Main	SF4C	$ 15,643.65	$31,287.30
		Gorman Rupp Pump	$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			Total Estimate	$ 102,035.70

Tax, inbound and outbound freight will be added
3% Processing Fee on all Credit Card Transactions
Quote valid for 30 days
Thank you for your business

800 6th Street
New Prague, MN 56071 USA
Tel: (952) 758-9661
Cell: (651) 434-5878
Fax: (937) 773-7157

Quotation
20122

Company Name:	City of Isanti, MN	**Prepared By:**	Matt Yorks
Contact:	Matt Sylvester (763) 772-5850	**Quotation Date:**	2/1/2022
		Freight:	Allowed to Jobsite

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

Main Lift Station Replacement:

Item	Description	Qty
1	New KSB Pump; KRT K 150-403/306XEG, 40hp, 460/3, 375mm Heavy Duty Submersible Pump • 40hp, 460/3, 1177rpm, explosion proof motor • Design: 1,000 GPM @ 84' TDH • Stainless Steel Handle • Reuse Claw & Chain • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Onsite Installation	1
3	Freight to Jobsite	1
	Total Installed Price: $31,930.00	

Carlson Lift Station Replacement:

Item	Description	Qty
1	New KSB Pump; KRT F80-200/34XG, 5hp, 460/3, 190mm Heavy Duty Submersible Pump • Direct Replacement • Vortex Style Impeller • Stainless Steel Handle • Reuse Claw & Chain • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Onsite Installation	1
3	Freight to Jobsite	1
	Total Installed Price: $6,640.00	

BMX Lift Station Replacement:

Item	Description	Qty
1	New KSB Pump; KRT E 80-200/34XG, 5hp, 460/3, 192mm Heavy Duty Submersible Pump • Direct replacement • Stainless Steel Handle • Reuse Claw & Chain • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Onsite Installation	1
3	Freight to Jobsite	1
	Total Installed Price: $6,870.00	

Subway Lift Station Replacement:

Item	Description	Qty
1	New KSB Pump; Amarex NF100-220/044YLG, 5hp, 460/3, 165mm Heavy Duty Submersible Pump • Direct replacement • Stainless Steel Handle • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Adapter Plate	1
3	New 6" Barney Claw	1
4	Onsite Installation	1
5	Freight to Jobsite	1
	Total Installed Price: $6,840.00	

Deer Haven Lift Station Replacement: Flygt 3085 (462) on Flygt rail system

Item	Description	Qty
1	New KSB Pump; KRT F 80-200/34XG, 5hp, 460/3, 185mm Heavy Duty Submersible Pump • Direct replacement • Vortex Style Impeller • Stainless Steel Handle • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Adapter Plate	1
3	New 4" Barney Claw	1
4	Onsite Installation	1
5	Freight to Jobsite	1
	Total Installed Price: $7,490.00	

Unity Lift Station Replacement:

Item	Description	Qty
1	New KSB Pump; KRT F80-200/34XG, 5hp, 2300/3, 1750mm Heavy Duty Submersible Pump • Direct Replacement • Vortex Style Impeller • Stainless Steel Handle • Reuse Claw & Chain • Double Mechanical Seals • 50' Power Cable • Seal Fail/Over Temp Sensors Built into Pump • 5 Year Warranty	1
2	Onsite Installation	1
3	Freight to Jobsite	1
	Total Installed Price: $6,640.00	

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

PUMP SALES & 24 HOUR SERVICE

3535 International Dr. Vadnais Heights, MN 55110
Office Phone 651-766-0874 Fax 651-766-0875
www.generalrepair.com

Complete line of Pumps and Blowers for:

Industrial – Waste Water – Lift stations – Metering - Sanitary

Work Order / Quote	
Date	2/2/2022
Cust. PO#	
Quoted by: Steve Alaspa	
SteveA@generalrepair.com	
Phone: (651) 766-0874	

Name	Matt Selvester
Company	City Of Isanti
Phone	763-772-5850
Email	
Address	

Qty	Part Number	Description	Price Each	Total
2	East Dual LS	T4A60S-B	$ 5,847.00	$11,694.00
		Gorman Rupp Pump	$ -	
		Self Priming	$ -	
			$ -	
2	Rum River	T4A60S-B	$ 5,847.00	$11,694.00
		Gorman Rupp Pump	$ -	
		Self Priming	$ -	
			$ -	
2	Arabian	T4A60S-B	$ 5,847.00	$11,694.00
		Gorman Rupp Pump	$ -	
		Self Priming	$ -	
			$ -	
			$ -	

800 6th Street
New Prague, MN 56071 USA
Tel: (952) 758-9661
Cell: (651) 434-5878
Fax: (937) 773-7157

Quotation
20122

Company Name:	City of Isanti, MN	**Prepared By:**	Matt Yorks
Contact:	Matt Sylvester (763) 772-5850	**Quotation Date:**	2/1/2022
		Freight:	Allowed to Jobsite

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

Self-Priming Pumps:

East Dual Lift Station Replacement: Gorman-Rupp T4A3 Self-Priming Pump.

Rum River Lift Station Replacement: Gorman-Rupp T4A3 Self-Priming Pump.

Arabian Lift Station Replacement: Gorman-Rupp T4A3 Self-Priming Pump.

Item	Description	Qty
1	New Esco Self-Priming Pump; LP4 • Direct replacement • 4" by 4" • Bare Pump • Reuse Motor • Reuse Side Mount Belt Drive • Reuse Pump Base • Flush-less Mechanical Seal	1
2	Onsite Installation	1
3	Freight to Jobsite	1
	Total Installed Price: $11,310.00	

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

RESOLUTION 2022-XXX

APPROVING CITY SOCIAL MEDIA LINKEDIN PROFILE

WHEREAS, City Council met on January 24, 2022 to establish goals and having an increased presence on social media to include LinkedIn was an established goal; and,

WHEREAS, LinkedIn is a platform that can assist the Community Development Department, and on occasion other departments, in promoting business recruitment, business assistance, employee recruitment and other related activities; and,

WHEREAS, the City currently has a social media policy as defined in the Personnel Policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the City having a social media profile on LinkedIn. The City Administrator or designee will manage the following:

1. Site Administrator(s) shall be assigned to ensure quality, accuracy and timeliness of posts.
2. The Site Administrator(s) have the authority to post content that fits within the City's policy on social media in a creative and engaging way. Posts should be directed to the Community Development Director for approval if the Site Administrator needs direction or clarification.
3. The City of Isanti reserves the right to not publish comments, questions, or postings containing: profane language or content; personal attacks, harassments, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.
4. City, Chamber and other business-oriented content will be allowed to be posted. Content is at the discretion of the City Administrator and/or Community Development Director.
5. Information such as Bio, Overview, Demographics, History, Etc. should be written by the City Administrator or designee.
6. Profile picture, or other identifying image, will include the City of Isanti logo.

This resolution was duly adopted by the Isanti City Council this 15th day of February, 2022

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING OBJECTIVES AND ORGANIZATIONAL CHART

WHEREAS, City Council met on January 24, 2022 for the annual Goal Setting Workshop for discussion of City priorities, goals and objectives; and,

WHEREAS, discussing broad and overarching city objectives and staffing levels assists Staff in budget recommendations and project management; and,

WHEREAS, long term City objectives were outlined and discussed outlined per 'Exhibit A'; and,

WHEREAS, the organizational chart for current and future City Staff were discussed outlined per 'Exhibit B';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve 2022 objectives per 'Exhibit A' and organizational chart per 'Exhibit B'.

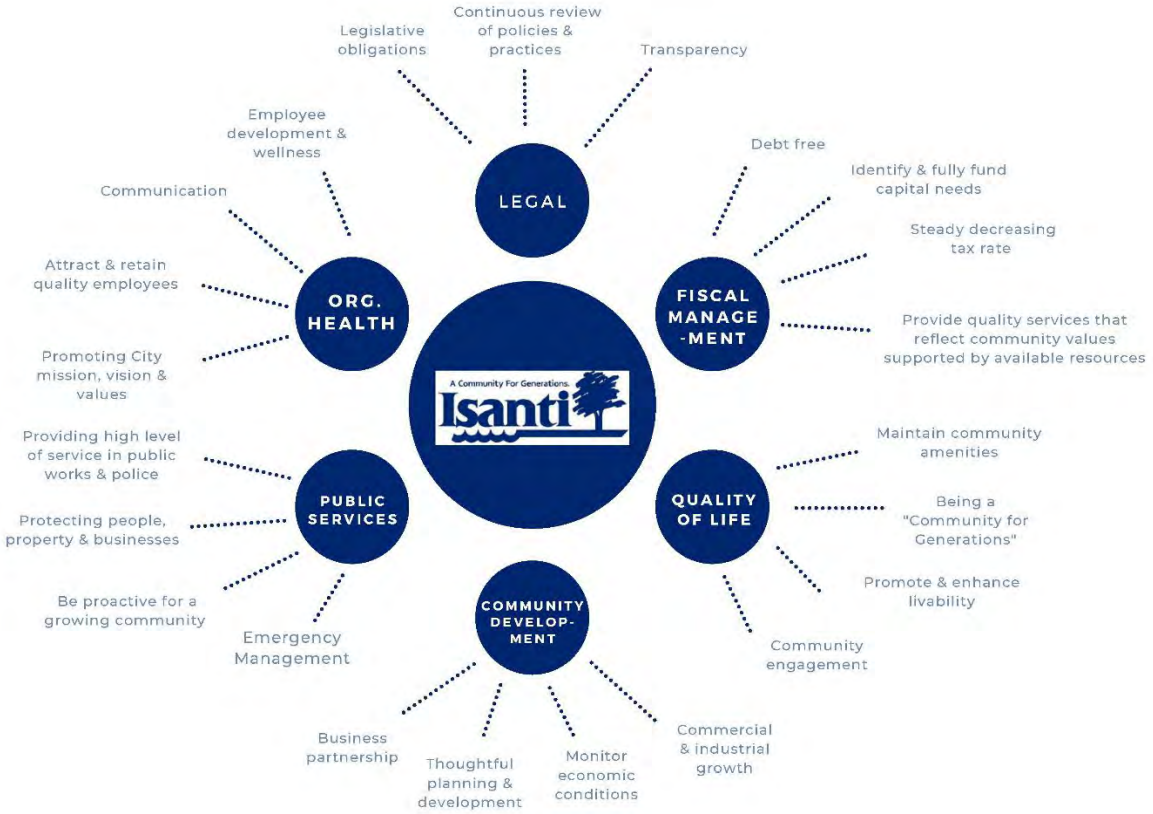
This resolution was duly adopted by the Isanti City Council this 15th day of February, 2022.

_____
Mayor Jeff Johnson

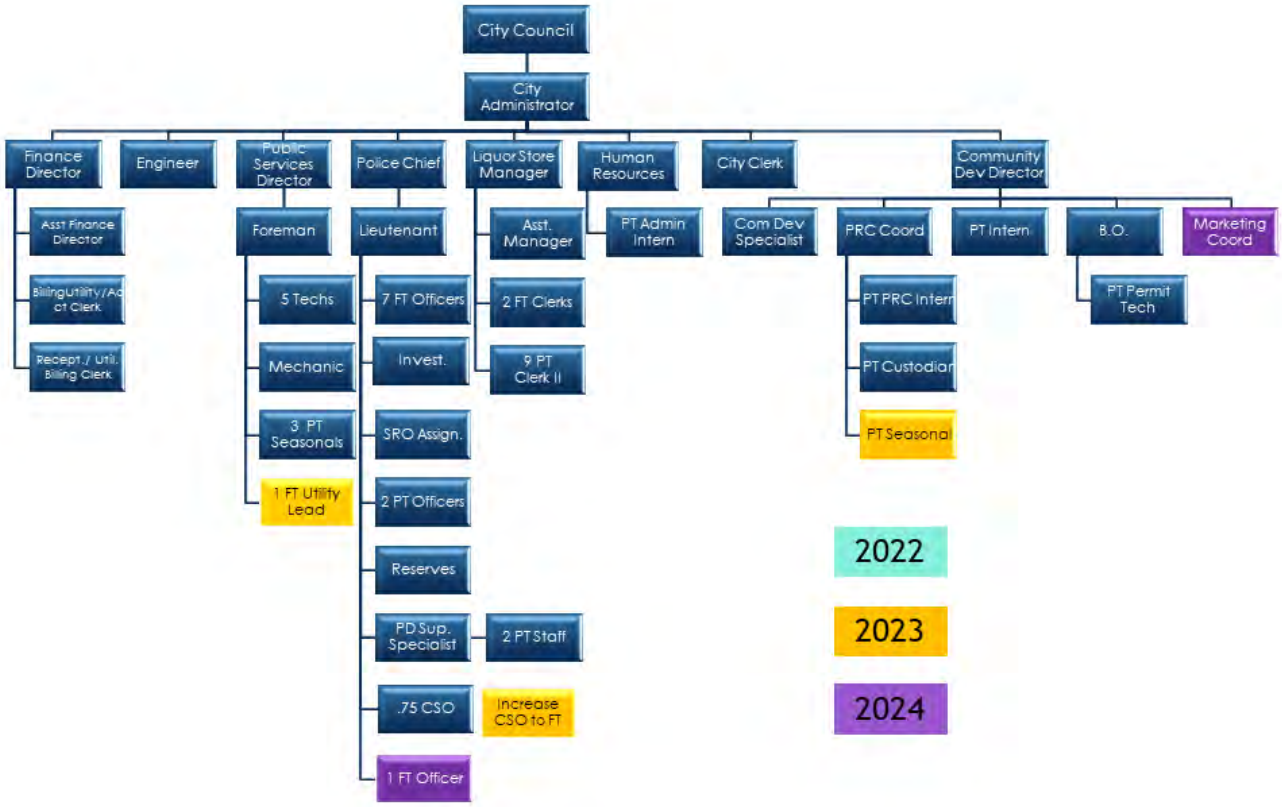
Attest:

_____
Jaden Strand
City Clerk

'EXHIBIT A'



'EXHIBIT B'



RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR WILLIAM BRINKMAN

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 William Brinkman 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 Liquor Store Clerk II position to William Brinkman.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The wage will start at Step 1 of the wage scale at $14.9056.
4. This position is non-exempt and not eligible for benefits.
5. This position will be scheduled up to 29 hours per week.
6. Human Resources Director has completed all required documentation for the completion of the employment offer and will 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 February 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING A CHECK TO NORTHERN ELEMENTS ALL STARS 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 January 21, 2022 movie; and,

WHEREAS, the profit from concessions totaled $17.48,

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 $17.48.

This resolution was duly adopted by the Isanti City Council this 15th day of February 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE FOR THE ISANTI LIONS CLUB FOR THE 2022 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 On-Sale Malt Liquor License applications from the Isanti Lions Club for the 2022 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 18, 2022, July 16, 2022, August 13, 2022 and September 17, 2022 are approved.

This Resolution is hereby approved by the Isanti City Council this 15th day of February 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-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 $517,704.41;

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 15th day of February 2022.

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: February 9, 2021

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment 2
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 unpaid work to date.

The materials have been found to be in compliance with city standards and all tests have passed to date.

$42,390.40 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 $33,912.32.

$509,254.83 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 $483,792.09.

We recommend approving the reduction of the Letter of Credit in the amount of **$517,704.41** for materials incorporated into the project. This would hold $33,940.82 in retainage on this reduction 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.

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34035
Date	12/23/2021

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 2						
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0		6,660.00	0.00%	25.00%	0.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0.15		322,927.50	15.00%	75.00%	48,439.13
Subgrade preparation	0.2		14,826.25	20.00%	30.00%	2,965.25
Clay liner	0.15		56,821.50	15.00%	15.00%	8,523.23
Random rip rap class ll	0.5		4,770.00	50.00%	50.00%	2,385.00
UTILITIES: STORM						
12" RC pipe sewer	0.2		28,116.50	20.00%	30.00%	5,623.30
12" HDPE pipe sewer			6,020.00	100.00%	100.00%	6,020.00
15" RC pipe sewer	0.45		25,864.00	45.00%	55.00%	11,638.80
15" HDPE pipe sewer	0		5,941.00	0.00%	0.00%	0.00
18" HDPE pipe sewer	0.25		4,888.00	25.00%	25.00%	1,222.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer			30,672.00	100.00%	100.00%	30,672.00
Manhole	0.7		16,500.00	70.00%	80.00%	11,550.00
Catch basin	0.5		89,900.00	50.00%	60.00%	44,950.00
12" pipe apron	0.9		750.00	90.00%	100.00%	675.00
15" pipe apron	0.5		4,250.00	50.00%	60.00%	2,125.00
24" pipe apron	0.3		8,000.00	30.00%	40.00%	2,400.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.2		173,304.00	20.00%	45.00%	34,660.80
4" PVC sanitary service pipe	0.2		56,874.00	20.00%	45.00%	11,374.80

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34035
Date	12/23/2021

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	0.1		84,500.00	10.00%	50.00%	8,450.00
Tracer wire	0.25		9,179.50	25.00%	50.00%	2,294.88
8"x4" WYE	0.4		13,860.00	40.00%	50.00%	5,544.00
UTILITIES: WATER						
8" C900 PVC watermain	0.15		170,787.50	15.00%	40.00%	25,618.13
6" Hydrant	0.2		45,500.00	20.00%	45.00%	9,100.00
8" Gate valve and box	0.25		44,100.00	25.00%	35.00%	11,025.00
Ductile iron fittings	0.15		16,086.40	15.00%	25.00%	2,412.96
1" Type K copper pipe	0.15		64,986.00	15.00%	25.00%	9,747.90
Corp	0.2		13,860.00	20.00%	30.00%	2,772.00
Curb Stop & Box	0.2		34,650.00	20.00%	30.00%	6,930.00
CONCRETE						
Concrete curb & gutter S418	0.4		115,840.00	40.00%	40.00%	46,336.00
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)	0.4		118,118.00	40.00%	40.00%	47,247.20
8" Aggregate base (CV) class 5	0.45		78,561.00	45.00%	45.00%	35,352.45
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 #	34035
Date	12/23/2021

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			69,000.00	39.88%	65.32%	69,000.00
CHANGE ORDER						
Stump Removal 10/13/2021	1	LS	2,200.00			2,200.00
Sales Tax			6.875%			0.00

Total	$509,254.83
Payments/Credits	$0.00
Balance Due	$509,254.83

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
12/28/2021	74842

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
Minnesota Mulch Log @ Stockpiles - Fairway Greens	1,736	1.40	2,430.40
Did the above work on 12/27 as requested by Josh			

Thank you for your business.

Total $2,430.40

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
12/16/2021	74758

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
Seed and Straw Mulch @ Open Soils - Fairway Greens	26	999.00	25,974.00
Did the above work on 12/16 as requested by Josh			

Thank you for your business.

Total $25,974.00

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
12/27/2021	74837

Bill To

Homepride, Inc.
3495 Northdale Blvd NW Suite 200
Coon Rapids, MN 55448

Phone 763-262-7458
Fax 763-712-1851
Email:erosionworks@msn.com
Website: www.erosionworks.net

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Seed and Straw Mulch @ Per map - Fairway Greens Isanti	14	999.00	13,986.00
Did the above work on 12/27 as requested by Josh			

Thank you for your business.

Total $13,986.00

A Community For Generations.
Isanti

MEMO for CITY COUNCIL

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: February 15, 2022
Subject: Resolution 2022-XXX Authorizing Master Agreement with Mueller Systems

---

Background:
A Master Agreement is needed between Mueller Systems and the City of Isanti for the use of Equipment, Software, Documentation and other items as related to advanced metrology infrastructure for the purpose of reading water meters. Software fees, equipment fees and service feed are required in the agreement in the amount of $9,271.00 for 2022 which is included within the water meter replacement project. Future costs will be outlined in the budget annually.

Action:
Staff is requesting City Council action on this item.

Attachments:
- Resolution 2022-XXX Authorizing Master Agreement with Mueller Systems
- Mueller Systems Master Agreement

RESOLUTION 2022 - XXX

AUTHORIZING MASTER AGREEMENT WITH MUELLER SYSTEMS

WHEREAS, a Master Agreement is needed between Mueller Systems and the City of Isanti on in order to read water meters; and,

WHEREAS, the Master Agreement covers the use of Equipment, Software, Documentation and other items as related to advanced metrology infrastructure; and,

WHEREAS, software fees, equipment fees and service fees are required in the Master Agreement; and,

WHEREAS, a Master Agreement must be renewed annually; and,

WHEREAS, funding for the service outlined within the Master Agreement for 2022 is $9,271.10 which is included within the water meter replacement project. Future ongoing costs will be outlined within the budget annually;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to allow the Public Services Director to sign and enter into a Master Agreement between Mueller Systems and the City of Isanti for the use of Equipment, Software, Documentation and other items related to advanced metrology infrastructure on an annual basis. The Master Agreement includes software fees, equipment fees and service fees in the amount of

This resolution was duly adopted by the Isanti City Council the 15th day of February 2022.

ATTEST: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MUELLER SYSTEMS
MASTER AGREEMENT

THIS MASTER AGREEMENT (this "**Agreement**") is entered into this _____ day of _____ _____ _____ between MUELLER SYSTEMS, LLC, a Delaware limited liability corporation having its principal offices at 10210 Statesville Blvd, Cleveland, North Carolina 27013 (referred to in this Agreement as "**Mueller Systems**" or "**Provider**"), and ___**The City of Isanti, MN**_____ (referred to in this Agreement as "**Customer**"). This Agreement governs the sale by Provider and the purchase by Customer for its own use and not for resale of, as applicable, Equipment, Software, Documentation and other items related to advanced metrology infrastructure systems. In the event of any conflict or inconsistency between the terms and conditions of this Agreement and terms and conditions of any other agreement or document, the terms and conditions of this Agreement shall govern and control and the conflicting or inconsistent terms and conditions are hereby rejected. In consideration of the mutual obligations set forth in this Agreement, Customer and Mueller Systems agree as follows:

1. **DEFINITIONS**.

a. "**Content**" means the information developed or legally acquired by Customer which may be used in connection with or accessed by any module of the Software.

b. "**Documentation**" means the user guides, reference manuals, and installation materials provided by Provider to Customer related to the Software and Equipment.

c. "**Equipment**" means the components, devices, products, equipment and related items provided by Provider identified in Appendix A.

d. "**Services**" means activities related to deployment and installation services, repair services, hosting services and technical support/maintenance services as provided by Mueller Systems and as identified in Appendix B.

e. "**Software**" means the object code versions of Mueller Systems' software identified in Appendix A, together with all subsequent authorized updates, replacements, modifications or enhancements.

2. **SOFTWARE**

a. Software on Equipment License. For Equipment purchased by Customer from Mueller Systems, Mueller Systems hereby grants Customer a limited, non-exclusive, non-sublicensable, non-transferable, perpetual, irrevocable license to use and execute the Software embedded in the Equipment for its internal business purposes in connection with such Equipment ("Firmware").

b. Online Software Access. Subject to the terms of this Agreement and the payment of the fees specified in Section 6a herein, Mueller Systems grants to Customer, for its internal business purposes and during the term of this agreement, a limited, non-exclusive, non-sublicensable, non-transferable right to access and use and make available to Customer's utility users, as applicable, and/or employees the online, hosted Software specified herein.

c. Restrictions. Except as specifically and expressly permitted in writing by Mueller Systems, Customer shall not (i) violate any restriction set forth in this Agreement; (ii) modify, translate, de-compile, reverse compile, disassemble, or create or attempt to create, by reverse engineering or otherwise, the source code from the object code of the Software; (iii) adapt the Software in any way for use to create a derivative work; or (iv) include or combine the Software in or with any other software.

d. Ownership. This Agreement does not grant to Customer any ownership interest in the Software or Documentation. Customer has a license to use the Software and Documentation as provided in this Agreement. Customer hereby agrees and acknowledges that Mueller Systems owns all right, title, and interest in the Software and Documentation, and Customer will not contest those rights or engage in any conduct contrary to those rights. Any copy, modification, revision, enhancement, adaptation, translation, or derivative work of or created from the Software and Documentation made by or at the direction of Customer shall be owned solely and exclusively by Mueller Systems, as shall all patent rights, copyrights, trade secret rights, trademark rights and all other proprietary rights, worldwide.

e. Reservation. Mueller Systems reserves all rights not specifically granted under this Agreement.

3. **EQUIPMENT** In consideration of the fees set forth in Appendix D of this Agreement, Mueller Systems will provide the Equipment identified in Appendix A.

4. **SERVICES** In consideration of the fees set forth in Appendix D of this Agreement, Mueller Systems will provide the Services identified in Appendix B.

5. **CONFIDENTIALITY** The Software, Equipment and Documentation, including any ideas, concepts, know-how and technology contained therein, shall be considered the proprietary and confidential information of Mueller Systems and, as such, shall be subject to the confidentiality provisions of this Agreement. If a separate, written non-disclosure agreement exists between Mueller Systems and Customer, such agreement will control and will apply according to its terms and conditions to all confidential information the parties exchange with each other. If no separate, written non-disclosure agreement exists between Mueller Systems and Customer, the terms listed in Appendix C will apply to the confidential information the parties exchange with each other.

6. **FEES AND PAYMENT**

a. Software Fees. Customer shall pay the Software fees set forth in Appendix D of this Agreement.

b. Equipment Fees. Customer shall pay the Equipment fees set forth in Appendix D of this Agreement. Title to the Equipment, except the Software and Documentation that are subject to licenses provided in this Agreement, passes from Mueller Systems to Customer when Mueller Systems ships the Equipment.

c. Service Fees. Customer shall pay the Service fees set forth in Appendix D of this Agreement.

d. Taxes. All prices and fees are in U.S. dollars unless otherwise specified. All amounts payable under this Agreement are exclusive of all sales, use, value-added, excise, property, withholding, and other taxes and duties. Customer will pay all taxes and duties assessed by any authority in connection with this Agreement and with Customer's performance hereunder. Customer will promptly reimburse Mueller Systems for any and all taxes or duties that Mueller Systems may be required to pay in connection with this Agreement or its performance. This provision does not apply to taxes based on Mueller Systems' income, or any taxes for which Customer is exempt, provided Customer has furnished Mueller Systems with a valid tax exemption certificate.

e. Payment. Unless provided otherwise herein, Customer agrees to pay all amounts specified in Appendix D or otherwise due under this Agreement within thirty (30) days after the date of invoice. Past due amounts will shall bear interest from the due date until paid at a rate of (i) one and one-half percent (1.5%) per month or (ii) the maximum rate permitted by law, whichever is less. All payments made under this Agreement shall be nonrefundable, except as specifically provided otherwise in this Agreement.

7. **TERM; TERMINATION**

a. Term. The term of this Agreement is one (1) year commencing upon the date of this Agreement. This Agreement will automatically renew for subsequent, successive one (1) year periods at the then-current Mueller Systems prices unless either party gives the other party written notice of its intent to not renew at least thirty (30) days prior to the expiration of the then current term. Mueller Systems may increase support fees at any time on thirty (30) days prior notice to Customer. Within such thirty (30) days, Customer may terminate the Agreement by providing written notice to Mueller Systems.

b. Termination for Breach. If either party breaches this Agreement, and such breach is not cured within ten (10) days of the breach, after receiving written notice, the non-breaching party may terminate this Agreement, including all licenses provided herein, effective upon written notice to the other party. The breaching party agrees that if it breaches this Agreement, the non-breaching party will be entitled to injunctive or similar equitable relief and that the breaching party will not argue in any proceeding that its breach will not cause irreparable harm to the non-breaching party or that the non-breaching party can be adequately compensated for any such harm by any remedies other than by injunctive relief.

c. Effect of Termination. Termination of this Agreement shall have the effect designated in Appendix B.

d. Non-Exclusive Remedy. Termination of this Agreement or any license granted hereunder shall not limit the remedies otherwise available to either party, including injunctive relief.

e. Survival. Unless otherwise stated herein, any provision that, by its nature or terms, is intended to survive the expiration or termination of this Agreement, will survive.

8. **LIMITED WARRANTIES; REMEDIES**

a. Software. Subject to the exclusions herein, including those in Appendix A, Mueller Systems warrants that commencing from the date of shipment or provision to Customer and continuing for the period set forth in Appendix A (the "**Warranty Period**"), (i) the media on which the Software is furnished will be free of defects in materials and workmanship under normal use; and (ii) the Software will perform substantially in conformance with the applicable Documentation provided to Customer by Mueller Systems. Mueller Systems does not warrant that the Software will operate in combinations with other software, except as specified in the Documentation, that the Software will meet the Customer's requirements or that the operation of the Software will be uninterrupted or error-free. Customer assumes responsibility for taking adequate precautions against damages which could be caused by defects, interruptions or malfunctions in the Software or the hardware on which it is installed. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Software warranties set forth above shall be, at Mueller Systems' option, to either (x) repair or replace any Software containing an error or condition which is reported by Customer in writing to Mueller Systems which causes the Software not to conform with the warranty set forth herein; or (y) refund a pro-rated amount paid by Customer to Mueller Systems and terminate this Agreement and all licenses provided herein.

b. Services. Mueller Systems warrants that all services provided by it to Customer under this Agreement shall be performed in a workmanlike manner. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Service warranties set forth above shall be the re-performance of the applicable non-conforming Service.

c. Equipment. Subject to the exclusions herein, including those in Appendix A, Mueller Systems warrants to Customer that the Equipment will comply with provided specifications for the periods specified in Appendix A. Claims under this Section will be considered if submitted to Mueller Systems within sixty (60) days following the discovery of any noncompliant Equipment covered by this Agreement and provided Mueller Systems or its agents are permitted a commercially reasonable opportunity to examine and analyze the Equipment claimed to be noncompliant. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Equipment warranties set forth herein, at Mueller Systems' option, is repair or replacement of any Equipment found noncompliant, subject to the terms and conditions herein, during the applicable warranty period after such Equipment is properly packaged and returned prepaid to Mueller Systems' designated service center.

d. Costs. Any and all costs associated with uninstalling and shipping noncompliant Equipment and Software and installing replacement Equipment and Software will be the responsibility of Customer.

e. Exclusions. The warranties provided by Mueller Systems shall not apply to Equipment and/or Software which: (i) have been altered, except with the express written consent, permission or instruction of Mueller Systems, (ii) have been used in conjunction with another product resulting in the defect, except for those third party products specifically approved by Mueller Systems, (iii) were other than the most current version of the Software (but only to the extent that any failure of the Software would have been avoided by the use of the most current version), (iv) have been damaged by improper environment, abuse, misuse, accident, negligence, act of God, excessive operating conditions, or unauthorized attachments or modifications, (v) have not been properly installed and operated in accordance with the Documentation, or as otherwise instructed by Mueller Systems, or (vi) any other exclusion set forth in any Appendix hereto.

f. DISCLAIMERS. TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE

WARRANTIES AND REMEDIES STATED ABOVE ARE EXCLUSIVE AND NO OTHER WARRANTIES OR REMEDIES EXPRESS, IMPLIED OR STATUTORY, APPLY TO THE DOCUMENTATION, THE SOFTWARE, THE EQUIPMENT OR ANY SERVICES TO BE PROVIDED BY MUELLER SYSTEMS UNDER THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO WARRANTIES OR CONDITIONS OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY OR PERFORMANCE, AND ANY IMPLIED WARRANTY ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE, ALL OF WHICH MUELLER SYSTEMS EXPRESSLY DISCLAIMS.

9. **INDEMNIFICATION.** Mueller Systems will indemnify and defend Customer from any third party claim that the Software and Equipment infringe on another person's or company's patent, copyright or other intellectual property right as specified in this Section. This indemnity does not cover and specifically excludes (a) intellectual property rights recognized in countries and jurisdictions other than the United States, and (b) claims relating to infringement of intellectual property rights by a third party's products and software. Mueller Systems has no obligation under this Section for any claim to the extent it results from or arises out of Customer's modification of the Equipment or Software or from any combination, operation or use of the Software or Equipment with other third party products or services. Mueller Systems' duty to indemnify under this Section is contingent upon Mueller Systems receiving prompt notice of a claim and Mueller Systems' right to solely control resolution of a claim. Customer's sole remedy for an indemnified claim under this Section is as follows: Mueller Systems will, at its expense and in its discretion either (a) resolve the claim in a way that permits Customer's continued ownership and use of the affected Software and Equipment, (b) provide a comparable, non-infringing replacement at no cost to Customer, or (c) accept return of the Software and Equipment, provide a reasonable depreciated refund and terminate this Agreement and all licenses herein. This Section is the exclusive statement of Mueller Systems' liability and responsibility for indemnifying Customer for infringement of intellectual property rights

10. **LIMITATION OF LIABILITY.**

a. MUELLER SYSTEMS' MAXIMUM LIABILITY HEREUNDER IS EXPRESSLY LIMITED TO THE TOTAL AMOUNT PAID FOR THE SOFTWARE, SERVICES, AND EQUIPMENT IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTHS AND WILL UNDER NO CIRCUMSTANCE EXCEED THE AMOUNT PAID BY CUSTOMER IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTHS FOR THE SOFTWARE, SERVICES AND EQUIPMENT PROVIDED BY MUELLER SYSTEMS UNDER THIS AGREEMENT. Some states do not allow the limitation and/or exclusion of liability for incidental or consequential damages, so the above limitation may not apply.

b. The provisions of this Agreement allocate the risks between Customer and Mueller Systems. Mueller Systems' pricing reflects this allocation of risk and the limitations of liability specified herein.

11. **NOTICE.** All notices required to be given hereunder shall be in writing. Notice shall be considered delivered and effective upon receipt when sent by registered or certified mail, return receipt requested, addressed to the parties as set forth above. Either party, upon written notice, may change any name or address to which future notice shall be sent.

12. **GENERAL.** The Software will not be exported or re-exported in violation of any export provisions of the United States or any other applicable jurisdiction. The rights and obligations of this Agreement are personal rights granted to the Customer only. The Customer may not transfer or assign any of the rights or obligations granted under this Agreement to any other person or legal entity. Any such purported transfer or assignment shall be null and void. Mueller Systems will be free of liability to the Customer where Mueller Systems is prevented from executing its obligations under this Agreement in whole or in part due to force majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable. Any modification or amendment to any of the provisions of this Agreement will be in writing and signed by an authorized officer of each party. This Agreement does not create or imply any relationship in agency or partnership between the parties. Headings are inserted for the

convenience of the parties only and are not to be considered when interpreting this Agreement. The validity of this Agreement and the rights, obligations, and relationship of the parties resulting from same will be interpreted and determined in accordance with the law of the State of Delaware, and applicable federal law, without regard to its choice of law provisions. The parties specifically exclude from application to the Agreement the United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Act. If any provision of this Agreement is contrary to and in violation of any applicable law, such provision will be considered null and void to the extent that it is contrary to such law, but all other provisions will remain in effect. The waiver or failure of either party to exercise any right herein shall not be deemed a waiver of any further right hereunder. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior and contemporary agreements, understandings, and commitments between the parties regarding the subject matter of this Agreement.

[Signatures Appear on the Following Page]

EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Mueller Systems

By:_____

Name (Print or Type)

Title

Customer

By:_____

Name (Print or Type)

Title

Note: Please initial and return all pages

Appendix A

Mueller Systems – Product Warranty Statement

1. **Limited Warranty**. Mueller Systems, LLC ("Mueller") warrants that, for the duration of the Warranty Period (defined below): (a) each product purchased from Mueller ("Product") will be free from defects in materials and workmanship under normal use, installation and service conditions; (b) the media on which any Software is furnished will be free of defects in materials and workmanship under normal use; and (c) any such Software will substantially conform to the applicable published Mueller functional specifications for such Software. Products will have a warranty period of the greater of (i) one (1) year from date of shipment or (ii) the applicable warranty period for a specific Product stated below in Section 6 ("Warranty Period").

2. **Exclusive Remedy**. Mueller will, at its option, either repair or replace with an equivalent substitute a Product that is in breach of the foregoing warranty during the Warranty Period if Purchaser reports the breach to Mueller within sixty (60) days after Purchaser discovers the breach. At Mueller's request, Purchaser will ship the allegedly defective Product to a repair facility designated by Mueller at Purchaser's expense and risk. If Mueller, in its sole discretion, determines that the Product breached the applicable warranty, Mueller will ship the repaired or replaced Product to Purchaser at Mueller's expense and risk. If Mueller determines that it is unable to repair or replace such Product, it will, at Mueller's sole discretion provide a cash or credit refund to Purchaser. If Mueller repairs or replaces any such defective Product, the Warranty Period for the repaired or replaced Product will continue for the longer of (y) thirty (30) days, or (z) the remainder of the original Warranty Period. Mueller's warranty is subject to exclusions, as set forth in Section 3. This Section 2 sets forth Mueller's entire liability, and the Purchaser's exclusive remedy, for any alleged breach of warranty for any Products.

3. **Exclusions**. Mueller has no obligation under this Product Warranty Statement if (a) a Product has been subject to misuse, neglect or accident or has been damaged through abuse, alternation, installation or application inconsistent with AWWA guidelines or Mueller specifications, including but not limited to Mueller propagation studies, failure to follow Mueller's operation or maintenance instructions or negligence in transportation, handling, or storage, or repaired by anyone other than Mueller or its authorized personnel, (b) with respect to software, there has been a change to the software's operating environment not made or authorized by Mueller or if Purchaser fails to install any correction or enhancement provided by Mueller, or if a virus is introduced through no fault of Mueller, or (c) if any Product fails to satisfy the applicable warranty as a result of any force majeure event. Mueller's Product Return process can be found at www.muellersystemsreturns.com .

4. **Important Disclaimer**. EXCEPT AS EXPRESSLY SET FORTH HEREIN, MUELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT AND WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE. TO THE EXTENT ANY IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD.

5. **Limitation on Liability**. Mueller has no liability with respect to damage or destruction of property or the personal injury or death of persons resulting from defects in Products or from improper installation, use, maintenance or operation of any Products. In all cases, Mueller's liability shall not exceed the total amount paid by Purchaser to Mueller under this Order.

6. **Product Warranties**. The following provisions in this Section 6 modify the limited warranty in Section 1 with respect to the specific Products identified below:

Automated Meter Reading (AMR) / Advanced Metering Infrastructure (AMI) Products		
Product	**Description**	**Warranty Period**
AMR / AMI Software	These items of Software will perform in accordance with Mueller's published specifications for the duration of the Warranty Period.	One (1) year from date of shipment to Purchaser.
AMR / AMI Radio Modules – AMI water module endpoints and AMR water module endpoints	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units.
Encoder Register Products, Wall Pads and Pit Pads.	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units.
Water Metering Products		
Product	**Description**	**Warranty Period**
All Meter Products not otherwise specified herein	During the Warranty Period, these Products will be free from defects in materials and workmanship.	One (1) year from date of shipment to Purchaser.
Remote Disconnect Meters (RDM) valve and solenoid assembly	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Five (5) year warranty or two-thousand (2,000) actuations of the valve, whichever comes first, from the date of shipment to Purchaser.
Bronze Maincases	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Twenty-Five (25) years from date of shipment to Purchaser.
Composite Maincases	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Fifteen (15) years from date of shipment to Purchaser.
Standard registers for the above listed mechanical meters	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser.
	AWWA[1] New Meter Accuracy	5/8" – Five (5) years from the date of shipment to Purchaser or the registration of 500,000 U.S. gallons, whichever comes first;

[1] American Water Works Association ("AWWA")

<table>
<tr><td rowspan="2">Models 400 and 500 Series Meters</td><td></td><td>3/4” – Five (5) years from the date of shipment to Purchaser or the registration of 750,000 U.S. gallons, whichever comes first;
1” – Five (5) years from the date of shipment to Purchaser or the registration of 1,000,000 U.S. gallons, whichever comes first;
1-1/2” – Two (2) years from the date of shipment to Purchaser or the registration of 1,600,000 U.S. gallons, whichever comes first;
2” – Two (2) years from the date of shipment to Purchaser or the registration of 2,700,000 U.S. gallons, whichever comes first.</td></tr>
<tr><td>AWWA Repaired Meter Accuracy (AWWA M6 Manual)</td><td>5/8” – Fifteen (15) years from the date of shipment to Purchaser or the registration of 1,500,000 U.S. gallons, whichever comes first;
3/4” – Fifteen (15) years from the date of shipment to Purchaser or the registration of 2,250,000 U.S. gallons, whichever comes first;
1” – Fifteen (15) years from the date of shipment to Purchaser or the registration of 3,000,000 U.S. gallons, whichever comes first;
1-1/2” – Ten (10) years from the date of shipment to Purchaser or the registration of 5,000,000 U.S. gallons, whichever comes first;
2” – Ten (10) years from the date of shipment to Purchaser or the registration of 8,000,000 U.S. gallons, whichever comes first.</td></tr>
<tr><td>Model HbMAG electromagnetic cold-water meters</td><td>During the Warranty Period, these Products will be free from defects in materials and workmanship.</td><td>Two (2) years from date of shipment to Purchaser.</td></tr>
<tr><td>Solid State Meters</td><td colspan="2">During the Warranty Period (ten (10) years from date of shipment to Purchaser) these Products will meet or exceed accuracy of +/- 1.5% between the specified minimum flow rate to the specified maximum. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units for the following sizes:
5/8” Meter 0.1 gpm to 20 gpm
5/8” x ¾”, ¾” Short, and ¾” Long Meter 0.1 to 30 gpm
1” Meter 0.4 to 55 gpm
1 ½” Meter 0.8 to 100 gpm
2” Meter 0.8 to 160 gpm</td></tr>
</table>

Appendix B

Services

1. Software Services and Support Obligations

a. "Update" to the Software means a subsequent release of the Software that Provider makes generally available to its current customers for the Software. Updates include changes and corrections to the Software as are required to keep the Software in substantial conformance with the applicable Documentation and that are created by Provider as corrections for defects in the Software. Updates shall not include any release, option or future product that Provider licenses separately. Provider shall in its sole discretion determine the nature, content, timing and release of any Updates.

b. Web-based support, consisting of information on the most current release of the Software through Provider's web site.

c. Phone support in the form of advice and counsel via telephone regarding Customer's use of the most current release of the Software, as well as Customer's connectivity and ability to access Content. Phone Support is provided from 8:00 AM to 7:00 PM Eastern Time, Monday through Thursday and 8:00 AM to 5:00 PM Eastern Time on Fridays. All hours and days exclude recognized U.S. holidays observed by Mueller Systems.

2. Software Hosting Services

a. Except as specifically permitted in this Agreement, Customer shall have web-based access the Software hosted by Provider pursuant to this Agreement.

b. Provider shall provide Customer with access and related hosting services to the Software installed on Provider's servers. Provider will also install the Content provided by Customer. Provider will define the appropriate performance specifications and will host the server at a Provider's location. Provider will monitor and perform routine maintenance on the server, and if the server is not operating properly, will make a good faith effort to operate Customer's system on a backup server, if available. Access to Customer's server is restricted to authorized Provider information technology and support personnel only. Differential and full server backups are performed when reasonably practicable.

c. Customer shall be responsible for installing, operating and maintaining the equipment, software, and/or facilities at Customer location recommended by Provider for effective access to and use of the Software installed on Mueller Systems server. Customer shall be responsible for providing and maintaining its own Internet access and all necessary telecommunications equipment at Customer's location necessary for accessing the Software.

d. Upon termination, for any reason, of the Agreement or any license(s) granted herein, Provider shall immediately cease providing access to the Software and Hosting Services. Customer shall (i) immediately stop access and use of all such Provider confidential information (including Software); (ii) shall return all copies of the Software, Documentation, and any Provider confidential information to Provider; and (iii) delete all Software, Documentation, and other confidential information off of any and all storage media possessed or controlled by Customer. Customer shall provide Provider with written certification signed by an officer of Customer that Customer has complied with the provisions of this Section. Customer shall immediately pay all amounts due to Provider.

Appendix C

Confidential Information

For purposes of this Attachment, "party" or "parties" shall mean Provider and Customer, including their respective subsidiaries and affiliates who are providing information under this Agreement. The parties agree to maintain confidential information as follows:

1. Definition of Confidential Information. The parties understand and agree that confidential information is any and all current and future Equipment, Documentation and/or Software information, roadmap, technical or financial information, customer names, addresses and related data, contracts, practices, procedures and other business information, including software reports, strategies, plans, documents, drawings, machines, tools, models, patent disclosures, samples, materials and requests for proposals that may be disclosed between the parties, whether written, oral, electronic or otherwise, however and wherever acquired ("Confidential Information"). Confidential Information excludes any information which would otherwise fall in the definitions above, but which was (a) known to the recipient of the information ("Recipient") before receipt from the disclosing party; (b) publicly available through no fault of Recipient; (c) rightly received by Recipient from a third party without a duty of confidentiality; (d) disclosed by disclosing party to a third party without a duty of confidentiality on the third party; (e) independently developed by Recipient without breach of this or any other confidentiality agreement; or (f) disclosed by Recipient after prior written approval from the disclosing party.

2. Obligations of Confidentiality and Remedies. Recipient agrees to protect the disclosing party's Confidential Information with the same degree of care, but no less than a reasonable degree of care, as Recipient uses with respect to its own Confidential Information. Neither party has any obligation to exchange Confidential Information. Both parties acknowledge and agree that the disclosure of the other party's Confidential Information could cause irreparable harm. Therefore, an injured party is entitled to applicable equitable relief, including injunctions, in addition to other remedies, for such wrongful disclosure of Confidential Information. In addition, disclosure of Confidential Information required by a government body or court of law is not a violation of this Section if the Recipient gives prompt notice of the required disclosure to the disclosing party.

3. Term of Confidentiality Obligations. Recipient's duty to protect Confidential Information expires three (3) years from the date of disclosure of the particular Confidential Information.

4. No Warranties on Confidential Information. Neither party warrants or guarantees the accuracy of any Confidential Information transferred between the parties.

Appendix D

2,249.00	MSW-S-PH-ALL-10K	MIHOST 5-10K (POINT/Y)	USD 3.90	USD 8,771.10
2	MS-CELLULAR	MINET 4G BACKHAUL PER MIHUB	USD 250.00	USD 500.00

Public Notice

Request for Quotes for Animal Control and Kennel Services

The City of Isanti is accepting quotes for Animal Control and Animal Kennel Services for the City of Isanti. Specifications and quote forms are available upon request from the City Clerk's Office at Isanti City Hall, 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. The City Council reserves the authority to waive irregularities and award in the best interest of the City. Quotes shall be submitted to the City Clerk at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Quotes for Animal Control and Kennel Services". Quotes will be accepted until 12:00 p.m., Wednesday, March 2, 2022. The City reserves the right to accept or reject any and/or all quotes.

Jaden Strand
City Clerk

Publish on:
Posted on:

CITY OF ISANTI

REQUEST FOR PROPOSALS

FOR ANIMAL CONTROL AND KENNEL SERVICES

Proposals Due: March 2, 2022

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain animal control and kennel services from a qualified business.

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 "Animal Control and Kennel Service 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 12:00 pm on Wednesday, March 2, 2022**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labeled "Animal Control and Kennel Service Proposal."

SUMMARY OF SPECIFICATIONS
ON-CALL ANIMAL CONTROL OFFICER (Dog Catcher)
ANIMAL CONTROL SERVICES
CITY OF ISANTI

Statement of Work

On-Call Animal Control Officer shall furnish all labor, equipment, and services performed for the job of dog catcher for the City of Isanti. Services shall be provided in an efficient and workman like manner.

On-Call Animal Control Officer Duties

Upon request of the Isanti Police Department, City Administrator (or Designee), or other Law Enforcement Agency, shall take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance, or Minnesota State Statute in the corporate limits of the City of Isanti. The Animal Control Officer shall also have the authority to pick up any dog that is observed by the Officer and are determined to be in violation of any City Ordinance or Minnesota State Statute; when driving through the City without a direct request from the Isanti Police Department or City Administrator (or Designee).

Period of Contract

The successful bidder shall be required to enter into a contract with the City of Isanti. The contract shall run from **April 1, 2022 through March 31, 2027.**

Services to be Provided

The On-Call Animal Control Officer shall provide the following services:

- Respond to a call by the Police Department or authorized City Staff to pick up and / or transport dogs.
- Respond to call to assist law enforcement for pick-up / and or transport of other animals.
- Transport one or more dogs or other animals as directed by the City to a designated dog kennel when animal is held at City Hall.
- Respond to complaints as directed by the Police Department or authorized City Staff.
- Provide services on a holiday as available.

Holidays shall be identified as follows:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving Day
½ day Christmas Eve Day	Christmas Day

Identification
The City shall provide the Animal Control Officer with appropriate credentials and / or identification to identify the Contractor as the "Official Animal Control Officer" for the City of Isanti.

Indemnification
The Animal Control Officer shall agree to an indemnification clause as provided within the contract between the City of Isanti and the Animal Control Officer.

Insurance
The Animal Control Officer must provide liability insurance coverage and shall provide a Certificate of Liability Insurance to the City of Isanti and shall name the **City of Isanti** as an additional insured. Said insurance shall protect against liability for personal injury or property damage to third parties of not less than **$1,000,000**.

Termination
Animal Control Officer must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider.

OTHER REQUIREMENTS

1. References

For vendors that have not served the City in this capacity, references must be submitted with the quote for services (see attached form).

2. Doing Business with the City

For vendors that have not served the City, a Doing Business with the City form must be completed and submitted with the quote.

CITY OF ISANTI
ISANTI, MINNESOTA
ANIMAL CONTROL SERVICES QUOTE SHEET

I (we) submit the following quote for animal control (dog catcher) services for the City of Isanti. The quote shall be fully completed to be considered in the award of the quote per the attached specifications. Quotes will be accepted until 12:00 p.m. Wednesday, March 2, 2022 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040.

All bids shall be based on direction by the City for service.

Quote for Services from the hours 8:00 a.m. to 7:00 p.m.

1. Dog Pick-up & Transport to Kennel or other animal as directed by City staff _____

2. Same Call – Pick-up of each Additional Dog & Transport to Kennel _____

3. Transport only, one or more dogs to a kennel when held at Police Department or City Hall _____

4. Respond to Complaint _____

Quote for Services from the hours 7:00 p.m. to 8:00 a.m. and designated holidays

5. Dog Pick up or other Animals & Transport to Kennel _____

6. Hourly Rate for Public Services _____

7. Dog bite incidents including transport to University of Minnesota _____

8. Price Adjustment over Service Years of contract* (if any) _____

Name

Company Name

Address

Phone Number

Authorized Signature

*Service Years are time periods defined as follows:

Year 1 - April 1, 2022 through March 31, 2023
Year 2 - April 1, 2023 through March 31, 2024
Year 3 - April 1, 2024 through March 31, 2025
Year 4 - April 1, 2025 through March 31, 2026
Year 5 - April 1, 2026 through March 31, 2027

SUMMARY OF SPECIFICATIONS
KENNEL SERVICES
CITY OF ISANTI

Statement of Work

Provide kennel services as a dog care provider providing room and board for dogs impounded by the City of Isanti or the Animal Control Officer.

Services to be Provided

- Provided dog care services in a discreet and humane manner.
- Care for unleashed dogs picked up by the City's Animal Control Officer and / or law enforcement within the City of Isanti.
- Assist in the pick up of unleashed dogs in the event the Animal Control Officer and / or law enforcement is unable to pick up an unleashed dog due to other emergency.
- Provide a place for each dog to stay.
- Provide food, water, and walking / exercising the dogs.
- Provide medication for the needs of any dogs in care of the provider.
- Transport all dogs to the vet at the end of the required number of days pursuant to State Statute for each unclaimed dog.
- Observe any dog for a period of ten (10) days (or pursuant to State Statute) that has bitten a person and is impounded; as well as keep the dog apart from other animals; and notify the City of signs of any transmittable diseases.
- Provide kennel services seven (7) days a week, twenty-four (24) hours per day.

Equipment

- Provide all tools and necessary equipment.
- Provide appropriate kennels for the retention of dogs to be cared for.

Accounting, Billing, Business Records

- Provide to City at the end of each month a summary of all dogs cared for, and an itemization of charges for each such dog cared for.
- Files, documents, and records relating to performance of dog caring shall remain the property of the City, and shall be provided to the City at any time upon its request by the kennel provided.

Period of Contract

Contract shall run for a period from **April 1, 2022 through March 31, 2027.**

Licensing and Certification

Maintain all Professional Licensing and Certification as required by local, state, and federal law, and / or Associations for Dog Catchers and Dog Kennels.

Liability Insurance and Indemnification

- Provide services at own risk.

- Assume all responsibility for the use and condition of tools and equipment used in the performance of required duties, efforts and work.
- Carry liability insurance for an amount of not less than **$1,000,000** and provide a certificate of said insurance as provided in the proposed contract with the City.
- Agree to an indemnification clause as provided within the contract between the City of Isanti and the kennel services provided.

Termination
Contractor must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider as provided within the specifications.

OTHER REQUIREMENTS

1. References

For vendors that have not served the City in this capacity, references must be submitted with the quote. (see attached form).

2. Doing Business with the City

For vendors that have not served the City, a Doing Business with the City form must be completed and submitted with the quote.

CITY OF ISANTI
ISANTI, MINNESOTA
KENNEL SERVICES QUOTE SHEET

I (we) submit the following quote for kennel services for the City of Isanti. The quote shall be fully completed to be considered in the award of the bid per the attached specifications. Quotes will be accepted until 12:00 p.m. Wednesday, March 2, 2022 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040

1. Per Day Fee for care of dog
   (Includes kennel, food, water, walking/exercising, etc) _____
2. Transport to Veterinarian/shelter _____
3. Price Adjustment over term of contact
   per service year * (if any) _____

_____
Name

_____
Company Name

_____
Address

_____
Phone Number

_____
Authorized Signature

*Service Years are time periods defined as follows:

Year 1 - April 1, 2022 through March 31, 2023
Year 2 - April 1, 2023 through March 31, 2024
Year 3 - April 1, 2024 through March 31, 2025
Year 4 - April 1, 2025 through March 31, 2026
Year 5 - April 1, 2026 through March 31, 2027

REFERENCES

Commercial/City 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

_____
Printed Name of Contact

DOING BUSINESS WITH THE CITY OF ISANTI
REQUEST FOR INFORMATION

Business Name

_____

Business Owner Name(s)

_____

Property Address

_____

_____

Please list all properties owned within the City of Isanti.

Property Address	Parcel Identification Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____

Signature Title

Please return in the enclosed envelope to City of Isanti, PO Box 428, Isanti, MN 55040.

Thank You.

Isanti Police Department Monthly Report

January 2022

Reported Crime	Month to Date	Year to Date
Theft	4	4
Assault	2	2
Vandalism/Damage to Property	0	0
Narcotics	3	3
Burglary	0	0
Domestics	2	2
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	8	8
Medical	43	43
Permit to Purchase	11	11
Security Check / Extra Patrol	431	431

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	9
DUI	0	0
Accidents	21	21
Hit & Run	2	2
Warrant P/U	5	5
Speed	5	5
DAR/DAS	17	17
Administrative Citations (Including Speed)	5	5

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	103,131	416	416
Ford Explorer 224	102,256	360	360
Ford F150 225	Unavailable	#VALUE!	#VALUE!
Chevy Impala 223	102,829	114	114
Dodge Durango 226	42,345	679	679
Dodge Durango 227	49,604	1,160	1,160
Dodge Durango 228	28,968	1,326	1,326
Chevy Tahoe 229	15,702	1,136	1,136
Dodge Charger 230	3,076	1,103	1,103

CEZT REPORT JANUARY 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3											
NEW CASES THIS MONTH		3											
CARRIED FORWARD FROM PREVIOUS MONTH		3											
NEW CASES + CARRIED FWD		6											
CLOSED THIS MONTH		3											
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3											
CAN - Prohibited Animals/**87.1**													
CCV - Comm Vehicle storage/**227-10**													
CDO - Dogs		2											
CPA - Park & Store/**227-8**													
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**													
NGR - Grass/Weed Length/**216-2-H**													
Nuisance Junk/Rubbish/**216-2-L**		1											
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**													
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **445-Sec 15-Sub Sec 5 C4a**													
Other													
NEW CRIMINAL CITATIONS ISSUED THIS MONTH													
ACTIVE CRIMINAL CITATIONS END OF MONTH	1	1											
COMPLIANCE LETTERS MAILED THIS MONTH		1											
ABATED PROPERTIES THIS MONTH													

M.2.

CITY OF ISANTI MONTHLY REPORT

Jan 2022

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	2	$0.00	$0.00	$1.00	$2.00	$80.00	$160.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	1	2	$0.00	$0.00	$1.00	$2.00	$300.00	$600.00		
REMODEL / ADDITION	1	1	$0.00	$0.00	$2.50	$2.50	$123.00	$123.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	13	17	$0.00	$0.00	$13.00	$17.00	$1,272.00	$1,722.00		
SINGLE DWELLINGS	4	7	$1,068,234.21	$1,818,394.80	$552.74	$1,013.64	$14,259.30	$25,881.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	8	13	$0.00	$0.00	$8.00	$13.00	$600.00	$975.00		
PLUMBING	8	12	$0.00	$0.00	$8.00	$12.00	$592.00	$928.00		
RESIDENTIAL TOTAL	**36**	**54**	**$1,068,234.21**	**$1,818,394.80**	**$586.24**	**$1,062.14**	**$17,226.30**	**$30,389.90**		
COMMERCIAL										
NEW BUILDINGS	1	1	$300,000.00	$300,000.00	$150.00	$150.00	$0.00	$0.00		
REMODEL / ADDITION	1	1	$0.00	$0.00	$30.00	$30.00	$780.00	$780.00		
PLUMBING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	1	1	$0.00	$0.00	$1.00	$1.00	$50.00	$50.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	2	3	$0.00	$0.00	$1.00	$1.00	$125.00	$175.00		
COMMERCIAL TOTAL	**5**	**6**	**$300,000.00**	**$300,000.00**	**$182.00**	**$182.00**	**$955.00**	**$1,005.00**		
RESIDENTIAL/COMMERCIAL TOTAL	**41**	**60**	**$1,368,234.21**	**$2,118,394.80**	**$768.24**	**$1,244.14**	**$18,181.30**	**$31,394.90**	**$26,772.00**	**$46,851.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 1/31/2022**

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	$3,610.48	$0.00
2017	38	4	0	0	$716,154.00	$13,243.40	$24,666.00
2018	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	38	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
2021	39	2	0	0	$485,521.00	$10,091.33	$12,750.00
2022	60	7	0	1	$2,118,394.80	$31,394.90	$46,851.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	19	$750,160.59	$13,213.60
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	60	$2,118,394.80	$31,394.90

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: February 9, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
We will complete the plans & specifications this month.

2) **Brookview South 1-4 Addition Rehabilitation**
We will complete the plans & specifications this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County Engineer for review.

4) **Legacy Pines 3rd Addition**
The final pavement lift on Eagle Street is scheduled to be completed next spring.

5) **Fairway Greens North Development**
The First Addition Phase 1 was completed this fall & building permits are being pulled. The remainder of the 1st Addition as well as the 2nd Addition are anticipated to be completed in 2022.

6) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.

7) **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 1, 2022 – 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. ICLEA (Isanti County Law Enforcement Association) Officer of the Year to Lieutenant John McCarty

G. Approve City Council Minutes
1. February 15, 2022- Regular Meeting of the City Council
2. February 15, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, March 15, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 15, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 15, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. South Brookview Improvements Project – Improvements Hearing
    a. Resolution 2022-XXX Authorizing Improvement on the South Brookview Improvements Projects
    b. Resolution 2022-XXX Approving Plans and Ordering Advertisement for Bids for the South Brookview Improvements Project

K. Business Items
<u>City Clerk Jaden Strand</u>
1. Liquor License Renewals
    a. Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
    b. Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal for Rum River VFW 2735
    c. Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreen's Golf & Grill
    d. Resolution 2022-XXX Approving the Brewer Off-Sale and Tap Room On-Sale Sunday License Renewal for Thunder Brothers Brewery, Inc.

Community Development Director Stephanie Hillesheim

2. Resolution 2022-XXX Approving the Final Plat for Fairway Greens North (Phase 2)
3. Resolution 2022-XXX A Resolution Supporting Housing and Local Decision-Making Authority
4. Resolution 2022-XXX Approving Site Plans and a Conditional Use Permit for Drive-Thru Facilities at 291 5th Ave NE for the Little North Boutique

City Engineer Jason Cook

5. Resolution 2022-XXX Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2022 Pavement Management Project

L. Approve Consent Agenda

1. Payroll in the Amount of $122,236.61 and Accounts Payable in the Amount of $288,007.31
2. Resolution 2022-XXX Accepting Parks, Recreation and Culture Board Member Aaron Zdon's Resignation
3. Resolution 2022-XXX Authorizing the Replacement of the Main Lift Station Generator
4. Resolution 2022-XXX Approving a Check to New Hope Community Church for Volunteering at Isanti Movie Nights
5. Resolution 2022-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for May 1st, 2022
6. Resolution 2022-XXX Accepting Part-Time Police Secretary Maria Glad Letter of Resignation
7. Resolution 2022-XXX Approving Partnership Agreement Between the City of Isanti and FIAL (Friends of Isanti Area Library)
8. Resolution 2022-XXX Amending the 2022 Capital Improvement Plan for the Isanti Community Center

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, FEBRUARY 15, 2022 – 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, Parks, Recreation and Events Coordinator Alyssa Olson, Community Development Director Stephanie Hillesheim, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

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 Award
None

G. Approve City Council Minutes
1. February 1, 2022- Regular Meeting of the City Council
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, February 22, 2022 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 1, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, March 1, 2022 *(Immediately following the City Council Meeting)*
4. CITY OFFICES CLOSED	Monday, February 21, 2022 *(In Observance of President's Day)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. **ORD-768** An Ordinance to Repeal and Replace City Code Chapter 1; Sections 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 and Amend City Code Chapters 1, 8, 18, 76, 87, 111, 119, 143, 171, 227, 253, 256, 257, 258, 260, 262, 270, 284, 312 and 325

City Administrator Josi Wood shared that this is the final stage for the Editorial and Legal Analysis Project which began in 2020. This is to finalize the comprehensive review of every Chapter and Section in City Code. Wood further shared that most of the changes included statute updates and typos without changing much of the language. The biggest change within the repealer is Sections within Chapter 1 that refers to any violations to Chapter 1; Section 1 instead of listing them out in every Chapter. This Ordinance has been posted for the required 10 days, reviewed by the City Attorney and the City's Codifier.

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

2. **Resolution 2022-023** Approving a Special Event Permit Application for Rum River Rods 12th Annual Summer Spectacular Car Show

City Administrator Josi Wood shared that this is a Special Event Permit Application for the Rum River Car Show which will be Saturday, August 13th, 2022. The estimated number of people in attendance each day is 300-500 people. The event coincides with the City's Street Dance. Staff recommended approval of the Special Event Permit.

Motion by Lundeen, seconded by Collison to approve Resolution as presented. Motion passed 5-0. Motion carried.

Parks, Recreation and Events Coordinator Alyssa Olson

3. **Resolution 2022-024** Approving the Archery Range

Parks, Recreation and Events Coordinator Alyssa Olson shared that at July 2021's Committee of the Whole meeting, the Committee elected to move forward with adding an archery range to the Isanti park amenities, identifying the location as the area South of the Dog Park. Staff has examined the costs for this new feature and determined the following:

- The range may consist of 9 lanes, ranging in shooting distances from 10 to 40 yards.
- A berm will be created at the South end of the lot to act as a backstop for arrows.
- A split rail fence will be installed along the East and West sides of the range to maintain a safety perimeter.
- For ADA accessibility, a lime ag path would be extended from the paved path to the range area.
- Paths would also be created to designate each lane and provide inclusive use of the recreation site.
- Two light poles will be installed in the vicinity to enhance visibility at night for both the Archery Range and the Dog Park.

The total estimated cost to build the archery range, including a 5% contingency is $17, 955.00.

Motion by Lundeen, seconded by Bergley to approve Resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $128,212.63 and Accounts Payable in the Amount of $354,856.70
2. **Resolution 2022-025** Lift Station Pump Replacement
3. **Resolution 2022-026** Approving City Social Media LinkedIn Profile
4. **Resolution 2022-027** Approving Objectives and Organizational Chart
5. **Resolution 2022-028** Approving the Hire of William Brinkman Liquor Store Clerk II
6. **Resolution 2022-029** Approving a Check to Northern Elements All Stars for Volunteering at Isanti Movie Nights
7. **Resolution 2022-030** Approving Temporary 3.2 On-Sale Malt Liquor License for the Isanti Lions Club for the 2022 Isanti Street Dances
8. **Resolution 2022-031** Authorizing a Reduction in the Letter of Credit for Fairway Greens North
9. **Resolution 2022-032** Authorizing Master Agreement with Mueller Systems
10. Approving Request for Proposals for Animal Control and Kennel Services

Motion by Lundeen, seconded by Bergley to approve the consent agenda. Motion passed 5-0. Motion carried.

M. Other Communications

1. January Police Department Report
2. January Code Enforcement Report
3. January Building Inspector Report
4. February Engineering Project Status Report

Adjournment

A motion to adjourn was made by Bergley, seconded by Gordon. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:09 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, FEBRUARY 15, 2022 – 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, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Alyssa Olson, Liquor Store Manager Keith Lusk, Chief of Police Travis Muyres and Finance Director Mike Betker

Others Present: Fire Chief Al Jankovich and Sandra Duke

D. Public Comment
None

E. Committee Meeting Items

1. Public Safety Radio Equipment on Isanti Water Tower *(Fire Chief Al Jankovich)*
Fire Chief Al Jankovich shared that he was in attendance for the Sheriffs Office and the Fire District as Sheriff Caulk was unable to attend.

Chief Jankovich shared that the request is for a public safety radio equipment antenna to be placed on the Isanti Water Tower as the current signal has become more and more interrupted. In addition, it is requested that the rent fee be waived however they would pay electrical costs of $350 per year which is consistent with other agreements the County has.

There are two other providers that are currently on the Water Tower, Genesis, which their lease agreement is $500.00 per month or in lieu, they provide internet services to all City facilities. Sprint is the other provider on the Water Tower and they pay $1,783.00 per month for rent to the City.

Consensus from Committee is to move forward with allowing public safety radio equipment to be installed on Isanti's Water Tower as long as there no findings from the engineering study that there are frequency interruptions for current providers that have antennas on the Water Tower and waive leasing fee.

2. City Council Agenda Request *(Sandra Duke, Friends of Isanti Area Library)*
Sandra Duke the shared that Friends of Isanti Area Library currently meet monthly at a private residence for their meetings. They are requesting using the Library in City Hall for their monthly

meetings which is the 3rd Thursday of the month at 9:00 a.m. and the use of extra chairs from the Council Chambers. East Central Regional Library is okay with Friends of Isanti Area Library using the space for their monthly meetings.

Consensus from Committee is to allow for Friends of Isanti Area Library to use the Library space with no fee and for staff to draft a Use Agreement and bring to the next City Council meeting for consideration.

3. Police Updates
Staff is working on filling the vacant Police Officer position.

A crimes report for years 2018, 2019, 2020 and 2021 was shared with Committee.

A Post audit was just completed which is done every 3-4 years to ensure compliance with Post mandates.

Police Investigator position is on an assignment basis for a 3-year rotation.

The Isanti Police patch will be going under rebranding.

4. Liquor Updates
Gross Sales numbers for December 2021 was $518.988.00 which is 28.36% profit margin up $100,201.00 from 2020, January 2022 was $355,830.00 which is a 27.02% profit margin up $42,038.00 from 2021.

Sales by Category 11/18/21-1/31/22

- Beer 42%
- Liquor 38%
- Wine 15%
- 6% Sales (Pop/Juice/Mix) 2%
- Tobacco 2%
- Non Alcoholic 1%

Transaction Count from the Grand Opening through January 31st is 33,026.

Largest single transaction so far was $1,208.60 (two bottles of Bourbon.)

Online Order function should be live shortly.

Staff have high morale and a strong work ethic, which show through the positive feedback received in person and through Google reviews.

5. Doing Business in Isanti Update
It is required that review is done twice per year that vendors doing business with Isanti is current on utilities bills, etc.

At the time of review there was one business that was delinquent with utilities and they have since got current.

6. Special Events Permit Discussion

Under City Code 278 “Special Events”, “events established through the City of Isanti” are not required to submit an application for a Special Event Permit. However, this has been common practice for City events as it was beneficial to let City residents know about upcoming events but there are now other avenues to advise residents of upcoming events.

Recommendation from Committee is for City events to be included under announcements on agenda versus staff completing Special Event Application.

7. Bullet Proofing and Window Tinting Council Chambers
Chief of Police Travis Muyres shared that the cost for bulletproofing steel for the Council Chambers is estimated at $6,300.00 and $5,000.00 for hand gun rated steel, windows are estimated at approximately $10,000.00 a window for tinted windows and mirrored window tint is $1,300.00 per window.

Consensus from Committee is to get official quote for mirrored windows for Council Chambers and frosted tint and quote for frosted tint on lower half of the other windows in Council Chambers.

8. Splash Pad Discussion
Two Splash Pad options were shared with Committee.

Option 1 included smaller footprint and limited features, mostly ground sprayers with a cost without grant funding of $218,000.00 and option 2 which includes larger foot and more features with a cost with grant funding of $436,000.00.

Recommendation from Committee is to not staff the Splash Pad and move forward with option 1 and for staff to look into DNR Outdoor Recreation Grant to help with cost.

9. Union Negotiation Team and PD Staffing Discussion
Committee discussed staffing and moving full-time officer slated for 2024 to 2023 and Council as part of Union Negotiation team.

Consensus from Committee is for staff to look into moving full-time officer slated for 2024 to 2023 and bring to budget work session in July.

Further consensus from Committee is for Councilor Jimmy Gordon to be a part of Union Negotiations.

F. Adjournment
Meeting was adjourned at 6:45 p.m.

Respectfully Submitted.

Jaden Strand

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

J.1.

MEMORANDUM

Date: February 21, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: South Brookview Improvements Project
Public Hearing, Project Authorization, Plan Approval and Authorization to Advertise for Bids
City of Isanti, MN
Project No.: 0R1.126222

An Informational Open House was conducted on February 16th, 2022. Three individuals representing three properties attended in person and three individuals submitted their questionnaires in advance of the open house providing a total of 6 responses out of a total of 81 properties on the assessment roll. The submitted questionnaires are attached for your review.

Most questions at the open house were regarding the construction process, proposed sidewalk, rain gardens, individual assessment amounts, 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) March 1, 2022 – Hold Public Hearing, Mayor and City Council order the improvements
2) March 1, 2022 – Mayor and City Council approves final plans and orders advertisement of bids
3) March 29, 2022 – Open bids
4) April 5, 2022 – Mayor and City Council awards bid
5) June 2022 – Commence construction
6) November 2022 – Substantial construction completion
7) November 2022 – 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.

I will be at the March 1, 2022 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.

South Brookview Reconstruction
Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: Emily Meyer

Address: [redacted]

Phone Number: [redacted]

Email: [redacted]

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** NO...
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** NO
3) **Does your water service pipe freeze?** NO
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** Not necessary
5) **Do you have an irrigation system along the street curb?** NO
6) **Do you have an invisible dog fence along the street curb?** NO
7) **Are there any drainage issues in the street infront of your house?** NO
8) **Would you be interested in a small rain garden being installed on your lot?** NO just for extra maintenance in the future... possible garbage/litter spot. Yes if its a very simple design w/ little future maintenance.

General Comments: (please provide any additional comments you may have regarding your property or this project)

* The limbing of the trees would be too much to try to keep the trees & I'd like to keep the trees vs having a sidewalk
* Snow clean-up would be hard - we would only have shovels... lots of area
* Not really necessary due to traffic load (foot traffic too)
* I wouldn't want more traffic/foot traffic that a sidewalk would bring. Less people = good
* Poorly lit area - would need more lights to make it safe.. regardless
* Lots of driveway tore up & redone that I'd rather just have the whole driveway done - good & bad

South Brookview Reconstruction
Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: Victor & Daisy Boehmer

Address: [redacted]

Phone Number: [redacted]

Email: ~~[redacted]~~ [redacted]

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** NO
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** NO
3) **Does your water service pipe freeze?** NO
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** NO
5) **Do you have an irrigation system along the street curb?** NO
6) **Do you have an invisible dog fence along the street curb?** NO
7) **Are there any drainage issues in the street infront of your house?** NO
8) **Would you be interested in a small rain garden being installed on your lot?** POSSIBLY, WOULD LIKE MORE INFO ~~NO~~

General Comments: (please provide any additional comments you may have regarding your property or this project)

South Brookview Reconstruction Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: JOE BLISKOWSKI

Address: [redacted]

Phone Number: [redacted]

Email: [redacted]

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** NO
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** NO
3) **Does your water service pipe freeze?** NO
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** NOT NECESSARY
5) **Do you have an irrigation system along the street curb?** NO
6) **Do you have an invisible dog fence along the street curb?** NO
7) **Are there any drainage issues in the street infront of your house?** NO
8) **Would you be interested in a small rain garden being installed on your lot?** NO

NOT ENOUGH FOOT TRAFFIC TO JUSTIFY ADDING A SIDEWALK

General Comments: (please provide any additional comments you may have regarding your property or this project)

South Brookview Reconstruction Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: Leonard and Kateri Elliott

Address: [redacted]

Phone Number: [redacted]

Email: [redacted]

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** dont care
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** NO
3) **Does your water service pipe freeze?** NO
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** NO
5) **Do you have an irrigation system along the street curb?** NO
6) **Do you have an invisible dog fence along the street curb?** NO
7) **Are there any drainage issues in the street infront of your house?** NO
8) **Would you be interested in a small rain garden being installed on your lot?** NO

General Comments: (please provide any additional comments you may have regarding your property or this project)

South Brookview Reconstruction Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: Carlson

Address: [redacted]

Phone Number:

Email:

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** dont care
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** no
3) **Does your water service pipe freeze?** no
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** dont care
5) **Do you have an irrigation system along the street curb?** yes
6) **Do you have an invisible dog fence along the street curb?** no
7) **Are there any drainage issues in the street infront of your house?** yes
8) **Would you be interested in a small rain garden being installed on your lot?** no

General Comments: (please provide any additional comments you may have regarding your property or this project)

South Brookview Reconstruction Questionnaire

Please return the completed form at the Open House
February 16th at 6pm
OR drop off earlier at City Hall

Resident Name: Pat & Wanda Miskavige

Address: [redacted]

Phone Number: [redacted]

Email: [redacted]

Questions:

1) **Should sidewalk be added on the north side of South Brookview Lane?** No
   a. **The sidewalk would NOT be assessed.**
2) **Does your sanitary sewer pipe clog?** No
3) **Does your water service pipe freeze?** no
4) **Should we change the Yield Signs along 8th Avenue to Stop Signs?** NA
5) **Do you have an irrigation system along the street curb?** no
6) **Do you have an invisible dog fence along the street curb?** no
7) **Are there any drainage issues in the street infront of your house?** no
8) **Would you be interested in a small rain garden being installed on your lot?** no

General Comments: (please provide any additional comments you may have regarding your property or this project)

RESOLUTION 2022-XXX

J.1.a.

RESOLUTION AUTHORIZING IMPROVEMENT
ON THE SOUTH BROOKVIEW IMPROVEMENTS PROJECT

WHEREAS, pursuant to Resolution 2022-015 of the City Council adopted February 2, 2022, fixed a date for a council hearing on the improvement of South Brookiew Lane SW, Marion Street SW, Nina Street SW, Page Street SW and 8th Avenue SW between Whiskey Road and 6th Avenue SW. The improvement shall consist of street reconstruction and curb & gutter repair, and;

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 1st day of March 2022, 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 1st day of March 2022.

Motion: Seconded: Carried:

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE SOUTH BROOKVIEW IMPROVEMENTS PROJECT

WHEREAS, pursuant to Resolution No. 2022-016 passed by the Council, the City Engineer, Bolton & Menk, Inc. has prepared plans and specifications for the South Brookview Improvements project. The following roadways are included in this project: South Brookiew Lane SW, Marion Street SW, Nina Street SW, Page Street SW and 8th Avenue SW between Whiskey Road and 6th Avenue SW. The improvements shall consist of street reconstruction and curb & gutter reconstruction in whole or a part in the above mentioned improvement area.

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 March 29th, 2022 at which time they will be publicly opened and read by the City Engineer. The bids will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on April 5, 2022**,** 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 submitted on QuestCDN 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 1st day of March 2022.

_____

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: March 1, 2022

Subject: Liquor License Renewals

Background:
Prior to being brought to City Council for consideration of a Liquor License renewal, all Liquor License applications are reviewed for completeness, the license applicants undergo a background check by the 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 at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & Grill
- Thunder Brothers Brewery, Inc.

Sanbrook Golf Course and Northern Pawn, Inc advised City staff that they are not seeking to renew their licenses.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Junction Bowl and Whistle Stop Bar and Grill
- Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Rum River VFW 2735
- Resolution 2022-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreens Golf & Grill
- Resolution 2022-XXX Approving the Brewer Off-Sale and Tap Room On-Sale License Renewal for Thunder Brothers Brewery, Inc.

RESOLUTION 2022-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, 2022; 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, 2022 through March 31, 2023.
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 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

K.1.b.

RESOLUTION 2022-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, 2022; 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, 2022 through March 31, 2023.
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 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

K.1.c.

RESOLUTION 2022-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, 2022; 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, 2022 through March 31, 2023.
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 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE BREWER OFF-SALE AND TAP ROOM ON-SALE SUNDAY LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS BREWERY, INC

WHEREAS, Thunder Brothers Off-Sale and Tap Room On-Sale Sunday License will expire on March 31, 2022; 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, 2022 through March 31, 2023.
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 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action

To: Mayor Johnson and Members of City Council

From: Stephanie Hillesheim, Community Development Director

Date: March 1, 2022

Subject: Resolution 2022-XXX Approving Final Plat for Fairway Greens North (Phase 2)

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 Plat approval of Phase 2. At this time only the final plat will be considered. The applicant and staff are still working on the development agreement. This approval will be for final plat of the second addition and will contain 21 lots. The development agreement will be considered for approval at a different meeting once all plans and agreements are completed.

Request:

Consider resolution 2022- XXX approving Final Plat for Fairway Greens North First (Phase 2).

Attachments:

- Resolution 2022-:XXX
- Plat
- City Engineers Memo

RESOLUTION 2022-XXX
APPROVING THE FINAL PLAT FOR FAIRWAY GREENS NORTH (PHASE 2)

WHEREAS, Home Pride Inc., has applied for Final Plat for phase 2 Fairway Greens North Addition, a 21-lot residential subdivision for 9.72 acres within PID 16.158.630, Isanti County, Isanti, Minnesota; and,

WHEREAS, the lots are part of the larger Fairway Greens North PUD and 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 lsanti 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 2, the approval of the 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 Phase 2 be approved with the following conditions:

1. All comments and concerns in the City Engineers memos dated January 13, 2021, March 25, 2021 and August 31, 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 lsanti 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 1st day of March 2022.

_____

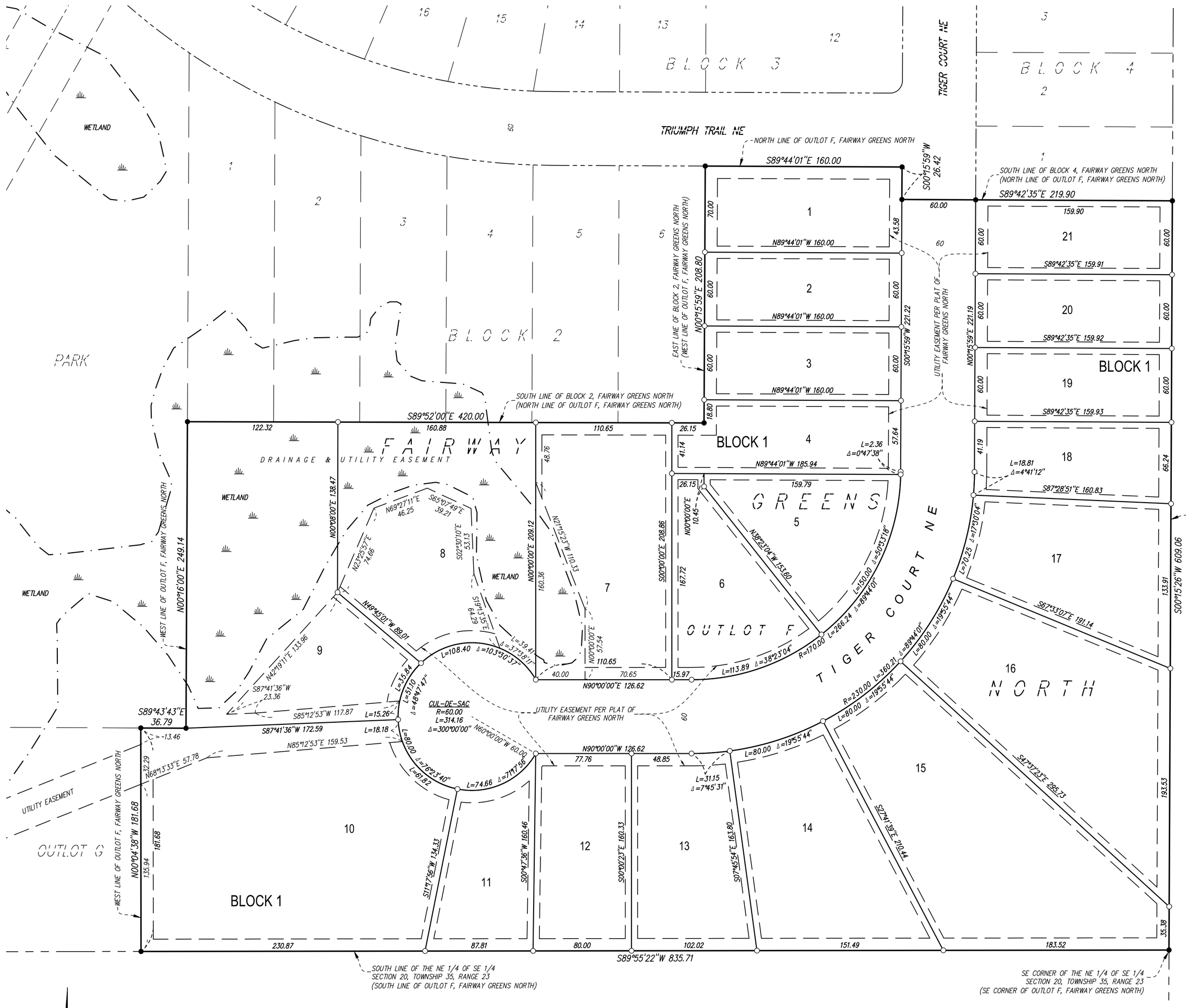
Jeff Johnson, Mayor

_____

Jaden Strand, City Clerk

FAIRWAY GREENS NORTH PHASE 2

SEC. 20, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY



0 25 50 100
(SCALE IN FEET)

LEGEND

- ○ DENOTES SET IRON PIPE WITH CAP MARKED RLS 42627
- ● DENOTES FOUND MONUMENT
- ⊙ DENOTES ISANTI COUNTY LAND CORNER MONUMENT

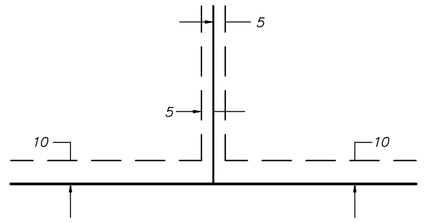
NOTE REGARDING WETLANDS

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 SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA (A.K.A. THE SOUTH LINE OF OUTLOT F, FAIRWAY GREENS NORTH), IS ASSUMED TO BEAR SOUTH 89 DEGREES 55 MINUTES 22 SECONDS WEST.

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.

KNOW ALL MEN BY THESE PRESENTS: That Homepride, Inc., a Minnesota corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot F, FAIRWAY GREENS NORTH, according to the plat of record thereof, 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 PHASE 2 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 Homepride, 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 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____.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 20____.

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 20____.

_____ Attest _____
Chairperson Secretary

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20____.

_____ By_____, Deputy
Isanti County Auditor–Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock __.M. and was duly recorded as Document No. _____.

_____
County Recorder, Isanti County, Minnesota.

LHB
Cambridge, MN

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 31, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North 2nd Addition – Site Plan Review 2
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan entitled "Fairway Greens North 2nd Addition" with a revision date of August 26, 2021.

The submitted "2nd Addition" plan set includes the extension of a city street and utilities. The general grading of the area as well as the installation of the watermain and sanitary sewer is included in the Fairway Greens North 1st Addition plan set.

We have reviewed the submitted plan set and have no further comments.

1. Additional Documents Needed:
    a. Final Plat - Fairway Greens North 2nd Addition:
        i. Isanti City Engineer label is shifted out of position.

We recommend approval of the 2nd Addition plan set and final plat once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2022-XXX
A RESOLUTION SUPPORTING HOUSING AND LOCAL DECISION-MAKING AUTHORITY

WHEREAS, local elected decision-makers are in the best position to determine the health, safety, and welfare regulations that best serve the unique needs of their constituents; and

WHEREAS, zoning regulation is an important planning tool that benefits communities economically and socially, improves health and wellness, and helps conserve the environment; and

WHEREAS, local zoning regulation allows communities to plan for the use of land transparently, involving residents through public engagement; and

WHEREAS, cities across the state are keenly aware of the distinct housing challenges facing their communities and they target those local housing challenges with available tools; and

WHEREAS, multiple bills restricting local decision-making related to housing have been introduced in the 2021-2022 biennium,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ISANTI that this Council supports local decision-making authority and opposes legislation that restricts the ability for local elected officials to respond to the needs of their communities.

LET IT ALSO BE RESOLVED that this Council supports housing policy that advances solutions to support full housing spectrum solutions, local innovation, incentives instead of mandates, and community-specific solutions throughout Minnesota.

ADOPTED by the Isanti City Council this 1st day of March, 2022.

_____
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: Ryan Saltis, Community Development Specialist
Date: March 1st, 2022
Subject: Site Plan Review and Conditional Use Permit for a Commercial Building with a drive-thru located at 291 5th Ave NE

Background: A presentation was given at the February 15, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans and conditional use permit for the proposed commercial building with a drive thru located at 291 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, Kassondra Buzzell of the Little North Boutique was present at the meeting and available for questions. Planning Commission members asked the applicant how large the tenant spaces in the building will be. Kassondra said that the three tenant spaces will be around 1,200 square feet each and the second-floor space will be larger. The applicant said that the conditions requested by city staff can be met and are reasonable. 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 commercial building with drive-thru facilities with conditions at the February 15, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS AND CONDITIONAL USE PERMIT FOR A COMMERCIAL BUILDING WITH DRIVE-THRU FACILITIES LOCATED AT 291 5TH AVE NE

WHEREAS, Kassondra Buzzell of the Little North Boutique (applicant) has requested approval for site plans of a Commercial Building and a Conditional Use Permit for Drive-Thru Facilities at 291 5th Ave NE in the City of Isanti (PID 16.126.0070); and,

WHEREAS, the property is located in the "B-2" General Business District in which a *General Retail Establishment* 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 Commercial Building with Drive-Thru Facilities on February 15, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans and Conditional Use Permit at its regularly scheduled meeting on March 1, 2022;

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 Commercial 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. Trash enclosure must be illuminated for the safety of employees
3. Trash enclosure must be screened from lot lines and follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
4. All parking stalls around the perimeter of the site must have landscaping buffers to protect surrounding properties from vehicle headlight glare

5. A bicycle rack with at least 3 spaces shall be installed on site and follow Section 17, Subdivision 14 of the City's Zoning Ordinances when determining location
6. If outside mechanical equipment is needed on site, the location shall be shown on site plans and shall be shielded in accordance with Section 15, Subdivision 3 of the City's Zoning Ordinances
7. The outdoor patio area must be enclosed and have an outdoor trash/recycling receptacle
8. "Do not Enter" signs shall be placed on the west end of the service lane exit as well as the exit of the drive-thru lane
9. Handicapped Signs shall be installed in front of these three designated parking stalls
10. All signs shall need a sign permit when applicable to determine dimensions, design and locations
11. 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.
12. All other conditions listed in the City Engineer's memo, dated 2/7/2022.

This Resolution is hereby approved by the Isanti City Council this 1st day of March, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Little North Boutique for a Conditional Use Permit for a Drive-Thru Window located at 291 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 291 5th Ave 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 February 15, 2022 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 February 3, 2022. 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 8 vehicles in the drive-thru lane, as well as one waiting stall to prevent traffic conflicts. The drive-thru and future by-pass lane 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 Overlay District properties 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 tree plantings surrounding the perimeter of the site and drive-thru island 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 and will not cast a significant glare onto neighboring properties. 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 two story architecture with varying materials and colors and is visually appealing. The proposed architecture and materials will enhance the look and feel of the business district and will not cause a blighting influence to existing and potential buildings in the B-2 Zoning District.*

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 southwest corner of the site off of the service lane behind the building. Outdoor trash and recycling will have to be provided 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 and wall signs dimensions and location. 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 February 15, 2022. 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 for Drive-Thru Facilities at 291 5th Ave NE. Motion for approval passed 6-0.

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: 2/15/2022

SUBJECT: Site Plan Review and CUP Approval for a Commercial building for Little North Boutique with a drive-thru located at 291 5th Ave NE

Request: The applicant, Kassondra Buzzell is requesting site plan and CUP approval for a proposed commercial building with a drive thru located at 291 5th Ave NE for Little North Boutique.

Overview/Background: The applicant would like to construct a commercial building on a 1.5-acre vacant lot located at the corner of 5th Ave NE and Cherrywood St NE. This parcel is currently zoned B-2 General Business in which a "General Retail Establishment" is a permitted use. This vacant lot is part of the Anlauf Commercial Park and will be able to use the existing stormwater pond to the west of the site for stormwater runoff.

The building is proposed to be 9,720 square feet and will consist of the Little North Boutique retail space, a connected ice cream shop, office space, storage rooms and 3 tenant spaces with separate mechanical rooms and restrooms. There is a proposed drive-thru on the east side of the building for one of the tenant spaces. An outdoor patio is proposed for use during seasons that would allow for customers of the ice cream shop 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. A total of 54 parking stalls are displayed on the site plans, with three of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the B-2 General Business District:

Lot Requirements

- Lot Size 1 acre

The area of the parcel is 67,200 square feet and roughly 1.5 acres in size.

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
- Maximum Building Height 3 Stories or 45 ft, whichever is less

The proposed building will be located on the south side of the lot and will meet all required setbacks. The building will have a second level for retail but will not exceed the 45 ft 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 summary chart on the site plans displays an impervious surface amount proposed at 71%. The landscaping requirement of 25% of the total lot area as green space will be met for this 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

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

6,000 sq ft retail space:	1 space per 250 sf = 24 parking stalls
1,200 sq ft ice cream shop:	1 space for every 3 seats and 1 space for each employee on the peak shift = estimated around 12 parking stalls

Based on this number of required parking spaces standard and the use of the commercial building, the site will be required at least 36 parking spaces in which two stalls would need to be designated as handicap accessible. The site plans indicate 54 parking stalls, in which three parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the development.

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.

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.

Handicapped Parking Requirements

The number of handicapped parking stalls required shall be in accordance with the following table:

TABLE 10: Required Number of Handicapped Parking Spaces

Total Number of Parking Spaces in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3

A. Each designated handicapped space shall be eight (8) feet in width with an adjacent five (5) foot wide access aisle. Total space width of thirteen (13) feet.

B. A designated van accessible space shall be eight (8) feet in width with an adjacent access aisle totaling eight (8) feet in width. Total space width of sixteen (16) feet.

C. Designated handicapped spaces shall be provided along an accessible route located as near as possible to an accessible entrance.

D. Each space shall contain signage with the international symbol of accessibility. Indicating that a permit is required and notifying of a two hundred (200) dollar maximum fine for violation.

There are three designated handicapped stalls on site which are proposed at 9 ft in width and will have two 9 ft wide access aisles in between the two stalls. The handicap stalls are located near the building and will have an accessible sidewalk with a curb ramp in the front of the

building. There are not handicapped signs displayed on the plans, but will need to be installed as a condition of approval.

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 is required 54 parking stalls, the development will need 3 required bike parking spaces. The site plans do not indicate a location for bicycle racks. The location for bicycle racks shall follow the requirements set forth in Section 17, Subdivision 14 of the City's Zoning Ordinances.

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 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. Two downlit light poles are proposed to be placed in each island around the parking areas and wall sconce lighting is proposed on the exterior of the building. The trash enclosure must be illuminated for the safety of employees.

Visibility

No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.

There is a proposed sign near the curb cut on Cherrywood St NE that is shown to be setback over 20 feet from the roadway. It is not expected that this will restrict visibility of traffic entering or exiting the site.

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/service area lanes. Any modifications needed to the curbing will be addressed in the City Engineer's report dated 2/7/2022.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide white striping shall be used across the site for designated parking stalls.

Curb Cuts

The curb cut proposed along Cherrywood St NE is proposed at 28 feet in width and the curb cut along 5th Ave NE is proposed at 24 ft in width. These 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.

12. Mechanical equipment

    a. Ground equipment shall be screened per Section 14, Subdivision 4 Mechanical Equipment.

    b. Rooftop mechanical equipment, and head-houses for elevators and stairs, shall be concealed from public view.

B. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

Exterior building materials include board & batten siding around building entrances, horizontal smart siding around the majority of the building, boulder creek stone, and black asphalt shingles for the roof. Siding color will vary across the frontage of the building between a snowscape white and abyss black. The boulder creek stones will be a dark gray color around the wainscoting of the tenant spaces and in the center of the building frontage. The exterior of the building has varied detailing with materials and colors and will be visually appealing in this commercial 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.

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 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.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   The refuse and garbage receptacles will have surrounding landscaping of deciduous shrubs for screening. The receptacles shall be completely enclosed with similar architecture to the principal building.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site does not surround a residential area.

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 13 trees on site with a majority of these trees lining the perimeter of the site. Trees are also proposed within the interior islands of the parking areas. The City Landscaping Ordinance requires that the site have at least 11 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 13 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. Rock mulch will be placed around the interior islands where there will be a mix of deciduous and coniferous plantings. Sod will be placed mostly around the perimeter of the site in between the parking lot curbing and property lines.

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.

   The outdoor seating area does not abut a residential district and a Conditional Use Permit will not be required.

B. Seating and furniture shall enhance the appearance of the business.

   According to the site plans there will be three circular tables in the patio area which will give customers an option to sit outside. This will 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 site plans do not display the outdoor patio having any barriers to make it a controlled area.

D. Seating shall be located and designed so as not to interfere with pedestrian and vehicular circulation.

The seating area is located on the west side of the building on a widened sidewalk and will not interfere with pedestrian or vehicular circulation.

E. Seating areas shall be equipped with trash receptacles and shall be periodically reviewed for litter pick up.

The plans do not illustrate a trash receptacle within the outdoor patio area. This seating area will need to have a receptacle to maintain trash caused from the customers eating outside.

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.

The seating area is on the west end of the site and directly abuts an outlot that is used as a stormwater pond. Audio equipment will be allowed as long as it is not audible to adjacent properties and is limited to business hours not past 10 p.m.

G. Lighting shall be permitted to the extent that it only illuminates the designated seating area.

Lighting for the seating area will come from wall sconces on the exterior of the building. The photometrics plan does not show a light source specifically for the outdoor seating area.

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 on the west side of the building on an extended sidewalk and will not obstruct or interfere with any accesses into the establishment.

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 will not exceed 30 spots and will not require additional parking stalls on site.

J. Any proposed outdoor seating plan over fifty (50) seats shall be reviewed as a Conditional Use Permit.

The seating area is proposed to have 3 tables with 4 seats for a total of 12 seats and will not need 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 receptacle is proposed to be located in the southwest corner of the site and be accessed from the service lane drive around. The landscaping plan shows the trash receptacle area surrounded by shrubs. It is not identified on plans how the trash receptacles will be enclosed and designed. The trash enclosure shall be designed so that it is architecturally harmonious with the principal structure on the site. The trash enclosure will also have to be illuminated for the 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.

Outside mechanical equipment is not displayed on site plans; however, the floor plans show each tenant space and the boutique retail space having separate mechanical rooms inside the building. If any outside mechanical equipment is needed it should be displayed on site plans where it will be located. Screening shall also be provided in accordance with Section 15, Subdivision 3 of the City's Zoning Ordinances if outside mechanical equipment is needed.

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 east side of the building and will not be directly 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.

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 Cherrywood St NE 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 8 cars in addition to the queuing space at 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 building and will wrap around a landscaping island, which is separated from the parking area on site. A total of 9 cars will be able to fit in the queuing lane and is not expected to back up traffic on site or onto the public right of way.

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 not provided that runs parallel to the drive thru lane, allowing vehicles to exit the drive-thru lane from the stacking lane. The curbing shows a 12 ft width of the drive-thru lane which will need to be extended to provide a by-pass 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 large trees surrounding the perimeter of the parking area on the north and east sides of the site. These trees will provide partial screening of automobile headlight glare from the parking stalls but there are gaps in the landscaping where shrubs could be planted to eliminate this issue. A 2 ft high retaining wall is proposed along the west boundary line which will partially shield the 6 parking stalls on this side of the site.

Signs

The site proposes wall signage on the front of the building and one freestanding sign near the curb cut on Cherrywood St NE. All signage on site will need to have a sign permit and be reviewed by city staff to ensure that the location, design and dimensions meet the requirements listed in Section 16 of the City Zoning Ordinances.

Staff Recommendation: Staff recommends approval of the proposed commercial building located at 291 5th Ave NE with the following conditions:

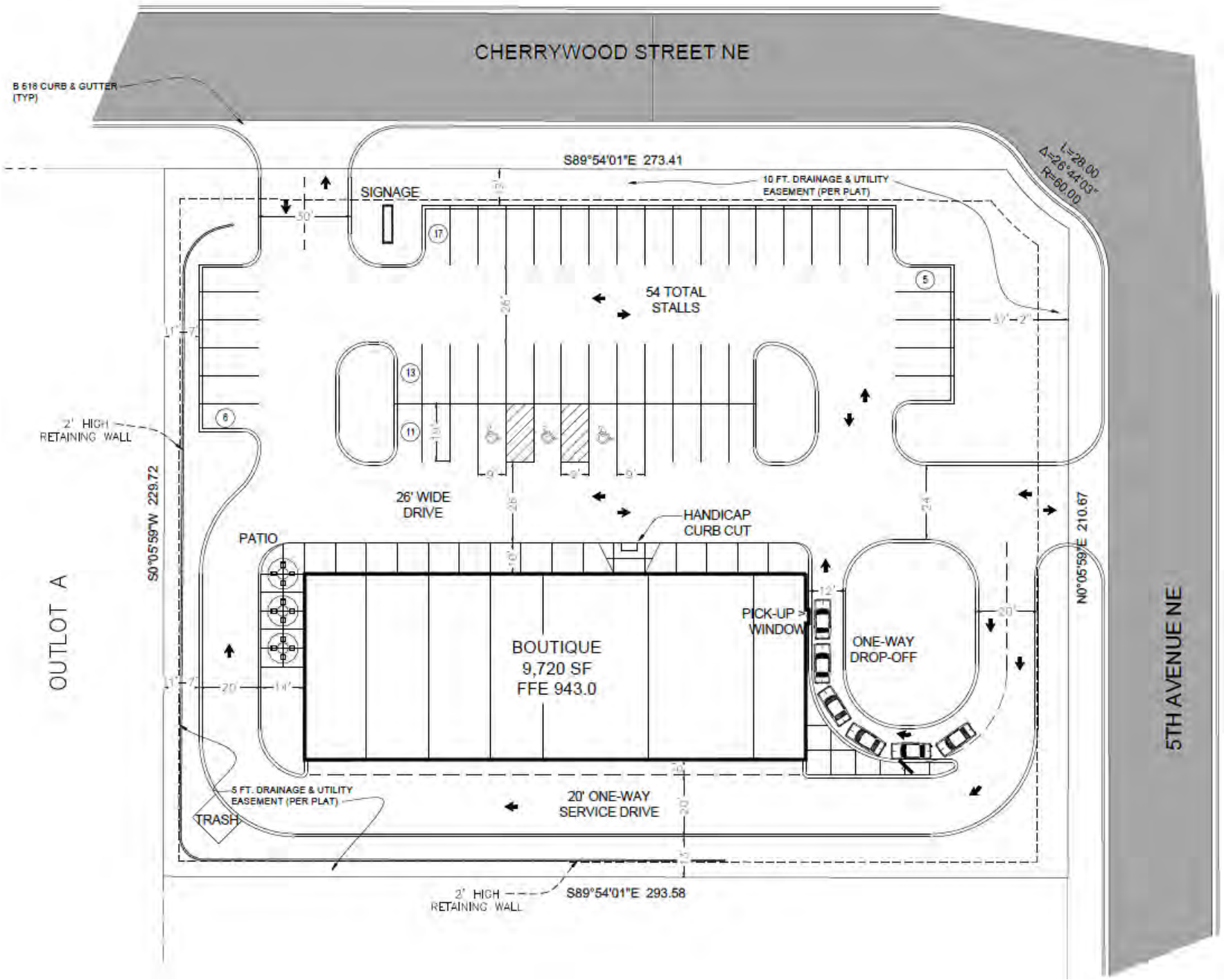
Conditions:

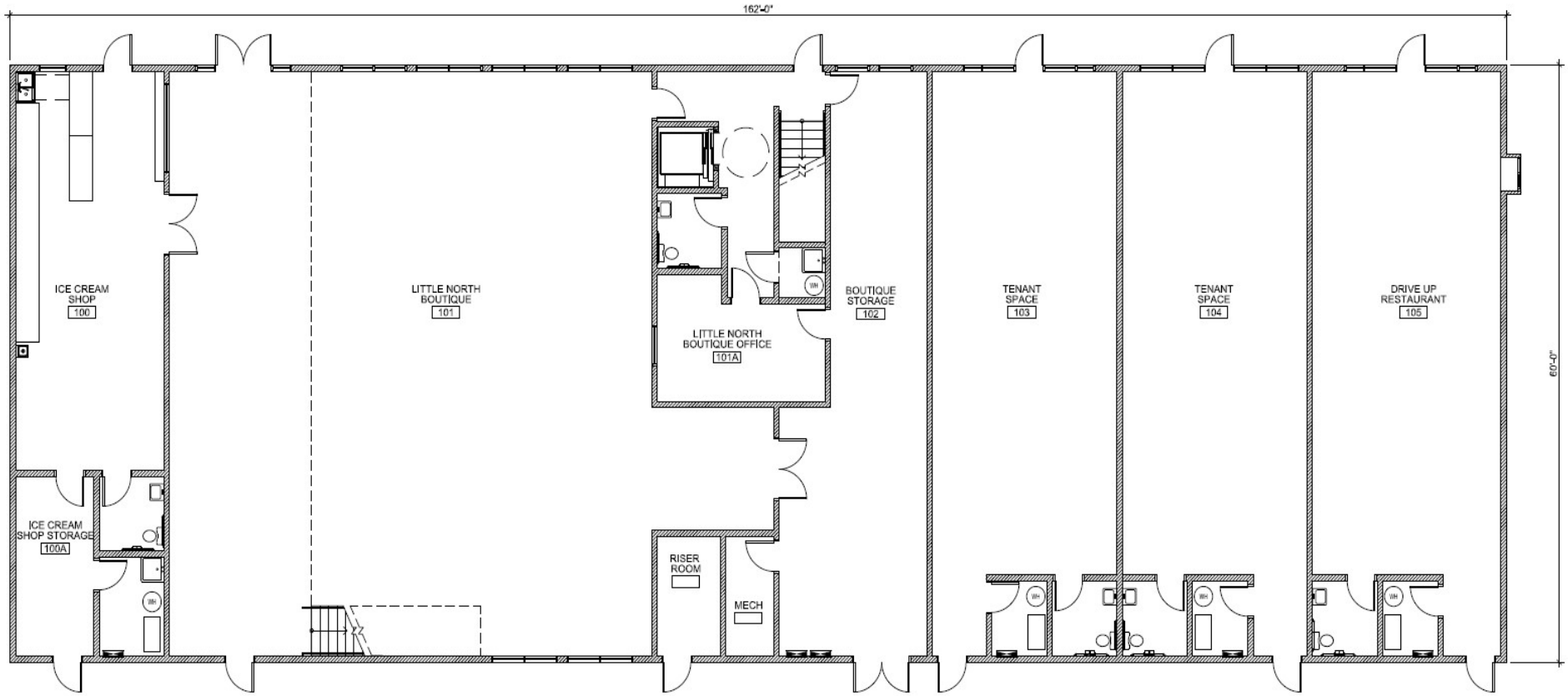
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances

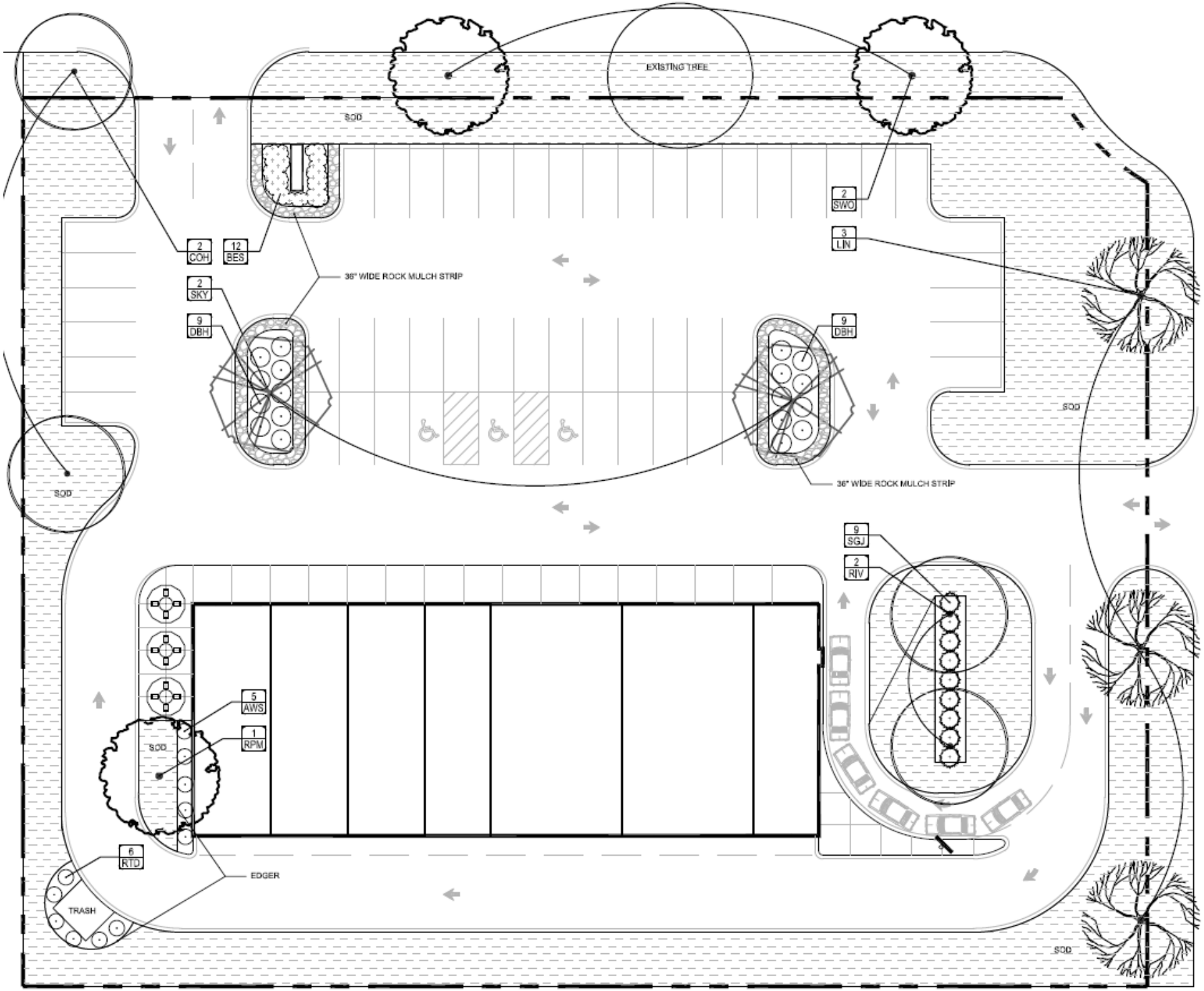
- Trash enclosure must be illuminated for the safety of employees
- Trash enclosure must be screened from lot lines and follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
- All parking stalls around the perimeter of the site must have landscaping buffers to protect surrounding properties from vehicle headlight glare
- A bicycle rack with at least 3 spaces shall be installed on site and follow Section 17, Subdivision 14 of the City's Zoning Ordinances when determining location
- If outside mechanical equipment is needed on site, the location shall be shown on site plans and shall be shielded in accordance with Section 15, Subdivision 3 of the City's Zoning Ordinances
- The outdoor patio area must be enclosed and have an outdoor trash/recycling receptacle
- "Do not Enter" signs shall be placed on the west end of the service lane exit as well as the exit of the drive-thru lane
- Handicapped Signs shall be installed in front of these three designated parking stalls
- All signs shall need a sign permit when applicable to determine dimensions, design and locations
- 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.
- All other conditions listed in the City Engineer's memo, dated 2/7/2022.

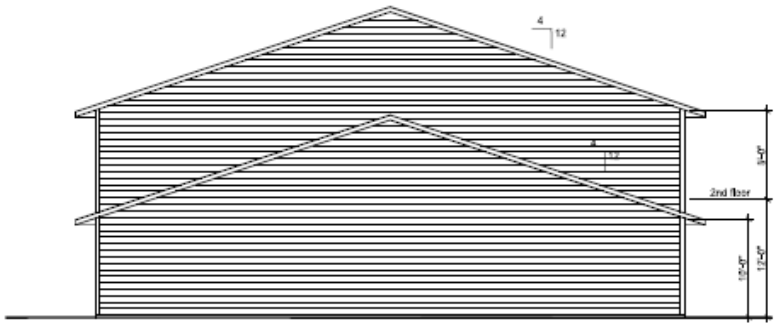
Attachments:

- Site Plans
- Floor Plans
- Landscaping Plans
- Exterior Elevations
- Engineer's Memo Dated 2/7/2022
- Fire Chief's Memo

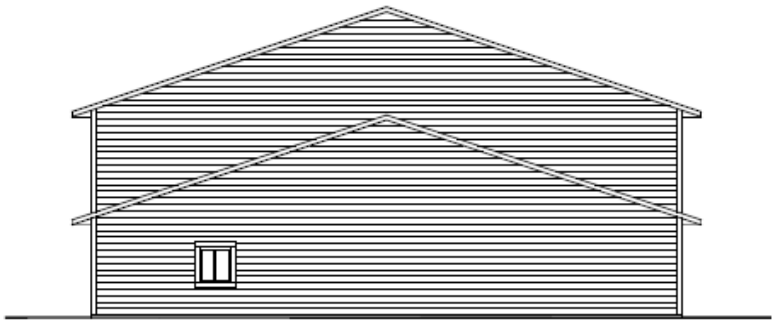

CHERRYWOOD STREET NE
B 518 CURB & GUTTER (TYP)
S89°54'01"E 273.41
SIGNAGE
10 FT. DRAINAGE & UTILITY EASEMENT (PER PLAT)
L=28.00
Δ=26°44'03"
R=60.00
54 TOTAL STALLS
2' HIGH RETAINING WALL
S0°05'59"W 229.72
26' WIDE DRIVE
HANDICAP CURB CUT
PATIO
BOUTIQUE
9,720 SF
FFE 943.0
PICK-UP WINDOW
ONE-WAY DROP-OFF
N0°05'59"E 210.67
OUTLOT A
5TH AVENUE NE
5 FT. DRAINAGE & UTILITY EASEMENT (PER PLAT)
TRASH
20' ONE-WAY SERVICE DRIVE
2' HIGH RETAINING WALL
S89°54'01"E 293.58


162'-0"
60'-0"
ICE CREAM SHOP
100
LITTLE NORTH BOUTIQUE
101
LITTLE NORTH BOUTIQUE OFFICE
101A
BOUTIQUE STORAGE
102
TENANT SPACE
103
TENANT SPACE
104
DRIVE UP RESTAURANT
105
ICE CREAM SHOP STORAGE
100A
RISER ROOM
MECH
WH

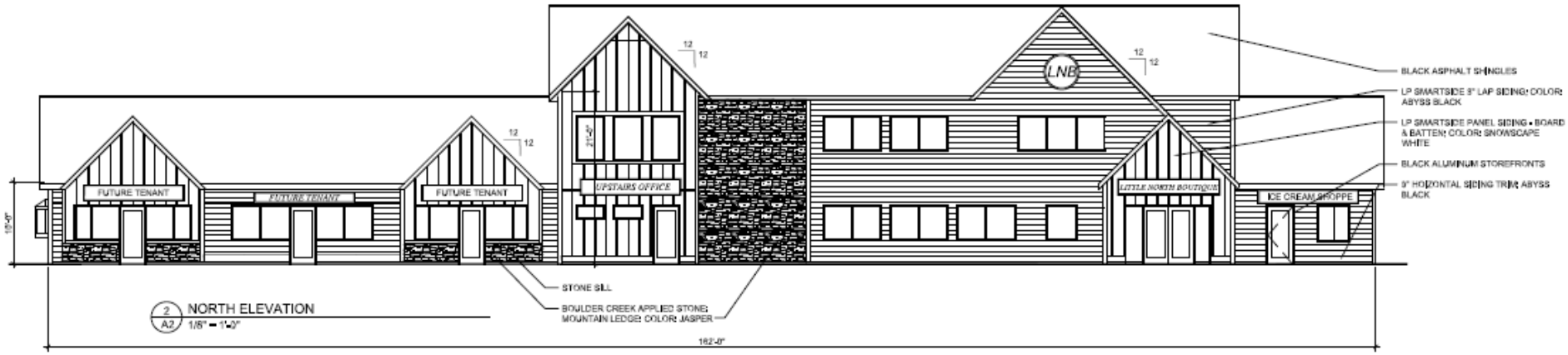

EXISTING TREE
SOD
2 COH
12 BES
36" WIDE ROCK MULCH STRIP
2 SKY
9 DBH
2 SWO
3 LIN
9 DBH
36" WIDE ROCK MULCH STRIP
SOD
SOD
9 SGJ
2 RIV
5 AWS
1 RPM
SOD
6 RTD
EDGER
TRASH
SOD



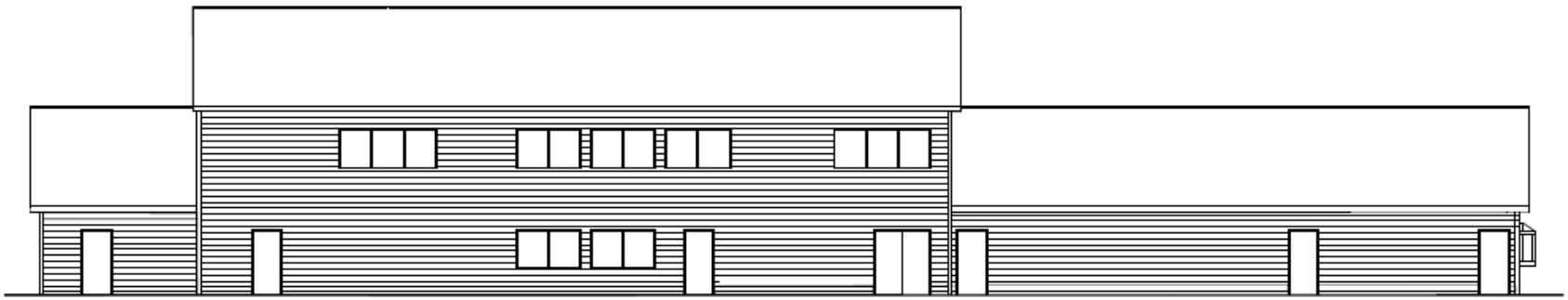
3 A2 WEST ELEVATION
1/8" = 1'-0"



4 A2 EAST ELEVATION
1/8" = 1'-0"



2 A2 NORTH ELEVATION
1/8" = 1'-0"



1 A2 SOUTH ELEVATION
1/8" = 1'-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 7, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Little North Boutique - Plan Set - Engineering Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the plan set entitled "Little North Boutique" with a revision date of January 28, 2022. The project includes the construction of a new building with multiple tenant spaces and a parking lot. We have reviewed the submitted documents and have the following comments:

Title Page C-1:

1. Legend notes C-7 SWPPP but this page appears to be missing.

Site Plan C-4:

2. A concrete valley gutter will be needed at each proposed entrance. See attached detail.
3. Depict where gutter out curb will be used.
4. A bypass lane is required on the drive through.
5. Post signage and striping to designate One-Way road or widen loop to 24-ft F-F and modify drive through area on east end.
6. Submit retaining wall detail.

Grading Plan C-7:

7. Show spot elevations on curb lines at grade breaks.
8. Label curb grades and pavement grades with flow direction.
9. Detail ped ramp in front of building to show ADA compliance. It appears cross slopes in walkways will exceed 2%
10. Note walk height along north side of building. Submit detail for thicken edged walk if planned to expose north side as curb.

Utility Plan C-8:

11. Separate sewer and water service lines will be required with for each separate tenant space. New lines will need to be cut into the sanitary main in the street. The 5 separate water services may be able to tap onto the existing 8" water stub that extends to the parcel, but each water service will need to have a curb stop at the ROW.
12. Storm may discharge directly into Outlot A pond instead of piping all the way to the east if found to be cost effective. Would need adequate apron, riprap, and slope stabilization into pond.
13. Keep waterline 10 feet from adjacent utilities, specifically noted near CB D, install 45-degree bends in lieu of 90-degree to make corner.

Stormwater:

14. See attached SWPPP checklist and make necessary revisions to address all missing items.
15. Submit NPDES permit to City prior to work beginning on site.

We recommend approval of the plans once the above comments are addressed.

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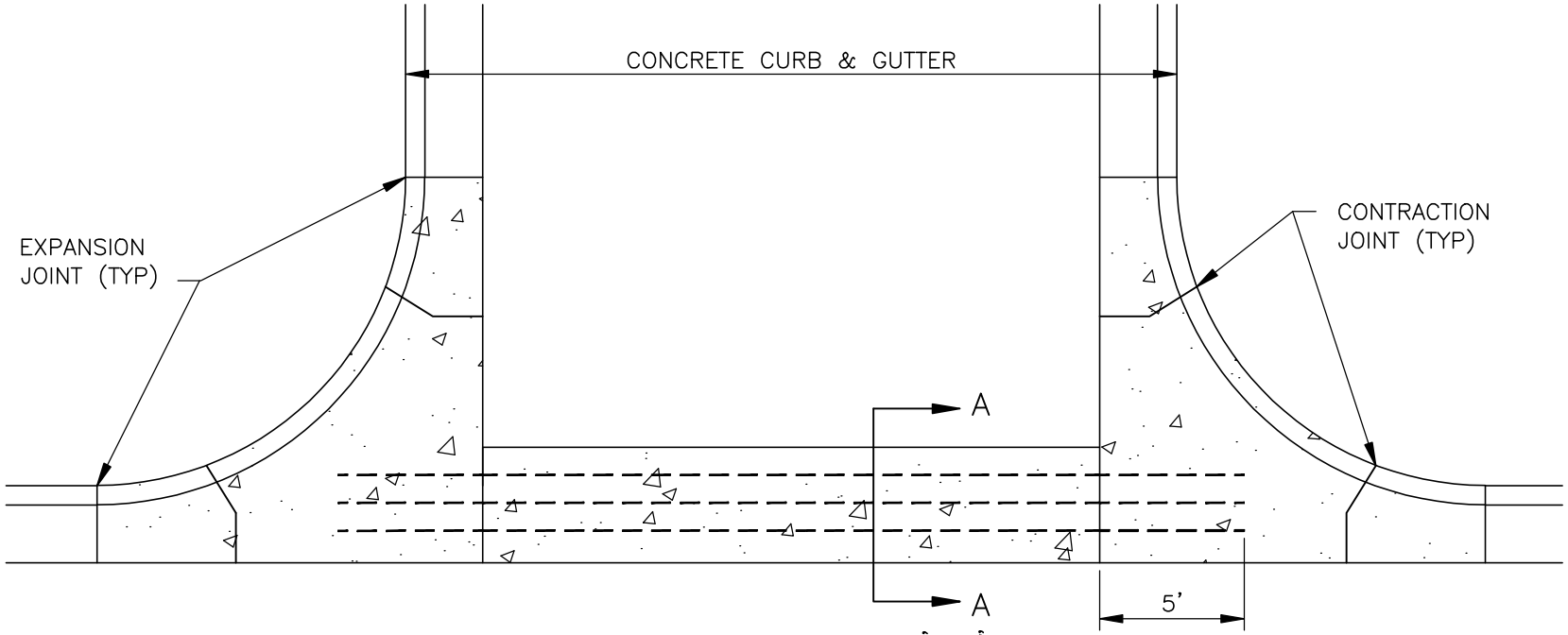

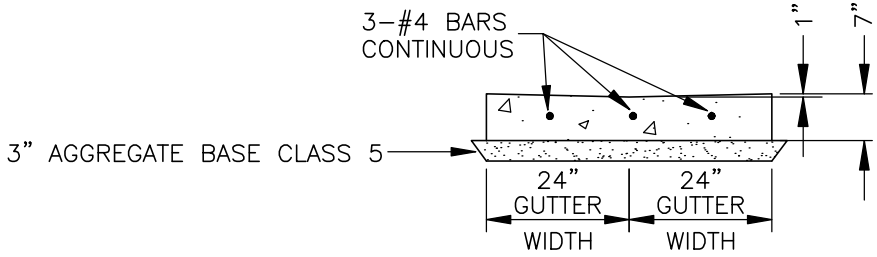

NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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

A Community For Generations.

Isanti

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: Little North Boutique, Kasi Buzzell Project name: Little North Boutique

Application date: 1/28/22 Reviewer name: Jason Cook

SWPPP Narrative

Yes	No	
☒	☐	Describe the nature of the construction activity?
☒	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☒	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs).
☐	☒	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☒	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☒	Identify the training requirements are satisfied.
☐	☒	Describe project phasing.
☒	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐ NA	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐ NA	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐ NA	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐ NA	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☒	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☒	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☒	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐ NA	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

SWPPP sheet listed as C-7 on Title Page/legend but not included in set

Yes	No	
☒	☐	Existing and final grades.
☒	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☒	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☒	☐	Impervious areas (Pre- and Post-Construction).
☐	☒	Soil types.
☒	☐	Locations of potential pollutant-generating activities.
☐	☒	Locations of areas not to be disturbed (buffer zones).
☐	☒	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☒	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☒	Areas of steep (3:1 or greater slope).
☐	☒	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☒	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☒	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☒	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☒	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☒	☐	Regional ponds:

Yes	No	
☐	☒	Is written authorization from owner of regional pond included in SWPPP?
☒	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☒	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☒	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☒	☐	Has appropriate construction phasing been implemented?
☒	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☒	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☒	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☒	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☒	Are all inlets protected? show inlet protection
☐	☐	Stockpiles have sediment control.
☒	☐	Construction site entrances minimize street tracking.
☒	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☒	Is a dewatering plan required?
☒	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☒	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☒	Vehicle and equipment washing.
☐	☒	No engine degreasing allowed on site.
☒	☐	Containment of Concrete and other washout waste.
☐	☒	Portable toilets are positioned so that they are secure.
☒	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☒	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☒	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

January 25, 2022

City of Isanti Planning Commission
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

RE: 291 5th Ave NE Plan Review

Dear City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed commercial building located at 291 5th Ave NE named Little North Boutique.

At this time, Isanti Fire has no concerns moving forward with permitting as shown.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 21, 2022

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
2022 Pavement Management Project
City of Isanti, MN
BMI Project No.: 0R1.126221

We request that the City Council approve the plans and specifications, entitled "2022 Pavement Management Project" and authorize advertisement for bids.

Following is the schedule for the 2022 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 1, 2022
Open Bids	March 29, 2022
Commence Construction	June, 2022
Substantial Completion of Construction	August 31, 2022

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

I will be at the March 1, 2022 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 2022-XXX

RESOLUTION ACCEPTING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BID FOR THE 2022 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2022 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening is recommended to be held on March 29, 2022 to receive competitive bids to complete the construction project in the 2022 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 March 29, 2022.

This resolution was duly approved by the Isanti City Council this 1st day of March 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	105,332.15
Social Security & Medicare	6,046.51
Public Employees Retirement	10,857.95
Total City Expense	122,236.61

Pay Date 2/18/2022

Pay Period 4 (1/30-2/12/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/15/2022	57738	2621	BCA TRAINING	101-20200	25.00
02/22	02/15/2022	57739	2487	CAPITOL BEVERAGE SALES	609-20200	94.25
02/22	02/15/2022	57740	1474	CDW GOVERNMENT INC	614-20200	10,477.89
02/22	02/15/2022	57741	1198	CENTER POINT ENERGY	601-20200	7,687.11
02/22	02/15/2022	57742	1047	CENTRAL TRUCK SERVICE INC	101-20200	110.00
02/22	02/15/2022	57743	1822	CENTURYLINK BUSINESS SERVICES	101-20200	16.35
02/22	02/15/2022	57744	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,113.82
02/22	02/15/2022	57745	2478	EAST CENTRAL ENERGY	101-20200	42.85
02/22	02/15/2022	57746	55	ECM PUBLISHERS INC	609-20200	180.00
02/22	02/15/2022	57747	912	FASTENAL COMPANY	603-20200	218.90
02/22	02/15/2022	57748	2028	FURTHER	101-20200	33.10
02/22	02/15/2022	57749	2028	FURTHER	861-20200	35.00
02/22	02/15/2022	57750	1400	GENERAL CODE LLC	101-20200	995.00
02/22	02/15/2022	57751	739	HACH COMPANY	602-20200	250.92
02/22	02/15/2022	57752	1063	HAYFORD FORD	101-20200	136.70
02/22	02/15/2022	57753	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	83.04
02/22	02/15/2022	57754	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,212.60
02/22	02/15/2022	57755	5	KAWALEK TRUCKING	609-20200	216.00
02/22	02/15/2022	57756	1338	KNIFE RIVER	101-20200	65.00
02/22	02/15/2022	57757	1479	LOFFLER COMPANIES INC	108-20200	238.45
02/22	02/15/2022	57758	131	MACQUEEN EQUIPMENT INC	603-20200	714.54
02/22	02/15/2022	57759	1331	MAGER, JIM	101-20200	79.99
02/22	02/15/2022	57760	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.39
02/22	02/15/2022	57761	1536	MINNESOTA DEED	219-20200	833.33
02/22	02/15/2022	57762	176	MN DEPT OF REVENUE	101-20200	31,919.00
02/22	02/15/2022	57763	2842	MN PEIP	861-20200	31,367.38
02/22	02/15/2022	57764	2992	NEXTERA COMMUNICATIONS	609-20200	304.97
02/22	02/15/2022	57765	2018	NORTH FOLK WINERY	609-20200	216.00
02/22	02/15/2022	57766	3094	NORTH VALLEY, INC	425-20200	23,139.62
02/22	02/15/2022	57767	7	ORIGIN WINE & SPIRITS	609-20200	440.00
02/22	02/15/2022	57768	617	PAUSTIS & SONS	609-20200	1,045.00
02/22	02/15/2022	57769	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,389.65
02/22	02/15/2022	57770	3148	R & B HOMES LLC	101-20200	590.00
02/22	02/15/2022	57771	1653	SHR SALES	101-20200	23.97
02/22	02/15/2022	57772	2396	SOUTHERN GLAZERS OF MN	609-20200	4,376.56
02/22	02/15/2022	57773	97	TOTAL CONTROL SYSTEMS INC	601-20200	299.40
02/22	02/15/2022	57774	42	VIKING COCA-COLA BOTTLING CO	609-20200	375.20
02/22	02/15/2022	57775	4	WATSON CO INC	609-20200	2,270.61
02/22	02/15/2022	57776	2867	WIN-911	602-20200	660.00
Grand Totals:						141,591.59

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/22	02/23/2022	57777	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	481.05
02/22	02/23/2022	57778	53	BELLBOY CORPORATION	609-20200	6,672.30
02/22	02/23/2022	57779	9	BERNICKS PEPSI-COLA	609-20200	4,191.44
02/22	02/23/2022	57780	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,766.99
02/22	02/23/2022	57781	1815	CENTURYLINK	609-20200	611.93
02/22	02/23/2022	57782	918	CRYSTAL SPRINGS ICE	609-20200	64.08
02/22	02/23/2022	57783	8	DAHLHEIMER DISTRIBUTING CO	609-20200	36,016.07
02/22	02/23/2022	57784	1941	DELTA DENTAL	861-20200	3,482.40
02/22	02/23/2022	57785	2933	FALCON NATIONAL BANK	920-20200	6,581.58
02/22	02/23/2022	57786	912	FASTENAL COMPANY	101-20200	528.27
02/22	02/23/2022	57787	3140	GARPHISH BREWING COMPANY	609-20200	144.00
02/22	02/23/2022	57788	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,272.59
02/22	02/23/2022	57789	5	KAWALEK TRUCKING	609-20200	295.20
02/22	02/23/2022	57790	136	LEAGUE OF MN CITIES	101-20200	75.00
02/22	02/23/2022	57791	17	MCDONALD DISTRIBUTING CO	609-20200	29,799.22
02/22	02/23/2022	57792	616	MENARDS - CAMBRIDGE	108-20200	99.00
02/22	02/23/2022	57793	2208	MINNESOTA EQUIPMENT INC	101-20200	57.62
02/22	02/23/2022	57794	2080	MVTL LABORATORIES INC	602-20200	166.77
02/22	02/23/2022	57795	2887	NORTHERN ELEMENTS ALL STAR CHEER TEAM	101-20200	17.48
02/22	02/23/2022	57796	3149	ORIGIN WINE & SPIRITS	609-20200	440.00
02/22	02/23/2022	57797	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,059.24
02/22	02/23/2022	57798	2341	RED BULL DISTRIBUTION CO INC	609-20200	219.80
02/22	02/23/2022	57799	1113	RJM DISTRIBUTING INC	609-20200	38.00
02/22	02/23/2022	57800	3150	SBM ELECTRONICS INC	101-20200	1,663.00
02/22	02/23/2022	57801	2396	SOUTHERN GLAZERS OF MN	609-20200	5,265.28
02/22	02/23/2022	57802	1361	STAPLES ADVANTAGE	609-20200	69.45
02/22	02/23/2022	57803	73	STAR	101-20200	63.53
02/22	02/23/2022	57804	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,651.00
02/22	02/23/2022	57805	1290	THE AMBLE GROUP	101-20200	123.08
02/22	02/23/2022	57806	1503	THE AMERICAN BOTTLING COMPANY	609-20200	92.04
02/22	02/23/2022	57807	626	THE WINE COMPANY	609-20200	1,272.75
02/22	02/23/2022	57808	3125	UNCOMMON LOON BREWING CO	609-20200	354.00
02/22	02/23/2022	57809	42	VIKING COCA-COLA BOTTLING CO	609-20200	469.75
02/22	02/23/2022	57810	1286	VINOCOPIA INC	609-20200	4,151.34
02/22	02/23/2022	57811	4	WATSON CO INC	609-20200	1,116.96
02/22	02/23/2022	57812	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
02/22	02/23/2022	57813	780	WINE MERCHANTS	609-20200	112.00
02/22	02/23/2022	57814	2872	WINEBOW	609-20200	334.50
02/22	02/23/2022	57815	120	CONNEXUS ENERGY	101-20200	19,659.01
Grand Totals:						146,415.72

RESOLUTION 2022-XXX

ACCEPTING PARKS, RECREATION AND CULTURE BOARD AARON ZDON'S RESIGNATION

WHEREAS, Aaron Zdon 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, Aaron Zdon has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective February 18, 2022;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Aaron Zdon'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 1st day of March 2022

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: March 1, 2022
Subject: Resolution Authorizing the Replacement of the Main Lift Station Generator

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Background:
The main lift station has a back-up generator that will run during the event of a power failure. This generator is needed as the main lift station will run approximately every seven minutes. The Capital Improvement Plan has $77,250 for the generator replacement. The Main Lift Station site does not meet the 100kw minimum requirement to be a part of the Peak Shaving Program through Conexus Energy.

Staff reached out and received four quotes for the purchase of the Main Lift Station generator:

Vendor	Generator Model	Quote	With Powered Louvers Option	Warranty
Kodiak	Taylor TD100	$40,871.00	NA	2 Year
Ziegler	D100GC	$35,443.00	$41,343.00	5 Years / 2500 hours
Cummins	C100D6C	$41,700.00	NA	2 years
Interstate Power Systems	OM 926	$34,300.00	$36,350.00	2 years / 3000 hours

The generator with the powered louvers option will aid in heat control during the winter months for cold weather starting.

There would be an additional cost of $1,000.00 for Total Control to integrate the new generator into the Scada.

There would also be an additional cost of $6,000.00 for Isanti Electric to complete the circuit between the Main Lift Station and the generator.

Recommendation:
Staff is recommending to accept the quote from Interstate Power Systems for the purchase of the Main Lift Station generator with the powered louvers option, allow Total Control to integrate the Scada into the new generator, and for Isanti Electric to complete the circuit between the Main Lift Station and the generator. The total cost including a 10% contingency is $47,685.00.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022 - XXX Authorizing the Replacement of the Main Station Generator
- Quote from Kodiak
- Quote from Ziegler
- Quote from Cummins
- Quote from Interstate Power Systems

RESOLUTION 2022-XXX

AUTHORIZING THE REPLACEMENT OF MAIN LIFT STATION GENERATOR

WHEREAS, the Main Lift Station has a generator that will run during a power failure; and,

WHEREAS, the main lift station will run approximately every seven minutes; and,

WHEREAS, the Capital Improvement Plan (CIP) has $77,250.00 for the replacement of the Main Lift Station Generator; and,

WHEREAS, a generator with powered louvers will aid in heat control during winter months for cold weather starting; and,

WHEREAS, staff reached out and received the following quotes for the replacement of the Main Lift Station Generator; and,

Vendor	Quote Without Powered Louvers	Quote With Powered Louvers
Kodiak	$40,871.00	NA
Ziegler	$35,443.00	$41,343.00
Cummins	$41,700.00	NA
Interstate Power Systems	$34,300.00	$36,350.00

WHEREAS, an additional cost of $6,000.00 from Isanti Electric to complete the circuit from the Main Lift Station to the generator; and,

WHEREAS, an additional cost of $1000.00 from Total Control to integrate the new generator into the Scada; and,

WHEREAS, the funding source identified as Sewer (500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from Interstate Power Systems in the amount of $36,350.00 for the replacement of the Main Lift Station Generator with the powered louvers option, allow Total Control to integrate the new generator into the Scada in the amount of $1,000.00, and allow Isanti Electric to complete the circuit from the Main Lift Station to the generator. The total cost including a 10% contingency is $47,685.00 funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 1st day of March, 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Proposal		
From: Kodiak Power Systems Inc. *PO Box 10555* *White Bear Lake MN* *Phone: (612)-508-8424* *Email- mproulx@kodiakpowersystems.com* *Web- www.kodiakpowersystems.com*	**To:**	**Josh Becker**
	Title:	**Public Works - Forman**
	Company:	**City of Isanti**
	Address:	**110- 1st Avenue NW**
	City:	**Isanti, MN**
	Phone:	**763-274-4890**
	Email:	**jbecker@cityofisanti.us**
☒ New Equipment ☐ Used Equipment ☐ Other Quote Expiry: 15 Days	**Project Name:**	**Main Lift Station -Generator Replacment**
	Date:	**1/13/2022**
Description: **Proposed - 100 Kw Generator @ City of Isanti - Main Lift Station.** **See: Attached BOM and submital.**		

We propose to furnish in accordance with the following specifications terms and conditions

Quantity:	**1**
Model:	**Taylor TD100**
Rating:	**100 KW -Diesel Powered w/ 24 hour Tank- Extreme Cold Weather -Package**
Voltage:	**480/277 - 60 HZ -1800 Rpm**
Breaker:	**150 amp**
Switch Gear:	**N/A**
Warranty:	**2-year Standard**
Installation:	☐ **Turn-Key** ☒ **By Others**
Other:	**Fuel not included.**

Generator Price:	$ 35,621.00
Switch Gear Price:	$ N/A
Factory Freight:	$ 3,250.00
Dealer Prep:	$ 500.00
Start-Up:	$ 1000.00
Extended Warranty: * Standard 2-year - Optional 5-year @ $ 1,950.00	$ *
Crane Charges:	$ 500.00
Project Management:	$ N/A
Electrical Installation:	$ By others
Mechanical Installation:	$ N/A
System Integrator (SCADA):	$ By others
Concrete Pad:	$ N/A
Trade in Value/Credit -	$ - N/A
Approximate Lead Time: (from date of submittal approval)	30 Weeks
Terms: 50% Down- 40% Upon Delivery- 10% at completion- (15-day Net)	
F.O.B: On a Truck at the Job Site ☒ Placed on pad ☐ Placed by others	
Kodiak Power Systems Bid Price	40,871.00
Accepted By:	
Its:	Date: / / 20___

- ***This Proposal subject to all provisions of the contract and warranty on the reverse side.***
- ***Please refer to the attached Bill of Material (Items not listed are assumed to be provided by others)***

Proposal by

Date: February 10, 2022

ZIEGLER Power Systems CAT

Proposal No. EPG31028815

8050 State Highway 101
Shakopee, MN 55379
Daniel.slagle@zieglercat.com
612-240-8816

To: Isanti Electric

Attn: Myron Woolridge

Re: **Caterpillar Standby Generator**

"Isanti Lift Station"

WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS, TERMS AND CONDITIONS

QUANTITY:	One (1) New CATERPILLAR emergency standby generator set, housed in a Sound attenuated enclosure – 76dba@23'- Cat white Insulating Foam, 1500 watt jacket water heater, 100 watt generator strip heater.
MODEL:	D100GC (Diesel), Tier 3 Emissions
RATING:	100kW Stand-by Use
VOLTAGE:	277/480 volts, 3 phase, 60 HZ, 1800 RPM
BREAKERS:	One (1) LSI molded case circuit breakers – 150 amp
SWITCHGEAR:	Existing
FUEL TANK:	Subbase, 24 hour, 203 gallon
WARRANTY:	Five (5) years, 2500 hours
INSTALLATION:	By Others

TOTAL EQUIPMENT PRICE: **$ 35,443. 00***
OPTION: COLD WEATHER UPFIT (MOTOR DAMPERS): **$ 5,900. 00***

***Price does not include state or local sales and/or use taxes.**
***Please refer to the attached Bill of Materials**

2900.00 tax

ESTIMATED DELIVERY: 32-36 weeks after submittal approval

F.O.B. Jobsite, on truck

TERMS: Net 20 days

THIS PROPOSAL SUBJECT TO ALL PROVISIONS OF THE CONTRACT AND WARRANTY ON REVERSE SIDE

ACCEPTED:

Respectfully submitted,
ZIEGLER INC.

By: Dan Slagle

Dan Slagle, Sales Engineer

By:

Its:

Subject to approval by
ZIEGLER INC.

By:

APPROVED:

February 2, 2022

To: City of Isanti Lift Station Generator Rev 2

Prepared by

Doug Abrahamson
+612-297-9423
douglas.p.abrahamson@cummins.com

We are pleased to provide you this quotation based on your inquiry.

Item	Description	Qty
1	**C100D6C Diesel Genset, 60Hz, 100kW** U.S. EPA, Stationary Emergency Application C100D6C, Diesel Genset, 60Hz, 100kW Duty Rating-Standby Power (ESP) Fuel Tank-Regional, Dual Wall, Sub Base, 24 Hour Minimum Listing-UL 2200 NFPA 110 Type 10 Level 1 Capable Fuel Water Separator High Fuel Level Switch, 90% Low Fuel Level Switch, 40% Mechanical Fuel Gauge Fuel Tank Vent Extension Kit, 12ft External Vents Switch-Fuel Tank, Rupture Basin Control Mounting-Left Facing PowerCommand 2.3 Controller Gauge-Oil Pressure AmpSentryTM UL Listed Protective Relay Stop Switch-Emergency Signals-Auxiliary, 8 Inputs/8 Outputs Control Display Language-English Load Connection-Single Circuit Breaker, Location A, 125A-400A, 3P, LSI, 600 Volts AC, 100%, UL Emission Certification, EPA, Tier 3, NSPS CI Stationary Emergency Engine Governor-Electronic, Isochronous Engine Starter-12 Volt DC Motor Engine Air Cleaner-Normal Duty Battery Charging Alternator Battery Charger-6 Amp, Regulated Engine Cooling-Radiator, High Ambient Air Temperature, Ship Fitted Shutdown-Low Coolant Level Extension-Coolant Drain Engine Coolant-50% Antifreeze, 50% Water Mixture Coolant Heater, Extreme Cold Ambient Voltage-277/480, 3 Phase, Wye, 4 Wire Engine Oil Heater-120 Volts AC, Single Phase Engine Oil Genset Warranty-2 Years Base Alternator-60Hz, 12L, 208/120V, 105C, 40C Ambient, Increased Motor Starting (IMS) Literature-English Packing-Skid, Poly Bag Larger Battery Rack DC Powered Lights Inside Enclosure Enclosure-Heater, Internal Extension-Oil Drain Panel, Distribution Green Sound Level 2 Intake Baffle-Ship Loose Ship Loose-Vent Kit A Exciter/Regulator-Permanent Magnet Generator, 3 Phase Sensor	1

	Alternator Heater, 120 Volt AC Aluminum Sound Attenuated Winter Enclosure, with Exhaust System Enclosure Color-Green, Aluminum Enclosure-Wind Load 180 MPH, ASCE7-10 Skidbase-Housing Ready Motorized Louvers	
2	**Miscellaneous**	1
3	**Freight & other charges**	1
4	**Service - start up & testing**	1
5	**Sound Level2 Baffle, Shipped Loose**	1

TOTAL: $ 41,700.00

The above quote does not include: Offloading, Fuel, Installation.

Quote value does not include any tax.

NOTES:

Proposal is for equipment only, offloading, rigging, and installation by others.
Fuel and permits, unless listed above, is not included.
Cummins Standard Start-up and testing is included. Additional tests, such as NETA testing, if required, is by others
Coordination Study not provided.

Please feel free to contact me if you require any additional information; or if you have any further questions or concerns that I may be of assistance with.

Thank you for choosing Cummins.

Submitted by:

Doug Abrahamson, Senior Sales
douglas.p.abrahamson@cummins.com
+612-297-9423

SUBMITTALS. An order for the equipment covered by this quotation will be accepted on a hold for release basis. Your order will not be released and scheduled for production until written approval to proceed is received in our office. Such submittal approval shall constitute acceptance of the terms and conditions of this quotation unless the parties otherwise agree in writing.

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ATTACHED TO THIS QUOTATION, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN. BY ACCEPTING THIS QUOTATION, CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

Authorized Signature _____ Date _____

Company Name _____

Printed Name & Title

Purchase Order No

<Rest of the page is intentionally left blank>

TERMS AND CONDITIONS FOR SALE OF POWER GENERATION EQUIPMENT

These Terms and Conditions for Sale of Power Generation Equipment, together with the Quote, Sales Order, and/or Credit Application on the front side or attached hereto, are hereinafter referred to as this "Agreement" and shall constitute the entire agreement between the customer identified in the quote ("Customer") and Cummins Inc. ("Cummins") and supersede any previous representation, statements, agreements or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. No prior inconsistent course of dealing, course of performance, or usage of trade, if any, constitutes a waiver of, or serves to explain or interpret, the Terms and Conditions set forth in this Agreement. Electronic transactions between Customer and Cummins will be solely governed by the Terms and Conditions of this Agreement, and any terms and conditions on Customer's website or other internet site will be null and void and of no legal effect on Cummins. In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, any terms and conditions related thereto shall be null and void and of no legal effect on Cummins.

SCOPE

Cummins shall supply power generation equipment and any related parts, materials and/or services expressly identified in this Agreement (collectively, "Equipment"). No additional services, parts or materials are included in this Agreement unless agreed upon by the parties in writing. The Quote is based upon the assumption that the Equipment will be reasonably available and is not subject to unusual market fluctuations. In the event of unusual and/or unanticipated price fluctuations and/or shortage of materials ("Fluctuations"), Cummins reserves the right to adjust the estimated delivery time and/or the price to reflect such Fluctuations. Subject to the foregoing, any Quote is valid for 60 days, and the price is firm provided drawings are approved and returned within 60 days after submission and ship date is not extended beyond published lead times. Any delays may result in escalation charges. A Sales Order for Equipment is accepted on hold for release basis. The Sales Order will not be released and scheduled for production until written approval to proceed is received. A Quote is limited to plans and specifications section set forth in the Quote. No other sections shall apply. Additional requirements for administrative items may require additional costs. The Quote does not include off unit wiring, off unit plumbing, offloading, rigging, installation, exhaust insulation or fuel, unless otherwise stated. Cummins makes no representation or assurance as to the Equipment complying with any Buy America or Buy American laws, regulations, or requirements unless specifically provided in the Quote.

SHIPPING; DELIVERY; DELAYS

Unless otherwise agreed in writing by the parties, Equipment shall be delivered FOB origin, freight prepaid to first destination. For consumer and mobile products, freight will be charged to Customer. Unless otherwise agreed to in writing by the parties, packaging method, shipping documents and manner, route and carrier and delivery shall be as Cummins deems appropriate. Cummins may deliver in installments. A reasonable storage fee, as determined by Cummins, may be assessed if delivery of the Equipment is delayed, deferred, or refused by Customer. Offloading, handling, and placement of Equipment and crane services are the responsibility of Customer and not included unless otherwise stated. All shipments are made within normal business hours, Monday through Friday. Any delivery, shipping, installation, or performance dates indicated in this Agreement are estimated and not guaranteed. Further, delivery time is subject to confirmation at time of order and will be in effect after engineering drawings have been approved for production. Cummins shall use best efforts to meet estimated dates, but shall not be liable to customer or any third party for any delay in delivery, shipping, installation, or performance, however occasioned, including any delays in performance that result from Fluctuations or directly or indirectly from acts of Customer or any unforeseen event, circumstance, or condition beyond Cummins' reasonable control including, but not limited to, acts of God, actions by any government authority, civil strife, fires, floods, windstorms, explosions, riots, natural disasters, embargos, wars, strikes or other labor disturbances, civil commotion, terrorism, sabotage, late delivery by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment or manufacturing facilities.

AS A RESULT OF THE OUTBREAK OF THE DISEASE COVID-19 ARISING FROM THE NOVEL CORONAVIRUS, TEMPORARY DELAYS IN DELIVERY, LABOUR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOUR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALLY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE.

PAYMENT TERMS; CREDIT; RETAINAGE

Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Equipment. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay Cummins' costs and expenses (including reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. Retainage is not acceptable nor binding, unless required by statute or accepted and confirmed in writing by Cummins prior to shipment.

TAXES; EXEMPTIONS

Unless otherwise stated, the Quote excludes all applicable local, state and federal sales and/or use taxes, permits and licensing. Customer must provide a valid resale or exemption certificate prior to shipment of Equipment or applicable taxes will be added to the invoice.

TITLE; RISK OF LOSS

Unless otherwise agreed in writing by the parties, title and risk of loss for the Equipment shall pass to Customer upon delivery of the Equipment by Cummins to freight carrier or to Customer at pickup at Cummins' facility.

INSPECTION AND ACCEPTANCE

Customer shall inspect the Equipment upon delivery, before offloading, for damage, defects, and shortage. Any and all claims which could have been discovered by such inspection shall be deemed absolutely and unconditionally waived unless noted by Customer on the bill of lading. Where Equipment is alleged to be non-conforming or defective, written notice of defect must be given to Cummins within three (3) days from date of delivery after which time Equipment shall be deemed accepted. Cummins shall have a commercially reasonable period of time in which to correct such non-conformity or defect. If non-conformity or defect is not eliminated to Customer's satisfaction, Customer may reject the Equipment (but shall protect the Equipment until returned to Cummins) or allow Cummins another opportunity to undertake corrective action. In the event startup of the Equipment is included in the services, acceptance shall be deemed to have occurred upon successful startup.

LIEN; SECURITY AGREEMENT

Customer agrees that Cummins retains all statutory lien rights. To secure payment, Customer grants Cummins a Purchase Money Security Interest in the Equipment. If any portion of the balance is due to be paid following delivery, Customer agrees to execute and deliver such security agreement, financing statements, deed of trust and such other documents as Cummins may request from time to time in order to permit Cummins to obtain and maintain a perfected security interest in the Equipment; or in the alternative, Customer grants Cummins a power of attorney to execute and file all financing statements and other documents needed to perfect this security interest. Cummins may record this Agreement, bearing Customer's signature, or copy of this Agreement in lieu of a UCC-1, provided that it shall not constitute an admission by Cummins of the applicability or non-applicability of the UCC nor shall the failure to file this form or a UCC-1 in any way affect, alter, or invalidate any term, provision, obligation or liability under this Agreement. The security interest shall be superseded if Customer and Cummins enter into a separate security agreement for the Equipment. Prior to full payment of the balance due, Equipment will be kept at Customer's location noted in this Agreement, will not be moved without prior notice to Cummins, and is subject to inspection by Cummins at all reasonable times.

CANCELLATION; CHARGES

Orders placed with and accepted by Cummins may not be cancelled except with Cummins' prior written consent. If Customer seeks to cancel all or a portion of an order placed pursuant to this Agreement, and Cummins accepts such cancellation in whole or in part, Customer shall be assessed cancellation charges as follows: (i) 10% of total order price if cancellation is received in Cummins' office after Cummins has provided submittals and prior to releasing equipment to be manufactured; (ii) 25% of total order price if cancellation is received in Cummins' office after receipt of submittal release to order, receipt of a purchase order for a generator already on order with the factory, or is asked to make any hardware changes to the equipment already on order with the factory; (iii) 50% of total order price if cancellation is received in Cummins' office 60 or fewer days before the scheduled shipping date on the order; or (iv) 100% of total order price if cancellation is received in Cummins' office after the equipment has shipped from the manufacturing plant.

MANUALS

Unless otherwise stated, electronic submittals and electronic operation and maintenance manuals will be provided, and print copies may be available upon Customer's request at an additional cost.

TRAINING; START UP SERVICES; INSTALLATION

Startup services, load bank testing, and owner training are not provided unless otherwise stated. Site startup will be subject to the account being current and will be performed during regular Cummins business hours, Monday to Friday. Additional charges may be added for work requested to be done outside standard business hours, on weekends, or holidays. One visit is allowed unless specified otherwise in the Quote. A minimum of two-week prior notice is required to schedule site startups and will be subject to prior commitments and equipment and travel availability. A signed site check sheet confirming readiness will be required, and Cummins personnel may perform an installation audit prior to the startup being completed. Any issues identified by the installation audit shall be corrected at the Customer's expense prior to the start-up. Portable load banks for site test (if offered in the Quote) are equipped with only 100 feet of cable. Additional lengths may be arranged at an extra cost. Cummins is not responsible for any labor or materials charged by others associated with start-up and installation of Equipment, unless previously agreed upon in writing. Supply of fuel for start-up and/or testing, fill-up of tank after start up, or change of oil is not included unless specified in the Quote. All installation/execution work at the site including, but not limited to: civil, mechanical, electrical, supply of wall thimbles, exhaust extension pipe, elbows, hangers, expansion joints, insulation and cladding materials, fuel/oil/cooling system piping, air ducts, and louvers/dampers is not included unless specified in the Quote. When an enclosure or sub-base fuel tank (or both) are supplied, the openings provided for power cable and fuel piping entries, commonly referred to as "stub-ups", must be sealed at the site by others before commissioning. All applications, inspections and/or approvals by authorities are to be arranged by Customer.

MANUFACTURER'S WARRANTY

Equipment purchased hereunder is accompanied by an express written manufacturer's warranty ("Warranty") and, except as expressly provided in this Agreement, is the only warranty offered on the Equipment. A copy of the Warranty is available upon request. While this Agreement and the Warranty are intended to be read and applied in conjunction, where this Agreement and the Warranty conflict, the terms of the Warranty shall prevail.

WARRANTY PROCEDURE

Prior to the expiration of the Warranty, Customer must give notice of a warrantable failure to Cummins and deliver the defective Equipment to a Cummins location or other location authorized and designated by Cummins to make the repairs during regular business hours. Cummins shall not be liable for towing charges, maintenance items such as oil filters, belts, hoses, etc., communication expenses, meals, lodging, and incidental expenses incurred by Customer or employees of Customer, "downtime" expenses, overtime expenses, cargo damages and any business costs and losses of revenue resulting from a warrantable failure.

LIMITATIONS ON WARRANTIES THE REMEDIES PROVIDED IN THE WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY.

The limited warranty does not cover Equipment failures resulting from: (a) inappropriate use relative to designated power rating; (b) inappropriate use relative to application guidelines; (c) inappropriate use of an EPA-SE application generator set relative to EPA's standards; (d) normal wear and tear; (e) improper and/or unauthorized installation; (f) negligence, accidents, or misuse; (g) lack of maintenance or unauthorized or improper repair; (h) noncompliance with any Cummins published guideline or policy; (i) use of improper or contaminated fuels, coolants, or lubricants; (j) improper storage before and after commissioning; (k) owner's delay in making Equipment available after notification of potential Equipment problem; (l) replacement parts and accessories not authorized by Cummins; (m) use of battle short mode; (n) owner or operator abuse or neglect such as: operation without adequate coolant, fuel, or lubricants; over fueling; over speeding; lack of maintenance to lubricating, fueling, cooling, or air intake systems; late servicing and maintenance; improper storage, starting, warm-up, running, or shutdown practices, or for progressive damage resulting from a defective shutdown or warning device; or (o) damage to parts, fixtures, housings, attachments and accessory items that are not part of the generating set.

INDEMNITY

Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Equipment supplied under this Agreement (collectively, the "Claims"), where such Claims were caused or contributed to by, in whole or in part, the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

LIMITATION OF LIABILITY NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, ENHANCED DAMAGES, MONETARY REQUESTS RELATING TO RECALL EXPENSES AND REPAIRS TO PROPERTY, AND/OR DAMAGES CAUSED BY DELAY) IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF EQUIPMENT UNDER THIS AGREEMENT OR THE USE OR PERFORMANCE OF EQUIPMENT SUPPLIED UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF EQUIPMENT SUPPLIED BY CUMMINS UNDER THIS AGREEMENT GIVING RISE TO THE CLAIM. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN EVEN IF THE EXCLUSIVE REMEDY UNDER THE WARRANTY IS DEEMED TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

DEFAULT; REMEDIES

Customer shall be in breach and default if: (a) any of the payments or amounts due under this Agreement are not paid; (b) Customer fails to comply, perform, or makes any misrepresentation relating to any of the Customer's obligations or covenants under this Agreement; or (c) prior to full payment of the balance due, Customer ceases to do business, becomes insolvent, makes an assignment for the benefit of its creditors, appoints a receiver, commences an action for dissolution or liquidation, or becomes subject to bankruptcy proceedings, or the Equipment is attached, levied upon, seized under legal process, is subjected to a lien or encumbrance, or transferred by operation of law or otherwise to anyone other than Cummins.

Upon the occurrence of any event of Customer's default, Cummins, at its sole option and without notice, shall have the right to exercise concurrently or separately any one or all of the following remedies, which shall be cumulative and not alternative: (a) to declare all sums due, and to become due, under this Agreement immediately due and payable; (b) to commence legal proceedings, including collection actions and specific performance proceedings, to enforce performance by Customer of any and all provisions of this Agreement, and to be awarded damages or injunctive relief for the Customer's breach; (c) to require the Customer to deliver the Equipment to Cummins' branch specified on the face of this Agreement; (d) to exercise one or more of the rights and remedies available to a secured party under applicable law; and (e) to enter, without notice or liability or legal process, onto any premises where the Equipment may be located, using force permitted by law, and there to disconnect, remove and repossess the Equipment, the Customer having waived further right to possession after default. A waiver of any event of default by Cummins shall not be a waiver as to any other or subsequent default.

CUSTOMER REPRESENTATIONS; RELIANCE

Customer is responsible for obtaining, at its cost, permits, import licenses, and other consents in relation to the Equipment, and if requested by Cummins, Customer shall make these permits, licenses, and consents available to Cummins prior to shipment. Customer represents that it is familiar with the Equipment and understands operating instructions and agrees to perform routine maintenance services. Until the balance is paid in full, Customer shall care for the Equipment properly, maintain it in good operating condition, repair and appearance; and Customer shall use it safely and within its rated capacity and only for purpose it was designed. Even if Customer's purchase of Equipment from Cummins under this Agreement is based, in whole or in part, on specifications, technical information, drawings, or written or verbal advice of any type from third parties, Customer has sole responsibility for the accuracy, correctness and completeness of such specifications, technical information, drawings, or advice. Cummins make no warranties or representations respecting the accuracy, correctness and completeness of any specifications, technical information, drawings, advice or other information provided by Cummins. Cummins makes no warranties or representations respecting the suitability, fitness for intended use, compatibility, integration or installation of any Equipment supplied under this Agreement. Customer has sole responsibility for intended use, for installation and design and performance where it is part of a power, propulsion, or other system. Limitation of warranties and remedies and all disclaimers apply to all such technical information, drawings, or advice. Customer acknowledges and agrees by accepting delivery of the Equipment that the Equipment purchased is of the size, design, capacity and manufacture selected by the Customer, and that Customer has relied solely on its own judgment in selecting the Equipment.

CONFIDENTIALITY

Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic, or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods, and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

GOVERNING LAW AND JURISDICTION

This Agreement and all matters arising hereunder shall be governed by and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement.

INSURANCE

Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

ASSIGNMENT

This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

INTELLECTUAL PROPERTY

Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a licence or any other rights to use any of the intellectual property rights of Cummins.

MISCELLANEOUS

Cummins shall be an independent contractor under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in this Agreement. No amendment of this Agreement shall be valid unless it is writing and signed by the parties hereto. Failure

of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof. These terms are exclusive and constitute entire agreement. Customer acknowledges that the provisions were freely negotiated and bargained for and Customer has agreed to purchase of the Equipment pursuant to these terms and conditions. Acceptance of this Agreement is expressly conditioned on Customer's assent to all such terms and conditions. Neither party has relied on any statement, representation, agreement, understanding, or promise made by the other except as expressly set out in this Agreement. In the event of a conflict in the terms of this Agreement with any Customer terms or conditions or agreement (whether referenced in an order submitted by Customer as the terms that govern the purchase of the Equipment or otherwise) or any terms set forth in any other documentation of Customer with respect to the Equipment, the terms of this Agreement shall govern. Cummins may incur additional charges which will be passed on to the Customer, as applicable.

COMPLIANCE

Customer shall comply with all laws applicable to its activities under this Agreement, including, without limitation, any and all applicable federal, state, and local anti-bribery, environmental, health, and safety laws and regulations then in effect. Customer acknowledges that the Equipment, and any related technology that are sold or otherwise provided hereunder may be subject to export and other trade controls restricting the sale, export, re-export and/or transfer, directly or indirectly, of such Equipment or technology to certain countries or parties, including, but not limited to, licensing requirements under applicable laws and regulations of the United States, the United Kingdom and other jurisdictions. It is the intention of Cummins to comply with these laws, rules, and regulations. Any other provision of this Agreement to the contrary notwithstanding, Customer shall comply with all such applicable all laws relating to the cross-border movement of goods or technology, and all related orders in effect from time to time, and equivalent measures. Customer shall act as the importer of record with respect to the Equipment and shall not resell, export, re-export, distribute, transfer, or dispose of the Equipment or related technology, directly or indirectly, without first obtaining all necessary written permits, consents, and authorizations and completing such formalities as may be required under such laws, rules, and regulations. In addition, Cummins has in place policies not to distribute its products for use in certain countries based on applicable laws and regulations including but not limited to UN, U.S., UK, and European Union regulations. Customer undertakes to perform its obligations under this Agreement with due regard to these policies. Strict compliance with this provision and all laws of the territory pertaining to the importation, distribution, sales, promotion and marketing of the Equipment is a material consideration for Cummins entering into this Agreement with Customer and continuing this Agreement for its term. Customer represents and warrants that it has not and shall not, directly or through any intermediary, pay, give, promise to give or offer to give anything of value to a government official or representative, a political party official, a candidate for political office, an officer or employee of a public international organization or any other person, individual or entity at the suggestion, request or direction or for the benefit of any of the above-described persons and entities for the purposes of inducing such person to use his influence to assist Cummins in obtaining or retaining business or to benefit Cummins or any other person in any way, and will not otherwise breach any applicable laws relating to anti-bribery. Any failure by Customer to comply with these provisions will constitute a default giving Cummins the right to immediate termination of this Agreement and/or the right to elect not to recognize the warranties associated with the Equipment. Customer shall accept full responsibility for any and all civil or criminal liabilities and costs arising from any breaches of those laws and regulations and will defend, indemnify, and hold Cummins harmless from and against any and all fines, penalties, claim, damages, liabilities, judgments, costs, fees, and expenses incurred by Cummins or its affiliates as a result of Customer's breach.

To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A, are hereby incorporated by reference into this contract.

□ Check if this Agreement pertains to government work or facilities

INTERSTATE
POWERSYSTEMS
21568 Highview Avenue
Lakeville, MN 55044

ELK RIVER Winlectric COMPANY

Interstate PowerSystems proposes the following quote:

MTU MODEL D100 DIESEL GENERATOR

GENERATOR: 100kW, 347 Amps, 1800 RPM, UL2200
VOLTAGE: 120/208v 3 phase
ENGINE: Mercedes OM926, Diesel Tier 3, EPA Certified

Selected Features Included:
Steel Sub Base, Battery Cables, Battery Rack, Flex Fuel Connector,
Oil Drain Extension, Lube Oil and Anti-freeze
Electronic Isochronous Governor + / - .25%
Marathon 130 Degree Rise Alternator
Permanent Magnet with RMS Sensing, DVR2000E+ Digital Voltage Regulator
2 Year, 3,000 Hour Warranty

CONTROL PANEL: Basler DGC-1510 Control Panel
The expanded Digital Genset Controller (DGC-1510) utilizes microprocessor based technology to provide a versatile system for genset control, protection, monitoring and event logging.

ENCLOSURE: Level 3 Weather Enclosure includes bolt together sheet metal enclosure constructed with 14-gauge material, lockable hinged doors, keyed alike, a fixed storm proof air intake louver and expanded metal air discharge, muffler support brackets and exhaust piping, muffler mounted internally, including rain cap, exhaust plenum. 73 dBA at 23' under 100% load.
Motorized Intake and Gravity Exhaust Dampers, Locking Door Restraints.

COOLING SYSTEM: Unit Mounted Radiator, 50 Degree Rise

CIRCUIT BREAKER: Square D, 80% rated, 400 amps

BATTERY: Lead Acid Battery, Acid Resistant Steel Rack

BLOCK HEATER: 120v, 1,500 Watts, Mounted and Wired, Isolation Valves

VIBRATION ISOLATION: Neoprene Vibration Pads, Integral Vibration Isolation

BATTERY CHARGER: 12v, 6 Amps, Mounted and Wired

MUFFLER: Critical Grade Muffler Mounted Inside Enclosure

SUB-BASE TANK: 24 hours at 100% load, 240 Gallons, UL-142 Double-walled

MISC: One Owner's Manual, Standard Color ANSI Gray

TOTAL PROPOSAL PRICE $36,350.00

- **Startup and testing by included by factory certified tech.**
- **Freight to jobsite included, crane service not included.**
- **Any applicable sales tax not included.**
- **Terms net 30 days on approved credit.**
- **Quote valid for 30 days.**

INTERSTATE
PowerSystems

TERMS AND CONDITIONS

GENERAL: Stenographical and clerical errors are subject to correction. Orders resulting from quotations become contracts only upon issuance of our formal acknowledgment. These terms and conditions and our invoice terms and conditions attached hereto are a complete statement of the agreement between us and you. In no event shall we be bound to any other agreement, term, or condition that is contained in an outside agreement between you and any other party unless expressly consented to by us in writing.

LIABILITY: Orders are accepted by us under the condition that we are not to be liable for losses or delays caused by strikes, accidents, fires or any other cause beyond our control. Damage resulting from improper storage or handling prior to placing products in service will not be considered our liability. We will not assume any responsibility, expense or liability for repairs made without our written consent. WE SHALL NOT BE LIABLE FOR ANY DAMAGES CAUSED BY THE PRODUCTS DELIVERED OR TO BE DELIVERED TO YOU, OR BY YOU OR ANY THIRD PARTY'S USE OF SUCH PRODUCTS. IN NO EVENT SHALL WE BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR LIQUIDATED DAMAGES ASSOCIATED WITH THIS AGREEMENT.

RETURNED MATERIAL: No material may be returned without first obtaining written approval, and no claim will be allowed nor credit given for material returned without such written approval. It is your duty to inspect goods within ten days after receipt.

SHIPMENT: Our responsibility ceases with the delivery of merchandise in good order to transportation companies. Claims for shortage or damage in transit must be made by the customer against the carrier. In the absence of definite shipping instructions, we reserve the right to ship all material, upon completion, by any public carrier which in our opinion is satisfactory.

PRICING; PAYMENT FOR GOODS AND SERVICES: Prices, quotations, specifications and other terms and all statements appearing in the Seller's sales literature and otherwise made by the Seller are subject to change without notice, including as a result of changes in market conditions, increases in raw materials, component, labor or overhead costs or because of labor disruptions or fluctuations in production volumes. Without limiting the generality of the foregoing, all prices are subject to and shall be increased by sales tax where applicable. 100% of invoice due within 30 days of delivery of equipment.

TAXES: State and local sales and use taxes and excise taxes, where applicable, are in addition to quoted prices and will be billed unless the purchaser promptly certifies that the goods are for resale or are otherwise exempt.

WARRANTY: WE WARRANTY ONLY THAT THE PRODUCTS CONFORM TO THE SPECIFICATIONS SET FORTH ON THE FACE HEREOF OR AS THE MANUFACTURER MAY PROVIDE. ALL WARRANTIES ON PRODUCTS, PARTS AND/OR MATERIALS PROVIDED BY US SHALL BE ONLY THE WARRANTY PROVIDED BY THE APPLICABLE MANUFACTURER OF SUCH PRODUCTS, PARTS OR MATERIALS AND SUCH WARRANTIES MAY BE AND HEREBY ARE PASSED THROUGH FROM US TO YOU. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT AS SET FORTH IN THE PRECEDING SENTENCE OR ON THE FACE HEREOF. IF SERVICES WILL BE PROVIDED BY US PURSUANT TO THIS AGREEMENT, THOSE SERVICES WILL BE SUBJECT TO INTERSTATE'S SERVICE WARRANTY.

Signature below signifies approval and authorization to proceed with the purchase of equipment outlined in this proposal and acknowledges Interstate PowerSystems' terms and conditions above, including the Code of Conduct, Service Warranty, and General Terms & Conditions, which are expressly incorporated herein by reference, and are available at http://www.istate.com/about/terms-and-conditions or in hard copy upon request.

Print Name:_____

Title:_____

Signature:_____

Date:_____

INTERSTATE PowerSystems

GENERAL TERMS AND CONDITIONS

1. Formation of Contract
   1.1 These terms and conditions constitute a complete statement of the agreement between the Buyer and Interstate Companies, Inc. (Seller) or its subsidiaries or operating divisions, or Istate Truck, Inc. or its subsidiaries or operating divisions, which shall not be supplemented or amended except as set forth on the face of this invoice or by separate written agreement signed by both parties. Provisions set forth on the face hereof shall govern, where inconsistent with these terms and conditions.
   1.2 Terms and conditions of the buyer additional to or varying from those of this Invoice shall not be binding on the Seller unless specifically agreed to in writing by the Seller. The Seller's acceptance or acknowledgement of the Buyer's purchase orders or shipping instructions shall not constitute such written agreement. If this Invoice shall be deemed an acceptance of a prior offer by the Buyer, such acceptance is expressly conditional on the Buyer's assent to any additional or different terms contained herein.

2. Acceptance
   2.1 No offers, arrangements or orders shall be binding on the Seller unless and until confirmed by the Seller in writing.
   2.2 Acceptance by the Buyer of delivery of all or any part of the products sold hereunder shall be an acknowledgement and acceptance by the Buyer of these Terms and Conditions, whether or not the Buyer shall have first received this Invoice.
3. Price and Payment
   3.1 The price shall be as specified on the face of this Invoice.
   3.2 Prices, quotations, specifications and other terms and all statements appearing in the Seller's sales literature and otherwise made by the Seller are subject to change without notice. The Seller is not responsible for typographical errors made in any of its publications or stenographic or clerical errors made in preparation of quotations. All such errors are subject to correction. Without limiting the generality of the foregoing, all prices are subject to and shall be increased by sales tax where applicable.
   3.3 Payment of the selling price and additional costs are due in accordance with the terms set forth on the face of this Invoice. All payments hereunder shall be made to Seller at 2601 East 80th Street, Minneapolis, MN 55425. Complaints or claims by the Buyer shall not impair the Seller's right to payment as provided hereunder and any adjustments to be made as a result of such complaints shall be made subsequent to such payment.
   3.4 If the credit of the Buyer shall at any time, in the sole judgement of the Seller, become impaired, the Seller may at, its option, and without incurring any liability therefor, divert or prevent the discharge of shipments en route to the Buyer and cancel the unfilled portion of the contract, or require the Buyer to give such security as the Seller may specify to ensure payment or require payment in advance before making any further shipment. All costs and expenses incurred by the Seller as a result of its exercise of any right or option under this paragraph shall be for the account of the Buyer.

3.5 Prompt payment is of the essence of this contract and a default in any payment will, at the option of the Seller, operate as a breach of the entire contract. Past due payments shall bear interest computed monthly at a rate of 1½ percent per month on the outstanding balance, or such lower rate as shall be the highest allowable under applicable law.

3.6 The Buyer shall be in default hereunder if any one or more of the following events occurs: (a) the Buyer shall default in fulfilling any of its obligations to Seller; (b) a receiver, liquidator or trustee of the Buyer, or of any of its property, is appointed by court order; (c) the Buyer is adjudicated bankrupt or insolvent; (d) any property of the Buyer is sequestered by court order; (e) a petition is filed by or against the Buyer under any bankruptcy, reorganization, arrangement, insolvency, moratorium, readjustment of debt, dissolution or liquidation law of any jurisdiction; (f) the Buyer becomes insolvent, makes an assignment for the benefit of its creditors; admits in writing its inability to pay its debts generally as they become due, or consents to the appointment of a receiver, trustee or liquidator of the Buyer or of all or any substantial part of its property in the event of such default, all unpaid payments shall, at the Seller's option, become immediately due and payable and the Seller shall have the right to consider its contract with the Buyer cancelled and to recover damages, and shall further have all rights and remedies, including those of a secured party, provided by applicable law. For purposes of this paragraph "Buyer" shall include any corporation controlling, controlled by, or under the common control with Buyer.

3.7 All costs incurred by the Seller as a result of non-payment or delay in payment by the Buyer, including, without limitation collection costs and reasonable attorney's fees, shall be paid by Buyer.

4. DISCLAIMER OF WARRANTY

THE SELLER WARRANTS THAT THE PRODUCTS CONFORM TO THE SPECIFICATIONS SET FORTH ON THE FACE HEREOF OR AS THE MANUFACTURER MAY PROVIDE. THE SELLER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS OR OTHERWISE, EXCEPT AS SET FORTH IN THE PRECEDING SENTENCE OR ON THE FACE HEREOF.

5. Remedies of Buyer

5.1 Seller shall not be liable for any claim arising in connection with the products sold to the Buyer hereunder unless written notice is given by the Buyer to the Seller as provided in paragraph 5.2 below.

5.2 Written notice of any objection, complaint or claim concerning the product must be given:
(a) with respect to claims of damage to the products which occurred in transit, within thirty (30) days after the date on which risk of loss with respect to the products passes to the Buyer.
(b) with respect to claims of non-conformity to specifications, within ninety (90) days following the date on which risk of loss with respect to the products passes to the Buyer, provided however, that no claim of non-conformity will be honored if the Buyer has previously notified the Seller of its acceptance of the product following inspection thereof.

5.3 Failure to give such notice in the manner and within the time provided herein shall be deemed a waiver by the Buyer of all claims with respect to such products.

5.4 Seller will, at its sole discretion, either reimburse Seller's Invoice value to the Buyer of products found to be defective, or replace free of charge all products found to be defective, within thirty (30) days after the date of notice with respect to any such product was given in accordance with

paragraph 5.2 above; provided, however, that such products have not been abused by the Buyer or used in conditions for which the products were not intended. The aforesaid right of replacement or reimbursement shall be the Buyer's sole and exclusive remedy in the event of non-conformity or defect in the products. The Seller shall not be liable for the incidental or consequential damages to the Buyer as a result of the Seller's breach of Contract. In no event shall the Seller's liability exceed the Seller's Invoice value to the Buyer of the products sold regardless of the nature of the claim of the Buyer.

6. Passage of Title – Security Interest
   6.1 Seller shall retain title to ownership of, and security interest in the products until the contract purchase price set forth on the face hereof shall have been paid in full and all covenants and agreements of Buyer herein shall have been performed. Seller shall have all common law and statutory lien rights available in the state where goods or services are provided and Buyer hereby agrees that if Buyer takes possession of the related equipment without making payment to Seller and thereafter Seller regains lawful possession of the equipment that was once subject to lien claims while there remains a balance due Seller, all such lien rights shall be reinstated as if Seller had always maintained lawful possession of all such equipment.
   6.2 At the request of Seller, Buyer shall execute and deliver to Seller all such financing statement and other instruments and documents as may be requested by Seller to evidence and to perfect its security interest in the products. Expenses of filing financing statements or other security documents with the appropriate state and local governmental authorities shall be for the account of the Buyer.
7. Force Majeure
   7.1 If because of force majeure the Seller is unable to carry out any of its obligations under this agreement and if the Seller promptly notifies the Buyer in writing expressly claiming such force majeure, then the provisions of paragraph 7.2 shall apply. The term "force majeure" as used herein shall mean any causes reasonably beyond the control and without fault or negligence of the Seller which holly or in substantial part prevent the manufacture, transportation, loading, unloading, delivery or storage of the products sold hereunder. Examples, without limitation, of force majeure are acts of God, acts of the public enemy, acts of war, riot or civil commotion, labor disputes, labor or material shortages, accidents, fire, explosions, floods, breakdowns of or damage of plants, equipment or facilities, partial or complete embargoes imposed by originating or connecting inland carriers, interruptions to or contingencies of transportation, orders or acts of any governmental authority, acts, rules, regulations or expressed policies of any government.
   7.2 If force majeure notice is given under paragraph 7.1 above, the obligations of the Seller shall be suspended to the extent made necessary for such force majeure and during its continuance, if the obligations of the Seller remain suspended hereunder for a period amounting to forty-five (45) consecutive days measured from the dates of performance and at any time thereafter, then either party may terminate the agreement without liability by giving fifteen (15) days notice to the other party. At the expiration of said fifteen (15) days, unless such condition shall have been ended, the party giving such notice may terminate this agreement forthwith.
8. LIABILITY FOR DAMAGES
   8.1 THE SELLER SHALL NOT BE LIABLE FOR ANY DAMAGES CAUSED BY THE PRODUCTS DELIVERED OR TO BE DELIVERED TO THE BUYER, OR BY THE

BUYER'S OR ANY THIRD PARTY'S USE OF SUCH PRODUCTS, AFTER THE PRODUCTS HAVE BEEN IDENTIFIED TO THE CONTRACT.

8.2 THE SELLER'S OBLIGATIONS HEREUNDER ARE EXPRESSLY SUBJECT TO THE OCCURRENCE OF EVENTS OF FORCE MAJEURE, AND NO LIABILITY SHALL BE INCURRED BY SELLER FOR DAMAGES OF ANY NATURE RESULTING FROM SUSPENSION, REDUCTION OR TERMINATION OF DELIVERIES FOR REASONS OF FORCE MAJEURE, OR FROM SELLER'S COMPLIANCE WITH ANY GOVERNMENT ACTION.

8.3 THE BUYER SHALL HOLD THE SELLER HARMLESS FROM ALL CLAIMS OR ACTIONS BROUGHT BY THIRD PARTIES WITH RESPECT TO ANY DAMAGES DESCRIBED IN THIS ARTICLE 8.

9. Waiver – Severability of Terms

9.1 Waiver by the Seller of any default of the Buyer shall not be deemed a waiver of any other default of the Buyer. The express provision herein for certain rights and remedies of the Seller shall not be construed to deprive the Seller of any other rights and remedies to which it would otherwise be entitled under applicable law.

9.2 The invalidity of any provision of these Terms and Conditions shall not affect the remaining provisions hereof.

10. Governing Law – Notice

10.1 This Invoice shall be interpreted in accordance with the internal laws of the State of Minnesota (without giving effect to its conflicts of laws rules) including, without limitation, the Uniform Commercial Code as enacted and in force from time to time in the State of Minnesota and no presumption shall be deemed to exist in favor or against either party as a result of the preparation and/or negotiation of this Invoice.

10.2 This Invoice and all the terms and conditions hereof shall be binding upon the Parties and their respective successors and assigns, however, the Buyer shall not assign or otherwise transfer any of its rights or obligations hereunder without the prior written consent of the Seller.

10.3 **The parties hereto submit to the jurisdiction of the courts of the State of Minnesota (including Hennepin County Conciliation Court), and the Minnesota Federal Courts. The parties hereto also agree to service of any complaint by certified mail.** To the extent that the Buyer or any of its property has or may hereafter acquire any right of sovereign immunity from suit, the Buyer hereby irrevocably waives any such right of sovereign immunity in respect of its obligations, rights and duties under this agreement.

10.4 Notices or other communications shall be given by telex or telegram, or by registered or certified mail, return receipt requested. Telex or telegram notice shall be deemed received twelve hours after transmission. Mail notice shall be deemed received on the fifth day after mailing (or on the next business day if the fifth day is not a business day). Where both methods of notice are used, the earlier shall establish the effective date of notice. Notice shall be given to the address of a party as stated on the face hereof until appropriate notice otherwise

RESOLUTION 2022-XXX

APPROVING A CHECK TO NEW HOPE COMMUNITY CHURCH 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 New Hope Community Church to volunteer at the February 18, 2022 movie; and,

WHEREAS, the profit from concessions totaled $18.97,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to New Hope Community Church in the amount of $18.97.

This resolution was duly adopted by the Isanti City Council this 1st day of March 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR MAY 1ST, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on May 1st, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 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 permit is approved for the following date: May 1, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING PART-TIME POLICE SECRETARY MARIA GLAD LETTER OF RESIGNATION

WHEREAS, Part-Time Police Secretary Maria Glad has submitted a letter of resignation to the City of Isanti on February 23, 2022; and,

WHEREAS, the effective date of this resignation is March 9, 2022; and,

WHEREAS, Maria Glad 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 Maria Glad is hereby accepted effective March 9, 2022.

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 1st day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING PARTNERSHIP AGREEMENT BETWEEN THE CITY OF ISANTI AND THE FRIENDS OF ISANTI AREA LIBRARY

WHEREAS, the Friends of Isanti Area Library (FIAL) request to use the space designated to the East Central Regional Library (ECRL) for their meeting once per month; and,

WHEREAS, the FIAL would meet the 3rd Tuesday of each month from 9 a.m. to 11 a.m. and require the use of 5 chairs to be provided by the City; and,

WHEREAS, the ECRL do not have any concerns or conflicts with the FIAL using the space; and,

WHEREAS, City staff would allow access into the space and provide the chairs; and,

WHEREAS, Committee of the Whole discussed the request at the February 15, 2022 COW and recommended approval; and,

WHEREAS, the agreement with the FIAL is hereby attached as Exhibit A;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the use of the ECRL link space to the Friends of Isanti Area Library on the third Thursday of the month from 9 a.m. to 11 a.m. and use of five city owned chairs so as long as the partnership agreement between the East Central Regional Library and the City are in affect and as outlined per the agreement attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 1st day of March 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Exhibit A

AGREEMENT BETWEEN THE CITY OF ISANTI AND FRIENDS OF ISANTI AREA LIBRARY (FIAL)

Terms

The FIAL is permitted to use the East Central Regional Library (ECRL) link space within City Hall the third Thursday of each month from 9 a.m. to 11 a.m. Any time outside that day and time must be approved by the City Administrator. The FIAL must have continued support by the East Central Regional Library (ECRL) who has the approved lease agreement with the City of Isanti to utilize the space. Should the ECRL terminate their agreement with the City or the City terminate with the ECRL, the agreement with the FIAL will also be terminated. The use of equipment and materials that are the property of the ECRL must be approved by the ECRL. The City will not grant access for the use of ECRL equipment and/ or materials. City Staff will unlock/lock the door and provide 5 chairs for use by the FIAL.

Meeting Room Rules and Regulations

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 any form of "vaping" with e-cigarettes (without regard to the presence of nicotine) is prohibited while inside City Hall.

The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited.

The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.

Noise must be confined to the space provided. Children must be under the direct supervision of an adult at all times.

Signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows.

The FIAL 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 or surrounding area is left uncleaned or in disarray, or damage occurs during use, the FIAL can and will be held responsible for damages and will lose the privilege to use the space.

Signed _____ Date _____
Friends of Isanti Area Library

Signed _____ Date _____
Mayor or City Council Designee
City of Isanti

RESOLUTION 2022-XXX

AMENDING THE 2022 CAPITAL IMPROVEMENT PLAN FOR THE ISANTI COMMUNITY CENTER

WHEREAS, the Capital Improvement Plan (CIP) for the Isanti Community Center (ICC) had $8,555.00 to replace the convection oven in 2021; and,

WHEREAS, it was determined not to replace the original convection oven due to the HVAC needing to be redone and the requirement to add in a commercial hood; and,

WHEREAS, an alternative is a small tabletop convection oven that would not require a hood and can be purchased with a two-year protection plan for a cost not to exceed $1,400.00; and,

WHEREAS, the CIP plan would need to be amended to allow the purchase of this unit in 2022,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to authorize the Finance Director to amend the 20-year Capital Improvement Plan by adding the tabletop convection oven at the ICC to 2022 and make the necessary changes based on actual final cost.

This resolution was duly adopted by the Isanti City Council this 1st day of March 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MARCH 1, 2022 – 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.9. Resolution 2022-XXX Awarding Quote and Authorizing to Enter into a Contract for Billboard for Isanti Liquor Store

M. Other Communications

Adjournment

RESOLUTION 2022-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR BILLBOARD FOR ISANTI LIQUOR STORE

WHEREAS, the Council approved funding in the 2022 budget for advertising for the Isanti Municipal Liquor Store; and,

WHEREAS, the City of Isanti has received a quote for an advertising billboard for Isanti Liquor Store from Lamar;

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

1. Hereby award the contract for Billboard Services to Lamar.

2. That the Liquor Store Manager is hereby authorized to enter into and sign a contract with Lamar for the provision of advertising billboard for the City of Isanti for a two (2) year period starting March 21, 2022 and ending March 17, 2024.

3. That Lamar (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 1st day of March 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

St. Cloud
P.O. Box 865
St. Cloud, MN 56302
Phone: 320-253-3000
Fax: 320-253-3746

LAMAR

CONTRACT # 3784543

Date: 3/1/2022
New/Renewal: NEW
Account Executive: Darrin Christiansen
Phone: 320-253-3000

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	794708-0
Name	CITY OF ISANTI - ISANTI LIQUOR
Address	10 6TH AVENUE SOUTHEAST
City/State/Zip	ISANTI, MN 55040
Contact	Keith Lusk
Email Address	klusk@cityofisanti.us
Phone #	(763) 444-5063
Fax #	
P.O./ Reference #	
Advertiser/Product	CITY OF ISANTI - ISANTI LIQUOR
Campaign	Opportunity: Isanti Liquor Hwy 65 10330 N 3.21.22

Production/Other Services

Department	Plant	Production Type	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
Vinyl	157 St. Cloud, MN	One poster vinyl for panel 10330.		03/21/22	1	$500.00	$500.00
Vinyl	157 St. Cloud, MN	One poster vinyl for panel 10330 (1/2 price).		03/20/23	1	$250.00	$250.00

Total Production/Other Services Costs: $750.00

Space

of Panels: 1

Billing Cycle: Every 4 weeks

Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
10330 30490682	157-CAMBRIDGE, MN	HWY 65 7 MI S/O CITY LIMITS ES F/S	Yes	Poster	10' 6" x 22' 9"		03/21/22-03/17/24	26	$500.00	$13,000.00

Total Space Costs: $13,000.00

Total Costs: $13,750.00

Special Considerations:

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solido with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Media Buyer
(Officer/Title)
of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	CITY OF ISANTI - ISANTI LIQUOR
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

St. Cloud
P.O. Box 865
St. Cloud, MN 56302
Phone: 320-253-3000
Fax: 320-253-3746

LAMAR

CONTRACT # 3784543

Date: 3/1/2022
New/Renewal: NEW
Account Executive: Darrin Christiansen
Phone: 320-253-3000

THE LAMAR COMPANIES	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
Darrin Christiansen		
ACCOUNT EXECUTIVE: Darrin Christiansen	GENERAL MANAGER	DATE

STANDARD CONDITIONS

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.

2. Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.

3. Payment Terms: Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.

4. Service Interruptions: If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.

5. Entire Agreement: This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.

6. Copy Acceptance: Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.

7. Termination: All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.

8. Materials/Storage: Production materials will be held at customer's written request. Storage fees may apply.

9. Installation Lead Time: A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.

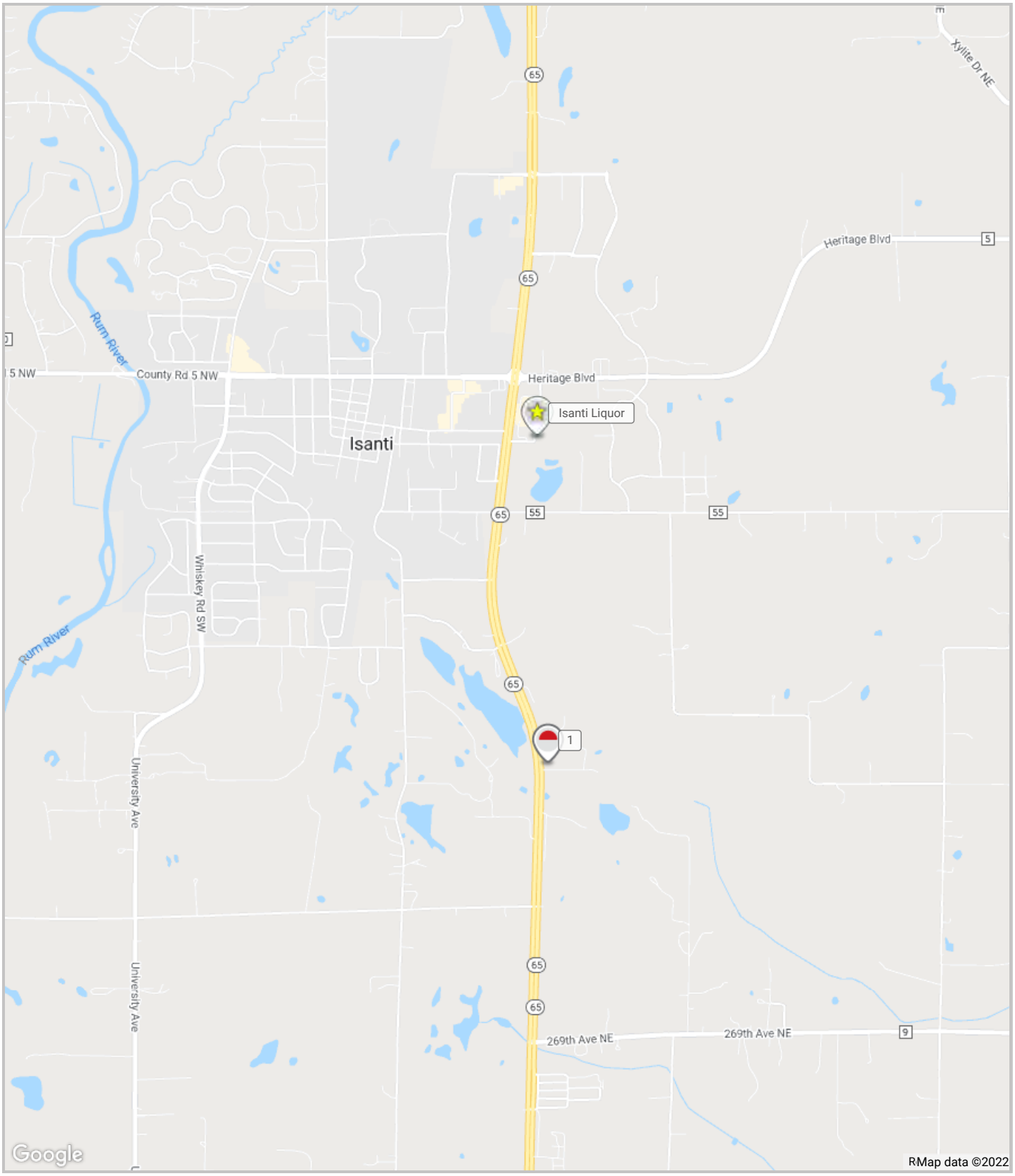
10. Customer Provided Production: The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.

11. Bulletin Enhancements: Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.

12. Assignment: Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.

MAP #1

ISANTI LIQUOR STORE HWY 65 SOUTH FACE N 3.21.22



LOCATION LIST

ISANTI LIQUOR STORE HWY 65 SOUTH FACE N 3.21.22

Store Location(s)

Isanti Liquor
Isanti Liquor

LOCATION LIST

ISANTI LIQUOR STORE HWY 65 SOUTH FACE N 3.21.22

*Impression values based on: Total Population

Map Icon	Label	Panel #	Geopath Id	Media/Style	Facing	H x W	*Weekly Impressions	Illum.
	1	10330	30490682	Poster / Retro	South	10' 6" x 22' 9"	54,025	YES

Location: HWY 65 7 MI S/O CITY LIMITS ES F/S
Current Advertiser: FIRST BANK & TRUST
Booking Ranges: 3/21/2022 - 3/19/2023
Rate: $500.00
Production Cost: $500
Miscellaneous: $500 per 4wks 1yr contract.

Total Weekly Impressions: 54,025

PANEL #10330

HWY 65 7 MI S/O CITY LIMITS ES F/S

LOCATION #1

WEEKLY IMPRESSIONS:	54,025*
MEDIA TYPE/STYLE:	Poster - Retro
LAT/LONG:	45.47198 / -93.23421
MARKET:	CAMBRIDGE
GEOPATH ID:	30490682
PANEL SIZE:	10' 6" x 22' 9" View Spec Sheet
VINYL SIZE:	10' 7" x 22' 10"
FACING/READ:	South / Right
ILLUMINATED:	YES
RATE:	$500.00
PRODUCTION COST:	$500
MISCELLANEOUS:	$500 per 4wks 1yr contract.
SHIPPING ADDRESS:	1025 Rook Road NE Sauk Rapids, MN 56379

*Impression values based on:Total Population

BIG
BUSINESS
OR
SMALL
BUSINESS
WE MAKE IT
EASY
STORAG
763-444-94

BIG
SMALL
EASY
SHERMAN

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MARCH 15, 2022 – 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**
REVISE K.4. Resolution 2022-XXX Approving a Forgivable Loan For Barack Realty LLC For Certain Real Property Located at PID 16.029.1400

MOVE L.4. to K.5. Resolution 2022-XXX Authorizing DNR Outdoor Recreation Grant Submission

L. **Consent Agenda**
ADD L.10. Resolution 2022-XXX Accepting Resignation for Liquor Store Clerk II Roberta Klatt

ADD L.11. Resolution 2022-XXX Accepting Resignation for Park Recreation and Events Coordinator Alyssa Olson

ADD L.12. Authorizing a One-Time Fence Repair in the Amount of 50% of the Cost Not to Exceed $550.00 at PID 01.006.0700 Due to Snow Plow Damage

M. **Other Communications**

Adjournment

K.4.

RESOLUTION 2022-052

APPROVING A FORGIVABLE LOAN FOR BARACK REALTY LLC FOR CERTAIN REAL PROPERTY LOCATED AT PID 16.029.1400

WHEREAS, the City of Isanti owns industrial property for the public purpose of creating quality jobs and increasing the City's tax base; and,

WHEREAS, the City of Isanti entered into a Purchase Agreement with Barack Realty LLC for the sale of the property located at PID 16.029.1400; and,

WHEREAS, the EDA has received a request from Barack Realty LLC for assistance in the relocation and expansion of their business to PID 16.029.1400, as legally described as 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; and,

WHEREAS, to support the business and the goals set forth in the Comprehensive Plan, the City of Isanti agrees to provide a $87,100 forgivable loan to Barack Realty LLC to support the growing business and filling an otherwise empty industrial lot; and,

WHEREAS, the $87,100 loan will be forgiven upon compliance, by Barack Realty LLC, with the provision of paragraph 7(c) of the Development and Subsidy Agreement for Barack Realty LLC dated March 15, 2022; and,

WHEREAS, the forgivable loan is in lieu of selling the land for $1.00 to meet the requirements of the 504 SBA Loan Barack Realty LLC is acquiring for the construction project; and,

WHEREAS, the City of Isanti has reviewed said request and found it to be in compliance with the City Code and Minnesota State Statutes;

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota: that a $87,100 deferred loan is awarded to Barack Realty LLC for assistance for the acquisition of real property, legally described as 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:

L.4.

K.5.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Alyssa Olson, Parks, Recreation & Events Coordinator

Date: March 15, 2022

Subject: Resolution 2022-XXX Authorizing Submission of DNR Outdoor Recreation Grant Application

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Background:

The DNR Outdoor Recreation Grant is an annual grant awarded to local units of government to cover up to 50% of costs associated with projects that continue development of local parks and recreation areas. Staff has completed an application to apply for the 2023 program with maximum award funding of $300,000 that would support the addition of amenities in Bluebird Park. The outlined project would include the building of a splash pad and restrooms, plus the addition of pollinator-friendly gardens and to increase the accessibility aspect of the project, the addition of intergenerational fitness equipment along the walk trails, which will enhance the funding appeal of the project.

The identified features would have a total project cost of $736,000, with the potential to receive $300,000 in grant funding. The City would provide the remaining project costs from the $436,000 allocated for restrooms and the splash pad in the CIP, with no additional funding needs.

Request:

Staff is requesting approval to submit the grant application to apply for funds for this total park project.

Attachment:

- Resolution 2022-XXX

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK II
ROBERTA KLATT

WHEREAS, PT Liquor Store Clerk, Roberta Klatt has submitted a letter of resignation on March 11, 2022; and,

WHEREAS, the effective date of this resignation is March 24, 2022; and,

WHEREAS, Roberta Klatt 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 Carrie Prather is hereby effective March 24, 2022.

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 15 day of March 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING LETTER OF RESIGNATION FOR PARK RECREATION AND EVENTS COORDINATOR ALYSSA OLSON

WHEREAS, Full-Time Park, Recreation and Events Coordinator Alyssa Olson has submitted a letter of resignation to the City of Isanti on March 15, 2022; and,

WHEREAS, the effective date of this resignation is March 28, 2022; and,

WHEREAS, Alyssa Olson 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 Alyssa Olson is hereby accepted effective March 28, 2022.

2. That Human Resources Director is hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 15 day of March 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MARCH 15, 2022 – 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. Week of the Young Child- April 2nd through April 8th

G. Approve City Council Minutes
1. March 1, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting	Tuesday, April 5, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, April 5, 2022 *(Immediately following the City Council Meeting)*
3. Parks, Recreation and Culture Board	Tuesday, March 22, 2022 at 6:00 p.m.

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. Resolution 2022-XXX Approving a Gambling Premise Permit Application from Isanti County Sportsmen Club at the Thunder Brothers Brewery
3. Resolution 2022-XXX Approving a Special Event Permit Application for Race for Life & DK Gold Cup Qualifier

Community Development Stephanie Hillesheim
4. Resolution 2022-XXX Approving a Forgivable Loan For Barak Realty LLC For Certain Real Property Located at PID 16.029.1400

L. Approve Consent Agenda
1. Payroll in the Amount of $131,477.07 and Accounts Payable in the Amount of $632,339.71
2. Resolution 2022-XXX Reestablishing Precincts and Polling Places

3. Resolution 2022-XXX Accepting Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
4. Resolution 2022-XXX Authorizing DNR Outdoor Recreation Grant Submission
5. Resolution 2022-XXX Authorizing the Replacement of the Main Lift Station Generator
6. Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services
7. Resolution 2022-XXX Approving Packet Management and Information Software
8. Resolution 2022-XXX Approving Chamber Audio Visual Reprogramming Upgrade
9. Resolution 2022-XXX Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments as well as Authorization for Use of the City Credit Card

M. Other Communications

1. February Police Department Report
2. February Code Enforcement Report
3. February Building Inspector Report
4. March Engineering Project Status Report

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 2nd - April 8th; 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 2nd - April 8th, 2022 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
CITY COUNCIL MEETING

TUESDAY, MARCH 1, 2022 – 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: Paul Bergley

Staff Present: City Clerk Jaden Strand, Finance Director Mike Betker, Chief of Police Travis Muyres, Police Lieutenant John McCarty, Community Development Director Stephanie Hillesheim and City Engineer Jason Cook

D. Public Comment

E. Adopt Agenda

ADDENDUM:

Add L.9. Resolution 2022-049 Awarding Quote and Authorizing to Enter into a Contract for Billboard for Isanti Liquor Store

Motion by Lundeen, seconded by Collison to approve the agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. ICLEA (Isanti County Law Enforcement Association) Officer of the Year to Lieutenant John McCarty

Mayor Johnson shared Lieutenant John McCarty was recognized as the Isanti County Law Enforcement Association Officer of the year followed by a picture of the Lieutenant and the Chief of Police.

G. Approve City Council Minutes

1. February 15, 2022- Regular Meeting of the City Council
2. February 15, 2022- Committee of the Whole Meeting

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, March 15, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 15, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 15, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

1. South Brookview Improvements Project – Improvements Hearing

a. **Resolution 2022-033** Authorizing Improvement on the South Brookview Improvements Projects

b. **Resolution 2022-034** Approving Plans and Ordering Advertisement for Bids for the South Brookview Improvements Project

City Engineer Jason Cook shared that this is an improvement hearing for the South Brookview Improvements Project and the second major step in the assessment process. The feasibility report has been done, an open house has been held and the improvement hearing tonight is to give the residents an opportunity to voice their opinion for the project and if Council would like to proceed. The general project area is South Brookview 1-4 Additions which is about 9 blocks East of Whiskey Road and West of 6th Avenue.

Cook continued to share existing conditions with a pavement rating 2-5 out of 10 with anything under a 6 is unsalvageable., some of the utilities were initially installed in 1976 and another phase in 1990. This area was also evaluated for storm system improvements. The proposed improvements are to reclaim the street, patch concrete curb where needed, evaluation of adding a sidewalk along the north side of South Brookview Lane SW and leave utilities in place as is since there is no issue.

Cook shared examples of what the sidewalk could look like.

Notices and a questionnaire were sent out with only 8 responses received. 4 stated they were against the sidewalk and 4 stated they didn't care.

The Anoka Conservation District did a study of the whole City to find beneficial stormwater improvement areas. Their findings included 7 properties that fit the criteria for an improvement and in this specific case would be a curb cut rain garden. The rain garden would help with the water quality for the Rum River and the entire area. So far one resident has shown interest in a raingarden on their property.

Cook shared examples of what the curb cut rain garden curb could look like.

The total project cost with sidewalk is estimated at $744,000.00. The street improvements portion is $592,000.00 without the sidewalk with 25% being assessable. The sidewalk improvement if selected is estimated at $152,000.00 which is not assessable. The 25% of street improvements that is assessable comes out to be $18.41 per front foot.

Mayor Johnson opened the public hearing at 7:16 p.m.

Cordell Ebeling, 706 South Brookview LN SW, asked if three big trees on his property would be removed.

Cook stated that the layout is to take them out but there is an alternative layout option that would bend it around the trees if he desired to keep them.

Ebeling shared that he would like to see a sidewalk installed.

Brock Thorson, 711 S Brookview Lane SW, asked if everyone would be notified if the curbs end up having to be replaced.

Cook confirmed they would be notified.

Thorson asked who is being assessed.

Cook responded everyone with frontage on the project limits will be assessed.

Emily Meyer, 800 S Brookview LN SW, stated she preferred no sidewalk and does not want the trees on her property taken down.

Megan Olson, 501 6th Ave SW, stated that she was assessed for the 6th Ave project and is now going to be assessed for this project and asked if her mailbox could be raised up as asked when the 6th Ave project was done.

City Clerk Jaden Strand and Finance Director Mike Betker confirmed they would inform Public Services Director Matt Sylvester of Olson's wishes to raise her mailbox.

Ruth-Anne Larson, 311 8th Ave SW, shared that she is in favor of the yield sign staying.

Mayor Johnson closed the public hearing at 7:34 p.m.

Consensus from City Council is to not add any additional sidewalk 3-1 with Gordon wanting to add a sidewalk.

Motion by Lundeen, seconded by Gordon to approve J.1. a and J.1 b. Motion passed 4-0. Motion carried.

K. Business Items

City Clerk Jaden Strand

1. Liquor License Renewals

- **a. Resolution 2022-035** Approving the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
- **b. Resolution 2022-036** Approving the On-Sale and Sunday Liquor License Renewal for Rum River VFW 2735
- **c. Resolution 2022-037** Approving the On-Sale and Sunday Liquor License Renewal for Wintergreen's Golf & Grill
- **d. Resolution 2022-038** Approving the Brewer Off-Sale and Tap Room On-Sale Sunday License Renewal for Thunder Brothers Brewery, Inc.

Councilor Lundeen asked Chief of Police Travis Muyres if there are any issues with the businesses that were requesting renewals.

Muyres confirmed no issues.

Motion by Lundeen to approve L.1 a., L.1 b., L.1 c., and L.1 d., seconded by Collison. Motion passed 4-0. Motion carried.

Community Development Director Stephanie Hillesheim

2. Resolution 2022-039 Approving the Final Plat for Fairway Greens North (Phase 2)
Community Development Director Stephanie Hillesheim shared that at the January 18th, 2021 City Council meeting the Council approved the preliminary plat for Fairway Greens North with conditions. The applicant has applied for the final plat approval for Phase 2. At this time, it will only be the plat that is considered as the development agreement is still being worked out for Phase 2 and will come at a later date.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

3. Resolution 2022-040 A Resolution Supporting Housing and Local Decision-Making Authority

Community Development Director Stephanie Hillesheim shared that this is a resolution supporting local decision-making of local governments to maintain their authority over housing plot standards and zoning standards. There is a push at the state level to restrict lot sizes and look at affordable housing state-wide versus the metro.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

4. **Resolution 2022-041** Approving Site Plans and a Conditional Use Permit for Drive-Thru Facilities at 291 5th Ave NE for the Little North Boutique

Community Development Director Stephanie Hillesheim shared that on February 15th the Community Development Specialist Ryan Saltis presented the site plan and conditional use permit application for the proposed Little North Boutique and this is to finalize the consideration and adopting the resolution with the findings of fact.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

City Engineer Jason Cook

5. Resolution 2022-042 Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2022 Pavement Management Project

City Engineer Jason Cook shared that this is for continuing on for the pavement management program. The plans are developed and ready to go out for bids. Cook further shared that during evaluation of the streets it was found that Buckskin Development area has pavement that is in worse shape than a straight sealcoat can address. Due to this, it is requested to do a micro seal on it which is a thicker surface treatment but not as seriously and costly as an overlay. The micro seal does increase the total project cost slightly than budgeted.

Finance Director Mike Betker stated that a project over budget is fine in the amount estimated given the long term plan for pavement management.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $122,236.61 and Accounts Payable in the Amount of $288,007.31
2. Resolution 2022-043 Accepting Parks, Recreation and Culture Board Member Aaron Zdon's Resignation
3. Resolution 2022-XXX Authorizing the Replacement of the Main Lift Station Generator
4. **Resolution 2022-044** Approving a Check to New Hope Community Church for Volunteering at Isanti Movie Nights
5. **Resolution 2022-045** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for May 1st, 2022
6. **Resolution 2022-046** Accepting Part-Time Police Secretary Maria Glad Letter of Resignation
7. **Resolution 2022-047** Approving Partnership Agreement Between the City of Isanti and FIAL (Friends of Isanti Area Library)

8. **Resolution 2022-048** Amending the 2022 Capital Improvement Plan for the Isanti Community Center
9. **Resolution 2022-049** Awarding Quote and Authorizing to Enter into a Contract for Billboard for Isanti Liquor Store

Councilor Gordon asked about peak shaving and useful age life of the generator referred to in L.3.

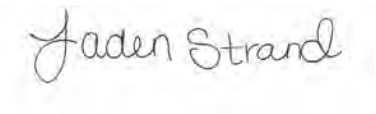
Motion by Lundeen, seconded by Gordon to table L.3. to a later meeting. Motion passed 4-0. Motion carried.

Motion by Lundeen, seconded by Gordon to approve consent agenda with the exclusion of L.3. as it was motioned to be tabled to a future meeting. Motion passed 4-0. Motion carried.

M. Other Communications

Adjournment
A motion was made by Collison, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:53 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: March 15, 2022

Subject: Resolution 2022-XXX Approving a Gambling Premise Permit Application from Isanti County Sportsmen Club at the Thunder Brothers Brewery

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Background:
Isanti County Sportsmen Club is requesting approval for a Premise Permit for ongoing gambling activities (pull-tabs, tipboards, paddlewheel, electronic pull-tabs and electronic linked bingo) at Thunder Brothers Brewery. The applicant, James Fidstrom, has successfully passed a background check by the Isanti Police Department.

Applicant James Fidstrom will be in attendance for any questions.

Request:
Staff is requesting action on this item.

Attachment:

- Resolution 2022-XXX Approving a Gambling Premise Permit Application from Isanti County Sportsmen Club at the Thunder Brothers Brewery

RESOLUTION 2022-XXX

APPROVING A GAMBLING PREMISE PERMIT APPLICATION FROM ISANTI COUNTY SPORTSMEN CLUB AT THUNDER BROTHERS BREWERY

WHEREAS, the Isanti County Sportsmen Club applied to the City for a Gambling Premise Permit to operate gambling activities (pull-tabs, tipboards, paddlewheel, electronic pull-tabs and electronic linked bingo) at Thunder Brothers Brewery; and,

WHEREAS, the Premises Permit Application appears to be acceptable in all respects; 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,

WHERAS, the applicant, James Fridstrom, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Isanti approves the premise permit application for gambling activities (pull-tabs, tipboards, paddlewheel, electronic pull-tabs and electronic linked bingo) for Isanti County Sportsmen Club to conduct lawful gambling at Thunder Brothers Brewery (801 Highway 65 Isanti, MN 55040.)

This resolution was duly adopted by the Isanti City Council this 15th day of March 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

K.3.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: March 15, 2022
Subject: Resolution 2022-XXX Approving a Special Event Permit Request for the Race for Life & DK Gold Cup Qualifier

---

Background

Rum River BMX has submitted a special event permit application to host a two-day pedal bike racing event for the Race for Life & DK Gold Cup Qualifier. The event will take place Friday, April 29 through Sunday, May 1, 2022. 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 Friday, April 29 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.

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 Special Event Permit application and attachments.

Attachments

- Resolution No. 2022-XXX
- Special Event Application – Race for Life & DK Gold Cup Qualifier
    - Application Form
    - Proposed Site Map

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RACE FOR LIFE & DK GOLD CUP QUALIFIER

WHEREAS, Rum River BMX has submitted a Special Event application requesting a permit to host the Race for Life& DK Gold Cup Qualifier; and,

WHEREAS, a two-day pedal bike race event is scheduled to take place in the Isanti Indoor Arena from Friday, April 29 through Sunday, May 1; and,

WHEREAS, event set-up is scheduled for Friday, April 29 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;

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 March, 2022.

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: 2/12/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Jay Bossen

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: [redacted] Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Larry Merchlewitz

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Race for Life & DK Gold Cup Qualifier

Date(s) of Event: April 29th thru May 1st 2022

Hours of Event: Fri 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.):
Two 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.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the 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.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given to the Cancer Society.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature:

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
X Approved _____ Denied _____ N/A Signature: VIA EMAIL

Police Chief
X Approved _____ Denied _____ N/A Signature: VIA EMAIL

Public Services Director
_____ Approved _____ Denied _____ N/A Signature: _____

Community Events & Parks Coordinator
X Approved _____ Denied _____ N/A Signature: _____

Community Development Director
X Approved _____ Denied _____ N/A Signature: _____

City Administrator
X Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, March 3, 2022 8:19 AM
To: Isanti Parks
Subject: RE: SEP - Rum River BMX Race for Life

Isanti Fire approves the SEP application for the 4/29 – 5/1 BMX event 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: Friday, February 18, 2022 6:49 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Rum River BMX Race for Life

Hi Guys,
Attached is an SEP application for Rum River BMX for their Race for Life event in April. Please send approvals and/or concerns **by March 4th**.

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, February 22, 2022 8:14 AM
To: Isanti Parks
Subject: Re: SEP - Rum River BMX 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: Friday, February 18, 2022 6:49 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Rum River BMX Race for Life

Hi Guys,
Attached is an SEP application for Rum River BMX for their Race for Life event in April. Please send approvals and/or concerns **by March 4th**.

Thanks!

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
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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:
Bmx pedal bike Race for Life and DK Gold Cup Qualifier Located at the Isanti Indoor Arena on April 29 thru May 1 2022

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) JB

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) JB

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) JB

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) JB

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) JB

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) JB

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) JB

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) JB

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) JB

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 Jay Bossen

Title Association President

Signature Jay M Bossen

Date 2/12/2022

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: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 29th thru May 1st 2022

Contact Person: Jay Bossen [redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: April 28th 2022 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
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
Parking
Canopies
No Parking

A Community For Generations.

Isanti

MEMO

To: **City of Isanti**
From: Stephanie Hillesheim, Community Development Director
Date: March 15, 2022
Subject: Approving the Sale of the Property located at PID 16.029.1400 to Barack Realty LLC and Resolution APPROVING A FORGIVABLE LOAN FOR BARACK REALTY LLC

The City of Isanti has received a request from Barack Realty LLC to purchase City owned parcel identified as PID 16.029.1400. Barack Realty LLC is working with the Small Business Administration for loan funding and to be eligible to include the value of the land in their loan documents the structure of the transaction has been altered to allow for a forgivable loan to the purchaser in lieu of selling the land for $1.00. The outcome of the closing will remain the same.

Upon closing and before construction, Barack Realty will be required to Plat the parcel through the Administrative Subdivision process, as well and adhere to the requirements and conditions listed in the attached Development and Subsidy Agreement.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve Resolution as written, as well as the accompanying documents: Purchase Agreement, Development and Subsidy Agreement, and Promissory Note.

Attachments:

- Resolution 2022-XXX **APPROVING A FORGIVABLE LOAN FOR BARACK REALTY LLC**
- Promissory Note
- Purchase Agreement
- Business Subsidy Agreement

RESOLUTION 2022-xxx

APPROVING A FORGIVABLE LOAN FOR BARAK REALTY LLC FOR CERTAIN REAL PROPERTY LOCATED AT PID 16.029.1400

WHEREAS, the City of Isanti owns industrial property for the public purpose of creating quality jobs and increasing the City's tax base; and,

WHEREAS, the City of Isanti entered into a Purchase Agreement with Barack Realty LLC for the sale of the property located at PID 16.029.1400; and,

WHEREAS, the EDA has received a request from Barack Realty LLC for assistance in the relocation and expansion of their business to PID 16.029.1400, as legally described as The West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SEÂ¼ of NWÂ¼) 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; and,

WHEREAS, to support the business and the goals set forth in the Comprehensive Plan, the City of Isanti agrees to provide a $87,100 forgivable loan to Barack Realty LLC to support the growing business and filling an otherwise empty industrial lot; and,

WHEREAS, the $87,100 loan will be forgiven upon compliance, by Barack Realty LLC, with the provision of paragraph 7(c) of the Development and Subsidy Agreement for Barack Realty LLC dated March 15, 2022; and,

WHEREAS, the City of Isanti has reviewed said request and found it to be in compliance with the City Code and Minnesota State Statutes.

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota: that a $87,100 deferred loan is awarded to Barack Realty LLC for assistance for the acquisition of real property, legally described as The West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SEÂ¼ of NWÂ¼) 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.

This resolution was duly approved by the City of Isanti this 15th of March, 2022.

_____
Jeff Johnson, Mayor

Attest:

_____
_____
Jaden Strand
City Clerk

Promissory Note

$87,100 Date:

Barack Realty LLC ("Undersigned"), for value received, promises to pay to the City of Isanti a public body corporate and political subdivision of the State of Minnesota, or its assigns (collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of Eighty-seven thousand and 100 dollars ($87,100), without interest thereon, upon notification by the City of Isanti that the failure to comply set forth in section 1 below has occurred , in any coin of currency that at the time or times of the payment is legal tender for the payment of private debts in the United States of America. The principal of this is Note is payable as follows:

1. The entire unpaid balance of principal shall be due and payable upon failure of the Undersigned to comply with the provisions of paragraph 7(c) of the Development and Subsidy Agreement for Barack Realty LLC. dated March 15, 2022 (the "Development and Subsidy Agreement").

2. All of the agreements, conditions, covenants, provisions and stipulations contained in the Development and Subsidy Agreement are made a part of this Note to the same extent and with the same force and effect as if they were fully set forth herein.

3. This Note shall be governed by and construed in accordance with the laws of the state of Minnesota without regard to its conflict of laws provisions. Any disputes, controversies, or claims arising out of this Note shall be heard in the state or federal courts of Minnesota, and all parties to this Note waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

4. IT IS HEREBY CERTIFIED AND RECITED that all conditions, acts, and things required to exist, happen, and be performed precedent to or in the issuance of this Note do exist, have happened, and have been performed in regular and due form as required by law.

DRAFT

IN WITNESS WHEREOF, the Undersigned has caused this Note to be duly executed as of the ____day of_____ in year of 2022.

Barack Realty LLC

By_____

Its_____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Kadra Hussein, Chief Executive Officer of Barack Realty LLC LLC, a corporation under the laws of the State of Minnesota on behalf of the corporation.

DRAFT

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Isanti,** a Minnesota municipal corporation ("Seller"), and **Barack Realty LLC** a corporation under the laws of Minnesota ("Buyer").

1. **EFFECTIVE DATE.** The effective date of this Agreement is March 15, 2022 (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 3 Block 1 of Isanti Centennial Complex 7th Rearrangement, County of Isanti, State of Minnesota

Isanti County PID Number: 16.029.1400

3. **PURCHASE PRICE.** The purchase price for the Property is $87,100 (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 13, 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 Economic Development Authority
110 1st Ave. N.W.
Isanti, MN 55040
Email: jwood@cityofisanti.us

Buyer: Barack Realty LLC
[redacted]

Email: [redacted]

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 2022, 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 (Industrial) 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: _____, 2022
Jeff Johnson, Mayor

By: _____ Dated: _____, 2022
Jaden Strand, Clerk

BUYER: Barack Realty LLC

By: _____ Dated: _____, 2022
Kadra Hussein

Its: President

CITY OF ISANTI

DEVELOPMENT AND SUBSIDY AGREEMENT FOR BARACK REALTY LLC

This Agreement (hereinafter the "Agreement") is entered into this 15th day of March, 2022 by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Barack Realty LLC**, a corporation under the laws of Minnesota (the "**Developer**").

Subject Property. Developer is, or will be, the owner of the Subject Property legally described as the West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SEÂ¼ of NWÂ¼) 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.

Located in the County of Isanti, State of Minnesota, PID Number 16.029.1400. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

1. 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. Plat. That the Developer must plat the parcel as is required by Isanti City Code to build on the site at the Developer's expense subject to: (a) approval under the requirements of an Administrative Subdivision as detailed in Ordinance 740, Chapter 536, Article 2.

e. 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.

2. 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.

3. 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. Temporary driveway access (as approved by the City Engineer)
g. Lot grading
h. Landscaping

4. 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.

5. 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 30day 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.

6. 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 $87,100. The City sold the Subject Property to Developer for $87,100 subject to a forgivable loan as outlined in the Promissory Note dated March 15, 2022. The value of the subsidy is $87,100.

   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.

7. 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. Are to be paid by the Developer.

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:
Barack Realty LLC
[redacted]

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**:**

BARACK REALTY LLC

By:_____
Kadra Hussein
Its: Chief Executive Officer

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Joe Kliever, Chief Executive Officer of Barack Realty LLC, a corporation under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

The City of Isanti

THE CITY OF ISANTI

By:_____
Its: Mayor

By:_____
Its: Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2022, by Jeff Johnson and Jaden Strand, the Mayor and the 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 5540

City of Isanti

Gross Payroll	113,642.37
Social Security & Medicare	6,288.34
Public Employees Retirement	11,546.36
Total City Expense	131,477.07

Pay Date 3/4/2022

Pay Period 5 (2/13-2/26/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/22	03/02/2022	57816	3038	ALLIANCE BUILDING CORPORATION	609-20200	84,900.02
03/22	03/02/2022	57817	2030	ARTISAN BEER COMPANY	609-20200	101.55
03/22	03/02/2022	57818	9	BERNICKS PEPSI-COLA	609-20200	2,533.20
03/22	03/02/2022	57819	1500	BOLTON & MENK INC	425-20200	26,401.36
03/22	03/02/2022	57820	2487	CAPITOL BEVERAGE SALES	609-20200	224.00
03/22	03/02/2022	57821	1792	CARLOS CREEK WINERY	609-20200	1,089.00
03/22	03/02/2022	57822	1629	CITY OF ISANTI	101-20200	12,974.12
03/22	03/02/2022	57823	3083	CLOSING HUB	601-20200	36.82
03/22	03/02/2022	57824	120	CONNEXUS ENERGY	101-20200	19,588.04
03/22	03/02/2022	57825	3155	CUSTOM COMMERCIAL SERVICES	101-20200	135.00
03/22	03/02/2022	57826	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,228.21
03/22	03/02/2022	57827	3151	FREEMAN, JESSECHIAH & HOLLER, AASHA	601-20200	231.35
03/22	03/02/2022	57828	3140	GARPHISH BREWING COMPANY	609-20200	246.00
03/22	03/02/2022	57829	2830	GDO LAW	101-20200	4,083.33
03/22	03/02/2022	57830	949	GRAINGER INC	602-20200	705.89
03/22	03/02/2022	57831	2697	HILDI INC	609-20200	1,100.00
03/22	03/02/2022	57832	3154	HOMEPRIDE INC	601-20200	29.49
03/22	03/02/2022	57833	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
03/22	03/02/2022	57834	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,257.70
03/22	03/02/2022	57835	5	KAWALEK TRUCKING	609-20200	395.20
03/22	03/02/2022	57836	3156	KELZENBERG, STEVE	101-20200	5.00
03/22	03/02/2022	57837	3118	KLOCKOW BREWING COMPANY, INC	609-20200	198.00
03/22	03/02/2022	57838	394	LMCIT	226-20200	157,713.00
03/22	03/02/2022	57839	17	MCDONALD DISTRIBUTING CO	609-20200	8,464.15
03/22	03/02/2022	57840	3133	MORTON SALT	101-20200	4,246.75
03/22	03/02/2022	57841	2080	MVTL LABORATORIES INC	602-20200	258.91
03/22	03/02/2022	57842	981	NORTHERN DEWATERING INC	602-20200	20,028.16
03/22	03/02/2022	57843	617	PAUSTIS & SONS	609-20200	2,464.75
03/22	03/02/2022	57844	3153	PEARSON, JENNIFER	603-20200	49.93
03/22	03/02/2022	57845	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,545.46
03/22	03/02/2022	57846	3148	R & B HOMES LLC	601-20200	18.58
03/22	03/02/2022	57847	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,080.00
03/22	03/02/2022	57848	2396	SOUTHERN GLAZERS OF MN	609-20200	7,132.45
03/22	03/02/2022	57849	1361	STAPLES ADVANTAGE	101-20200	161.55
03/22	03/02/2022	57850	73	STAR	101-20200	149.11
03/22	03/02/2022	57851	1290	THE AMBLE GROUP	101-20200	127.09
03/22	03/02/2022	57852	2251	TITLE SMART INC	601-20200	47.62
03/22	03/02/2022	57853	427	VESSCO INC	601-20200	2,668.18
03/22	03/02/2022	57854	42	VIKING COCA-COLA BOTTLING CO	609-20200	228.60
03/22	03/02/2022	57855	4	WATSON CO INC	609-20200	1,954.04
03/22	03/02/2022	57856	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
03/22	03/02/2022	57857	780	WINE MERCHANTS	609-20200	2,634.00
03/22	03/02/2022	57858	3152	ZILLOW CLOSING SERVICES	603-20200	19.74
Grand Totals:						458,663.63

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
03/22	03/08/2022	57864	127	ABDO	609-20200	16,500.00	
03/22	03/08/2022	57865	3020	ADAMS PEST CONTROL INC	101-20200	289.00	
03/22	03/08/2022	57866	2689	ADVANCED POWER SERVICES INC	602-20200	290.00	
03/22	03/08/2022	57867	2863	AMAZON CAPITAL SERVICES	101-20200	189.59	
03/22	03/08/2022	57868	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,850.01	
03/22	03/08/2022	57869	53	BELLBOY CORPORATION	609-20200	3,337.80	
03/22	03/08/2022	57870	9	BERNICKS PEPSI-COLA	609-20200	2,531.37	
03/22	03/08/2022	57871	368	BILLS QUALITY CLEANING	609-20200	712.00	
03/22	03/08/2022	57872	2319	BREAKTHRU BEVERAGE OF MN	609-20200	11,655.74	
03/22	03/08/2022	57873	1198	CENTER POINT ENERGY	601-20200	7,037.35	
03/22	03/08/2022	57874	1198	CENTERPOINT ENERGY	101-20200	75.00	
03/22	03/08/2022	57875	1472	CRAWFORDS EQUIPMENT INC	101-20200	1,082.16	
03/22	03/08/2022	57876	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,018.03	
03/22	03/08/2022	57877	2720	DEFIANT DISTRIBUTORS	609-20200	1,547.05	
03/22	03/08/2022	57878	3159	ELM CREEK BREWING	609-20200	278.00	
03/22	03/08/2022	57879	1682	FERGUSON WATERWORKS	601-20200	1,563.44	
03/22	03/08/2022	57880	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26	
03/22	03/08/2022	57881	3140	GARPHISH BREWING COMPANY	609-20200	174.00	
03/22	03/08/2022	57882	134	GOPHER STATE ONE-CALL INC	601-20200	41.85	
03/22	03/08/2022	57883	2761	GRATITUDE FARMS	101-20200	250.00	
03/22	03/08/2022	57884	114	ISANTI COUNTY RECORDER	101-20200	56.00	
03/22	03/08/2022	57885	7	JOHNSON BROTHERS LIQUOR CO	609-20200	16,455.03	
03/22	03/08/2022	57886	5	KAWALEK TRUCKING	609-20200	339.80	
03/22	03/08/2022	57887	3158	KOORS, CALEB & SARA	601-20200	738.01	
03/22	03/08/2022	57888	3157	LANGUAGE LINE SERVICES	101-20200	18.90	
03/22	03/08/2022	57889	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	770.07	
03/22	03/08/2022	57890	434	LITTLE FALLS MACHINE INC	101-20200	376.05	
03/22	03/08/2022	57891	1479	LOFFLER -131511	108-20200	128.56	
03/22	03/08/2022	57892	17	MCDONALD DISTRIBUTING CO	609-20200	15,179.90	
03/22	03/08/2022	57893	2978	MILBANK WINWATER WORKS	601-20200	20,301.57	
03/22	03/08/2022	57894	176	MN DEPT OF REVENUE	101-20200	32,867.00	
03/22	03/08/2022	57895	3133	MORTON SALT	101-20200	5,855.29	
03/22	03/08/2022	57896	2080	MVTL LABORATORIES INC	602-20200	166.77	
03/22	03/08/2022	57897	1989	NEW HOPE COMMUNITY CHURCH	101-20200	18.97	
03/22	03/08/2022	57898	3121	OMNI BREWING COMPANY, LLC	609-20200	192.00	
03/22	03/08/2022	57899	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,955.80	
03/22	03/08/2022	57900	12	POSTMASTER	101-20200	294.00	
03/22	03/09/2022	57901	3067	RITE	609-20200	.00	V
03/22	03/08/2022	57902	3160	SHEFFER GROUP LLC	601-20200	61.37	
03/22	03/08/2022	57903	2396	SOUTHERN GLAZERS OF MN	609-20200	5,670.20	
03/22	03/08/2022	57904	2554	SPECIALTY SOLUTIONS	101-20200	604.69	
03/22	03/08/2022	57905	1361	STAPLES ADVANTAGE	101-20200	267.95	
03/22	03/08/2022	57906	1290	THE AMBLE GROUP	602-20200	306.84	
03/22	03/08/2022	57907	626	THE WINE COMPANY	609-20200	319.00	
03/22	03/08/2022	57908	2944	UNIFIRST CORPORATION	609-20200	945.12	
03/22	03/08/2022	57909	1820	URBANS HARDWARE INC	101-20200	149.33	
03/22	03/08/2022	57910	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00	
03/22	03/08/2022	57911	2027	US INTERNET	603-20200	57.80	
03/22	03/08/2022	57912	686	VERIZON WIRELESS	101-20200	1,522.04	
03/22	03/08/2022	57913	42	VIKING COCA-COLA BOTTLING CO	609-20200	184.20	
03/22	03/08/2022	57914	1286	VINOCOPIA INC	609-20200	1,122.58	
03/22	03/08/2022	57915	4	WATSON CO INC	609-20200	1,004.52	
03/22	03/08/2022	57916	1922	WEX BANK	101-20200	5,376.17	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/22	03/08/2022	57917	2475	WHITE BEAR IT SOLUTIONS LLC	609-20200	465.51
03/22	03/08/2022	57918	780	WINE MERCHANTS	609-20200	680.00
03/22	03/08/2022	57919	2872	WINEBOW	609-20200	290.25
03/22	03/08/2022	57920	2666	WRS IMPORTS	609-20200	218.50
03/22	03/09/2022	57921	3067	RITE	609-20200	96.64
Grand Totals:						173,676.08

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

REESTABLISHING PRECINCTS AND POLLING PLACES

WHEREAS, the legislature of the State of Minnesota has been redistricted; and,

WHEREAS, Minnesota Statute Section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby establishes the boundaries of the voting precincts and polling places as follows:

1. Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota 55040.

2. Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota 55040.

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

This Resolution is hereby approved by the Isanti City Council this 15th day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI

2022
PRECINCT & POLLING PLACE MAP

ISANTI COUNTY, MINNESOTA
March 2022

Office of the City Clerk

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

763-444-5512

N
W E
S

Polling Locations

Precinct 1

Isanti City Hall
110 1st Ave NW
Isanti, MN 55040

Precinct 2

Isanti Community Center
208.5 1st Ave NW
Isanti, MN 55040

RESOLUTION 2022-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 from First Rate Outdoors, LLC;

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 2022, 2023 and 2024 mowing season.

2. To hereby award the 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 2022, 2023 and 2024 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 2022, 2023 and 2024 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 March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

REQUEST FOR PROPOSAL
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 4:00 pm on Wednesday, March 2nd, 2022. 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 2022, 2023 and 2024 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** $150.00

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. Lawn mower

2. weed trimmer

3. leaf blower

Please provide 3 references that you provided commercial mowing services.
(Name/Contact Information)

1. CBO Joint

2. Safe Transitions

3. Elmhurst Apartments

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: [signature] Date: 2/16/2022

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) 762-5759.

A Community For Generations.

Isanti

Request for City Council Action

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

From: Alyssa Olson, Parks, Recreation & Events Coordinator

Date: March 15, 2022

Subject: Resolution 2022-XXX Authorizing Submission of DNR Outdoor Recreation Grant Application

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Background:

The DNR Outdoor Recreation Grant is an annual grant awarded to local units of government to cover up to 50% of costs associated with projects that continue development of local parks and recreation areas. Staff has completed an application to apply for the 2023 program with maximum award funding of $300,000 that would support the addition of amenities in Bluebird Park. The outlined project would include the building of a splash pad and restrooms, plus the addition of pollinator-friendly gardens and to increase the accessibility aspect of the project, the addition of intergenerational fitness equipment along the walk trails, which will enhance the funding appeal of the project.

The identified features would have a total project cost of $775,000, with the potential to receive $300,000 in grant funding. The remaining project costs would include $436,000 allocated for restrooms and the splash pad in the CIP and the remaining $38,000 would draw from Park Dedication funds, which are solely to be used for park projects.

Request:

Staff is requesting approval to submit the grant application to apply for funds for this total park project.

Attachment:

- Resolution 2022-XXX

RESOLUTION 2022-XXX

AUTHORIZING DNR OUTDOOR RECREATION GRANT SUBMISSION

BE IT RESOLVED that City of Isanti act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on the 30th day of March, 2022 and that Alyssa Olson is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Isanti.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that City of Isanti has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Isanti has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Isanti has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Isanti may enter into an agreement with the State for the above-referenced project, and that City of Isanti certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Parks, Recreation & Events Coordinator is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of City of Isanti on the 15th day of March 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: March 1, 2022
Subject: Resolution Authorizing the Replacement of the Main Lift Station Generator

Background:
The main lift station has a back-up generator that will run during the event of a power failure. This generator is needed as the main lift station will run approximately every seven minutes. The Capital Improvement Plan has $77,250 for the generator replacement. The Main Lift Station site does not meet the 100kw minimum requirement to be a part of the Peak Shaving Program through Conexus Energy.

Staff reached out and received four quotes for the purchase of the Main Lift Station generator:

Vendor	Generator Model	Quote	With Powered Louvers Option	Warranty
Kodiak	Taylor TD100	$40,871.00	NA	2 Year
Ziegler	D100GC	$35,443.00	$41,343.00	5 Years / 2500 hours
Cummins	C100D6C	$41,700.00	NA	2 years
Interstate Power Systems	OM 926	$34,300.00	$36,350.00	2 years / 3000 hours

The generator with the powered louvers option will aid in heat control during the winter months for cold weather starting.

There would be an additional cost of $1,000.00 for Total Control to integrate the new generator into the Scada.

There would also be an additional cost of $6,000.00 for Isanti Electric to complete the circuit between the Main Lift Station and the generator.

Recommendation:
Staff is recommending to accept the quote from Interstate Power Systems for the purchase of the Main Lift Station generator with the powered louvers option, allow Total Control to integrate the Scada into the new generator, and for Isanti Electric to complete the circuit between the Main Lift Station and the generator. The total cost including a 10% contingency is $47,685.00.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022 - XXX Authorizing the Replacement of the Main Station Generator
- Quote from Kodiak
- Quote from Ziegler
- Quote from Cummins
- Quote from Interstate Power Systems

RESOLUTION 2022-XXX

AUTHORIZING THE REPLACEMENT OF MAIN LIFT STATION GENERATOR

WHEREAS, the Main Lift Station has a generator that will run during a power failure; and,

WHEREAS, the main lift station will run approximately every seven minutes; and,

WHEREAS, the Capital Improvement Plan (CIP) has $77,250.00 for the replacement of the Main Lift Station Generator; and,

WHEREAS, a generator with powered louvers will aid in heat control during winter months for cold weather starting; and,

WHEREAS, staff reached out and received the following quotes for the replacement of the Main Lift Station Generator; and,

Vendor	Quote Without Powered Louvers	Quote With Powered Louvers
Kodiak	$40,871.00	NA
Ziegler	$35,443.00	$41,343.00
Cummins	$41,700.00	NA
Interstate Power Systems	$34,300.00	$36,350.00

WHEREAS, an additional cost of $6,000.00 from Isanti Electric to complete the circuit from the Main Lift Station to the generator; and,

WHEREAS, an additional cost of $1000.00 from Total Control to integrate the new generator into the Scada; and,

WHEREAS, the funding source identified as Sewer (500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from Interstate Power Systems in the amount of $36,350.00 for the replacement of the Main Lift Station Generator with the powered louvers option, allow Total Control to integrate the new generator into the Scada in the amount of $1,000.00, and allow Isanti Electric to complete the circuit from the Main Lift Station to the generator. The total cost including a 10% contingency is $47,685.00 funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 15th day of March 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Request for City Council Action- MEMO

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

From: Jaden Strand, City Clerk

Date: March 15, 2022

Subject: Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services

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Background:

A Request for proposals was placed in the Official Newspaper and posted for Animal Control and Kennel Services for the City. Contracted services shall run from April 1, 2022 through March 31, 2027. The City received two quotes/proposals for animal control services. The proposals are as follows:

QUOTER			Comments
Gratitude Farms	$85.00 Impound Fee	$25.00/day Boarding Fee	$250.00 monthly all-inclusive fee to City. No price adjustment over term of contract. Vendor keeps all fees charged.
On-Line Retrievers	$100.00 Impound Fee, plus mileage/ IRS rate	$30.00/day Boarding	No monthly City fee, $100.00 response fee for a complaint or response plus IRS mileage. Transport to Kennel or University of Minnesota- $100.00 fee plus mileage/IRS rate for transport. Transport to Vet- IRS mileage. 2.5% price adjustment per year for Kennel Services. IRS mileage adjustment each year if any. Vendor keeps all fees charged.

Staff has reviewed the proposals and recommends continuing services with Gratitude Farms.

Request:
Staff is requesting to enter into a contract with Gratitude Farms for Animal Control and Kennel Services.

Attachment:
- Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services

RESOLUTION 2022-XXX

ACCEPTING QUOTE FOR ANIMAL CONTROL AND KENNEL SERVICES

WHEREAS, the City of Isanti has requested quotes for Animal Control and Kennel Services; and,

WHEREAS, staff has received quotations for Animal Control and Kennel Services from Gratitude Farms and On-Line Retrievers; and,

WHEREAS, both vendors are qualified service providers and their proposals are as follows:

QUOTER			**Comments**
Gratitude Farms	$85.00 Impound Fee	$25.00/day Boarding Fee	$250.00 monthly all-inclusive fee to City. No price adjustment over term of contract. Vendor keeps all fees charged.
On-Line Retrievers	$100.00 Impound Fee, plus mileage/ IRS rate	$30.00/day Boarding	No monthly City fee, $100.00 response fee for a complaint or response plus IRS mileage. Transport to Kennel or University of Minnesota- $100.00 fee plus mileage/IRS rate for transport. Transport to Vet- IRS mileage. 2.5% price adjustment per year for Kennel Services. IRS mileage adjustment each year if any. Vendor keeps all fees charged.

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 Gratitude Farms for Animal Control and Kennel Services

2. That the City Administrator is hereby authorized to complete and enter into the City Animal Control and Kennel services contracts for the provision of Animal Control and Kennel Services with Gratitude Farms.

3. The contract shall run from April 1, 2022 through March 31, 2027.

This resolution was duly adopted by the Isanti City Council this 15th day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING PACKET MANAGEMENT AND INFORMATION SOFTWARE

WHEREAS, the Technology Fund (Fund 614) had anticipated a packet management software expenditure in 2020 in the amount of $10,000.00; and,

WHEREAS, staff did not move forward with the purchase at that time due to technology we hoped we would use through Laserfiche software; and,

WHEREAS, after much research and reviewing the benefits, it became apparent that Laserfiche was unable to achieve the results desired and it was in the best interest of the City to expend funds on a platform to better serve the public and enhance City residents' ability to view and receive information in addition to packet management; and,

WHEREAS, Staff solicited quotes and viewed presentations and recommends Granicus, Peak software, as the best and most affordable option to the City; and,

WHEREAS, having this platform embedded in the City's website will allow the public to view documents, find resolutions, search agenda packet information plus more with ease which has never been able to be done before; and,

WHEREAS, also agenda packet management software will save staff time in the packet approval process and assembly; and,

WHEREAS, the cost for Peak software is $3,300.00 and requires an annual subscription, agreement outlined as Exhibit A; and,

WHEREAS, authorize expenditure in Technology Fund (Fund 614) in the amount of $3,300.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following:

1. Approve Peak Management software from Granicus in the amount of $3,300.00.
2. Authorize the City Administrator to enter into an agreement with Granicus and sign all necessary documentation.
3. Authorize the Finance Director to make the necessary budget adjustment.
4. Authorize the Finance Director to include annual costs for Peak in upcoming budgets.

This Resolution is hereby approved by the Isanti City Council this 15th day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Isanti, MN

Granicus Proposal for Isanti, MN

ORDER DETAILS

Prepared By:	Matt Hays
Phone:	
Email:	matt.hays@granicus.com
Order #:	Q-172117
Prepared On:	02/04/2022
Expires On:	03/27/2022

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	$0.00
Peak Online Group Training	Upon Delivery	8 Hours	$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	$0.00
Send Agenda (Peak) Set up and Config	Up Front	1 Each	$0.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	$0.00
		SUBTOTAL:	$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	$3,300.00
Open Platform Suite	Annual	1 Each	$0.00
Send Agenda (Peak)	Annual	1 Each	$0.00
govDelivery for Integrations	Annual	1 Each	$0.00
		SUBTOTAL:	$3,300.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Peak Agenda Management	$3,531.00	$3,778.17
Open Platform Suite	$0.00	$0.00
Send Agenda (Peak)	$0.00	$0.00
govDelivery for Integrations	$0.00	$0.00
SUBTOTAL:	$3,531.00	$3,778.17

PRODUCT DESCRIPTIONS

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: • Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template • Up to one (1) public view page portal
Peak Online Group Training	Peak Agenda Management - Online Group Training is for Group training of Peak Agenda Management, which allows clients to have up to six (6) users participate in online Group sessions with a Granicus trainer and other client users, to learn how to use the system.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Solution	Description
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Recieve a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery intergrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- Granicus Communications Suite Subscriber Information.
  - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
  - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
  - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Isanti, MN to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-172117 dated 02-04-2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[ ] - No [ ] - Yes
Billing Address:		PO Number: *If PO required*	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-172117 dated 02/04/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Isanti, MN	
Signature:	
Name:	
Title:	
Date:	

ClearCaster Terms & Conditions

The ClearCaster products are subject to the following terms:

Permitted Use. Granicus hereby grants during each Order Term or as otherwise specified in the Order, and Customer hereby accepts, solely for its internal use, a worldwide, revocable, non- exclusive, non-transferrable right to use the ClearCaster products to the extent allowed in the relevant Order (collectively the "Permitted Use"). The Permitted Use shall also include the right, subject to the conditions and restrictions set forth herein, to use the ClearCaster products up to the levels limited in the applicable Order.

Data Sources. Data uploaded into ClearCaster products must be brought in from Customer sources (interactions with end users and opt-in contact lists). Customer cannot upload purchased contact information into the ClearCaster products without Granicus' written permission and professional services support for list cleansing.

Passwords. Passwords are not transferable to any third party. Customer is responsible for keeping all passwords secure and all use of the the ClearCaster products accessed through Customer's passwords.

Content. Customer can only use the ClearCaster products to share content that is created by and owned by Customer and/or content for related organizations provided that it is in support of other organizations but not as a primary communication vehicle for other organizations that do not have a Granicus subscription. Any content deemed inappropriate for a public audience or in support of programs or topics that are unrelated to Customer, can be removed or limited by Granicus.

Disclaimers. Any text, data, graphics, or any other material displayed or published on Customer's website must be free from violation of or infringement of copyright, trademark,service mark, patent, trade secret, statutory, common law or proprietary or intellectual property rights of others. Granicus is not responsible for content migrated by Client or any third party.

Advertising. The ClearCaster products shall not be used to promote products or services available for sale through Customer or any third party unless approved in writing, in advance, by Granicus. Granicus reserves the right to request and review the details of any agreement betweenCustomer and a third party that compensates Customer for the right to have information included in Content distributed or made available through the ClearCaster products prior to approving the presence of Advertising within the ClearCaster products.

Restrictions. Customer shall not:

- Misuse any Granicus resources or the ClearCaster products or cause any disruption, including but not limited to, the display of pornography or linking to pornographic material, advertisements, solicitations, or mass mailings toindividuals who have not agreed to be contacted;
- Use any process, program, or tool for gaining unauthorized access to the systems, networks, or

accounts of other parties, including but not limited to, other Granicus customers;

- Customer must not use the Granicus products, services or the ClearCaster products in a manner in which system or network resources are unreasonably denied to other Granicus clients;

- Customer must not use the services or ClearCaster products as a door or signpost to another server.

- Access or use any portion of the ClearCaster products, except as expressly allowed by this Order;

- Copy, distribute, sublicense, or otherwise share, software provided on the ClearCaster products;

- Disassemble, decompile, or otherwise reverse engineer all or any portion of the ClearCaster products; or add or remove software on the ClearCaster products without Granicus consent;

- Use the ClearCaster products for any unlawful purposes;

- Export or allow access to the ClearCaster products in violation of U.S. laws orregulations;

- Except as expressly permitted in this Order, subcontract, disclose, rent, or lease the ClearCaster products, or any portion thereof, for third party use; or

- Modify, adapt, or use the ClearCaster products to develop any software application intended for resale which uses the ClearCaster products in whole or in part.

Customer Feedback. Customer assigns to Granicus any suggestion, enhancement, request, recommendation, correction or other feedback provided by Customer relating to the use of the ClearCaster products. Granicus may use such submissions as it deems appropriate in its sole discretion.

Reservation of Rights. Subject to the limited rights expressly granted hereunder, Granicus and/or its licensors reserve all right, title and interest in the ClearCaster products, the documentation and resulting product including all related intellectual property rights. Further, no implied licenses are granted to Customer. The Granicus name, the Granicus logo, and the product names associated with the services are trademarks of Granicus or its suppliers, and no right or license is granted to use them.

License to Content; Access. Customer hereby grants Granicus and its vendors a limited right and license to view, access, use, modify, adapt, reproduce, transmit, distribute, display, and disclose Content for the sole purpose of providing the ClearCaster products. Customer agrees that Granicus and its vendors may remotely access the ClearCaster products for the sole purpose of providing Granicus products and services, and the ClearCaster products.

Warranties and Disclaimers. The ClearCaster products are provided "AS IS" and as available. EACH PARTY HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES OF ANY NATURE WHATSOEVER WHETHER ORAL AND WRITTEN, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. NEITHER GRANICUS NOR ITS SUPPLIERS WARRANT THAT THE CLEARCASTER PRODUCTS WILL MEET CUSTOMER'S REQUIREMENTS NOR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR FREE.

Notwithstanding the foregoing and subject to payment of all applicable fees, Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.

EXCLUSION OF CONSEQUENTIAL AND RELATED DAMAGES. UNDER NO CIRCUMSTANCES SHALL GRANICUS NOR ITS SUPPLIERS BE LIABLE FOR ANY SPECIAL, INDIRECT, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, GRANICUS NOR ITS SUPPLIER SHALL BE LIABLE FOR: (A) ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF CUSTOMER DATA; (B) COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES, TECHNOLOGY, OR HARDWARE; (C) LOSS OF BUSINESS; (D) DAMAGES ARISING OUT OF ACCESS TO OR INABILITY TO ACCESS THE SERVICES, SOFTWARE, CONTENT, HARDWARE, CLEARCASTER PRODUCTS, OR RELATED TECHNICAL SUPPORT; OR (E) FOR ANY MATTER BEYOND GRANICUS' REASONABLE CONTROL, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

LIMITATION OF LIABILITY. IN NO INSTANCE SHALL EITHER PARTY'S LIABILITY TO THE OTHER PARTY FOR DIRECT DAMAGES RESULTING EXCLUSIVELY FROM THE CLEARCASTER PRODUCTS (WHETHER IN CONTRACT OR TORT OR OTHERWISE) EXCEED THE FEES PAID BY CUSTOMER FOR GRANICUS PRODUCTS AND SERVICES DURING THE SIX (6) MONTHS IMMEDIATELY PRECEDING THE DATE THE DAMAGED PARTY NOTIFIES THE OTHER PARTY IN WRITING OF THE CLAIM FOR DIRECT DAMAGES. NEITHER PARTY MAY INSTITUTE AN ACTION IN ANY FORM ARISING OUT OF NOR IN CONNECTION WITH THE CLEARCASTER PRODUCTS MORE THAN TWO (2) YEARS AFTER THE CAUSE OF ACTION HAS ARISEN.

A Community For Generations.
Isanti

Memo for Discussion

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 15, 2022
Subject: Resolution to Approve Chamber AV Reprogramming Upgrade

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Background:
Since implementation, July 2019, of the new software and equipment for audio visual (AV) in the Chambers, there have been significant issues staff has worked to resolve with the implementation company. Issues include microphones not working, hardware not communicating with the software, audio and video not recording, etc. Due to a change in their company structure and the process for repair tickets, there has been a significant increase in labor costs to try to resolve the issues. Because of this, Staff began to reach out to other vendors who can work with Crestron software. Staff solicited quotes and received one from Excel AV Group. Their analysis is that there are major issues with the software programming that is resulting in us having issues with the hardware, audio receiving and video recording. Staff is recommending to accept the quote from Excel AV Group to reprogram our Crestron software and replace hardware as necessary in the amount of $6,865.00.
Funding for this project will be Fund 920 – Capital Improvement.

Request:
Approve expenditure from Fund 920 for Chamber AV reprogramming upgrade.

Attachments:
- Resolution 2022-XXX
- Quote from Excel AV Group

RESOLUTION 2022-XXX

APPROVING CHAMBER AUDIO VISUAL REPROGRAMMING UPGRADE

WHEREAS, the Council Chambers audio visual (AV) upgrade in 2019 has had significant issues not covered under warranty that has resulted in a substantial amount of labor costs; and,

WHEREAS, staff solicited quotes from other vendors who work with Crestron software and hardware; and,

WHEREAS, Excel AV Group / Aufderworld Corporation visited our site and submitted a proposal to reprogram the Crestron software and make necessary changes to the hardware to repair our issues with the AV system; and,

WHEREAS, their quote is for $6,865.00 with future repair labor identified within their agreement; and,

WHEREAS, the upgrade is unbudgeted, the funding source would be from the Capital Improvement Fund (Fund 920) fund balance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approve the following:

1. Approve AV reprogramming by Excel AV Group/ Aufderworld Corporation and authorize the City Administrator to enter into an agreement and sign all necessary documentation.
2. Authorize the Finance Director to make the necessary budget adjustment.

This resolution was duly adopted by the Isanti City Council this 15th day of March 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Proposal

Council Chambers Programming Upgrade

City of Isanti
Josi Wood
110 1st Ave NW
Isanti, MN 55040
763-762-5759

Presented By:

Aufderworld Corporation
2750 Niagara Lane North
Plymouth, MN 55447 USA
763-233-7700
www.aufderworld.com www.excelavgroup.com

Modified: 3/8/2022
Revision: 0

Programming Upgrade

1 **EXCEL AV GROUP Project Hardware**
Materials, Wire, Freight

1 **EXCEL AV GROUP Project Labor**
Installation, Training, Design, Project Management

Programming Upgrade Total: $6,865.00

Project Subtotal: $6,865.00

Project Summary

Total Installation Price:	**$6,865.00**
Grand Total:	**$6,865.00**

Client: **Josi Wood** **Date**

Contractor: **Aufderworld Corporation** **Date**

Payment Schedule	Amount	Due Date
Down Payment (50%)	$3,432.50	
Final Payment (50%)	$3,432.50	
Sales tax will be added to the final invoice if applicable	$0.00	

Scope of Work

System Description:

We will provide a complete reprogram of all audio and control aspects of the current equipment that is in the Council Chambers. This will include firmware updates where necessary. Controls to include:

- -Video Switching
- -Display Power Control
- -Camera Controls
  - -PTZ
  - -Preset Save
  - -Preset Recall
- -Volume Controls
- -Recording Controls

This scope is made under the assumption that all OFE equipment and cabeling is in good and working order.

*****Additional service calls are at a rate of $125.00 per hour ($75.00 travel time)******

General Project Conditions: (See contract for additional details)

ELECTRICAL
-All electrical to be provided by owner unless special arrangements are made.
-Electrical requirements to be coordinated with Excel AV Group.
-All circuits for audio and video (technical power) to be derived from the same sub-panel, and reference the same ground and neutral bus.
-All electrical to be installed and performed in accordance with the NEC and local electrical codes (AHJ).

OWNER FURNISHED EQUIPMENT/SOFTWARE (OFE/S)
-Performance and maintenance of OFE/S equipment to be responsibility of owner. Excel AV Group is not responsible for broken or non-functional OFE/S equipment.
-Unused OFE/S equipment to be disposed of by owner, unless prior agreement specified.
-Excel AV Group does not guarantee OFE/S equipment will be compatible with all new systems.

NETWORKING
-Where necessary, Excel AV Group will provide a closed network for audio, video, and lighting systems.
-This network will not reside on any client or owner supplied network, but may be visible with an SSID and to the IT department.
-Systems where network(s) is/are integrated with a client or existing network, Excel AV Group will coordinate with owner/client. All network(s) will be managed by owner. Any costs associated will be responsibility of owner.

STANDARD TRAINING
-Single training session provided by Excel AV Group is intended for up to 3 individuals. These individuals will train the remainder of the volunteers/operators.
-Training is to be done during normal business hours (8-5 M-F), unless otherwise specified.
-Training can be scheduled for evening or Saturday, but will require additional cost, not included unless specified.
-Standard training is how to operate the equipment and systems installed. It is not intended to be an exploration of every possible variable, nor does it cover all theories of audio, video, or lighting systems.

CUSTOMIZED TRAINING
-Advanced, customized training is available for an additional cost. Please consult us for more details.

RETURNS
-Most items can be returned
-Less 20% minimum restock fee
-Less freight
-Applies to projects, product sales, and change orders.

CONSTRUCTION
-Construction to be provided by owner.
-Any work outside this scope to provide a fully functional system may require additional labor/equipment charges

WARRANTY REPAIRS
-Manufacturer's warranty covers manufacturer labor; does not cover freight or Excel labor

SALES TAX
- Sales tax will be added to the final invoice if applicable

Terms and Conditions

The following terms and conditions shall apply to each order for products and services of Aufderworld Corporation (AWC) and Excel AV Group which is an AWC company and shall constitute the entire agreement between the parties. The terms and condition may not be varied, and no modification or addition shall be of any force or effect unless specifically accepted by AWC in writing. Acceptance of orders which contain additional or different conditions of purchase printed on the order or other form shall not binding unless specifically agreed to by AWC in writing by an authorized representative of Aufderworld Corporation. Conflicting terms and conditions between this document and a Client's purchase order, acceptance, or other form, THESE TERMS AND CONDITIONS SHALL SUPERSEDE AND GOVERN. This agreement shall be governed by laws of the state of Minnesota. Any disputes arising under this agreement shall be determined by arbitration conducted in accordance with the American Arbitration Association Expedited Rules for Commercial Arbitration in Minneapolis, Minnesota.

1. **Pricing.** Upon receipt of signed contract or purchase order AWC will supply products and/or services at price stated in bid/contract/quote. Pricing is good for (90) days from date of bid with exception of items which are no longer commercially available due to end of sale designation by manufacturers. If Client signs contract and/or provides purchase order after 90 days from date of bid AWC reserves the right to revise pricing resulting from increase in cost to AWC from its' suppliers. Client shall pay any extra costs incurred by AWC as a result of changes or modifications to specifications by Client.
2. **Down payment and Payment.** Unless other terms are agreed to in writing, Client shall pay 50% of the total contract price to initiate project activities. The final 50% will be invoiced upon completion of installation and commissioning of system and will be Net (30). Final invoice will include all change orders resulting from scope changes and product additions. After the Net (30) date AWC reserves the right to charge a late fee of $50.00 and 18% of outstanding balance. Payment for product only sales are due upon receipt.
3. **Lease Rates.** Client shall be responsible for lease payments if system is leased. Payments will be based on lease rates at the time of purchase. Payment may vary depending on prevailing interest rates, terms, and deposits.
4. **Cancellation.** Client may not cancel or revise any order accepted by AWC without prior written consent of AWC. If an order is cancelled following signed approval, there shall be a re-stocking fee equal to 20% of the total order, plus any expenses already incurred by AWC.
5. **Change Orders.** Equipment, materials, or labor needed outside of the scope of this agreement or resulting from unforeseen circumstances out of the control of AWC will be submitted as a change order to the client's representative (primary project contact). Aufderworld Corporation assumes this contact is authorized to approve such work and will receive the appropriate approvals within the client's organization to authorize all additional spend. Approval will be needed prior to procurement by AWC.
6. **Scope of Work Changes.** Changes of scope requested by Client, including additional requirements or restrictions placed on AWC by Client will be added to the contract/project price. When AWC becomes aware of the nature and impact of the change request a change order will be submitted for review and approval by Client. Additional work or equipment purchases will note resume until Client approves change order in writing.
7. **Warranty.** Products sold by AWC carry their respective manufacturer's warranty. Installation performed by AWC or one of its subcontractors is warrantied to be free from workmanship defects for a period of one year. Owner provided equipment warranties are the responsibility of owner and not covered by AWC.
8. **Access to Premises and worksite labor requirements.** Client will provide prompt and timely access to installation areas based on an agreed upon schedule. Any changes in schedule resulting in added labor or shipping expenses to AWC will be billed as a change order. Labor is bid at non-union rates and normal business hours. Any changes to schedule resulting in off hour, weekend, or holiday work or requirements for union labor will also be billed as change order.
9. **Electrical.** All electrical will be provided by owner/Client unless requested as part of bid under special arrangements. All electrical needs for AWC systems will be specified on electrical or architectural drawings by AWC Engineering and/or Project Management teams. Installation of Satellite, Audio, Video, and lighting systems is dependent on electrical to be completed. Any delays in electrical work will result in delays of AWC systems being installed. All circuits for AV and lighting to be derived from the same subpanel and reference the same ground and neutral bus. All electrical to be performed in accordance with NEC and local electrical codes (AHJ).
10. **Low Voltage Cabling.** Low voltage cabling that is not included in AWCs scope for projects must be completed using the specifications provided by AWC Engineering/Project Management. The specifications will be provided for cable type, location of drops and quantities. Preference is to provide the locations of drops on architectural drawings to ensure proper installation. All conduit, core drilling, firewall penetrations, and concrete sawing to be performed by electrical contractor or general contractor.
11. **Construction.** Construction activities provided by client or client hired general contractor. AWC will need the GC to provide backer board or other special mounting requirements for televisions, speakers, and other heavy equipment like projector and projector screens. AWC will provide specific requirements to the GC in format they request.

12. **Network.** Components of our satellite distribution systems are designed to be integrated into an existing local area network. Aufderworld Corporation will work with the property's IT department to integrate these components. Customer agrees that cooperation will be given by their IT department in achieving integration with the newly installed system by AWC. Where necessary, AWC will install a closed audio, video, and lighting system network. This network will not reside on any client or existing network infrastructure unless otherwise specified by Client. AWC Engineers will work with client's IT department to integrate all systems needing connection to existing client network and all networks will be managed by client. Client will be responsible to provide all data network drops specified by AWC Engineering on construction drawings unless AWC is contracted to provide. Client is also responsible to provide all data networking information to ensure a successful integration to AWC installed systems where necessary including but not limited to IP address information, phone numbers, email accounts, and network credentials. It is assumed that any existing systems (Lighting, Shades, HVAC, Audiovisual, and Control) that are to be integrated with new system will be readily available with the current implemented version of source code. If original programming code cannot be provided AWC will provide a change order for additional engineering time.
13. **Owner Furnished Equipment (OFE).** Performance and maintenance of OFE is responsibility of Client and AWC assumes existing equipment is in good working condition currently. AWC is not responsible for broken or non-functional OFE and any repair or replacement of these items that may be necessary will result in additional cost to Client. AWC is not responsible for unused OFE or for disposal of OFE unless prior agreement has been made. AWC does not guarantee OFE will be compatible with all new systems being installed.
14. **Delivery/Installation.** Aufderworld Corporation shall not be responsible for any reasonable delays in delivery or installation due to strikes, accidents, natural disasters, pandemics, or delays beyond the control of Aufderworld Corporation. Any delivery schedule which AWC may provide to the Client represents a good faith estimate and shall not bind AWC to anything more than its reasonable efforts to meet such estimates. Any requests from Client for expedited freight will be billed as a change order.
15. **Training.** A single system training will be performed by AWC Engineering staff for up to (3) individuals designated by Client. Training for additional people will be the responsibility of client. Training to be done during normal business hours unless specified otherwise in contract. Optional off hours training will be billed at higher rate. Standard training is to cover standard operation and main function of installed system and is not intended to cover or explore every possible variable, nor is it training on AV or lighting theory and design. Advanced and customized training can be provided at an additional cost.
16. **Compliances/System.** All local, national, and state code compliance, permissions, fees, permits, approvals, etc. are responsibility of Client unless otherwise stated.
17. **Insurance/Risk of Loss.** Client shall assume risk of loss of equipment sold under this agreement upon date of equipment delivery by Aufderworld Corporation; and Client shall assume risk of loss to improvements made by Aufderworld Corporation in the form of equipment installation, after improvements are made and installed and the entire system is fully operational for thirty (30) consecutive days. Client shall maintain appropriate insurance coverage to cover risks assumed by Client under these terms and conditions.
18. **Insurance.** Aufderworld Corporation shall maintain workers compensation coverage and public liability insurance to cover its activities under this agreement.
19. **Applicable Taxes.** Clients outside the State of Minnesota are responsible for all applicable taxes.
20. **Tax Exempt Status.** Organizations with tax exempt status must supply Aufderworld Corporation with proof of exemption.
21. **Confidentiality.** All system design specifications and materials contained herein remains property of Aufderworld Corporation. Confidential proposal and enclosures are intended for recipient only.
22. **Proprietary.** This proposal contains trade secrets and confidential proprietary design information of Aufderworld Corporation. Review of this proposal constitutes agreement not to disclose its contents to any other party except with the approval of Aufderworld Corporation.
23. **Hold Harmless.** The client agrees that Aufderworld Corporation is to recommend design standards, systems, policies, procedures, vendors, devices, etc. that are reasonable in nature, and the recommendations or lack of recommendations will not be construed as errors or omissions of Aufderworld Corporation.
24. **Exclusion.** Aufderworld Corporation makes no warranty or claim of functionality for designs or equipment not provided by Aufderworld Corporation. If any modifications, corrections, or revisions to the system are required, Aufderworld Corporation will provide solutions on a time and materials basis with written approval by Client.
25. **Indemnity.** Each party agrees to indemnify and hold the other harmless from any claims, damages, or liability of any nature whatsoever, arising out of the wrongful act, errors or omissions of the indemnifying party, its agents, or employees, or arising out of the negligent, defective, or deficient condition of the property of the indemnifying party. In addition, Owner agrees to defend, indemnify, and hold harmless the Operator from and against any claim, lawsuit, or other form of compulsion initiated and prosecuted by a Franchised Cable Company, its successors or assigns arising out of the rights and duties granted to the Operator, and the cost for any repair, removal or re-installation required to resolve any claim, lawsuit or other form of compulsion initiated and prosecuted by a Franchised Cable Company, its successors, or assigns. This would also include any legal fees incurred by Aufderworld Corporation.

Satellite TV Specific Terms

26. **Residential Upgrades.** If the headend system installed at Client facility has the capability for residents to upgrade programming or

equipment or both, Client staff will be expected to physically install new equipment with remote support from AWC. Aufderworld Corporation will apply a $100 credit toward monthly programming invoices for each residential receiver installed by Client maintenance staff. An Aufderworld Corporation service tech will be available to support the installation via phone should help be needed.

27. **Extra Receivers.** If the system purchased is a DRE or DRE+ system, a receiver is required for each TV connected to the DirecTV system. Standard HD and HD DVR receivers are available. Client can purchase additional receivers for residents at any time at rates provided above. Aufderworld Corporation must sell receivers to the Client directly and not to individual residents. Client can at its discretion sell, lease, or rent extra receivers to the residents at whatever rate is established by the Client. Extra receivers are warranted for one year from date of purchase.
28. **Signal Integrity.** Client shall hold Aufderworld Corporation harmless and indemnify it from any unauthorized reception and use of protected signals by Client.
29. **Existing Distribution.** Aufderworld Corporation assumes existing distribution system is operational, functioning in good order and owned by the Client. Aufderworld Corporation is not responsible for repair or warranty of any existing equipment, nor does Aufderworld Corporation guarantee compliance with all FCC regulations for equipment not installed by Aufderworld Corporation. Distribution System improvements or replacements will be made and billed for on an as-needed basis. Signal improvements will be assessed as made and determination of the job scope is at the discretion of the Client. If any equipment in this quote is intended to integrate with an existing computer network, it is assumed that a representative from the Client's IT department will be available and able to assist in the integration. Aufderworld Corporation assumes that all wiring is in place and is of the type that will accommodate full functionality of proposed system. Aufderworld Corporation assumes all passive distribution components can pass frequencies from 5-2150 MHz's If distribution upgrade is necessary, Aufderworld Corporation can provide at standard commercial rates.
30. **Satellite, in-house signal quality.** Aufderworld Corporation guarantees optimal signal quality at the headend per equipment manufactures specifications and performance criteria. Signal quality at TV outlets will be equal to or better than existing signals. Client to assume all DirecTV programming costs associated with an upgrade in programming service. It is assumed that the length of the satellite signal run does not exceed 200 feet. If the run exceeds 200 feet, Aufderworld Corporation can provide, if necessary, line amplifiers and additional labor at prevailing commercial rates.
31. **Compliances/Procedure.** Compliance with the programming terms set forth by DirecTV is required. Aufderworld Corporation must be notified of any changes in number of units and/or programming changes.
32. **Term.** Term of this agreement is 12 months from installation date unless other terms are agreed upon in the DirecTV programing agreement signed by customer at the time of installation. In that case, the terms of the DirecTV agreement shall prevail. Once the DirecTV agreement has expired, Client must give Aufderworld Corporation a minimum of 60-days written advance notice of intent to terminate service with Aufderworld Corporation.
33. **Program Fees.** Client is responsible for payment of programming fees based on published rates at the time of installation. Fees may vary from previously quoted prices due to rate increases or promotional discounts. Receiver price is based upon one-year programming subscription. Early termination may result in $135.00 per receiver charge plus any other applicable early termination fees. Client will be responsible for first and last month programming fees prior to activation of system.

RESOLUTION 2022-XXX

AUTHORIZING SIGNATORIES FOR THE PURPOSE OF ACCESSING AND MAINTAINING CITY FUNDS AND INVESTMENTS AS WELL AS AUTHORIZATION FOR USE OF THE CITY CREDIT CARD

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

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

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: Effective March 15th 2022 the following are hereby authorized to place their signatures on such documents that are required to provide for the investments, transferring of funds and signing of checks for the purpose of maintaining city finances.

1. At Falcon National Bank, the following shall be listed as signatories:

Mayor	Jeffrey Johnson
Mayor Pro-Tem	Steve Lundeen
Finance Director	Mike Betker
City Administrator	Josi Wood
Human Resources	Katie Grotte

2. The following are authorized to use the City Credit Card in conformance with City policies. The City Administrator, Finance Director and Assistant Finance Director are authorized to access information on the account;
    a. City Administrator Josi Wood
    b. Police Chief Travis Muyres
    c. Liquor Store Manager Keith Lusk
    d. Finance Director Mike Betker
    e. Assistant Finance Director Pamela Dahlheimer
    f. Human Resources Katie Grotte
    g. Community Development Director Stephanie Hillesheim
    h. Parks, Recreation and Culture Manager Alyssa Olson
    i. Public Services Director, Matt Sylvester

3. At RBC Wealth Management and Oppenheimer & Co. Inc., the following shall be listed as signatories:

Finance Director	Mike Betker
City Administrator	Josi Wood

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

5. This resolution shall supersede any past resolutions.

This Resolution is hereby approved by the Isanti City Council this 15th day of March 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

February 2022

Reported Crime	Month to Date	Year to Date
Theft	8	12
Assault	1	3
Vandalism/Damage to Property	1	1
Narcotics	5	8
Burglary	2	2
Domestics	5	7
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	2	10
Medical	35	78
Permit to Purchase	9	20
Security Check / Extra Patrol	634	1,065

Traffic Offenses	Month to Date	Year to Date
No Insurance	15	24
DUI	2	2
Accidents	11	32
Hit & Run	0	2
Warrant P/U	6	11
Speed	4	9
DAR/DAS	29	46
Administrative Citations (Including Speed)	1	6

Squad Mileage		Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221		103,837	706	1,122
Ford Explorer 224		102,632	376	736
Ford F150 225	*	52,992	1,159	1,159
Chevy Impala 223		103,072	243	357
Dodge Durango 226		Unavailable	#VALUE!	#VALUE!
Dodge Durango 227		51,557	1,953	3,113
Dodge Durango 228		29,863	895	2,221
Chevy Tahoe 229		16,672	970	2,106
Dodge Charger 230		4,146	1,070	2,173

* Reflects 2 months mileage

CEZT REPORT FEBRUARY 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3										
NEW CASES THIS MONTH		3	0										
CARRIED FORWARD FROM PREVIOUS MONTH		3	3										
NEW CASES + CARRIED FWD		6	3										
CLOSED THIS MONTH		3	2										
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1										
CAN - Prohibited Animals/**87.1**													
CCV - Comm Vehicle storage/**227-10**													
CDO - Dogs		2											
CPA - Park & Store/**227-8**													
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**													
NGR - Grass/Weed Length/**216-2-H**													
Nuisance Junk/Rubbish/**216-2-L**		1											
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**													
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **445-Sec 15-Sub Sec 5 C4a**													
Other													
NEW CRIMINAL CITATIONS ISSUED THIS MONTH													
ACTIVE CRIMINAL CITATIONS END OF MONTH	1	1	1										
COMPLIANCE LETTERS MAILED THIS MONTH		1											
ABATED PROPERTIES THIS MONTH													

M.2.

CITY OF ISANTI MONTHLY REPORT

Feb 2022

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	2	$0.00	$0.00	$1.00	$2.00	$80.00	$160.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	2	3	$0.00	$0.00	$2.00	$3.00	$600.00	$900.00		
REMODEL / ADDITION	0	1	$0.00	$0.00	$0.00	$2.50	$0.00	$123.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	18	31	$0.00	$0.00	$18.00	$31.00	$2,112.00	$3,384.00		
SINGLE DWELLINGS	6	10	$1,465,212.46	$2,533,446.67	$818.43	$1,371.17	$21,186.00	$35,445.30		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	16	24	$0.00	$0.00	$16.00	$24.00	$1,200.00	$1,800.00		
PLUMBING	10	18	$0.00	$0.00	$10.00	$18.00	$780.00	$1,372.00		
RESIDENTIAL TOTAL	**53**	**89**	**$1,465,212.46**	**$2,533,446.67**	**$865.43**	**$1,451.67**	**$25,958.00**	**$43,184.30**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$300,000.00	$0.00	$150.00	$0.00	$0.00		
REMODEL / ADDITION	0	1	$0.00	$0.00	$0.00	$30.00	$0.00	$780.00		
PLUMBING	0	1	$0.00	$0.00	$0.00	$1.00	$0.00	$54.00		
MECHANICAL	0	1	$0.00	$0.00	$0.00	$1.00	$0.00	$50.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	3	5	$0.00	$0.00	$2.00	$3.00	$328.00	$453.00		
COMMERCIAL TOTAL	**3**	**9**	**$0.00**	**$300,000.00**	**$2.00**	**$185.00**	**$328.00**	**$1,337.00**		
RESIDENTIAL/COMMERCIAL TOTAL	**56**	**98**	**$1,465,212.46**	**$2,833,446.67**	**$867.43**	**$1,636.67**	**$26,286.00**	**$44,521.30**	**$40,158.00**	**$66,930.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 2/28/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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
2022	98	10	0	1	$2,833,446.67	$44,521.30	$66,930.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	1	$0.00	$54.00
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	98	$2,833,446.67	$44,521.30

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.4.

MEMORANDUM

Date: March 9, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
We will receive bids on March 29, 2022.

2) **Brookview South 1-4 Addition Rehabilitation**
We will receive bids on March 29, 2022.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
The final pavement lift on Eagle Street is scheduled to be completed next spring.

5) **Fairway Greens North Development**
The First Addition Phase 1 was completed this fall & building permits are being pulled. The remainder of the 1st Addition as well as the 2nd Addition are anticipated to be completed in 2022.

6) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.

7) **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, APRIL 5, 2022 – 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. 2021 Wastewater Treatment Award

G. Approve City Council Minutes
1. March 15, 2022- Regular Meeting of the City Council
2. March 15, 2022- Committee of the Whole Meeting

H. Announcements

1. CITY OFFICES CLOSED	Friday, April 15, 2022 *(In Observance of Good Friday)*
2. Committee of the Whole	Tuesday, April 19, 2022 at 5:00 p.m.
3. City Council Meeting	Tuesday, April 19, 2022 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, April 19, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

1. Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services
2. Resolution 2022-XXX Approving a Special Event Permit Application for the Neighborhood Market
3. Resolution 2022-XXX Approving a Contract for Temporary Park and Recreation Consulting Services with Alyssa Olson

City Engineer Jason Cook

4. Resolution 2022-XXX Awarding the Bid for the 2022 Pavement Management Project
5. Resolution 2022-XXX Awarding the Bid for the South Brookview Improvements Project

Community Development Director Stephanie Hillesheim

6. Resolution 2022-XXX Approving Site Plans for Two Buildings at 687 and 703 E Dual Blvd NE for Wolf River Industries/ Coyote Creek Industries

L. Approve Consent Agenda

1. First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,794.21, Payroll in the Amount of $248,564.92 and Accounts Payable in the Amount of $509,682.89
2. Resolution 2022-XXX Authorizing the Replacement of Lift Station Air Release Valves
3. Resolution 2022-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
4. Resolution 2022-XXX Accepting Resignation of Liquor Store Clerk II Nicole Johnson
5. Resolution 2022-XXX Accepting Economic Development Authority Board Member Justin Nielsen's Resignation
6. Resolution 2022-XXX Approving Donation Box at Liquor Store
7. Resolution 2022-XXX Approving Goals for 2022
8. Resolution 2022-XXX Accepting Quote from Ranger GM for City Hall Staff Vehicle
9. Resolution 2022-XXX Approving Re-hire of Seasonal Joel Bazey
10. Resolution 2022-XXX Approving Re-hire of Seasonal Eric Jones
11. Resolution 2022-XXX Approving Hire of Liquor Store Clerk II Janet Booth

M. Other Communications

Adjournment

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

Isanti WWTP

and its staff

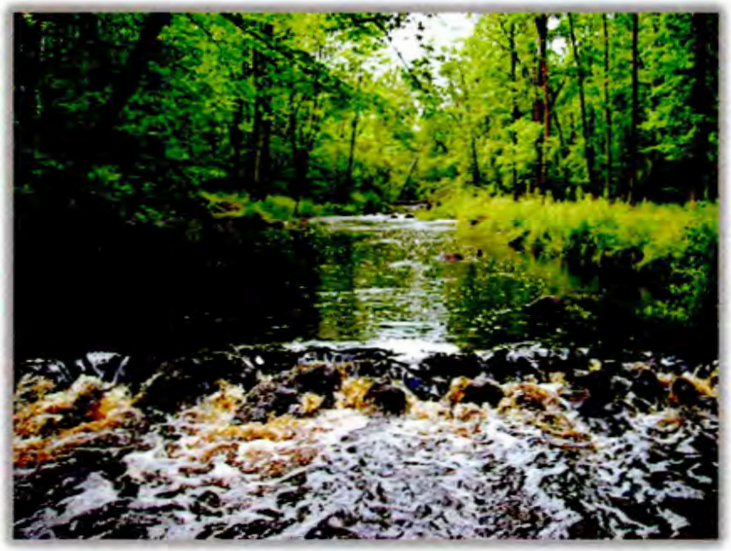
in recognition of exceptional compliance with its Minnesota Pollution Control Agency NPDES/SDS wastewater permit during the 2021 review period.

Your dedication to protecting Minnesota's waters are duly recognized and appreciated by the state of Minnesota.

Katrina Kessler

Katrina Kessler, MPCA Commissioner

MINNESOTA POLLUTION CONTROL AGENCY



MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MARCH 15, 2022 – 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 Stephanie Hillesheim, Finance Director Mike Betker, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

Others Present: Fire Chief Al Jankovich

D. Public Comment
None

E. Adopt Agenda
ADDENDUM:
Revise K.4. Resolution 2022-052 Approving a Forgivable Loan For Barack Realty LLC For Certain Real Property Located at PID 16.029.1400

Move L.4. to **K.5. Resolution 2022-053** Authorizing DNR Outdoor Recreation Grant Submission

Add L.10. Resolution 2022-060 Accepting Resignation for Liquor Store Clerk II Roberta Klatt

Add L.11. Resolution 2022-061 Accepting Resignation for Park Recreation and Events Coordinator Alyssa Olson

Add L.12. Authorizing a One-Time Fence Repair in the Amount of 50% of the Cost Not to Exceed $550.00 at PID 01.006.0700 Due to Snow Plow Damage

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
1. Week of the Young Child- April 2nd through April 8th

Mayor Johnson proclaimed April 2nd through April 8th, 2022 will be recognized as the *Week of the Young Child*.

G. Approve City Council Minutes
1. March 1, 2022- Regular Meeting of the City Council

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

H. Announcements

1.	City Council Meeting	Tuesday, April 5, 2022 at 7:00 p.m.
2.	Economic Development Authority Meeting	Tuesday, April 5, 2022 *(Immediately following the City Council Meeting)*
3.	Parks, Recreation and Culture Board	Tuesday, March 22, 2022 at 6:00 p.m.

I. Council Committee Reports

None

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 7 years of average service for the firefighters, 190 years of service between all firefighters, 1,134 fire calls for 2021 with 538 being within the City of Isanti and a list of all the equipment that the Fire District owns free and clear minus Station 1 as the City owns that building.

City Administrator Josi Wood

2. Resolution 2022-050 Approving a Gambling Premise Permit Application from Isanti County Sportsmen Club at the Thunder Brothers Brewery

City Administrator Josi Wood shared that an application was received from Isanti County Sportsmen Club requesting for a Premise Permit for on-going gambling which would include E-tabs, tip boards, paddlewheel, electronic pull tabs, etc. and would be located at Thunder Brothers Brewery. The applicant has submitted the necessary application materials and completed all the necessary requirements. Staff recommended approval.

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

3. Resolution 2022-051 Approving a Special Event Permit Application for Race for Life & DK Gold Cup Qualifier

City Administrator Josi Wood shared an application was received from Rum River BMX to hold a special event for the Race for Life and DK Gold Cup Qualifier on Friday, April 29th through Sunday, May 1st. The applicant has submitted all necessary required documents. Staff recommended approval.

Motion by Lundeen, seconded by Collison to approve Resolution as presented. Motion passed 5-0. Motion carried.

Community Development Stephanie Hillesheim

4. **Resolution 2022-052** Approving a Forgivable Loan For Barack Realty LLC For Certain Real Property Located at PID 16.029.1400
   Community Development Director Stephanie Hillesheim shared a request was received from Barack Realty LLC to purchase City owned property identified as PID 16.029.1400. Barack Realty LLC is working with the Small Business Administration for loan funding and to be eligible to include the value of the land in their documents the structure of the transaction has been altered to allow for a forgivable loan to the purchaser in lieu of selling the land for $1.00. The outcome of the closing will remain the same.

   Upon closing and before construction, Barack Realty LLC will be required to Plat the parcel through the Administrative Subdivision process, as well as adhere to the requirements and conditions that the developer will be required to put in including infrastructure to access the site and City sewer and water service.

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

5. **Resolution 2022-053** Authorizing DNR Outdoor Recreation Grant Submission
   City Administrator Josi Wood shared this was discussed earlier in the evening at the Committee of the Whole meeting. There was discussion on whether or not to apply for the grant for the amenities discussed including the 2023 CIP budgeted restrooms.

   Councilor Lundeen stated the City should apply for the grant and decline later if need be since the Splash Pad was already in the budget.

   Councilor Gordon stated that he did not want to spend $436,000.00 and did not think the City should apply for the grant.

   Motion by Lundeen to approve the grant application process, seconded by Collison. Motion passed 3-2 with Gordon and Bergley voting nay.

L. Approve Consent Agenda

1. Payroll in the Amount of $131,477.07 and Accounts Payable in the Amount of $632,339.71
2. **Resolution 2022-054** Reestablishing Precincts and Polling Places
3. **Resolution 2022-055** Accepting Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
4. ~~Resolution 2022-XXX Authorizing DNR Outdoor Recreation Grant Submission~~
5. **Resolution 2022-056** Authorizing the Replacement of the Main Lift Station Generator
6. Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services
7. **Resolution 2022-057** Approving Packet Management and Information Software
8. **Resolution 2022-058** Approving Chamber Audio Visual Reprogramming Upgrade
9. **Resolution 2022-059** Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments as well as Authorization for Use of the City Credit Card
10. **Resolution 2022-060** Accepting Resignation for Liquor Store Clerk II Roberta Klatt
11. **Resolution 2022-061** Accepting Resignation for Park Recreation and Events Coordinator
12. Authorizing a One-Time Fence Repair in the Amount of 50% of the Cost Not to Exceed $550.00 at PID 01.006.0700 Due to Snow Plow Damage

Mayor Johnson stated that he would like to remove L.6. Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services as he would like to do more research on the item.

Councilor Gordon asked if the City has had any issues with the current provider.

Johnson responded that the City has not had any issues personally but another City has.

Councilor Lundeen stated that the City cannot get into any legalities or issues from another City. Lundeen further stated he had no problem pulling it but it needs to get resolved sooner than later.

Motion by Mayor Johnson to table L.6., seconded by Lundeen. Motion passed 5-0. Motion carried.

Councilor Lundeen stated that the Resignation of Parks, Recreation and Events Coordinator Alyssa Olson is a great loss to the City as she has done a fabulous job.

Motion by Lundeen to approve the consent agenda as presented, seconded by Bergley. Motion passed 5-0. Motion carried.

M. Other Communications

1. February Police Department Report
2. February Code Enforcement Report
3. February Building Inspector Report
4. March Engineering Project Status Report

Adjournment

A motion was made by Collison, seconded by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:27 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 15, 2022 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:03 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 Stephanie Hillesheim, Parks, Recreation and Events Coordinator Alyssa Olson, Public Services Director Matt Sylvester, City Engineer Jason Cook, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Ben Smith

D. Public Comment
None

E. Committee Meeting Items
1. City Council Agenda Request *(Ben Smith)*
Ben Smith shared that he lives just outside of City limits in Athens Township however, sometimes the Township plows his road and sometimes the City Does.

Smith continued to share that around February 21st he endured broken panels of fencing due to snow accumulation and the snow drift pushing into his fence when the City plow went by.

Smith stated there are approximately 6 posts and 4 rails that suffered the damage. The posts range from $20.00-$25.00 each and the rails cost approximately $40.00 each to replace.

City Administrator Josi Wood shared that this road is a split jurisdiction because the City has property on one side of the road which requires the City to plow one side but not the other. It was discussed that the City's plow driver would not lift up the blade, put it down and lift it up again at the property that is within city limits because of the unsafe condition and the mound it would leave where cars could potentially spin out if they hit it. Wood further shared that upon communicating with the Township, Mr. Smith's fence is located in the Right-of-Way.

Consensus from Committee is to authorize a one-time fence repair in the amount of 50% of the cost not to exceed $550.00 due to snow plow damage with the property owner installing and bring to City Council later in the night for consideration.

2. Public Works Updates
Public Works completed the annual tree trimming list.

Public Works spent a lot of time plowing snow this season.

17 street lights downtown and in Bluebird Park will be converted to an LED light this spring. Turns out there is a rebate from Connexus Energy for $35.00 per light that staff will be taking advantage of.

Potholes have been showing up lately and staff has been working on patching them and will continue through Spring.

With the rain that was received followed by the warm weather, Public Works have been out opening up catch basins.

Many Repairs were made to the street sweeper over the Winter in preparation for Spring clean-up.

Staff continue to do some brush cutting in storm ponds while the ground is still frozen as routine maintenance only.

The lift station pumps have been ordered and will be replaced this Spring into Summer.

The Wastewater Treatment Plant is now utilizing the filters and clarifiers. These are bypassed for the majority of the Winter in Winter running mode. This allows for staff to do a number of maintenance items related to the Wastewater Treatment Plant.

The Transfer Pump has been received that was in the CIP plan for the Wastewater Treatment Plant. As ponds begin to thaw, staff will be utilizing it to help minimize any odor issues.

The water meter change out continues to be on hold. The majority of the water meters have been received but are waiting on the Nicor connectors. The Nicor connectors are used to connect the meter to the antenna. Public Services Director Matt Sylvester has been told a couple different shipment dates but has not received them yet. Once received, residents will be notified and installs will begin.

Currently, the Water Treatment Plant is running on the back-up C12 system. Staff switches to the back-up system annually to ensure it will work if an emergency were to happen. This allows staff time to perform maintenance on the Miox machine and the CL2 pumps.

Staff is also in the process of replacing some piping for the C12 pumps due to the number of leaks that have been appearing.

The Sledding Hill and Pleasure Rink at Bluebird Park have a significant amount of thawing recently. Both were a success this Winter and use frequently.

3. Replacement of the Main Lift Station Generator Discussion
This is the main generator at the Lift Station and was installed in 1996. In the CIP, 30 years is considered the useful life for the generator putting the replacement at 2026.

The replacement was moved forward in light of the Federal Covid dollars received in which the money was advised to be spent on water and sewer.

By moving the generator replacement up there is a use for the used generator as it would be a good fit at the new Police Department building.

Finance Director Betker explained that there are a few things at the City that have to work every single time and that is tasers, firearms and squad vehicles. Betker stated that if he was going to add a 4th example to the list it would be the generator at the Main Lift Station. The Main Lift Station pumps run every 7 minutes. It has to have power and if the generator is not working in approximately 2 hours sewage would potentially be backing up into basements.

The generators that were purchased and installed were for stations that did not have them prior. One other generator that will come up is the generator at the Water Treatment Plant as that one did not get replaced either.

Replacement of the generator will be brought to the Council meeting later that night for consideration.

4. DNR Outdoor Recreation Grant Update
Application for the DNR Outdoor Recreation Grant is due at the end of the month.

The majority of the proposal will highlight the Splash Pad as a major park amenity, if awarded, would help fund a large portion of the splash pad project.

In completing the application, staff identified an opportunity to include additional amenities to increase fundability and enhance the chances that grant reviewers will find this project valuable for funding.

In reviewing bid for Bluebird Park restrooms, increased costs have placed the project over budget by approximately $50,000.00. Including this feature in the grant application would allow the City to apply for a greater amount of funding that could cover theses costs and allow both projects to move forward, allowing the City to apply for the full match of $300,000.00 instead of the original $218,000.00.

As the grant is funded through the DNR, there is a large preference towards projects that are environmentally-friendly and those that include ADA accessible features.

To enhance the environmental appeal of the project, staff included some money to build pollinator gardens along the park green to encourage wildlife habitats and support regrowth in Bluebird Park. To increase potential support for the project, and to raise the number of

users the park will appeal to, staff has also included the opportunity to create a fitness trail along the walking paths in both Bluebird Park and Unity Park. These fitness features would reach a new audience and allow more users to benefit from this grant without needing additional City funding.

Consensus from Committee is to move the consideration of DNR Outdoor Recreation Grant Application submission from the consent agenda to a business item on the City Council Agenda for consideration.

F. Adjournment

Meeting was adjourned at 5:50 p.m.

Respectfully Submitted.

Jaden Strand

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 5, 2022

Subject: Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services

---

Background:

A Request for proposals was placed in the Official Newspaper and posted for Animal Control and Kennel Services for the City. Contracted services shall run through March 31, 2027. The City received two quotes/proposals for animal control services. The proposals are as follows:

QUOTER			Comments
Gratitude Farms	$85.00 Impound Fee	$25.00/day Boarding Fee	$250.00 monthly all-inclusive fee to City. No price adjustment over term of contract. Vendor keeps all fees charged.
On-Line Retrievers	$100.00 Impound Fee, plus mileage/ IRS rate	$30.00/day Boarding	No monthly City fee, $100.00 response fee for a complaint or response plus IRS mileage. Transport to Kennel or University of Minnesota- $100.00 fee plus mileage/IRS rate for transport. Transport to Vet- IRS mileage. 2.5% price adjustment per year for Kennel Services. IRS mileage adjustment each year if any. Vendor keeps all fees charged.

Staff has reviewed the proposals and recommends continuing services with Gratitude Farms.

Request:
Staff is requesting to enter into a contract with Gratitude Farms for Animal Control and Kennel Services.

Attachment:
- Resolution 2022-XXX Accepting Quote for Animal Control and Kennel Services

RESOLUTION 2022-XXX

ACCEPTING QUOTE FOR ANIMAL CONTROL AND KENNEL SERVICES

WHEREAS, the City of Isanti has requested quotes for Animal Control and Kennel Services; and,

WHEREAS, staff has received quotations for Animal Control and Kennel Services from Gratitude Farms and On-Line Retrievers; and,

WHEREAS, both vendors are qualified service providers and their proposals are as follows:

QUOTER			**Comments**
Gratitude Farms	$85.00 Impound Fee	$25.00/day Boarding Fee	$250.00 monthly all-inclusive fee to City. No price adjustment over term of contract. Vendor keeps all fees charged.
On-Line Retrievers	$100.00 Impound Fee, plus mileage/ IRS rate	$30.00/day Boarding	No monthly City fee, $100.00 response fee for a complaint or response plus IRS mileage. Transport to Kennel or University of Minnesota- $100.00 fee plus mileage/IRS rate for transport. Transport to Vet- IRS mileage. 2.5% price adjustment per year for Kennel Services. IRS mileage adjustment each year if any. Vendor keeps all fees charged.

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 Gratitude Farms for Animal Control and Kennel Services

2. That the City Administrator is hereby authorized to complete and enter into the City Animal Control and Kennel services contracts for the provision of Animal Control and Kennel Services with Gratitude Farms.

3. The contract shall run through March 31, 2027.

This resolution was duly adopted by the Isanti City Council this 5th day of April 2022.

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: Stephanie Hillesheim, Community Development Director
Date: April 5, 2022
Subject: Resolution to Approve Special Event Permit for The Neighborhood Market

---

Tony Gall of the "The Neighborhood Market" has submitted a Special Event Permit Application to host a community farmer's market located in the Members Cooperative Credit Union on Fridays from May 6 through October 28th in 2022 from 2-6pm. A maximum of 15 vendors on-site is being requested.

The Neighborhood Market is requesting the Temporary Sign Permit fee be waived for the events.

All departments and the Fire Chief have approved the application with the following conditions:

- Barricades must be in place differentiating pedestrian and vehicle traffic surrounding the market.
- A temporary sign permit must be approved before any signage is placed for events.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve the attached Resolution as written and consider the future of the Isanti Family Farmer's Market hosted and organized by the City on Wednesdays. There are currently 4 vendors who have applied to sell at the market in 2022. The kick off meeting and deadline to apply is May 21, 2022.

Attachments:

- Resolution 2022-XXX
- Special Event Permit Application for The Neighborhood Market

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE NEIGHBORHOOD MARKET

WHEREAS, Tony Gall has submitted a Special Event Permit application requesting a permit to host The Neighborhood Market, a weekly farmer's market on Fridays in the Member's Cooperative Credit Union parking lot; and,

WHEREAS, The Neighborhood Market will take place every Friday from May 6-October 28 in 2022.

WHEREAS, hours will of the event will be 2pm – 6pm.

WHEREAS, the estimated number of people to be in attendance is 50; and,

WHEREAS, there will be a maximum of 15 vendors on site.

WHEREAS, the applicant has received permission from the Member's Cooperative Credit Union to host the event at their location; and,

WHEREAS, parking during the event will be restricted to paved surfaces at the location; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, barricades must be used to differentiate pedestrian and vehicle traffic areas; and,

WHEREAS, a Temporary Sign Permit must be approved before any signage is placed for the events; and,

WHEREAS, the fee for the Temporary Sign Permit for The Neighborhood Market has been waived.

WHEREAS, the City has received the required $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 The Neighborhood Market;

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 5, 2022.

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
- [x] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

Rec'd 3/24/08 SB

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 3-24-22

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Tony Gall

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone [redacted] x: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone [redacted] Cell: ___-___-___ E-mail: _____

EVENT INFORMATION

Event Name: The neighborhood market

Date(s) of Event: every friday from may 6 - Oct 28

Hours of Event: 2pm - 6pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Farmers market.

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):
members bank 210 6th ave NE Isanti, MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
50

Parking Impact – Describe in detail:
market will be at end of parking lot, this will allow the drive lanes of the lot to stay free with lots of parking. Bank is drive up only also.

Tents, equipment, amusement rides, etc.

Type:_____

Size:_____

Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
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.

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:
market manager will be on grounds till everyone leaves.

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:
Possible have someone play a instrument but no louder then market vibe.

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?
market Fee of 100 will Go to pay signs ins and advertising.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: [signature]

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
_____ Approved _____Denied _____N/A Signature: _____

Parks, Recreation and Culture Manager
_____ Approved _____Denied _____N/A Signature: N/A

Community Development Director
_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator
_____ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____Denied

Date of Review: _____

9W
How many vendors max?
Are they requesting to have directional sign permit/fees waived?

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

9:42 AM Thu Mar 24
LTE 75%
Heritage Blvd
5
Search here
A
6th Avenue Northeast
6th Avenue Northeast
6th Avenue Northeast
6th Avenue Northeast
Seller Parking
Members Cooperative Credit Union
Coin Cloud Bitcoin ATM
Google
©2022 Google

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/16/2022

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

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

PRODUCER	CONTACT NAME: Beth Fiedler	
Advantage 1 Insurance 3801 N 3rd Street SAINT CLOUD, MN 56303	PHONE (A/C, No, Ext): (320)252-6660	FAX (A/C, No): (320)252-7536
	E-MAIL ADDRESS: Bethf@advantageoneins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : West Bend Mutual	15350
INSURED MINNESOTA FARMERS' MARKET ASSOCIATION The Neighborhood Market 210 6th Ave Northeast Isanti, MN 55040	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 90007830-12639906** **REVISION NUMBER: 1030**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			A091325	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			A091325	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Listed as Additional Insured in regards to General Liability -
Second Location - Franklin Arts Center Parking Lot 1001 Kingwood St Brainerd MN 56401

CERTIFICATE HOLDER

The Neighborhood Market
210 6th Avenue Northeast
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

Beth Fiedler

(BJF)

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ANTHONY GALL

[redacted]

75-7345/2919

2769

DATE 3-24-22

PAY TO THE ORDER OF City of Isanti $ 100.00

One hundred dollars + 00/100 DOLLARS

MEMBERS
COOPERATIVE CREDIT UNION
218-625-8500 • 1-800-296-8871
www.memberscu.org

MEMO Damage Deposit

Anthony Gall

[redacted]

MP

SPECIALTY BLUE

© DELUXE deluxe.com/checks

Stephanie Hillesheim

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, March 29, 2022 12:01 PM
To: Stephanie Hillesheim
Subject: RE: Special Event Permit - Farmer's Market

Hi Stephanie,

Isanti Fire approves the May 6 – October 28 Neighborhood Market SEP application as presented.

Thank you.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Sent: Tuesday, March 29, 2022 11:46 AM
To: Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: Special Event Permit - Farmer's Market

Greetings,

Here is a Special Event Permit we are hoping to move forward with at the upcoming Council Meeting. Please let me know if you have any questions or comments. Otherwise, you can email me your comments, approval or rejection of the permit.

Thanks,

Stephanie Hillesheim
Community Development Director

City of Isanti
110 1st Ave NW, Isanti, MN 55040
City Hall: (763) 444-5512 | Fax: (763) 444-5560
Office: (763) 762-5761 | Mobile: (763) 453-4592

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be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you.

From: City of Isanti <Isanti@cityofisanti.us>
Sent: Tuesday, March 29, 2022 12:36 PM
To: Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Subject: Attached Image

Stephanie Hillesheim

From: Travis Muyres
Sent: Tuesday, March 29, 2022 12:08 PM
To: Stephanie Hillesheim
Subject: Re: Special Event Permit - Farmer's Market

approved

Would like permit holder to clarify plans for barricading off the area for vehicle traffic for the safety of the pedestrian participants.

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Sent: Tuesday, March 29, 2022 11:45 AM
To: Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: Special Event Permit - Farmer's Market

Greetings,

Here is a Special Event Permit we are hoping to move forward with at the upcoming Council Meeting. Please let me know if you have any questions or comments. Otherwise, you can email me your comments, approval or rejection of the permit.

Thanks,

Stephanie Hillesheim
Community Development Director

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From: City of Isanti <Isanti@cityofisanti.us>
Sent: Tuesday, March 29, 2022 12:36 PM
To: Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Subject: Attached Image

A Community For Generations.
Isanti

Memo for Discussion

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 5, 2022
Subject: Resolution to Approve a Contract for Temporary Park and Recreation Consulting Services

---

Background:
Parks, Recreation and Events Coordinator, Ms. Alyssa Olson, gave notice of her resignation and her last day was Monday, March 29th. With the new Illuminate Isanti event in full swing of recruiting much needed sponsorships and planning, staff feels it would be best to keep Ms. Olson on to help with the planning, implementation and possible execution of that event. As with other contracted services, the time allowance for these items would be overseen by the City Administrator. Ms. Olson may also be requested to assist in the transition of the events, as well as other department tasks, when the position is filled. It is unknown when the anticipated date will be for filling that position as candidates have not been interviewed yet.

The contracted hourly wage from Ms. Olson is $55.00 per hour. Funding for this temporary contracted service would be PRC – 112, Contracted Services, which is unbudgeted but will be offset by a reduction in wages and insurance with the position unfilled.

Request:
Approve temporary park and recreation consultant services with Ms. Alyssa Olson.

Attachments:
- Resolution 2022-XXX
- Contracted Services Proposal

RESOLUTION 2022-XXX

RESOLUTION APPROVING A CONTRACT FOR TEMPORARY PARK AND RECREATION CONSULTING SERVICES WITH ALYSSA OLSON

WHEREAS, Parks, Recreation and Events Coordinator Alyssa Olson gave notice of resignation as an employee of the City of Isanti, with her last day Monday March 29, 2022; and

WHEREAS, it is recognized that park and recreation events would benefit in the interim of filling the position and temporarily as continued efforts move forward in event planning to help make new events such as Illuminate Isanti a success and aid in transitioning in the new employee; and

WHEREAS, it would be beneficial to have Ms. Olson's services with these events and staff recommends entering into a contract with her;

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

1. Hereby enters into the attached contract between the City of Isanti and Alyssa Olson for contracted park and recreation services.

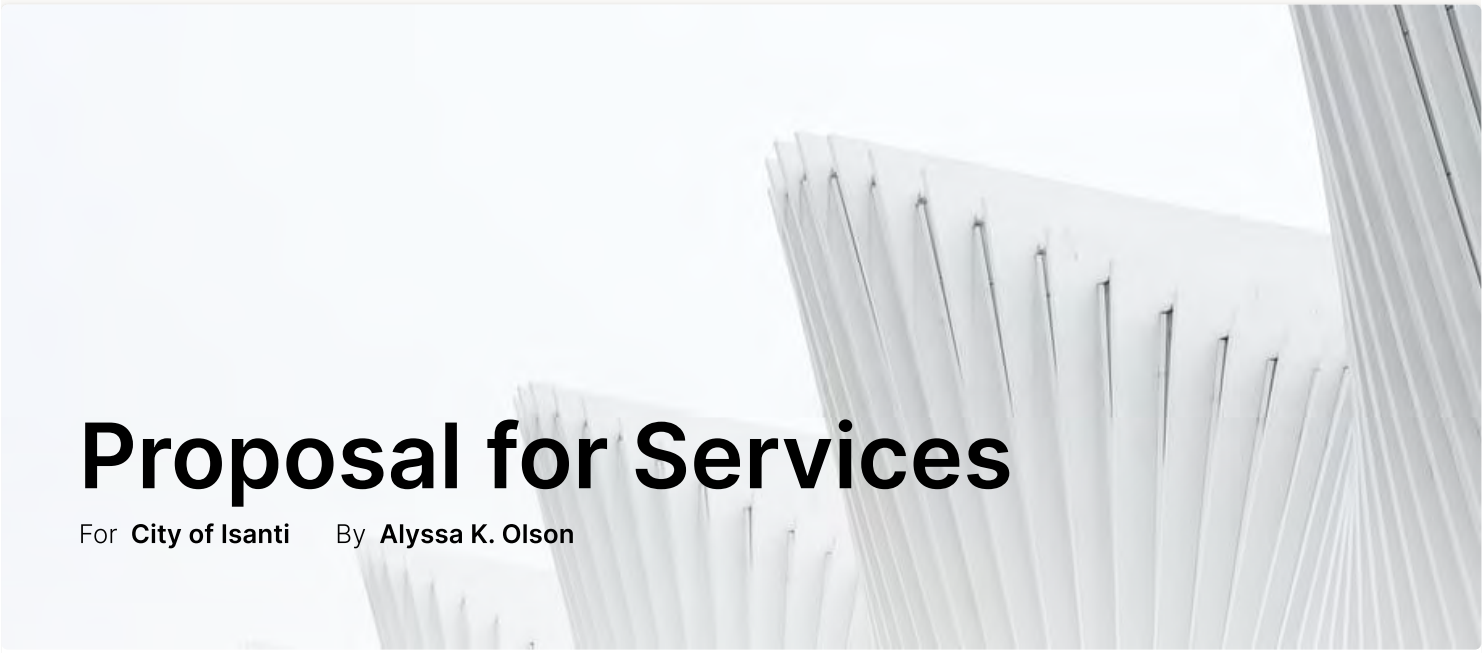
2. Approves and authorizes the City Administrator to sign the contract between the City of Isanti and Ms. Olson.

3. Funding source is identified as PRC – 112 (Contracted Services).

This Resolution hereby approved by the Isanti City Council this 5th day of April 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk



Proposal for Services

For **City of Isanti** By **Alyssa K. Olson**

Client Needs

Ongoing support for City of isanti event coordination, marketing and design services.

Proposed Solution

Provide support for City of Isanti projects, including but not limited to, event logistics, supplier and vendor coordination, sponsor management, marketing support and design services. Projects will be requested on an as needed basis. Timelines and deliverables will be mutually agreed upon prior to project initiation.

Projects As Agreed Upon $55/hr

Signatures

Contractor

Pending Signature

Alyssa Olson
Contractor

Client

Sign

City of Isanti

Terms

This Independent Contractor Agreement (the “Agreement”) is made and entered into as of March 28, 2022 (the “Effective Date”) by and between Alyssa K. Olson (“Contractor”), and City of Isanti a (“Client”).

1. Engagement of Services. Client hereby engages and retains Contractor to provide certain services, and Contractor agrees to render such services to Client, from time to time as mutually agreed to by Client and Contractor (the “Services”) and that are described in one or more scope of work (“SOWs”) which include specific Deliverables, Descriptions, Timelines, and Fees.

2. Compensation. Client will pay Contractor the fees set forth in the SOW in consideration for rendering the Services pursuant to this Agreement and such SOW. Contractor will invoice Client on a As Needed basis and Client agrees to pay invoices within 30 days of receiving the invoice. Payment after that date will incur a late fee of 5.0% per month on the outstanding amount. Contractor will be reimbursed for expenses that relate to the Services and that are approved by Client in advance. Upon termination of this Agreement for any reason, Client will pay Contractor any unpaid fees for Services that have been completed prior to such termination. Client will not be required to pay Contractor a deposit prior to any work beginning.

3. Ownership of Work Product. Client is and will be the owner of all interests in the product of all work performed under this Agreement (the “Work Product”). Contractor hereby irrevocably sells, transfers and assigns to Client all right, title and interest that Contractor has or will have in and to the Work Product, and Contractor acknowledges that Client owns and will own all such existing and future right, title and interest in and to the Work Product. Notwithstanding the foregoing, Contractor shall be entitled to display Work Product in their portfolio, on their website, or for any other business marketing purposes.

4. Intellectual Property. Neither the Client nor Contractor shall acquire any right, title or interest in any intellectual property owned, licensed or controlled by the other party as of the Effective Date.

5. Confidential Information. Contractor shall not disclose any of the Client’s confidential information to anyone other than its affiliates, employees, contractors or authorized representatives who have a need to know the information in connection with Contractor’s rendering of the Services. Contractor shall exercise the same degree of care to prevent disclosure of any Confidential Information as it takes to preserve and safeguard its own confidential information but, in any event, no less than a reasonable degree of care.

6. Independent Contractor Relationship. Contractor’s relationship with Client is that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture or employment relationship. No part of Contractor’s compensation will be subject to withholding by Client for the payment of any social security, federal, state or any other employee payroll taxes. Client will regularly report amounts paid to Contractor by filing Form 1099-MISC with the Internal Revenue Service as required by law. CONTRACTOR IS ACTING AS AN INDEPENDENT CONTRACTOR TO CLIENT; CONTRACTOR IS NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS, WORKERS’ COMPENSATION BENEFITS, PENSION, BONUS OR OTHER FRINGE BENEFITS FROM CLIENT. CONTRACTOR WILL PAY ALL NATIONAL, FEDERAL AND STATE INCOME TAX, SOCIAL SECURITY TAX AND OTHER AMOUNTS DUE UNDER APPLICABLE PAYROLL AND SIMILAR LAWS WITH RESPECT TO ALL AMOUNTS PAID IN CONNECTION WITH THIS AGREEMENT.

7. Term. The term of this Agreement will commence on the Effective Date and will continue until terminated by either party as provided herein. The Services shall commence as set forth in the SOW and will continue as provided therein or until terminated pursuant to the terms of such SOW or this Agreement.

8. Termination. Either party may terminate this Agreement at any time by giving 15 days prior written notice to the other party. Either party may terminate this Agreement immediately upon a material violation of this Agreement by the other party.

9. Limitation of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR DIRECT DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY SOW IN EXCESS OF THE TOTAL FEES PAID TO CONTRACTOR UNDER THE SOW GIVING RISE TO SUCH LIABILITY. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS OR REVENUE) EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10. Governing Law. This Agreement will be governed in all respects by the laws of the United States of America and by the laws of the State of Minnesota, excluding conflicts of law principles.

11. Severability. Should any provisions of this Agreement be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this Agreement will not be affected or impaired thereby.

12. Waiver. The waiver by either party of a breach of any provision of this Agreement by the other party will not operate or be construed as a waiver of any other or subsequent breach by such party.

13. Assignment. Neither party shall assign or transfer this Agreement, or any rights or portion thereof, to any related or unrelated third party without the other party's consent.

14. Entire Agreement. This Agreement and all outstanding SOWs constitute the entire agreement between the parties relating to this subject matter and supersede all prior or contemporaneous oral or written agreements concerning such subject matter. The terms of this Agreement and all outstanding SOWs will govern all Services undertaken by Contractor for Client. This Agreement and any SOW may only be changed by mutual agreement of authorized representatives of the parties in writing.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

March 29, 2022

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2022 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. 0R1.126221

Honorable Mayor Johnson and Members of the City Council:

Three bids were received on March 29, 2022, for the 2022 Pavement Management Project. This project included one base bid for the seal coat and ADA improvements and one alternate bid for the micro-surfacing of Pinto Lane SE, Buckskin Boulevard SE, and Appaloosa Lane SE north of Palomino Road SE. The bids were checked and tabulated, and the results are summarized as follows:

Bidder	Base Bid: Seal Coat & ADA Improvements	Alternate 1: Micro-Surfacing	Base Bid + Alternate 1
Asphalt Surface Technologies Corp.	$317,926.10	$55,220.00	$373,146.10
Allied Blacktop Company	$349,821.70	N/A	N/A
Fahrner Asphalt Sealers, LLC	$443,748.54	$76,588.80	$520,337.34
Engineer's Estimate	*$330,864.50*	*$53,004.00*	*$383,868.50*

The Council may elect to award the Base Bid with or without Alternate 1. Asphalt Surface Technologies Corp. is the low responsible bidder for all combinations of bids. We recommend award of the Base Bid with Alternate 1 to Asphalt Surface Technologies Corp. in the amount of $373,146.10.

If you have any questions, please contact me.

Sincerely,

Jason W. Cook

Jason W Cook, P.E.
City Engineer

RESOLUTION 2022-XXX

AWARDING THE BID FOR THE
2022 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2022 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, The bid documents included the Micro-Surfacing of Pinto Lane SE, Buckskin Boulevard SE, and Appaloosa Lane SE north of Palomino Road SE; and,

WHEREAS, a public bid opening was held on March 29th, 2022; and,

WHEREAS, three bids were received; and,

WHEREAS, The City has elected to award the Base Bid + Alternate 1; and,

WHEREAS, Asphalt Surface Technologies Corp. was the responsible low bidder with a bid of $373,146.10; and,

WHEREAS, the finance department has confirmed that the project is financially feasible;

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 "2022 Pavement Management Project" including Alternate 1 to Asphalt Surface Technologies Corp. in the amount of $373,146.10.

2) Funding for the project shall come from utility franchise fees.

This resolution was duly approved by the Isanti City Council this 5th day of April 2022.

_____
Mayor Jeff Johnson

Attest:

_____
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

March 29, 2022

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – South Brookview Improvements
City of Isanti, Minnesota
BMI Project No. 0R1.126222

Honorable Mayor Johnson and Members of the City Council:

Four bids were received on March 29, 2022, for the South Brookview Improvements Project. The bids were checked and tabulated, and the results are summarized as follows:

Bidder	**Total Bid: South Brookview Improvements**
North Valley, Inc.	$429,434.23
Asphalt Surface Technologies Corp.	$455,436.95
Knife River Corporation	$468,615.20
OMG Midwest Inc. dba Minnesota Paving & Materials	$518,357.72
Engineer's Estimate	*$461,130.00*

The South Brookview Improvements assessments are estimated to be reduced approximately 9% based on the low bid received.

North Valley, Inc.'s bid is within the anticipated budget. We recommend award of this project to North Valley, Inc. in the amount of $429,434.23.

If you have any questions, please contact me.

Sincerely,

Jason W. Cook

Jason W Cook, P.E.
City Engineer

RESOLUTION 2022-XXX

AWARDING THE BID FOR THE SOUTH BROOKVIEW IMPROVEMENTS PROJECT

WHEREAS, the City has planned for the South Brookview Improvements Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the funding for this project is, in part, special assessments following the MS 429 process, and general funds; and,

WHEREAS, a public bid opening was held on March 29th, 2022; and,

WHEREAS, four bids were received; and,

WHEREAS, North Valley, Inc. was the responsible low bidder with a bid of $429,434.23; and,

WHEREAS, this bid prices are 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 "South Brookview Improvements" to North Valley, Inc. in the amount of $429,434.23.

2) Funding for the project shall come from special assessments and general funds.

This resolution was duly approved by the Isanti City Council this 5th day of April 2022.

_____
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: Ryan Saltis, Community Development Specialist
Date: April 5th, 2022
Subject: Site Plan Review for Wolf River Electric for two industrial buildings located at 687 and 703 E Dual Blvd NE

Background: A presentation was given at the March 15, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for two proposed industrial buildings located at 687 and 703 E Dual Blvd NE. It was explained that each building will be located on 5.01-acre parcels and will be similar in building appearance, floor plans, square footage, parking, and building orientation facing East Dual Blvd NE. It was mentioned that Wolf River Electric intends to occupy at least 51% of each building and potentially rent a portion of the building to tenants until there is a need for expansion within the company. John Waletzko of Bradbury Stamm Construction was present at the meeting representing Wolf River Electric and was available for questions from the Planning Commission. The Planning Commission asked the representative what the construction timeline is intended to be for the building. The representative explained that they intend to construct both buildings at the same time in the fall of 2022. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans for two proposed industrial buildings with conditions at the March 15, 2022 Planning Commission meeting. Motion for approval passed 5-0.

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR TWO INDUSTRIAL BUILDINGS FOR WOLF RIVER ELECTRIC LOCATED AT 687 AND 703 EAST DUAL BLVD NE

WHEREAS, Wolf River Industries/Coyote Creek Industries (applicant) has requested approval for site plans of two industrial buildings at 687 and 703 East Dual Blvd NE in the City of Isanti (PID's 16.157.0020 and 16.157.0010); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which *Light Manufacturing and Warehousing* are permitted uses; 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 Wolf River Industries/Coyote Creek Industries on December 15, 2020; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Site Plans for two light manufacturing and warehousing buildings on March 15, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on April 5, 2022;

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 two manufacturing buildings;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. A photometrics plan shall be submitted to review lighting types, locations of lights and foot candle readings
2. An easement shall be obtained for the 30 ft wide shared access to both sites
3. 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
4. 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.
5. All conditions/comments listed in the City Engineer's memos dated 3/8/2022 shall be addressed

This Resolution is hereby approved by the Isanti City Council this 5th day of April, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Wolf River Industries/Coyote Creek Industries for Site Plan Approval for two manufacturing buildings located at 687 and 703 East Dual Blvd NE.

Findings of Fact

1. The applicant is requesting approval of Site Plans for two manufacturing buildings located at 687 and 703 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 March 15, 2022 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 March 3, 2022. 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 proposed industrial buildings will provide employment opportunities in Isanti. The potential for tenant spaces within the buildings will draw future companies to Isanti. Warehousing and Light Manufacturing is a permitted use in the Industrial Park District and is guided 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 manufacturing buildings. The landscaping plan proposes 19 new trees located on the site at 703 E Dual Blvd and proposes 22 additional trees to be planted at 687 E Dual Blvd NE.

The site will meet the landscaping requirements set forth in Section 15 of the City's Zoning Ordinances.

D. The amount and location of open space and landscaping.
The proposed sites exceed 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 future landscaping. The development of industrial buildings is consistent with other buildings in the Industrial Park District along East Dual Blvd NE 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 March 15, 2022. 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 two manufacturing buildings located at 687 and 703 East Dual Blvd NE.

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: March 15, 2022

SUBJECT: Site Plan Review for two proposed Industrial buildings located at 687 and 703 E Dual Blvd NE

Request: The applicant, Wolf River Industries/Coyote Creek Industries is requesting site plan approval for two proposed Industrial buildings located at 687 and 703 E Dual Blvd NE.

Overview/Background: The applicant proposes to construct the two buildings on vacant lots located at 687 and 703 E Dual Blvd NE in the City's Industrial Park.

These are shovel ready sites and were once part of a 15.03-acre parcel until it was split into three separate 5.01-acre parcels. Wolf River Electric bought two of these parcels from the city to develop and Isanti's Economic Development Authority still owns the parcel to the south (605 E Dual Blvd NE).

These parcels are currently zoned I-1 Industrial Park District in which "Light Manufacturing" and "Warehousing" are permitted uses. Wolf River Electric intends on occupying at least 51% for their company and temporarily renting out the remaining space to tenants until expansion is needed. The two proposed buildings are intended to be 16,125 sq ft each. Floor Plans show four possible leased spaces of roughly 4032 sq ft each. The site is proposed to provide seventy-nine total parking stalls.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Setbacks – Principal Building

Minimum Front Yard Setback	There shall be a front yard having a depth of not less than thirty (30) feet between building and the street right-of-way line.

Minimum Side Yard Setback	There shall be two (2) side yards, one on each side of a building. Each side yard shall be not less than fifteen feet in width.
Minimum Rear Yard Setback	30 feet

The proposed buildings will be located over 100 ft from the front property line and will be setback over the required 15 ft minimum for the side. The proposed buildings will meet all required setbacks for the I-1 zoning district.

Easement

An easement shall be required for the shared access to the sites and East Dual Blvd NE. Site Plans indicate that a shared property line between the two parcels separates the 30 ft drive aisle. Although the property owners are the same for these two parcels, staff recommends an easement be obtained to prevent complications if one of the properties was ever sold.

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.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. The sites will consist of more than 25% green space and the landscaping requirements will be met. If future development or paving occurs on the sites, the impervious surface maximum of 75% shall be considered.

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 driving surfaces are proposed to be surfaced with a Bituminous Material. 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.

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, assembly, processing, research, experimental or testing stations	1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater *(Ord. No. 617)*

Based on the proposed use and total square footage of the proposed buildings, 65 parking spaces are required for the two 16,125 square foot buildings. Three stalls are required to be handicap accessible based on the total number of proposed parking stalls. The site plans for the two buildings show 79 parking stalls total, in which four parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use and are compliant with ADA standards for handicap accessible stalls.

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.

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 for the parking areas in front of the proposed building and the sides of the building. Stall dimensions are shown as 9 feet in width and 19 feet in length and follow this requirement. The drive aisle widths around both parking areas are proposed for at least 26 feet and meet the requirement for two-way vehicle circulation. These drive aisle widths are accommodating to the state Fire code where Fire apparatus access surrounding the building are at least 20 ft in width.

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

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.

Building Design and Construction

Exterior Building Materials

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.

B. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

   Exterior building materials mostly include prefinished metal panels and roofing and a stone wainscoting surrounding the front and sides of the building. Colors for the building materials were not specified on architectural plans but will need to complement surrounding structures in the Industrial 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 outside mechanical equipment is proposed it shall be displayed on site and landscaping plans to review the location and screening from adjacent properties.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

   A loading area is displayed on exterior elevations to have four garage doors located in the rear of the building facing west. There are no surrounding residential areas near the site and will not have to be shielded from view.

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 shrubs and plantings in front of the parking stalls and the front of the building facing E Dual Blvd NE. A mix of ornamental and overstory trees are proposed running parallel to E Dual Blvd NE. Sod will surround the front parking area curbing and the proposed Stormwater Pond on Lot 2. The City Landscaping Ordinance requires that the site have at least 15 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage). Lot 1 is proposed to have 19 trees across the site and Lot 2 is proposed to have 22 trees. The proposed amount of 41 trees across both sites 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.

There are two trash enclosures proposed on site plans, one enclosure per building. Lot 1 proposes the trash enclosure to be located in the rear of the building on the northwest corner of the curbing. Lot 2 proposes the trash enclosure to be located near the storm pond on the south west corner of the rear curbing. The trash enclosures on the site plans show that they will be 24 ft in width, 16 ft in depth and 7 ft in height. The materials of the trash enclosure include varying corduroy and rock faced concrete blocks and will be placed on a concrete pad. The trash enclosures will need to be illuminated for the safety of employees and shown on future photometrics plans. The landscape plan shows spruce trees surrounding both of the trash enclosures for shielding from surrounding properties.

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.

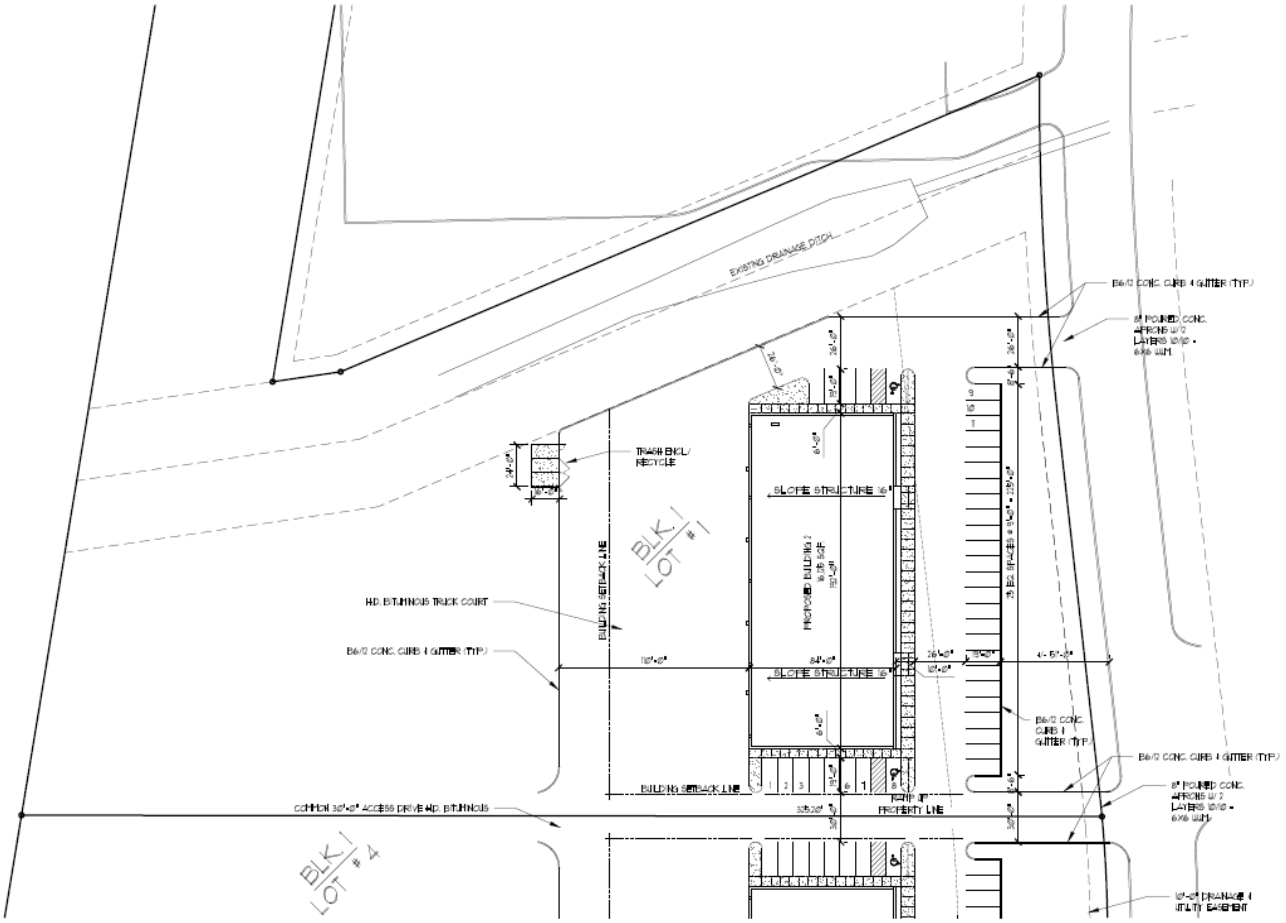
Staff Recommendation: Staff recommends approval of the two proposed Industrial buildings located at 687 and 703 East Dual Blvd NE with the following conditions:

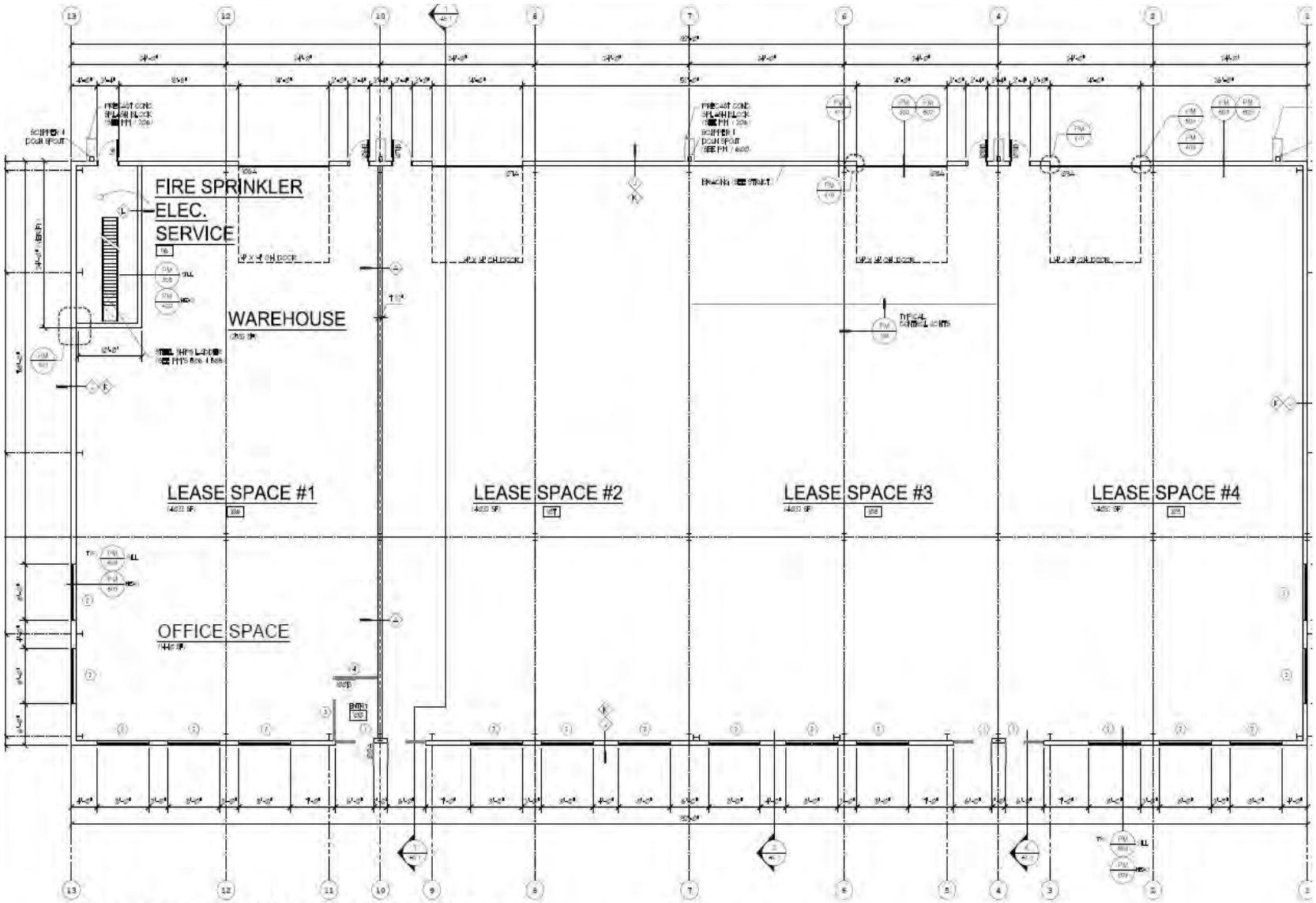
1. A photometrics plan shall be submitted to review lighting types, locations of lights and foot candle readings
2. An easement shall be obtained for the 30 ft wide shared access to both sites
3. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
4. 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.
5. All conditions/comments listed in the City Engineer's memos dated 3/8/2022 shall be addressed

Attachments:

- Site Plans, Floor Plans, Exterior Elevations and Landscape Plans
- City Engineer's Memos Dated 3/8/2022

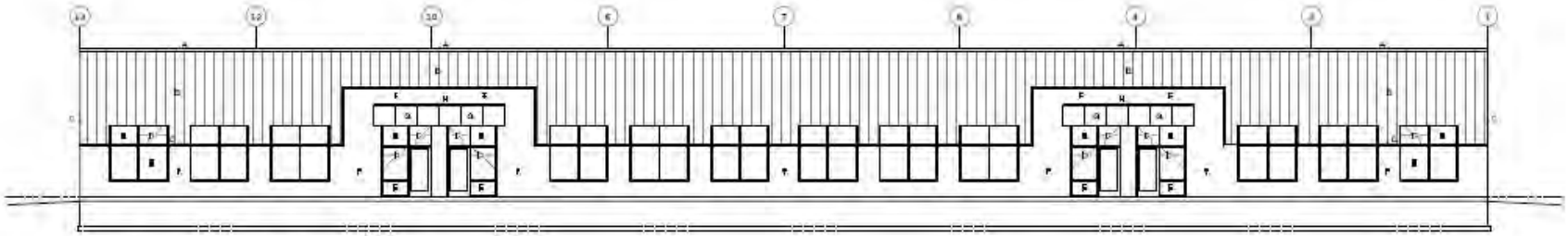
Site Plans


EXISTING DRAINAGE DITCH
B6/12 CONC. CURB & GUTTER (TYP.)
6" POURED CONC. APRONS W/ 2 LAYERS 10'x9' - 6X6 WWM
TRASH ENCL/ RECYCLE
BLK. I LOT # 1
BUILDING SETBACK LINE
HD. BITUMINOUS TRUCK COURT
B6/12 CONC. CURB & GUTTER (TYP.)
SLOPE STRUCTURE 16'
PROPOSED BUILDING 2 6,525 SQF
B6/12 CONC. CURB & GUTTER (TYP.)
B6/12 CONC. CURB & GUTTER (TYP.)
6" POURED CONC. APRONS W/ 2 LAYERS 10'x9' - 6X6 WWM
RAMP TO PROPERTY LINE
COMMON 30'-0" ACCESS DRIVE HD. BITUMINOUS
BLK. I LOT # 4
10'-0" DRAINAGE & UTILITY EASEMENT

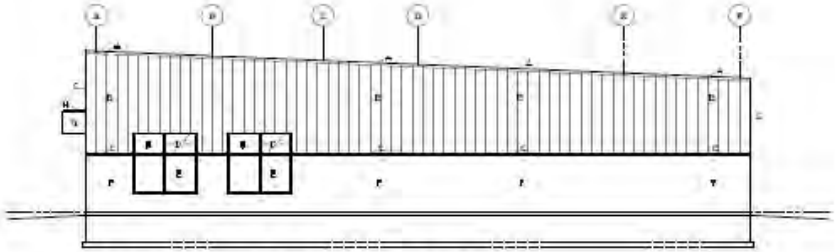


FLOOR PLAN (BUILDING #1)

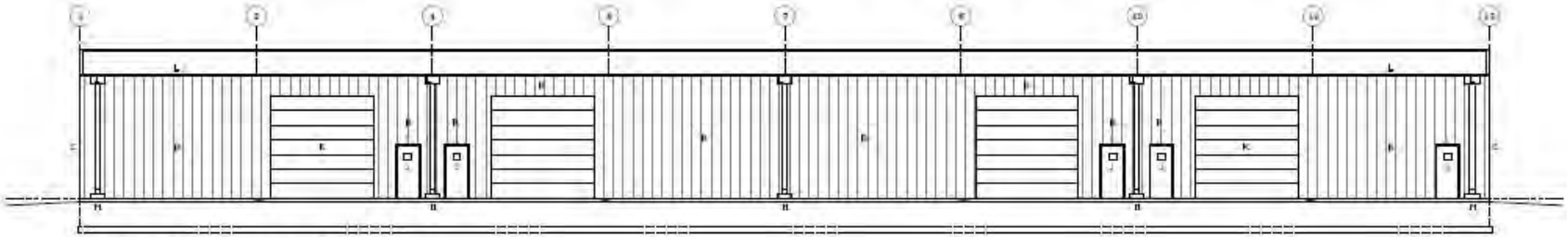
1/8" = 1'-0"



EAST ELEVATION

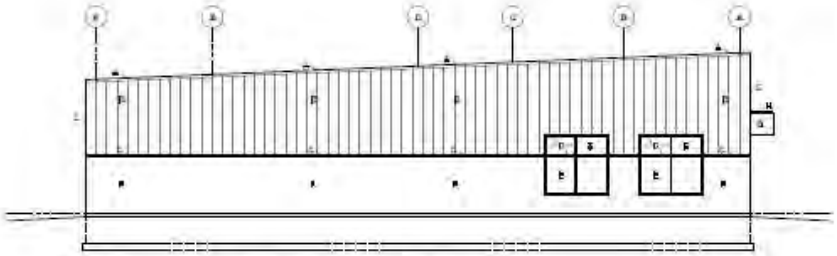


NORTH ELEVATION

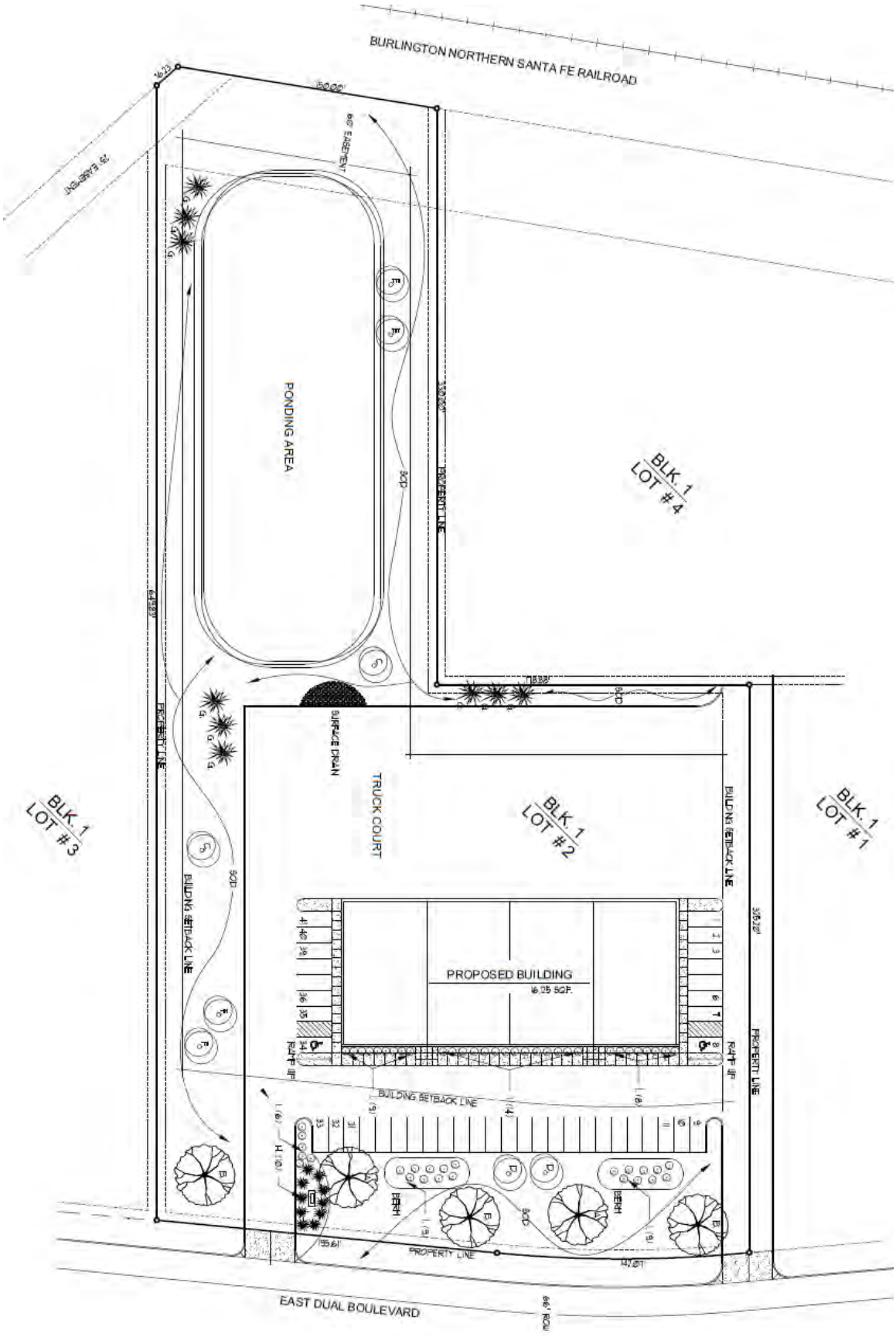


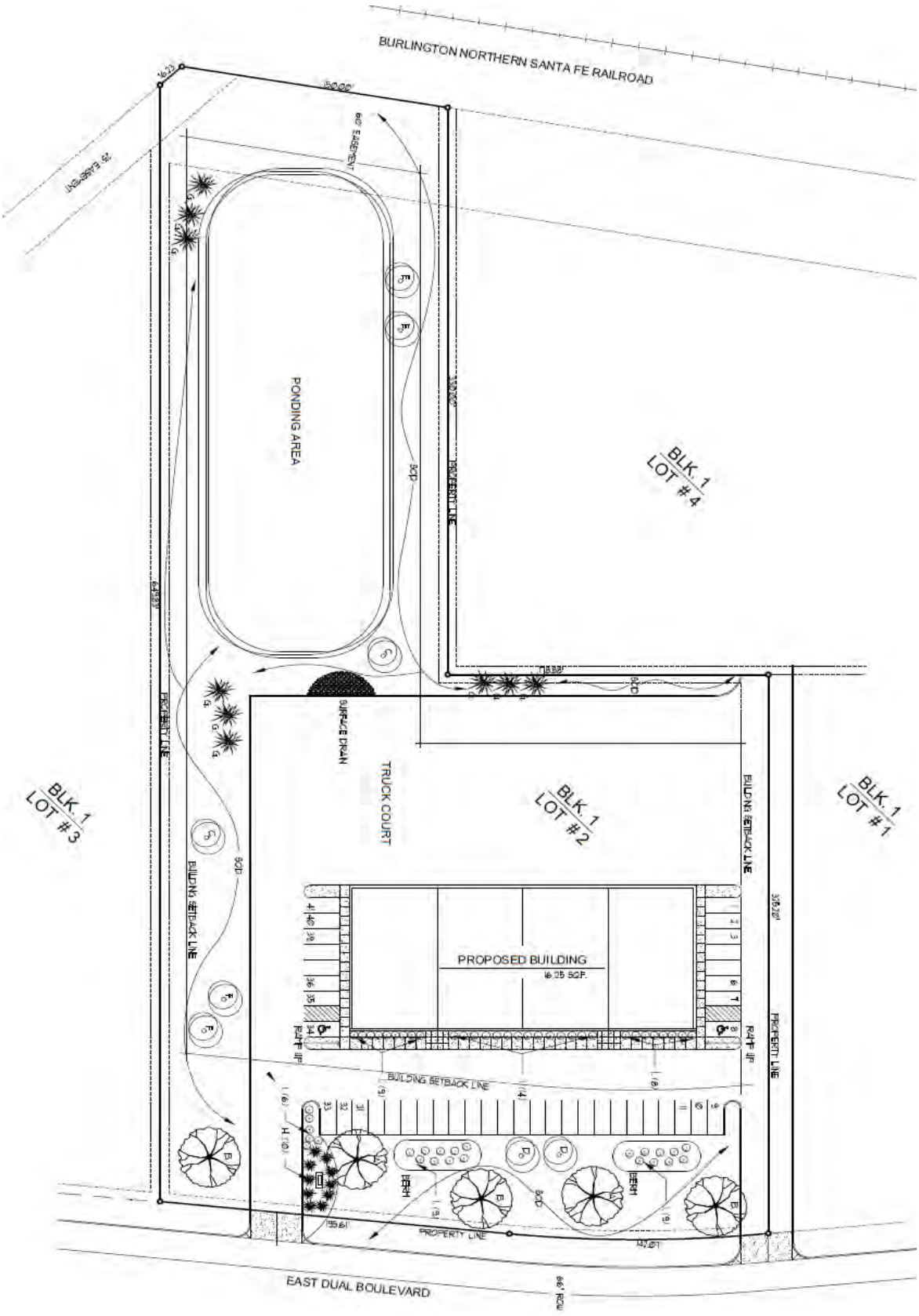
WEST ELEVATION

EXTERIOR FINISH SCHEDULE



SOUTH ELEVATION


BURLINGTON NORTHERN SANTA FE RAILROAD
PONDING AREA
BLK. 1 LOT #4
BLK. 1 LOT #3
BLK. 1 LOT #2
BLK. 1 LOT #1
TRUCK COURT
SURFACE DRAIN
PROPOSED BUILDING
16,125 SQ.F.
BUILDING SETBACK LINE
PROPERTY LINE
BERM
SOD
EAST DUAL BOULEVARD
66' ROW


BURLINGTON NORTHERN SANTA FE RAILROAD
60' EASEMENT
PONDING AREA
SCD
PROPERTY LINE
BLK. 1
LOT #4
BLK. 1
LOT #3
BLK. 1
LOT #2
BLK. 1
LOT #1
SURFACE DRAIN
TRUCK COURT
BUILDING SETBACK LINE
PROPOSED BUILDING
16,25 SQ.F.
BERM
EAST DUAL BOULEVARD

City of Isanti

Gross Payroll	8,169.25
Social Security & Medicare	624.96
Total City Expense	8,794.21

Pay Date 3/31/2022

Pay Period: Q1CCPay22 (1/1-3/31/22)

City of Isanti

Gross Payroll	106,284.10
Social Security & Medicare	6,129.84
Public Employees Retirement	10,887.96
Total City Expense	123,301.90

Pay Date 3/18/2022

Pay Period 6 (2/27-3/12/22)

City of Isanti

Gross Payroll	108,322.22
Social Security & Medicare	6,053.74
Public Employees Retirement	10,887.06
Total City Expense	125,263.02

Pay Date 4/1/2022

Pay Period 7 (3/13-3/26/22)

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03/22	03/15/2022	57926	598	ASPEN MILLS INC	101-20200	66.36
03/22	03/15/2022	57927	3161	BENT BREWSTILLERY	609-20200	119.90
03/22	03/15/2022	57928	9	BERNICKS PEPSI-COLA	609-20200	1,950.57
03/22	03/15/2022	57929	2487	CAPITOL BEVERAGE SALES	609-20200	221.50
03/22	03/15/2022	57930	1474	CDW GOVERNMENT INC	614-20200	107.02
03/22	03/15/2022	57931	1822	CENTURYLINK BUSINESS SERVICES	101-20200	15.70
03/22	03/15/2022	57932	2751	CMS MONITORING	101-20200	60.00
03/22	03/15/2022	57933	1472	CRAWFORDS EQUIPMENT INC	101-20200	124.33
03/22	03/15/2022	57934	918	CRYSTAL SPRINGS ICE	609-20200	258.14
03/22	03/15/2022	57935	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,176.95
03/22	03/15/2022	57936	2478	EAST CENTRAL ENERGY	101-20200	42.85
03/22	03/15/2022	57937	55	ECM PUBLISHERS INC	609-20200	180.00
03/22	03/15/2022	57938	912	FASTENAL COMPANY	101-20200	111.14
03/22	03/15/2022	57939	385	FEDERATED CO-OPS INC	101-20200	18.99
03/22	03/15/2022	57940	1698	FINANCE & COMMERCE INC	425-20200	339.65
03/22	03/15/2022	57941	2028	FURTHER	101-20200	33.10
03/22	03/15/2022	57942	3140	GARPHISH BREWING COMPANY	609-20200	456.00
03/22	03/15/2022	57943	739	HACH COMPANY	601-20200	154.62
03/22	03/15/2022	57944	160	HAWKINS INC	601-20200	1,365.54
03/22	03/15/2022	57945	3162	INTEGRATED FIRE & SECURITY, INC	609-20200	1,870.40
03/22	03/15/2022	57946	1684	ISANTI COUNTY AUDITOR-TREASURER	425-20200	403.00
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03/22	03/15/2022	57954	1536	MINNESOTA DEED	219-20200	833.33
03/22	03/15/2022	57955	1945	MN DEPT OF LABOR & INDUSTRY	601-20200	30.00
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03/22	03/15/2022	57962	1361	STAPLES ADVANTAGE	609-20200	41.92
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03/22	03/15/2022	57966	42	VIKING COCA-COLA BOTTLING CO	609-20200	336.60
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03/22	03/15/2022	57968	780	WINE MERCHANTS	609-20200	389.30
Grand Totals:						94,927.01

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03/22	03/22/2022	57993	2922	KIDSDANCE	101-20200	600.00
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03/22	03/22/2022	58007	554	STEVES TIRE INC	101-20200	592.00
03/22	03/22/2022	58008	1878	TOWMASTER	101-20200	83.83
03/22	03/22/2022	58009	42	VIKING COCA-COLA BOTTLING CO	609-20200	362.30
03/22	03/22/2022	58010	1286	VINOCOPIA INC	609-20200	2,259.00
03/22	03/22/2022	58011	4	WATSON CO INC	609-20200	1,781.96
03/22	03/22/2022	58012	3165	ZELAYA, REBECCA	101-20200	250.00
Grand Totals:						338,463.93

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/22	03/30/2022	58018	2504	ANCONA TITLE & ESCROW	603-20200	87.98
03/22	03/30/2022	58019	3161	BENT BREWSTILLERY	609-20200	279.73
03/22	03/30/2022	58020	9	BERNICKS PEPSI-COLA	609-20200	1,758.81
03/22	03/30/2022	58021	2020	BOYLE, EUGENE	101-20200	2,642.80
03/22	03/30/2022	58022	2487	CAPITOL BEVERAGE SALES	609-20200	221.00
03/22	03/30/2022	58023	120	CONNEXUS ENERGY	101-20200	18,569.86
03/22	03/30/2022	58024	918	CRYSTAL SPRINGS ICE	609-20200	75.20
03/22	03/30/2022	58025	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,770.09
03/22	03/30/2022	58026	1320	EXECUTIVE TITLE INC	601-20200	164.23
03/22	03/30/2022	58027	2933	FALCON NATIONAL BANK	609-20200	6,563.09
03/22	03/30/2022	58028	2028	FURTHER	861-20200	35.00
03/22	03/30/2022	58029	3166	GRABOW, WANDA	108-20200	150.00
03/22	03/30/2022	58030	739	HACH COMPANY	601-20200	200.25
03/22	03/30/2022	58031	3168	HINTEN PROPERTIES	601-20200	67.00
03/22	03/30/2022	58032	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	17.88
03/22	03/30/2022	58033	3162	INTEGRATED FIRE & SECURITY, INC	609-20200	335.00
03/22	03/30/2022	58034	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,305.21
03/22	03/30/2022	58035	5	KAWALEK TRUCKING	609-20200	129.40
03/22	03/30/2022	58036	136	LEAGUE OF MN CITIES	101-20200	199.00
03/22	03/30/2022	58037	17	MCDONALD DISTRIBUTING CO	609-20200	10,211.12
03/22	03/30/2022	58038	3119	MOOSE LAKE BREWING CO. LLC	609-20200	204.00
03/22	03/30/2022	58039	2080	MVTL LABORATORIES INC	601-20200	548.21
03/22	03/30/2022	58040	2553	O'REILLY	101-20200	20.89
03/22	03/30/2022	58041	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,762.04
03/22	03/30/2022	58042	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	2,872.00
03/22	03/30/2022	58043	1834	RIVARD COMPANIES	101-20200	225.00
03/22	03/30/2022	58044	2396	SOUTHERN GLAZERS OF MN	609-20200	2,110.95
03/22	03/30/2022	58045	1442	ST LOUIS MRO INC	603-20200	45.00
03/22	03/30/2022	58046	1361	STAPLES ADVANTAGE	101-20200	87.35
03/22	03/30/2022	58047	73	STAR	108-20200	96.83
03/22	03/30/2022	58048	1290	THE AMBLE GROUP	101-20200	651.79
03/22	03/30/2022	58049	1878	TOWMASTER	101-20200	394.31
03/22	03/30/2022	58050	42	VIKING COCA-COLA BOTTLING CO	609-20200	282.25
03/22	03/30/2022	58051	4	WATSON CO INC	609-20200	804.73
03/22	03/30/2022	58052	780	WINE MERCHANTS	609-20200	403.95
Grand Totals:						76,291.95

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 5, 2022
Subject: Resolution Authorizing the Replacement of Lift Station Air Release Valves

Background:
There are 22 air release valves that are in need of replacement. These air release valves are for the Subway Lift Station, the 8th Ave Lift Station, BMX Lift Station, and the Main Lift Station combined. The purpose of an air release valve is to allow air to escape out of the force main while the lift station pumps start or are running and also to allow air back in when the pumps are off extending the life of the lift station pumps and piping. Staff would be responsible for installing the air release valves. The Capital Improvement Plan has $28,325.00 for the purchase of new air release valves.

Staff reached out and received two quotes for the purchase of the air release valves:

- Koodry Mononey - $30,401.00
- Dezurik - $22,203.00

Recommendation:
Staff is recommending to accept the quote from DeZurik in the amount of $22,203.00.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022 - XXX Authorizing the Replacement of Lift Station Air Release Valves
- Kodru Mooney Quote
- DeZurik Quote

RESOLUTION 2022-XXX

AUTHORIZING THE REPLACEMENT OF LIFT STATION AIR RELEASE VALVES

WHEREAS, the City of Isanti has twenty-two air release valves that are in need of replacement for the Main Lift station, Subway List Station, BMX Lift Station, and the 8th Ave Lift Station; and,

WHEREAS, the purpose of the air release valve is to allow air to escape the force main when the pumps start and to allow air back in when the pumps are off extending the life of the lift station pumps and piping; and,

WHEREAS, staff reached out and received the following quotes for the replacement of the submersible pumps; and,

- DeZURIK - $22,203.00
- Kodru Mooney – 30,401.00

WHEREAS, the public works staff would do the installation of the air release valves; and,

WHEARES, 2022 Capital Improvement Plan has $28,325.00 for the replacement of the air release valves; and,

WHEREAS, the funding source identified as Sewer (500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from DEZURIIK in the amount of $22,203.00, allow public works staff to do the installation. The total cost including a 10% contingency is $24,423.30 funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 5th day of April, 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

KODRU MOONEY
DISTINGUISHED VALVE SOLUTIONS

Quotation

Date	Quotation No.
2/17/2022	180056-1

Customer	Ship To
Isanti, City Of PO Box 428 Isanti, MN 55040	Isanti Public Works 100 Isanti Parkway W. Isanti, MN 55040

Reference	Lead Time	Freight Charge	Terms
Cast Iron Air Valves	10-12 Weeks	Included	Net 30

Description	Qty	Unit Price	Total
FORCEMAIN VALVES:			
Crispin US20: 2" x 2" NPT Sewage Combination Air Valve	13	1,650.00	21,450.00
BMX VALVES:			
Crispin SL20A: 2" x 1" NPT Sewage Air/Vac Valve	2	475.00	950.00
SUBWAY VALVES:			
Crispin USL20: 2" x 1" NPT Sewage Combination Air Valve	2	1,100.00	2,200.00
Crispin SL20A: 2" x 1" NPT Sewage Air/Vac Valve	2	475.00	950.00
MAIN LIFT VALVES:			
Crispin S20A: 2" x 2" NPT Sewage Air/Vac Valve	2	1,050.00	2,100.00
Brass Backflush Kit (Less Flushing Hose) --Kit Includes The Following: (1ea) 2" Full Port NIBCO Isolation Ball Valve & Nipple (2ea) 1" Full Port NIBCO Flushing Ball Valve & Nipple **Shipped Loose, Installation By Others	21	131.00	2,751.00
VALVES SPECIFICATIONS: --ASTM A126 Class B Cast Iron Body & Cover --Exterior Shop Primer, Unlined Interior --All Stainless Steel (Grade 303/304) Internal Trim --Zinc Plated Steel External Bolting --Low Pressure Seat (2-40 PSI)			

Notes:
1. Taxes, if applicable, are not included.
2. To ensure accurate order processing, please reference our quotation number on your PO.

Subtotal	$30,401.00
Sales Tax (0.0%)	$0.00
Total	$30,401.00

Please direct inquiries and orders to:

Kodru-Mooney
320 Ervin Industrial Drive
Jordan, MN 55352

Phone: (952) 479-1045
Fax: (952) 843-5603
Email: matt@kodru-equipment.com

Prepared By: MH

www.dezurik.com

DeZURIK
Quotation

To: CITY OF ISANTI
PO BOX 428
ISANTI, MN 55040
USA
Invoice Terms: Net 30 Days
Days Valid: 0
Shipping Point: Sartell, MN
Delivery Notes:

Date of Quote: 02-10-2022
Quote Number: 258645
Project Name: ISANTI - ARV BID
I.D. (Rep. Use):
Line of Business: 4941 - Municipal Water Treatment
Make Order To: DeZURIK, Inc.
C/O VESSCO, INC
CHAD BELTRAND
8217 UPLAND CIRCLE
CHANHASSEN, MN 55317
USA

Currency and Values expressed in USD ($)

ANY PURCHASE ORDER ISSUED AS A RESULT OF THIS QUOTATION IS SUBJECT TO ALL OF THE MANUFACTURER'S CONDITIONS SET FORTH IN THIS DOCUMENT HEREOF, REASONABLE CONTRACT LANGUAGE NEGOTIATIONS AND FINAL ACCEPTANCE BY DEZURIK AT SARTELL, MN USA.
UNLESS OTHERWISE NOTED, QUOTATIONS ARE VALID FOR 30 DAYS. UNTIL ACCEPTANCE OF ORDER, QUOTED PRICES AND DELIVERY ARE SUBJECT TO CHANGE. UNLESS OTHERWISE NOTED, PRICES ARE FIRM FOR SHIPMENT OF GOODS WITHIN 12 MONTHS FROM THE RELEVANT QUOTATION DATE. OUR PRICES ARE BASED ON CURRENT PRICES FOR MATERIAL. IF A SIGNIFICANT MATERIAL PRICE INCREASE OCCURS BETWEEN ORDER ACCEPTANCE AND SHIPMENT DATE, GOODS SCHEDULED TO SHIP BEYOND 12 MONTHS OF THE QUOTATION DATE ARE SUBJECT TO A PRICE ADJUSTMENT BY THE AMOUNT NECESSARY TO COVER SUCH AN INCREASE.

Line #	Cust. Line # Tag #	Qty	Order Code	Unit Price	Total Price
1	1	2	ASV,2,402,T1,DI,125,NBR-POM-S1*BFK **ASV:** Style - Sewage Air Vacuum Valve **2:** Size - 2 Inch (50mm) **402:** Body Style - 2" (50mm) NPT Outlet **T1:** End Connection - Threaded Inlet NPT **DI:** Body Material - Ductile Iron (Nipple and Flange are Carbon Steel for F1N and F2N End Connections) **125:** Working Pressure - 11-200 PSI for 1.2"-12" (25-300mm) Cast Iron or Ductile Iron Valves; 11-150 PSI for 14" (350mm) Cast Iron or Ductile Iron Valves **NBR:** Seating Surface - Acrylonitrile-Butadiene (NBR) **POM:** Baffle Material - Polyoxymethylene (POM111) **S1:** Float Material - 304 Stainless Steel **Coating or Paint:** SB0 - 4 mils minimum (non-stainless steel parts) of Blue DeZURIK Epoxy (NSF Std. 61) on Exterior with Standard (SP10) surface prep **BFK:** Accessories - Back Flush Kit - 600 PSI Maximum	$844.80	$1,689.60
2	1	2	ACC*IBV-WW-2 **ACC:** Style - ACCESSORIES **IBV-WW:** Acc Cde - Isolation Full Port Ball Valve; Brass; Threaded Inlet; 600PSI Maximum (Waste Water) **2:** Additional Data - 2 Inch (50mm)	$100.40	$200.80
3	3	4	ASV,1.2,401,T1,DI,125,NBR-POM-S1*BFK **ASV:** Style - Sewage Air Vacuum Valve **1.2:** Size - 1 Inch (25mm) with 2" (50mm) Inlet and 1" (25mm) NPT Outlet **401:** Body Style - 1" (25mm) NPT Outlet (1.2" (25mm) Valve Size) **T1:** End Connection - Threaded Inlet NPT **DI:** Body Material - Ductile Iron (Nipple and Flange are Carbon Steel for F1N and F2N End Connections) **125:** Working Pressure - 11-200 PSI for 1.2"-12" (25-300mm) Cast Iron or Ductile Iron Valves; 11-150 PSI for 14" (350mm) Cast Iron or Ductile Iron Valves **NBR:** Seating Surface - Acrylonitrile-Butadiene (NBR) **POM:** Baffle Material - Polyoxymethylene (POM111) **S1:** Float Material - 304 Stainless Steel **Coating or Paint:** SB0 - 4 mils minimum (non-stainless steel parts) of Blue DeZURIK Epoxy (NSF Std. 61) on Exterior with Standard (SP10) surface prep **BFK:** Accessories - Back Flush Kit - 600 PSI Maximum	$446.80	$1,787.20

DeZURIK
Quotation

Line #	Cust. Line # Tag #	Qty	Order Code	Unit Price	Total Price
4	3	4	ACC*IBV-WW-1.2 **ACC:** Style - ACCESSORIES **IBV-WW:** Acc Cde - Isolation Full Port Ball Valve; Brass; Threaded Inlet; 600PSI Maximum (Waste Water) **1.2:** Additional Data - 2 Inch (50mm) Valve with 1" NPT (25mm) Outlet	$100.40	$401.60
5	5	13	ASC,2,445,T1,DI,R732-NBR-S1-BR-DI*BFK **ASC:** Style - Single Body Sewage Combination Air Valve **2:** Size - 2 Inch (50mm) **445:** Body Style - 2" (50mm) Single Body; 2" (50mm) NPT Outlet **T1:** End Connection - Threaded Inlet NPT **DI:** Body Material - Ductile Iron **R732:** Orifice Size - 7/32" Orifice; 11-150 PSI **NBR:** Seat/Needle Material - Acrylonitrile-Butadiene (NBR) **S1:** Plug/Float Material - 304 Stainless Steel **BR:** Float Lever Material - Brass **DI:** Leverage Frame Material - Ductile Iron **Coating or Paint:** SB0 - 4 mils minimum (non-stainless steel parts) of Blue DeZURIK Epoxy (NSF Std. 61) on Exterior with Standard (SP10) surface prep **BFK:** Accessories - Back Flush Kit - 600 PSI Maximum	$1,149.20	$14,939.60
6	5	13	ACC*IBV-WW-2 **ACC:** Style - ACCESSORIES **IBV-WW:** Acc Cde - Isolation Full Port Ball Valve; Brass; Threaded Inlet; 600PSI Maximum (Waste Water) **2:** Additional Data - 2 Inch (50mm)	$100.40	$1,305.20
7	7	2	ASC,1.2,443,T1,DI,R732-NBR-S1-BR-DI*BFK **ASC:** Style - Single Body Sewage Combination Air Valve **1.2:** Size - 1 Inch (25mm) with 2" (50mm) NPT Inlet and 1" (25mm) NPT Outlet **443:** Body Style - 1.2" (25mm) Single Body; 1" (25mm) NPT Outlet **T1:** End Connection - Threaded Inlet NPT **DI:** Body Material - Ductile Iron **R732:** Orifice Size - 7/32" Orifice; 11-150 PSI **NBR:** Seat/Needle Material - Acrylonitrile-Butadiene (NBR) **S1:** Plug/Float Material - 304 Stainless Steel **BR:** Float Lever Material - Brass **DI:** Leverage Frame Material - Ductile Iron **Coating or Paint:** SB0 - 4 mils minimum (non-stainless steel parts) of Blue DeZURIK Epoxy (NSF Std. 61) on Exterior with Standard (SP10) surface prep **BFK:** Accessories - Back Flush Kit - 600 PSI Maximum	$839.20	$1,678.40
8	7	2	ACC*IBV-WW-1.2 **ACC:** Style - ACCESSORIES **IBV-WW:** Acc Cde - Isolation Full Port Ball Valve; Brass; Threaded Inlet; 600PSI Maximum (Waste Water) **1.2:** Additional Data - 2 Inch (50mm) Valve with 1" NPT (25mm) Outlet	$100.40	$200.80
Total					$22,203.20

MANUFACTURER'S CONDITIONS

These conditions apply to all quotations, orders and contracts for DeZURIK, Inc. ("we," "us" or "our")

1. CONSTRUCTION AND LEGAL EFFECT: Our sale to you (defined as the purchaser of goods from us), is limited to and expressly made conditional on your assent to these typed and printed terms and conditions of sale, the face and reverse side hereof ('These Terms"), all of which form a part of the agreement to sell and which supersede and reject all prior writings (including your order), representations, negotiations with respect hereto and any conflicting terms and conditions of yours, any statement therein to the contrary notwithstanding. The sending of the purchase order for the goods referred to herein, whether or not signed by you, or your acceptance of the goods or payment operates as acceptance by you of These Terms. In case of conflict between These Terms and the terms of your purchase order or acceptance, These Terms govern; any different or conflicting terms submitted by you in any purchase order or acceptance shall be deemed objected to by us and shall be of no effect unless specifically agreed to by us in writing. We will furnish only the quantities and goods specifically listed on the face hereof or the pages attached hereto., or any updates or modifications to the same purchase order. We assume no responsibility for other terms or conditions or for furnishing other equipment or material shown in any plans and/or specifications for a project to which the goods quoted or ordered herein pertain or refer. Our published or quoted terms and conditions are subject to change without notice prior to acceptance of order.

2. PRICES: Unless otherwise noted on the face hereof, quotations are valid for 30 days, prices are net, FCA Incoterms 2020 our factory. Stenographic, clerical, and mathematical errors are subject to correction. Until acceptance of order on These Terms, quoted prices and delivery are subject to change. Thereafter, unless otherwise noted, prices are firm for shipment of goods within 12 months from the relevant quotation date. Our prices are based on current prices for material. We will endeavor to obtain the lowest pricing on materials from our suppliers, but if a significant material price increase occurs between order acceptance and shipment date, goods scheduled to ship beyond 12 months of the quotation date are subject to a price adjustment by the amount necessary to cover such increase.

3. DELIVERY: Dates for the furnishing of services and/or delivery or shipment of goods are approximate only and are subject to change. Quoted lead times are figured from the later of date of acceptance of order on These Terms or from the date of receipt of complete technical data and approved drawings as such may be necessary. We shall not be liable, directly or indirectly, for any delay in or failure to perform caused by carriers or suppliers or delays from labor difficulties, shortages, strikes or stoppages of any sort, failure or delay in obtaining materials, customer requested order changes, fires, floods, storms, accidents, government restrictions, epidemics, pandemics, causes designated acts of God or force majeure by any statute or court of law or other causes beyond our reasonable control.

4. SHORTAGE, DAMAGE, ERRORS IN SHIPMENT: Our responsibility ceases upon delivery to carrier. Risk of loss, injury or destruction of property, shall be borne by you from and after our delivery to carrier, and such loss, injury or destruction shall not release you from the obligation to pay the purchase price. You shall note receipt for goods that are not in accordance with bill of lading or express receipt and you shall make claim against such carrier for any shortage, damage or discrepancy in the shipment per the ICC Code for Freight Claims promptly. You shall inspect and examine all items and goods covered by the order when unpacking crated or boxed goods, and if damage is discovered, leave as is until the carrier's agent makes examination and notation on freight or express bill of concealed damage. We will render reasonable assistance to help trace and recover lost goods and collect just claims as a business courtesy, but without obligation. We do not guarantee safe delivery.

5. TAXES: Our prices do not include sales, use, excise, occupation, processing, transportation or other similar taxes which we may be required to pay or collect with respect to any of the materials covered hereby under existing or future law. Consequently, in addition to the price specified herein, such taxes shall be paid by you, or you shall provide us with a tax exemption certificate acceptable to the appropriate taxing authorities. You shall also assume and pay any import or export duties and taxes, with respect to the materials covered by the order, and shall hold harmless and reimburse us therefrom.

6. CREDIT AND PAYMENT: Unless otherwise noted on the face hereof, payment of goods shall be 100% thirty (30) days net in US dollars. Payment shall be made: (a) in full without set-off, counterclaim, or withholding of any kind; and (b) not contingent on payment from or approval of any third party. Prorated payments shall become due with partial shipments. We reserve the right at any time to suspend credit or to change credit terms provided herein, when, in our sole opinion, your willingness or ability to pay your obligations to us is in doubt. Failure to pay invoices at maturity date, at our election, makes all subsequent invoices immediately due and payable irrespective of terms, and we may withhold all subsequent deliveries until the full account is settled and we shall not, in such event, be liable for non-performance of contract in whole or in part. You agree to pay, without formal notice, 1.5% per month of the amount not paid when due, provided that, if such rate is in excess of applicable governing law, you agree to pay the maximum permitted rate.

7. CANCELLATIONS AND CHANGES: Orders which have been accepted by us are not subject to your cancellation or changes in specifications, except upon our written consent, and we may require, as a condition of such consent, appropriate modification charges and adjustments in price, delivery schedule and other relevant terms, and in the case of cancellation, cancellation charges. In the event we accept your cancellation, you shall be liable for a cancellation charge equal to the higher of (i) 25% of the purchase price of the item(s), or (ii) any loss or cost incurred by us, including, but not limited to, cost of materials, labor, engineering, reconditioning and reasonable overhead.

8. DEFERRED SHIPMENT: If shipment is deferred at your request, payment of the contract price shall become due when you are notified that the equipment is ready for shipment. If you fail to make payment and/or furnish shipping instructions, we may either extend time for so doing or cancel the contract. In case of deferred shipment at your request, storage and other reasonable expenses attributable to such delay shall be payable by you.

9. LIMITED WARRANTY: Products, auxiliaries and parts thereof that we manufacture for a period of twenty-four (24) months from the date of shipment from our factory, are warranted to the original purchaser only against defective workmanship and material, but only if properly stored, installed, operated, and serviced in accordance with our recommendations and instructions. For items proven to be defective within the warranty period, your exclusive remedy under this limited warranty is repair or replacement of the defective item, at our option, FCA Incoterms 2020 our facility with removal, transportation, and installation at your cost. Products or parts manufactured by others but furnished by us are not covered under this limited warranty. We may provide repair or replacement for other's products or parts only to the extent provided in and honored by the original manufacturers' warranty to us, in each case subject to the limitations contained in the original manufacturer's warranty. No claim for transportation, labor, or special or consequential damages or any other loss, cost or damage is being provided in this limited warranty. You shall be solely responsible for determining suitability for use and in no event shall we be liable in this respect. This limited warranty does not warrant that any product or part we manufacture is resistant to corrosion, erosion, abrasion or other sources of failure, nor do we warrant a minimum length of service. Your failure to give written notice to us of any alleged defect under this warranty within twenty (20) days of its discovery, or attempts by someone other than us or our authorized representatives to remedy the alleged defects therein, or failure to return product or parts for repair or replacement as herein provided, or failure to store, install, or operate said products and parts according to the recommendations and instructions furnished by us shall be a waiver by you of all rights under this limited warranty. This limited warranty is voided by any misuse, modification, abuse or alteration of our product or part, accident, fire, flood or other Act of God, or your failure to pay entire contract price when due. The foregoing limited warranty shall be null and void if, after shipment from our factory, the item is modified in any way or a component of another manufacturer, such as but not limited to; an actuator is attached to the item by anyone other than our factory authorized service personnel. All orders accepted shall be deemed accepted subject to this limited warranty, which shall be exclusive of any other or previous warranty, and this shall be the only effective guarantee or warranty binding on us, despite anything to the contrary contained in the purchase order or represented by any agent or employee of ours in writing or otherwise, notwithstanding, including but not limited to implied warranties.

THE FOREGOING REPAIR AND REPLACEMENT LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES, INCLUDING, BUT NOT LIMITED TO, ALL WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR OF MERCHANTABILITY OR OTHERWISE, EXPRESSED OR IMPLIED IN FACT OR BY LAW, AND STATE OUR ENTIRE AND EXCLUSIVE LIABILITY AND YOUR EXCLUSIVE REMEDY FOR ANY CLAIM IN CONNECTION WITH THE SALE AND FURNISHING OF SERVICES, GOODS OR PARTS, THEIR DESIGN, SUITABILITY FOR USE, INSTALLATION OR OPERATIONS. NEITHER ANY PERFORMANCE OR OTHER CONDUCT, NOR ANY ORAL OR WRITTEN INFORMATION, STATEMENT OR ADVICE PROVIDED BY US OR ANY OF OUR EMPLOYEES OR AGENTS WILL CREATE A WARRANTY, OR IN ANY WAY INCREASE THE SCOPE OR DURATION OF THIS LIMITED WARRANTY.

10. INTELLECTUAL PROPERTY. We shall indemnify and hold you harmless from any amount that you are required to pay to a third-party pursuant to final, non-appealable court order as a result of such third- party's claim that a product sold hereunder infringes any United States patent or copyright of such third party; provided that our obligation of indemnification is contingent upon (a) your notifying us in writing of any such claim within 20 days of receipt thereof, (b) your providing us with exclusive control of the defense and/or settlement thereof, and (c) your cooperating with us in such defense and/or settlement. In the event of such a successful infringement claim by the third party, at our option, we shall either (i) modify the product sold hereunder so that it performs comparable functions without infringement, (ii) obtain a royalty-free license for you to continue using the infringing product or (iii) refund to you the then-depreciated fair market value of the infringing component. We shall have no obligation under this Section to the extent a claim is based upon (a) the combination, operation or use of the product with equipment, products, hardware, software, systems or data that was not provided by us, if such infringement would have been avoided in the absence of such combination, operation or use, or (b) your use of the product in any manner inconsistent with our written materials regarding the use of such product. This Section states our entire liability and your exclusive remedy with respect to any alleged infringement arising from the use of the products sold hereunder or any part thereof and is subject to the other limitations contained in These Terms.

11. LIMITATION OF LIABILITY: IN NO EVENT SHALL WE BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGE TO OR LOSS OF OTHER PROPERTY OR EQUIPMENT, BUSINESS INTERRUPTION, COST OF SUBSTITUTE PRODUCTS, LOSS OF TIME, LOSS OF PROFITS OR REVENUE, COST OF CAPITAL, LOSS OF USE, OR DIMINUTION IN VALUE) WHATSOEVER, AND OUR LIABILITY, UNDER NO CIRCUMSTANCES, WILL EXCEED THE CONTRACT PRICE FOR THE GOODS AND/OR SERVICES FOR WHICH LIABILITY IS CLAIMED. ANY ACTION FOR BREACH OF CONTRACT BY YOU, OTHER THAN RIGHTS RESPECTING OUR LIMITED WARRANTY DESCRIBED IN SECTION 9 ABOVE, MUST BE COMMENCED WITHIN 12 MONTHS AFTER THE DATE OF SALE.

12. EXPORT CONTROL COMPLIANCE: You agree and acknowledge that the products are sold in accordance with U.S. export control and sanctions laws, regulations and orders, as they may be amended from time to time. You agree to ascertain and comply with all applicable export and re-export obligations and restrictions, including without limitation, U.S. export and re-export controls under the Export Administration Regulations ("EAR"), International Traffic in Arms Regulations ("ITAR"), and all regulations and orders administered by the U.S. Department of Treasury, Office of Foreign Assets Control (collectively, "U.S. Export Control Laws"). If you are conducting the export from the United States or the re- export from a country outside the United States, you shall comply with such U.S. Export Control Laws and obtain any license or other authorization required to export or re-export the products and related technology. We shall reasonably cooperate and exercise reasonable efforts, at your expense, to support you in obtaining any necessary licenses or authorizations. You shall not export or re-export the products and/or related technology to any country or entity to which such export or re-export is prohibited, including, but not limited to any country or entity under sanction or embargoes administered by the United States. Any diversion contrary to the law of the United States is prohibited. You will not take, and will not solicit us to take, any action that would violate any anti-boycott or any export or import statutes or regulations of the United States or other governmental authorities, and shall defend and indemnify us for any loss or damage arising out of or related to such actions.

13. GENERAL COMPLIANCE WITH LAWS. In addition to your obligations under Section 12 above, you represent and warrant that, in performing your duties under this Agreement, you will comply with, at your sole expense, all applicable laws and regulations of any governmental authority, including, but not limited to your duties involving any required registrations, requirements as to product contents, packaging and labeling, restraint of trade, consumer laws, data privacy, export regulations, and environmental laws. You agree and acknowledge you have had an opportunity to obtain legal advice regarding, and currently comply with, all applicable legal requirements that prohibit unfair, fraudulent or corrupt business practices, including, but not limited to the U.S. Foreign Corrupt Practices Act (FCPA) as well as U.S. and other legal requirements that are designed to combat terrorism and terrorist activities. In addition, neither you nor any of your equity interest owners, officers or directors are named as a "specially designated national' or "blocked person" as designated by the United States Department of the Treasury's Office of Foreign Assets Control under the U.S. PATRIOT Act.

14. INDEMNIFICATION BY YOU. You will indemnify, defend and hold us and our corporate parents and other affiliates and their respective officers, directors, stockholders, members, insurers, attorneys, employees, agents, successors, predecessors, assigns, heirs and personal representatives harmless against any and all liability, claims, suits, actions, losses, liabilities, damages, costs and legal fees arising out of or related to: (i) any conduct of you or any related party as described in Sections 12 or 13 above; or

(ii) your breach of any other provision herein.

15. PROPRIETARY INFORMATION: All specifications, drawings, data, manuals, designs, information, ideas, methods, patterns and inventions made, conceived, developed or generated by us incident to the procurement or performance of this order ("Work Product") will vest in, inure to and be the sole property of us. You will not copy, publish or otherwise disclose, in whole or in part, to others such Work Product without the express prior written permission of us. You will not use information furnished hereunder for any purpose other than for operation and maintenance of the goods and services or for any purpose other than as explicitly intended by us. The rights and obligations in this Section 15 will survive termination or expiration of this order. .

16. ARBITRATION: Any controversy or claim arising out of or relating to this Agreement or the breach thereof shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The venue for such proceedings shall be St. Cloud, MN.

17.**TEXAS WAIVER OF CONSUMER RIGHTS: If you are entitled to its protection, you hereby agree to waive your rights under the Deceptive Trade Practices-Consumer Protection Act, Section 17.41 et seq., Business & Commerce Code, a law that gives consumers special rights and protections. You warrant that, after consultation with an attorney of your own selection, you voluntarily consent to this waiver.**

18. APPLICABLE LAW: The rights and duties of the parties shall be governed by the laws and exclusive jurisdiction of the State of Minnesota without regard to the conflict of law principles thereof. You agree the United Nations Convention on Contracts for the International Sale of Goods or any subsequently enacted treaty or convention shall not apply to These Terms.

19. NO OTHER CONTRACT PROVISIONS; OTHER: These Terms reflect the entire agreement with respect to the products. Terms and conditions of your order shall be without force and effect, except to the extent identical herewith. No dealer, broker, branch manager, agent, employee or representative of ours has any power of authority except to take orders for our products and to submit the same to us**,** at our factory, for our approval and acceptance on the terms herein or rejection. There are no representations, agreements, obligations, or conditions, expressed or implied, statutory or otherwise, relating to the subject matter hereof, other than herein contained. DeZURIK, Inc. and related terms (we, us and our) shall refer to DeZURIK, Inc. and its affiliates. If any provision hereof is invalid or not enforceable under applicable law, the remaining provisions shall remain in full force and effect. Any assignment of your rights hereunder without our consent (which shall not be unreasonably withheld) shall be void. These Terms shall be binding on your successors and assigns. Our failure to require your performance of any of These Terms shall not serve as a waiver of or diminish our rights to require strict performance of such provision or These Terms.

RESOLUTION 2022-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; and,

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 5th day of April 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK II
NICOLE JOHNSON

WHEREAS, PT Liquor Store Clerk, Nicole Johnson resigned from position of Liquor Store Clerk II with proper notice; and,

WHEREAS, the effective date of this resignation is March 31, 2022; and,

WHEREAS, Nicole Johnson is leaving employment in good standing as she did resign per current personnel policy of two weeks' 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 Johnson is hereby effective March 31, 2022.

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 April 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING ECONOMIC DEVELOPMENT AUTHORITY BOARD MEMBER JUSTIN NIELSEN'S RESIGNATION

WHEREAS, Justin Nielsen was appointed by the City Council to serve as a member of the Economic Development Authority Board for a term that expires on December 31, 2024; and,

WHEREAS, Justin Nielsen provided written notice of resignation as a member of the Economic Development Authority Board effective November 30, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Justin Nielsen's resignation as a member of the Economic Development Authority Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 5th of April 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-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 Help Our Local Animals 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 Help Our Local Animals Drive" at the Isanti Liquor Store from April 1, 2022 through April 30, 2022.

Adopted by the Isanti City Council this 5th day of April 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

8th Annual MMBA "Help Our Local Animals" Drive

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership Coors Light, is coordinating the *8th Annual Municipal "Help Our Local Animals" Drive* **benefiting your local animal shelter or other related animal cause.**

This is an effort to support animals in need and animal related special projects. We'll be raising both supplies and funds. You in turn will donate everything to the local animal program of your choice.

Participating individual cities will be randomly drawn to win one of ten $200 donations to your local animal shelter / project from Molson Coors and MMBA.

The MMBA will once again be helping to pay for adopted pets during the month of April. The MMBA will pay $100 to the 1st 30 people who adopt a pet from a MN shelter or human society! Forms will need to be acquired from and turned into a municipal location. Details can be found on the enclosed form.

Here are additional details:

- The Supplies Drive is April 1 – April 30, 2022.
- Each participating MMBA member will collect money and / or pet supplies (food, blankets, leashes, kennels, etc) for donation to your local shelter or animal cause of choice. Please reach out to your local animal causes and discuss items of need and anything they can do to help publicize this event
- At the end of the event (May 1), please take the collected supplies and cash to the recipient. (Contact the MMBA office if you need assistance locating your local cause.)

2022 Coors Light / Minnesota Municipal Beverage Association

Pet Adoption Reimbursement Form

Your First & Last Name _____

Your Address_____

_____

Your Telephone Number_____

Animal Type_____

Shelter / Rescue Name & Address_____

_____

Name & Signature from an Employee of Your Favorite **Municipal Liquor** Operation

_____

Name of Your Favorite **Municipal Liquor** Operation_____

To Get Up To $100 Reimbursement (Limited to the first 30 applicants):

1) Adopt a pet from any Rescue / Shelter in Minnesota

2) Submit a copy of the receipt and this completed form to your favorite **municipal liquor** operation:

Adoption receipt must include:

Adoption receipt showing adoption cost

Name and location of Adoption shelter / rescue

Adoption date (Adoption must occur between April 1, 2022 and April 30, 2022

3) Your favorite **municipal liquor operation** will forward the information to the Minnesota Municipal Beverage Association office.

The check will then be sent to you.

Contact Paul with Questions: Kaspszak@outlook.com or 612.799.1629

- Coors Light POS to help Support the event

    - Signage from your Coors Distributor - One 3x5 banner - One 1x2 foot sign – Please contact them and discuss the info you would like on your custom sign.

    - 100 donation cards (with scannable UPC) will be created and provided by your distributor.

    - Bucket for collection of cash if you do not want to scan

    - Additional signage and donation cards can be obtained by contacting your Coors Distributor. Get creative!

    - Materials will arrive the end of March.

Here are some successful ideas to promote the event:

- ✓ Work with local police dept on raising funds to purchase a specialized service dog
- ✓ Product discount for those donating supplies – IE 10% Off
- ✓ Stapling a flyer to carry-out bags
- ✓ Photos of animals from your local shelter / cause that need adoption or help
- ✓ Displaying the donated supplies in the front of the store to catch customer eyes
- ✓ Coors wholesaler could build a platform of Coors Light cases for the supplies to display on, or a wall of cases around an area where donations will be placed.
- ✓ Local newspaper story
- ✓ Collect contributions by participating in other community events

Any and all additional display/feature consideration for Coors Light is greatly appreciated!

If you would like to participate in this event, contact the MMBA Office at:

Phone: 763-572-0222 or 866-938-3925
Email: kaspszak@outlook.com

If you have questions about POS, please address with your local Coors Distributor.

If you have any issues contacting your local distributor, please contact Jon Chance

Phone: 612-718-6862
Jonathan.chance@molsoncoors.com

Thanks for your participation!!!!!

RESOLUTION 2022-XXX

APPROVING GOALS FOR 2022

WHEREAS, annually the City Council sets goals for the current year to give Staff direction on where Council would like to see time and resources allocated; and,

WHEREAS, City Council met on January 24, 2022 to establish goals for year 2022; and,

WHEREAS, goals were discussed and outlined per 'Exhibit A'; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve 2022 goals per 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 5th day of April, 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

'EXHIBIT A'

2022 Isanti City Council Goals

- Dynamic Sign
  - Staff will continue to look for opportunities, land and funding sources, to market our City with a dynamic sign off of T.H. 65.
- Growing Industrial Development
  - Council recognizes that a healthy city has growing industrial development. It brings businesses, workers and grows the tax base.
- Establishing a Redevelopment District
  - Council is supportive of staff looking into funding opportunities to help businesses gain financial assistance.
- Age-Friendly City Designation
  - Council is supportive of the community standing by its motto "A Community for Generations" and for staff to look for opportunities such as this to bring more amenities to the City as well as receive funding sources that support this initiative.
- 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, including additional restaurants, and retaining the businesses that are currently here.
- Chamber Safety
  - Staff will work to add modifications to the Council Chambers for the safety of all who may assemble at city meetings.
- City Organization
  - Council supports the organizational staff structure, guiding principles and the recruitment and retention of employees.

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: April 5,2022

Subject: Resolution Accepting Quote from Ranger GM for City Hall Staff Vehicle

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Background:
The 2005 Ford Taurus has reached its useful life as a staff vehicle for city hall. The 2022 Capital Improvement Plan (CIP) has replacement funds in the amount of $25,000.00 for the replacement of said vehicle. The vehicle is used for the Farmers Market, park activities or events, and admin needs. Staff reached out and received a quote from Ranger GM for a 2022 Chevrolet Traverse. Ranger GM is an authorized dealer to sell at state bid pricing. Staff received a quote in the amount not to exceed of $30,331.00. The funding source identified as 920-41500-500.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2022 – XXX
- Ranger GM Quote

RESOLUTION 2022-XXX

RESOLUTION ACCEPTING QUOTE FROM RANGER GM FOR A CITY HALL STAFF VEHICLE

WHEREAS, the 2022 Budget included funds for replacement of the city hall staff vehicle in the amount of $25,000.00; and,

WHEARAS, this vehicle would be replacing the 2005 Ford Taurus; and,

WHEREAS, the needs for this vehicle would be for the Farmers Market, park activities or events, and admin needs; and,

WHEREAS, Ranger GM is an authorized dealer to sell at state bid pricing; and,

WHEREAS, staff received a quote from Ranger GM for a 2022 Chevrolet Traverse in the amount not to exceed of $30,331.00; and,

WHEREAS, the final price will match state bid contract pricing; and,

WHEREAS, authorize the City Administrator to sign the required documentation for the purchase of the vehicle; and,

WHEREAS, funding source identified as 920-41500-500,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Ranger GM in the amount not to exceed of $30,331.00, the final price to match state bid contract pricing for the purchase of a 2022 Chevrolet Traverse, to allow the City Administrator to sign the required documentation, and the funding source identified as Administration 920-41500-500.

This resolution was duly adopted by the Isanti City Council this 5th day of April, 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

NORTH COUTRY GM
BOB OHARA | 218-349-8955 | rwohara01@aol.com

CITY OF ISANTI

Prepared For: MATT

763-762-5757

Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL

NORTH COUTRY GM
BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

Quote Worksheet

	MSRP
Base Price	$36,000.00
Dest Charge	$1,195.00
Total Options	($50.00)
Subtotal	**$37,145.00**
BID ASSIST	($6,300.00)
2023 PRICE ADJUSTMENT @7.5%	$2,116.00
Subtotal Pre-Tax Adjustments	**($4,184.00)**
Less Customer Discount	($2,630.00)
Subtotal Discount	**($2,630.00)**
Trade-In	$0.00
Subtotal Trade-In	**$0.00**
Taxable Price	**$30,331.00**
Sales Tax	$0.00
Subtotal Taxes	**$0.00**
Subtotal Post-Tax Adjustments	**$0.00**
Total Sales Price	**$30,331.00**

Dealer Signature / Date

Customer Signature / Date

Selected Model and Options

MODEL

CODE	MODEL	MSRP
1NV56	2022 Chevrolet Traverse AWD 4dr LS w/1FL	$36,000.00

COLORS

CODE	DESCRIPTION
GAN	Silver Ice Metallic (Available with (WBL) Redline Edition.)

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	$0.00

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Data Version: 16088. Data Updated: Mar 25, 2022 12:52:00 AM PDT.

NORTH COUTRY GM

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
LFY	Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)	0.00 lbs	0.00 lbs	$0.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
M3V	Transmission, 9-speed automatic (STD)	0.00 lbs	0.00 lbs	$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1FL	LS Preferred Equipment Group Includes Standard Equipment (Available for Fleet or Government orders only.)	0.00 lbs	0.00 lbs	$0.00

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAN	Silver Ice Metallic (Available with (WBL) Redline Edition.)	0.00 lbs	0.00 lbs	$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AR9	Seats, front bucket (STD)	0.00 lbs	0.00 lbs	$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
HKA	Jet Black/Chai, Premium cloth seat trim	0.00 lbs	0.00 lbs	$0.00

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Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)	0.00 lbs	0.00 lbs	$0.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
00Y	Not Equipped with Rear Park Assist, see dealer for details (Vehicles built prior to December 20, 2021 include Rear Park Assist. Certain vehicles built on or after December 20, 2021, will be forced to include (00Y) Not Equipped with Rear Park Assist, which removes Rear Park Assist. See the window label for the features on a specific vehicle.) *CREDIT*	0.00 lbs	0.00 lbs	($50.00)
	Options Total	**0.00 lbs**	**0.00 lbs**	**($50.00)**

Price Summary

PRICE SUMMARY

	MSRP
Base Price	$36,000.00
Total Options	($50.00)
Vehicle Subtotal	$35,950.00
Destination Charge	$1,195.00
Grand Total	**$37,145.00**

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Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	Rating Not Available
Rear Gross Axle Weight Rating:	Rating Not Available
Gross Vehicle Weight Rating:	Rating Not Available

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Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (✔ Complete)

Standard Equipment

Package	
	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
	Safety Package includes (UD7) Rear Park Assist, (UKC) Lane Change Alert with Side Blind Zone Alert, and (UFG) Rear Cross Traffic Alert (Vehicles built prior to December 20, 2021 include Rear Park Assist. Certain vehicles built on or after December 20, 2021, will be forced to include (00Y) Not Equipped with Rear Park Assist, which removes Rear Park Assist. See dealer for details or the window label for the features on a specific vehicle.)
Mechanical	
	Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)
	Transmission, 9-speed automatic (STD)
	E10 Fuel capable
	Engine control, stop-start system
	Engine control, stop-start system override
	Driver Mode Selector
	Axle, 3.49 final drive ratio
	Chassis, All-Wheel Drive System (Requires AWD models.)
	Battery, heavy-duty 600 cold-cranking amps
	Alternator, 170 amps
	GVWR, 6160 lbs. (2800 kg)
	Suspension, Ride and Handling
	Steering, power
	Brakes, 4-wheel antilock, 4-wheel disc, 17" front and rear
	Electric Parking Brake
	Capless fuel fill
	Exhaust, dual-outlet with circular bright tips
	Tool kit, road emergency
Exterior	
	Wheels, 18" (45.7 cm) Bright Silver painted aluminum
	Tires, P255/65R18 all-season blackwall
	Wheel, spare, 18" (45.7 cm) steel
	Tire, compact spare, T135/70R18, blackwall

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Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

Exterior	
	Active Aero Shutters, upper and lower
	Moldings, Black bodyside
	Headlamps, LED
	IntelliBeam, auto high beam control
	Headlamps, automatic on/off
	Taillamps, LED
	Mirrors, outside heated, power-adjustable manual-folding, body-color, with turn signal indicators
	Glass, deep-tinted
	Wipers, front intermittent with washers
	Wiper, rear intermittent with washer
	Door handles, body-color
	Liftgate, rear manual
Entertainment	
	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)
	Audio system feature, 6-speaker system
	SiriusXM Radio enjoy a Platinum Plan trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the SiriusXM app, online and at home on compatible connected devices is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement at www.siriusxm.com for complete terms and how to cancel. All fees, content, features, and availability are subject to change.)
	Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
	Wireless Apple CarPlay/Wireless Android Auto
	Active Noise Cancellation
Interior	
	Seating, 8-passenger (2-3-3 seating configuration)
	Seats, front bucket (STD)
	Seat trim, premium cloth
	Seat adjuster, driver 8-way power
	Seat adjuster, front passenger 4-way manual

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Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (✔ Complete)

Interior	
	Seat adjuster, power driver lumbar control
	Seats, third row 60/40 split-bench, manual-folding
	Head restraints, front, 2-way adjustable
	Head restraints, second and third row outboard, 2-way manual-folding
	Console, front center with 2 cup holders, covered storage bin with storage and removable tray
	Floor mats, color-keyed all rows (Deleted when LPO floor mats or LPO floor liners are ordered.)
	Steering wheel, urethane
	Steering column, tilt
	Steering wheel controls, mounted controls for audio, phone and cruise
	Display, 3.5" driver instrument information, monochromatic
	Compass display, digital
	Windows, power with driver Express Up/Down and front passenger Express-Down
	Door locks, power programmable with lockout protection
	Keyless Open includes extended range Remote Keyless Entry with lock/unlock feature
	Keyless Start
	Vehicle health management
	Cruise control, electronic with set and resume speed
	Remote panic alarm
	Theft-deterrent system, electrical, unauthorized entry
	USB ports 2 first row, 2 second row, 2 third row
	Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants
	Sensor, humidity and windshield temperature
	Defogger, rear-window electric
	Heater ducts, 2nd row
	Cup holders, 10 total
	Umbrella holders, driver and front passenger doors
	Mirror, inside rearview manual day/night
	Visors, driver and passenger illuminated vanity mirrors, covered
	Lighting, interior with theater dimming, cargo compartment, reading lights for front seats, second row reading lamps integrated into dome light, door-and tailgate-activated switches and illuminated entry and exit feature

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Data Version: 16088. Data Updated: Mar 25, 2022 12:52:00 AM PDT.

Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

Interior	
	Cargo storage, bin under rear floor
	Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)
Safety-Mechanical	
	StabiliTrak, stability control system with traction control
Safety-Exterior	
	Daytime Running Lamps, LED
Safety-Interior	
	Airbags, dual-stage frontal and side-impact for driver and front passenger, driver inboard seat-mounted side-impact and roof-rail side-impact for all rows in outboard seating positions (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)
	Rear Vision Camera
	Rear Park Assist with audible warning (Vehicles built prior to December 20, 2021 include Rear Park Assist. Certain vehicles built on or after December 20, 2021, will be forced to include (00Y) Not Equipped with Rear Park Assist, which removes Rear Park Assist. See dealer for details or the window label for the features on a specific vehicle.)
	Lane Change Alert with Side Blind Zone Alert
	Lane Keep Assist with Lane Departure Warning
	Following Distance Indicator
	Forward Collision Alert
	Automatic Emergency Braking
	Rear Cross Traffic Alert
	Front Pedestrian Braking
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu
	Door locks, rear child security
	Rear Seat Reminder
	LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats

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Data Version: 16088. Data Updated: Mar 25, 2022 12:52:00 AM PDT.

Vehicle: [Fleet] 2022 Chevrolet Traverse (1NV56) AWD 4dr LS w/1FL (Complete)

Safety-Interior	
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Tire Pressure Monitor, includes Tire Fill Alert (Does not monitor spare.)
	Horn, dual-note
WARRANTY	
	Warranty Note: <<< Preliminary 2022 Warranty >>> Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 60,000 Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles Corrosion Years (Rust-Through): 6 Corrosion Years: 3 Corrosion Miles/km (Rust-Through): 100,000 Corrosion Miles/km: 36,000 Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000 Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles Maintenance Note: 1 Year/1 Visit

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Data Version: 16088. Data Updated: Mar 25, 2022 12:52:00 AM PDT.

RESOLUTION 2022-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 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 and 2021.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 in April, 2022.
2. Joel Bazey shall start at the wage scale of $16.17 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 2022.
4. This positon is seasonal, non-exempt 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 5th day of April 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-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 fill two Seasonal positions for part time employment; and,

WHEREAS, Eric Jones is selected as the most qualified candidate for the open Seasonal position. Eric is a Seasonal re-hire from 2020 and 2021.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 in April, 2022.
2. Eric Jones shall start at the wage scale of $16.17 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 2022.
4. This position is seasonal, non-exempt 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 5th day of April 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF JANET BOOTH LIQUOR STORE CLERK II

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 Janet Booth as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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

1. Human Resource Director has offered Liquor Store Clerk II position to Janet Booth.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The wage will start at Step 1 of the wage scale at $14.9056.
4. This position will be scheduled up to 29 hours per week.
5. Human Resources Director has completed all required documentation for the completion of the employment offer and will 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 April 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA

CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, APRIL 19, 2022 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Subway, 945 Eagle Drive New Town, North Dakota 58763 due to working out of state.

The public can view the City Council meeting in person or by visiting this website: https://us06web.zoom.us/j/86888867154?pwd=K1ZkZmJucXFhOUl1MTQrSCtuYmFBdz09 or by calling into this number +1 312 626 6799 US with this meeting ID: 868 8886 7154 and passcode 609000.

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. April 5, 2022- Regular Meeting of the City Council

H. Announcements

1.	City Council Meeting	Tuesday, May 3, 2022 at 7:00 p.m.
2.	Economic Development Authority Meeting	Tuesday, May 3, 2022 *(Immediately following the City Council Meeting)*
3.	Parks, Recreation and Culture Board	Tuesday, April 26, 2022 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings
1. MS4 Presentation

K. Business Items
1. Resolution 2022-XXX Accepting the 2021 Annual Financial Report and Management Letter (Abdo, Eick and Meyers- *Steve McDonald*)

Community Development Director Stephanie Hillesheim
2. Resolution 2022-XXX Approving a Special Event Permit Application for Walk for Life

L. Approve Consent Agenda
1. Payroll in the Amount of $119,821.68 and Accounts Payable in the Amount of $383,681.17
2. Resolution 2022-XXX Setting Work Sessions for 2023 Budget

3. Resolution 2022-XXX Approving the Hire of Kayla Saltis for the Position of Administrative Assistant Internship
4. Resolution 2022-XXX Approving the Hire of Mason Voshell for the Position of Economic Development Internship
5. Resolution 2022-XXX To Declare Certain Property as Surplus and Authorize It's Sale by Public Surplus Online Public Auction
6. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North

M. Other Communications

1. March Police Department Report
2. March Code Enforcement Report
3. March Building Inspector Report
4. April Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, APRIL 5, 2022 – 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

Member Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Police Lieutenant John McCarty, Community Development Director Stephanie Hillesheim and City Engineer Jason Cook

D. Public Comment

David Englund, Isanti Redbirds, shared the Redbirds are having their annual game on May 20th and asked if Mayor Johnson wanted to throw opening pitch for the game. Englund continued to share that Channel 9 is going to be in Isanti for the Town Ball on June 15th.

Christine Dahlman, 17540 Hwy 65 NE Ham Lake, MN shared her concerns and opposition of Gratitude Farms who submitted a quote for animal control services in K.1.

E. Adopt Agenda

ADDENDUM:
Add L.12. Resolution 2022-078 Authorizing the Closing of Funds 441 and 933
Motion by Lundeen, seconded by Collison to adopt the agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. 2021 Wastewater Treatment Award
Mayor Johnson shared that Isanti has been awarded the Wastewater 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 15, 2022- Regular Meeting of the City Council
2. March 15, 2022- Committee of the Whole Meeting

Motion by Collison, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	**CITY OFFICES CLOSED**	Friday, April 15, 2022 *(In Observance of Good Friday)*
2.	Committee of the Whole	Tuesday, April 19, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, April 19, 2022 at 7:00 p.m.
4.	Planning Commission Meeting	Tuesday, April 19, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Councilmember Lundeen shared he was voted in again as the Chairperson at the Fire District.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **Resolution 2022-062** Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services

City Administrator Josi Wood shared that an RFP went out to solicit quotes for animal control and kennel services where two quotes were received. One from Gratitude Farms and the other from On-Line Retrievers. The contract period would be for 5 years. Wood further shared that the vendors were not asked to attend the meeting. This item was postponed from the last Council meeting as it was Council's request to look into this further.

Mayor Johnson asked what animal control was out of Ogilvie.

Wood responded that it was On-Line Retrievers and the current contract is with Gratitude Farms.

Police Lieutenant John McCarty shared that the Police Department has not received any complaints about Gratitude Farms.

Councilor Collison asked if the contracted vendor is required to have a kennel license.

Wood responded that the RFP states they need to have all required licensing by City and State however, the City has not required the vendors to submit it but can have them submit the documentation if Council desires.

Lundeen stated that the City should require proof of license from the vendor. Lundeen further shared that both vendors should be present for consideration.

Collison stated Gratitude Farms charges the City $250 a month and On-Line Retrievers does not.

There was further discussion regarding this topic.

A motion was made by Collison, seconded by Bergley to enter into a contract with On-Line Retrievers. Motion passed 4-0. Motion carried.

Wood stated that there should be further discussion since Gratitude Farms has gone past their contract expiration date of March 31st, 2022. Council should be aware that payment needs to be made for services rendered for the month of April due to postponement from the last City Council meeting.

A motion was made by Lundeen, seconded by Bergley to pay Gratitude Farms through the month of April for services rendered. Motion passed 4-0. Motion carried.

2. **Resolution 2022-063** Approving a Special Event Permit Application for the Neighborhood Market
    a. **Resolution 2022-079** Suspending the Isanti Family Farmer's Market

City Administrator Josi Wood shared this is a special event permit request for a neighborhood market and the applicant was in attendance for questions. The applicant, Mr. Gall, wishes to create and start the neighborhood market. Staff does have follow-up questions depending if Council would like to grant approval to have the neighborhood market. It would be a farmer's market operating out of the Members Cooperative Credit Union parking lot. The applicant is looking to do the activity May 6th through October 28th from 2:00 p.m. to 6:00 p.m. on Friday evenings. The proper documentation has been submitted and staff is in approval.

Applicant Tony Gall shared that he is trying to keep the Friday market going and wanted to try to start a market on Fridays since some vendors could not make Wednesdays work.

Wood asked the Council if they would want to continue the City market on Wednesdays and have two markets. There has been struggle with the location change and getting vendors to participate on Wednesdays.

Mayor Johnson asked if there are issues with getting vendors to sign up.

Community Development Director Stephanie Hillesheim responded there are 4 vendors signed up.

Councilor Collison asked Gall how many vendors he had.

Gall responded that he currently had 10-11 vendors.

Councilor Lundeen asked if there was a way that the City could help Gall with the market.

Hillesheim stated that the City and the Chamber of Commerce received a grant this year for marketing of the farmer's market. The grant does not state that it has to be a City owned farmer's market. The money is set aside for farmer's market advertising and could be used to help Gall with advertising/ marketing.

A motion was made by Lundeen, seconded by Bergley to approve the special event permit, authorize the use of grant funding slated for farmer's market marketing and a resolution suspending the City farmer's market. Motion passed 4-0. Motion carried.

3. **Resolution 2022-064** Approving a Contract for Temporary Park and Recreation Consulting Services with Alyssa Olson

City Administrator Josi Wood shared that Alyssa Olson's last day was Monday, March 29th. The City does not typically have a lot of interim services however, this situation is unique. The Illuminate Isanti

event, Olson is the contact in regards to this event. Wood stated that it is worthwhile for Olson to continue to be involved in that event due include marketing, sponsorship and execution of the event.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried

City Engineer Jason Cook

4. **Resolution 2022-065** Awarding the Bid for the 2022 Pavement Management Project

City Engineer Jason Cook shared that on March 29th bids were opening for the 2022 pavement management project. Three bids were received, two of which included the alternate that was request and one did not. The low bidder, Asphalt Surface Technologies Corporation, had the lowest base bid and lowest alternate bid. The combined bid and alternate is lower than the estimate. Cook further shared that the alternate is do micro-surfacing to the development on the Northside of Palomino. The total cost is higher than the budgeted amount for the management program for this year. Cook stated he discussed it with Finance Director Betker and its financially feasible with staff recommendation to move forward.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

5. **Resolution 2022-066** Awarding the Bid for the South Brookview Improvements Project

City Engineer Jason Cook shared this is the reclamation project with the assessments. Bids were opened March 29th where four bids were received. North Valley, Inc is the low bid. The bid is so good that it would reduce the average assessment by 9%. Cook further shared that the final assessment would be based on actual costs spent on the improvement but this is a great first step in the right direction to lower those prices.

Motion by Lundeen, seconded by Collison to award the bid to North Valley, Inc. Motion passed 4-0. Motion carried.

Community Development Director Stephanie Hillesheim

6. **Resolution 2022-067** Approving Site Plans for Two Buildings at 687 and 703 E Dual Blvd NE for Wolf River Industries/ Coyote Creek Industries

Community Development Director Stephanie Hillesheim shared that this is a site plan that was approved and recommended by the Planning Commission for two buildings on one of the industrial sites that was sold last year. A representative from the company is in attendance for questions.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,794.21, Payroll in the Amount of $248,564.92 and Accounts Payable in the Amount of $509,682.89
2. **Resolution 2022-068** Authorizing the Replacement of Lift Station Air Release Valves
3. **Resolution 2022-069** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
4. **Resolution 2022-070** Accepting Resignation of Liquor Store Clerk II Nicole Johnson
5. **Resolution 2022-071** Accepting Economic Development Authority Board Member Justin Nielsen's Resignation

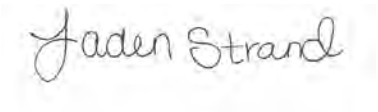
6. **Resolution 2022-072** Approving Donation Box at Liquor Store
7. **Resolution 2022-073** Approving Goals for 2022
8. **Resolution 2022-074** Accepting Quote from Ranger GM for City Hall Staff Vehicle
9. **Resolution 2022-075** Approving Re-hire of Seasonal Joel Bazey
10. **Resolution 2022-076** Approving Re-hire of Seasonal Eric Jones
11. **Resolution 2022-077** Approving Hire of Liquor Store Clerk II Janet Booth
12. **Resolution 2022-078** Authorizing the Closing of Funds 441 and 933

Motion by Lundeen, seconded Collison to approve consent agenda as presented. Motion passed 4-0. Motion carried.

M. Other Communications

Adjournment
A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:47 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

City of Isanti MS4 Program
2021 Annual Report

A Community For Generations.
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”
  - Permit was reauthorized to the State of Minnesota in 2021 and new BMPS must be implemented by Fall of 2022.
  - The City implements these practices through:
    - Regulatory Mechanisms
    - Education and Outreach
    - Environmental Protection

Partnerships

Minnesota Pollution
Control Agency

MS4 Annual Report, 2021

- Due June 30, 2022
- Part of the MS4 Permit Requirement
- 5 Illicit Discharges in 2021
  - 4 Discharges found by City Staff
  - 1 Public Complaint for Illicit Discharge
- Enforcement Actions
  - 9 Verbal Warnings to Contractors/Homeowners
  - 2 Violation Letters issued

MS4 Audit February of 2022

Findings included 7 conditions that were violated and must be updated for the new permit:

Condition 1:

The permittee must document the following information:

a. all relevant written input submitted by persons regarding the SWPPP;

b. all responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received;

c. date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3;

d. notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.); and

e. date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6.

MS4 Audit February of 2022

Condition 2:

To the extent allowable under state or local law, the permittee must conduct additional illicit discharge inspections in areas identified in item 18.10.

Condition 3:

The permittee must document the following information:

a. date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11;

b. reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the permittee;

c. date(s) of discovery of all illicit discharges;

d. identification of outfalls, or other areas, where illicit discharges have been discovered;

e. sources (including a description and the responsible party) of illicit discharges (if known); and f. action(s) taken by the permittee, including date(s), to address discovered illicit discharges.

MS4 Audit February of 2022

Condition 4:

For each training in item 18.8 and 18.9, the permittee must document:

a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event.

Condition 5:

For each training in item 19.11, the permittee must document:

a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event.

MS4 Audit February of 2022

Condition 6:

The permittee must implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities.

The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The training program must:

a. address the importance of protecting water quality; b. cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7; and c. include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.

MS4 Audit February of 2022

Condition 7:

The permittee must document the following information associated with the operations and maintenance program:

a. date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10;

b. any adjustments to inspection frequency as authorized in item 21.9;

c. date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected;

d. schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11; and

e. stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

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)

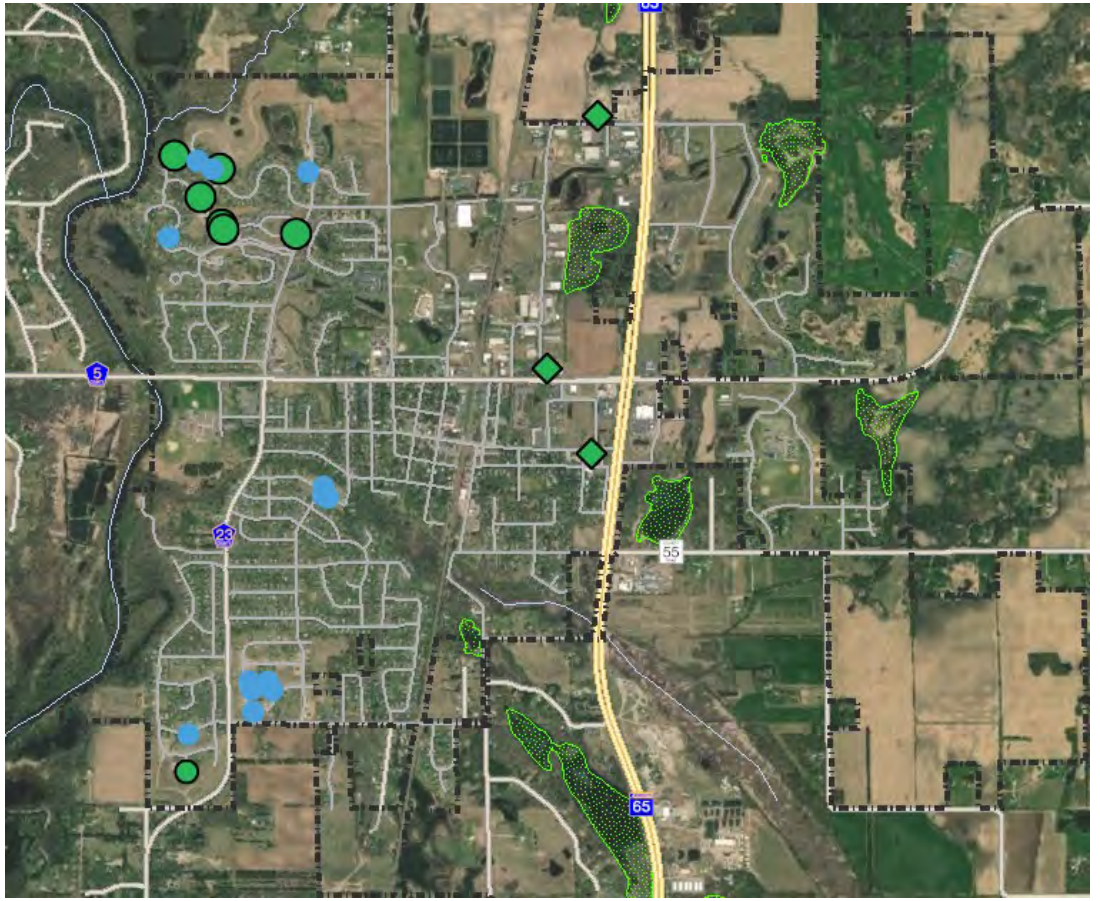
- Rain Garden Incentive Program
  - Provides a 50% reimbursement, up to $500 of the cost to residents for rain garden projects.
  - Guidance and Education Provided by Isanti SWCD
  - Cooperation with Parks and Recreation
  - Isanti Indoor arena Rain Garden
- Isantian newsletter articles
- Resources on city website for municipal stormwater education
- Water Festival Booth with the City of Cambridge.

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
- Community Development Specialist tracks along with the Code Enforcement Officer and Public Works Officials.

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 and updated in 2022
  - 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

- Addressing conditions outlined in the audit Letter of Warning.
- Increasing public outreach and training.
- Continue Implementation and improvement of SWPPP
  - Enforcement Response Procedures Document (ERP)
- Partnership with Bolton – Menk
  - Legacy Pines
  - Heritage Estates
  - Fairway Greens
  - Consultation

Questions?

RESOLUTION 2022-XXX

ACCEPTING THE 2021 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 as their auditors for 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2021 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 19th day of April 2022.

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: Stephanie Hillesheim, Community Development Director
Date: April 12, 2022
Subject: Resolution to Approve Special Event Permit 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 21, 2022 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 as well as City sidewalks for a 1 mile walk. Event organizers are requesting use of the Bluebird Park Pavilion. Event staff and volunteers will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 30-50.

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. City staff did contact the City of Cambridge to ensure a competing event was not taking place on the Bike-Walk Trail on the same date.

Staff Request
City staff is requesting approval of the Walk for Life Special Event Permit application and attachments.

Attachments
- Resolution No. 2022-XXX
- Special Event Application – Walk for Life

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR WALK FOR LIFE

WHEREAS Pregnancy Resource Center of Cambridge has submitted a Special Event application requesting permit to host the Walk for Life; and,

WHEREAS, a one-day walk event is scheduled to take place in Bluebird Park on Friday, May 21; and,

WHEREAS, event set-up is scheduled for Friday, May 21 from 8:00 am to 1:00 pm; and,

WHEREAS, the estimated number of people to be in attendance is 30-50; 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, the temporary sign permit fee has been paid and the application has been received; and,

WHEREAS, a Park Shelter Reservation application will be required; and,

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 April 19, 2022.

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: 3/15/2022

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: 5/21/2022

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

City of Isanti
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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):

30-50

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
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:

Possibly a bull horn for announcements.

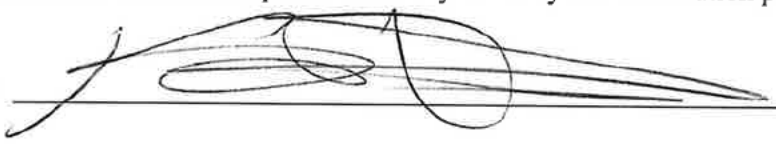
If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

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: 

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief 4/8/22
X Approved _____ Denied _____ N/A Signature: _____

Police Chief
X Approved _____ Denied _____ N/A Signature: _____

Public Services Director
X Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager
_____ 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

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: DATE:

PRINTED NAME:

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

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/18/2022

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 Johnson-Witkemper 305 Washington St Columbus IN 47201	CONTACT NAME: Susan Dixon PHONE (A/C, No, Ext): 812-372-7829 FAX (A/C, No): 812-669-4800 E-MAIL ADDRESS: sdixon@jwinsurance.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : ARCH Specialty Insurance Co. — 21199
INSURED PREGRES-11 Pregnancy Resource Center Of Cambridge 140 Buchanan Street North, STE 138 Cambridge MN 55008	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1065844955 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		NCPKG0368306	6/30/2021	6/30/2022	EACH OCCURRENCE	$ 1,000,000
	X CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Retro Date						MED EXP (Any one person)	$ 25,000
	X 06/30/2004						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Kurk Thomas

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The ACORD name and logo are registered marks of ACORD

Walk Route

Approximately 2 miles

● = Indicates where signage will be posted for walkers along the route

City of Isanti

Gross Payroll	103,309.29
Social Security & Medicare	5,922.12
Public Employees Retirement	10,590.27
Total City Expense	119,821.68

Pay Date 4/15/2022

Pay Period 8 (3/27-4/9/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/05/2022	58053	2290	AMERICAN FLAGPOLE & FLAG CO	101-20200	197.10
04/22	04/05/2022	58054	3169	ANDERLA, KARLA	101-20200	165.00
04/22	04/05/2022	58055	2545	AQUARIUS HOME SERVICES	601-20200	452.00
04/22	04/05/2022	58056	53	BELLBOY CORPORATION	609-20200	3,208.35
04/22	04/05/2022	58057	9	BERNICKS PEPSI-COLA	609-20200	2,915.14
04/22	04/05/2022	58058	2319	BREAKTHRU BEVERAGE OF MN	609-20200	10,553.67
04/22	04/05/2022	58059	3170	CARLTON INDUSTRIES LP	601-20200	623.93
04/22	04/05/2022	58060	1474	CDW GOVERNMENT INC	614-20200	86.36
04/22	04/05/2022	58061	1629	CITY OF ISANTI	101-20200	13,767.69
04/22	04/05/2022	58062	1472	CRAWFORDS EQUIPMENT INC	920-20200	5,600.00
04/22	04/05/2022	58063	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,391.82
04/22	04/05/2022	58064	55	ECM PUBLISHERS INC	609-20200	365.00
04/22	04/05/2022	58065	1682	FERGUSON WATERWORKS	601-20200	191.04
04/22	04/05/2022	58066	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26
04/22	04/05/2022	58067	3140	GARPHISH BREWING COMPANY	609-20200	138.00
04/22	04/05/2022	58068	2830	GDO LAW	101-20200	4,083.33
04/22	04/05/2022	58069	134	GOPHER STATE ONE-CALL INC	601-20200	55.35
04/22	04/05/2022	58070	3171	GRANICUS LLC	614-20200	3,300.00
04/22	04/05/2022	58071	2537	GROTTE, KATIE	101-20200	42.71
04/22	04/05/2022	58072	160	HAWKINS INC	601-20200	3,445.49
04/22	04/05/2022	58073	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,616.98
04/22	04/05/2022	58074	5	KAWALEK TRUCKING	609-20200	285.00
04/22	04/05/2022	58075	3118	KLOCKOW BREWING COMPANY INC	609-20200	444.00
04/22	04/05/2022	58076	3172	LAMAR COMPANIES	609-20200	1,000.00
04/22	04/05/2022	58077	1479	LOFFLER -131511	108-20200	114.93
04/22	04/05/2022	58078	17	MCDONALD DISTRIBUTING CO	609-20200	17,694.20
04/22	04/05/2022	58079	616	MENARDS - CAMBRIDGE	101-20200	23.36
04/22	04/05/2022	58080	110	METAL COATING & MFG CO	101-20200	10.00
04/22	04/05/2022	58081	3173	MN DEPT OF ADMINISTRATION	101-20200	250.00
04/22	04/05/2022	58082	2080	MVTL LABORATORIES INC	602-20200	218.76
04/22	04/05/2022	58083	3122	NEW FRANCE WINE COMPANY	609-20200	718.50
04/22	04/05/2022	58084	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,502.95
04/22	04/05/2022	58085	12	POSTMASTER	603-20200	2,500.00
04/22	04/05/2022	58086	1834	RIVARD COMPANIES	101-20200	180.00
04/22	04/05/2022	58087	3120	ROOTSTOCK WINE COMPANY	609-20200	430.92
04/22	04/05/2022	58088	2001	SHRED-N-GO INC	101-20200	206.39
04/22	04/05/2022	58089	2396	SOUTHERN GLAZERS OF MN	609-20200	7,594.22
04/22	04/05/2022	58090	315	ST PAUL STAMP WORKS	101-20200	20.25
04/22	04/05/2022	58091	1361	STAPLES ADVANTAGE	101-20200	212.84
04/22	04/05/2022	58092	73	STAR	609-20200	542.05
04/22	04/05/2022	58093	3050	STERNGBERG LANTERNS INC	920-20200	7,616.00
04/22	04/05/2022	58094	2156	SUMMIT FIRE PROTECTION	101-20200	48.00
04/22	04/05/2022	58095	1290	THE AMBLE GROUP	101-20200	239.07
04/22	04/05/2022	58096	3174	TYLER SOUTH LLC	001-20200	34.12
04/22	04/05/2022	58097	2944	UNIFIRST CORPORATION	609-20200	776.26
04/22	04/05/2022	58098	1820	URBANS HARDWARE INC	101-20200	83.80
04/22	04/05/2022	58099	686	VERIZON WIRELESS	101-20200	1,521.84
04/22	04/05/2022	58100	42	VIKING COCA-COLA BOTTLING CO	609-20200	230.75
04/22	04/05/2022	58101	4	WATSON CO INC	609-20200	1,976.10
04/22	04/05/2022	58102	1922	WEX BANK	101-20200	6,114.25
04/22	04/05/2022	58103	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
04/22	04/05/2022	58104	1210	WINTER EQUIPMENT COMPANY INC	101-20200	712.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						143,571.98

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/13/2022	58105	1231	ACE SOLID WASTE INC	101-20200	581.68
04/22	04/13/2022	58106	2030	ARTISAN BEER COMPANY	609-20200	36.90
04/22	04/13/2022	58107	3161	BENT BREWSTILLERY	609-20200	173.18
04/22	04/13/2022	58108	9	BERNICKS PEPSI-COLA	609-20200	2,113.70
04/22	04/13/2022	58109	368	BILLS QUALITY CLEANING	609-20200	712.00
04/22	04/13/2022	58110	2210	BJORKLUND, CRAIG	101-20200	140.00
04/22	04/13/2022	58111	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
04/22	04/13/2022	58112	1198	CENTER POINT ENERGY	601-20200	5,305.10
04/22	04/13/2022	58113	1736	COMM OF MMB TREAS DIV	101-20200	200.00
04/22	04/13/2022	58114	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,273.78
04/22	04/13/2022	58115	2871	DEANS HEATING &	101-20200	425.00
04/22	04/13/2022	58116	3175	EDWARDS, JEREMIAH	101-20200	45.00
04/22	04/13/2022	58117	3159	ELM CREEK BREWING	609-20200	150.00
04/22	04/13/2022	58118	385	FEDERATED CO-OPS INC	602-20200	53.94
04/22	04/13/2022	58119	1682	FERGUSON WATERWORKS	601-20200	137.29
04/22	04/13/2022	58120	2028	FURTHER	101-20200	33.10
04/22	04/13/2022	58121	2761	GRATITUDE FARMS	101-20200	250.00
04/22	04/13/2022	58122	300	HASSER GARAGE DOORS INC	101-20200	270.00
04/22	04/13/2022	58123	160	HAWKINS INC	602-20200	9,874.54
04/22	04/13/2022	58124	3176	HILLESHEIM, STEPHANIE	108-20200	105.00
04/22	04/13/2022	58125	1684	ISANTI COUNTY AUDITOR-TREASURER	920-20200	22,866.00
04/22	04/13/2022	58126	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,705.22
04/22	04/13/2022	58127	5	KAWALEK TRUCKING	609-20200	255.20
04/22	04/13/2022	58128	3178	LARSON, PAULA	602-20200	21.49
04/22	04/13/2022	58129	136	LEAGUE OF MN CITIES	614-20200	75.60
04/22	04/13/2022	58130	1479	LOFFLER -131511	108-20200	238.45
04/22	04/13/2022	58131	2815	LUSK, KEITH	609-20200	49.84
04/22	04/13/2022	58132	17	MCDONALD DISTRIBUTING CO	609-20200	18,828.44
04/22	04/13/2022	58133	2978	MILBANK WINWATER WORKS	601-20200	6,122.68
04/22	04/13/2022	58134	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTR	101-20200	2,193.96
04/22	04/13/2022	58135	2208	MINNESOTA EQUIPMENT INC	101-20200	34.48
04/22	04/13/2022	58136	194	MN DEPT OF HEALTH	601-20200	7,000.00
04/22	04/13/2022	58137	176	MN DEPT OF REVENUE	101-20200	36,495.00
04/22	04/13/2022	58138	2842	MN PEIP	861-20200	33,485.48
04/22	04/13/2022	58139	161	MPCA	602-20200	1,450.00
04/22	04/13/2022	58140	870	M-R SIGN CO INC	920-20200	4,734.64
04/22	04/13/2022	58141	2080	MVTL LABORATORIES INC	601-20200	467.80
04/22	04/13/2022	58142	2992	NEXTERA COMMUNICATIONS	609-20200	304.81
04/22	04/13/2022	58143	1165	NORTHLAND TRUST SERVICES INC	602-20200	26,422.50
04/22	04/13/2022	58144	2553	O'REILLY	101-20200	112.08
04/22	04/13/2022	58145	617	PAUSTIS & SONS	609-20200	2,051.75
04/22	04/13/2022	58146	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,293.69
04/22	04/13/2022	58147	2630	RAPP, JORDAN	101-20200	95.36
04/22	04/13/2022	58148	2341	RED BULL DISTRIBUTION CO INC	609-20200	567.55
04/22	04/13/2022	58149	1834	RIVARD COMPANIES	101-20200	225.00
04/22	04/13/2022	58150	2396	SOUTHERN GLAZERS OF MN	609-20200	10,639.17
04/22	04/13/2022	58151	1361	STAPLES ADVANTAGE	609-20200	271.30
04/22	04/13/2022	58152	73	STAR	603-20200	12.60
04/22	04/13/2022	58153	3050	STERNGBERG LANTERNS INC	101-20200	410.00
04/22	04/13/2022	58154	2156	SUMMIT FIRE PROTECTION	101-20200	8.00
04/22	04/13/2022	58155	1290	THE AMBLE GROUP	101-20200	47.46
04/22	04/13/2022	58156	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/22	04/13/2022	58157	2027	US INTERNET	603-20200	57.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/13/2022	58158	42	VIKING COCA-COLA BOTTLING CO	609-20200	424.45
04/22	04/13/2022	58159	1286	VINOCOPIA INC	609-20200	1,565.59
04/22	04/13/2022	58160	4	WATSON CO INC	609-20200	2,294.13
04/22	04/13/2022	58161	780	WINE MERCHANTS	609-20200	909.50
04/22	04/13/2022	58162	2872	WINEBOW	609-20200	1,172.25
04/22	04/13/2022	58163	2009	WOOD, JOSEPHINE	101-20200	106.71
Grand Totals:						240,109.19

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 19th 2022
Subject: Setting Work Sessions for 2023 Budget

Background:
Below is the proposed 2023 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 Council Meeting	July	Council Budget Workshop – Operating Budgets
1st Council Meeting	August	Council Budget Workshop – Capital Budgets
2nd Council Meeting	August	Council Budget Workshop – (To be affirmed at conclusion of prior Workshop)
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, Wednesday August 3rd and Tuesday August 17th.

Attachment:
- Resolution 2022-XXX – Setting Work Sessions for 2023 Budget

RESOLUTION 2022-XXX

SETTING WORK SESSIONS FOR 2023 BUDGET

WHEREAS, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-16, D.; 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 19th 2022
2. Wednesday August 3rd 2022
3. Tuesday August 16th 2022

This Resolution is hereby approved by the Isanti City Council this 19th day of April, 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF KAYLA SALTIS 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 2022 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 Kayla Saltis for the City of Isanti effective April 19th, 2022.
2. Kayla Saltis will be compensated at $14.50 per hour.
3. The duration of the internship will start in spring and end in fall 2022 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 19th day of April 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

L.4.

APPROVING THE HIRE OF MASON VOSHELL FOR THE POSITION OF ECONOMIC DEVELOPMENT 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 Economic Development Internship in the 2022 budget; and,

WHEREAS, Mason Voshell will take on duties in the Park and Recreation department as the City is not hiring a Park and Recreation intern; 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 Economic Development Internship to Mason Voshell for the City of Isanti effective April 19th, 2022.
2. Mason Voshell will be compensated at $14.50 per hour.
3. The duration of the internship will start in spring and end in fall 2022 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 19th day of April 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: April 19, 2022
Subject: Resolution To Declare Certain Property as Surplus and Authorize Its Sale by Public Surplus Online Public Auction

---

Background:
Public Works has accumulated some supplies and equipment that are no longer of use for departments within the city. It is in the City's best interest to sell these items by Public Surplus Online Public Auction. Resolution 2016-197 provides guidelines for the disposal of surplus property.

These items include-

- Vicon Mower
- John Deere MX6 Brush Cutter
- 2005 Ford Taurus
- 2006 Dodge Charger
- Single axle utility trailer
- Tandem axle utility trailer
- Portable auxiliary fuel tank

Acquired items from the Liquor store transition including-

- One two-sided Budweiser sign
- One single sided Pabst Blue Ribbon sign
- One single sided Miller Light sign
- One Neon Minnesota Wild / Windsor Sign
- A small chest freezer

Acquired items from the VFW playground including-

- Swing set
- Climbing wall

Additional supplies-

- Two pallets of crack sealing material
- Approximately 400' of black plastic playground edging

Requests:

Staff is requesting action to approve the sale of said items through Public Surplus Online Public Auction Per Resolution 2016-197.

Attachment:

- Resolution 2022-XXX To Declare Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction
- Resolution 2016-197

RESOLUTION 2022-XXX

TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS' SALE BY PUBLIC SURPLUS ONLINE 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, this property is considered surplus property, and

WHEREAS, Resolution No. 2016-197 provides guidelines for the disposal of surplus property;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA the following:

1. To declare surplus equipment listed below and located at the Public Works Department as surplus supplies and equipment:

    - Vicon Mower
    - John Deere MX6 Brush Cutter
    - 2005 Ford Taurus
    - 2006 Dodge Charger
    - Single axle utility trailer
    - Tandem axle utility trailer
    - Portable auxiliary fuel tank
    - One two-sided Budweiser Sign
    - One single -sided Pabst Blue Ribbon Sign
    - One single -sided Miller Light Sign
    - One Neon Minnesota Wild / Windsor Sign
    - Two pallets of crack sealing material
    - A small chest freezer
    - Swing Set
    - Climbing Wall
    - Approximately 400' of black plastic playground edging

2. The City Administrator or City Clerk shall have the authority to sign all necessary paperwork to allow for the process for the disposal of surplus property.

This resolution was duly adopted by the Isanti City Council the 19th day of April 2022.

Attested: Mayor Jeff Johnson

Jaden Strand
City Clerk

(SEAL)

RESOLUTION NO. 2016-197

RESOLUTION REPLACING ALL PREVIOUS POLICIES AS IT MAY RELATE TO DECLARING PROPERTY AS SURPLUS AND ITS DISPOSAL;

AND THE DISPOSAL OF FORFEITURE VEHICLES

WHEREAS, on occasion the City of Isanti incurs or obtains supplies, equipment and other property from any source that is not of use for departments within the City; and

WHEREAS, any and all property collected, acquired or obtained during performance on the job therefore becomes city property; and

WHEREAS, this property is considered surplus property and its disposal is subject to this policy, and

WHEREAS, through the course of the Police Department duties, the Department obtains forfeiture vehicles and finds that they must dispose of the vehicles; and

WHEREAS, it has been determined that an amended policy should be established for the disposal of surplus and forfeiture property.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA the following:

1. The guidelines shall be followed in the disposal of surplus property as provided on the attached 'Exhibit A' and is hereby made a part of this resolution.

2. That the City Administrator or City Clerk, shall have the authority to sign all necessary paper work to allow for the process for the disposal of surplus property.

3. This resolution supersedes all previous resolutions regulating the disposal of surplus and or forfeiture property.

This resolution was duly adopted by the Isanti City Council this 7th day of June 2016.

Mayor George A. Wimmer

Attest:

Lindsey McInnis
Human Resources/City Clerk

Exhibit A

GENERAL

A. The City Administrator/Designee and Department Head are herewith authorized to dispose of surplus property that has a value of less than $500.00 as determined by staff as follows:

1. The Department Head shall have approved by the City Administrator/Designee any surplus property that has a value of $500.00 or less for disposal unless further designated by policy (i.e. scrap metal or forfeiture vehicles).
2. A list of said surplus property shall be prepared by the Department Head and brought before the Council to declare the property as surplus.
3. The surplus property shall be advertised for sale to the general public as follows:
    a. The City Clerk shall place a list of the surplus property on the City Web site and in the City Newsletter (if publication is timely with-the disposal of said surplus property).
    b. The City Clerk shall post a list of the surplus property at the Post Office and City Hall.
4. The Department Head and City Clerk are hereby authorized to accept from any party, a reasonable offer for the surplus property as advertised.

B. A list of surplus property that has a value of more than $500.00 unless further designated by policy (i.e. scrap metal or forfeiture vehicles); so determined by staff, shall be prepared by each Department Head and brought before the Council to declare the property as surplus and disposed of as follows:

1. The City Clerk shall advertise in the designated newspaper a list of the surplus property and request sealed bids; with the ad to indicate the City of Isanti reserves the right to reject any and/or all bids.
2. The City Clerk shall post a copy of the advertisement at the Post Office and City Hall.
3. Staff shall open and read out loud all bids as received.
4. A copy of all bids shall be brought before the City Council; at which time they shall determine if the bids are acceptable and award the sale to the highest bidder.

C. It may be determined that certain property may best be sold at a public auction unless further designated by policy (i.e. scrap metal or forfeiture Vehicles), whereas the City Administrator and Department Head are hereby authorized for its disposal as follows:

1. Should the surplus property be determined by the City Administrator/Designee and Department Head to have a value of less than $500.00 the property shall be placed in a public auction and shall be advertised as outlined in General. A. Steps 1 through 4.
2. Should the surplus property be determined by the City Administrator/Designee and Department Head to have a value of more than $500.00 the list shall be approved by City Council; and upon approval, an ad shall be placed in the City designated newspaper to inform the public of location, date and time of the public auction and a list providing the items to place on auction.

SCRAP METAL

All scrap metal shall be determined to be surplus property by action of the City Council and shall follow the following procedure:

1. The Public Works Director shall submit to the City Clerk notice of scrap metal for Council action to declare as surplus.
2. After declaration is approved by the City Council:
    a. The Public Works Director and Finance Director shall find two vendors and obtain verbal quotes on a per pound basis for the sale of the scrap metal.
    b. Upon having obtained two verbal quotes, the Public Works Department shall have the authority to transport the surplus scrap metal to the salvage yard providing the highest quote and sell the metal.
    c. A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department.

FORFEITED PROPERTY

Through the course of the Police Department duties, the Department obtains forfeiture vehicles and finds that they must dispose of the forfeiture vehicles and the process for disposal shall be according to the following procedure:

1. Forfeited vehicles may be sold at a public auction, whereas the City Administrator and Department Head are hereby authorized for its disposal as follows:
    a. Approval by Resolution of the City Council to place forfeited vehicle/s on public auction.
    b. The City Clerk shall place in the City designated newspaper an ad to inform the public of location, date, and time of the public auction and a list providing the items to be placed on auction.
    c. In the event the Police Chief finds a forfeited vehicle is in great disrepair and/or not repairable, is of an age the vehicle has little or no value and would not be worth repairing, etc.; that the only value the vehicle has is scrap value and the vehicle is of no use to the City; that by approval of a Resolution of the City Council the vehicle may be sold to a local scrap yard as follows:
        - The Police Chief/Designee and Finance Director shall find two vendors and obtain verbal quotes for the sale of the scrap vehicle.
        - Upon having obtained two verbal quotes, the Police Department shall have the authority to sell the vehicle to the scrap yard providing the highest quote.
        - A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 101
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 12, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Fairway Greens North 2nd Addition –Letter of Credit
City of Isanti, MN
Project No.: 0R1.127175

Home Pride Inc, the developer of Fairway Greens North 2nd Addition, has received a bid from Gustafson Excavating in the amount of $226,480.00 to complete the construction of the Fairway Greens North 2nd Addition subdivision. Attached is the contractors bid.

This bid did not include a variety of work items that are shown in the 2nd Addition Plan set. These missing items include but are not limited to; erosion control, topsoil, sod, rip rap, street lights, truncated domes, signage, striping. We estimate these additional items would cost $36,500 to construct.

Therefore, we estimate the construction cost of this project to be $262,980.00. Per City requirement, the Letter of Credit should be 125% of the estimated construction cost.

We recommend establishing a letter of credit in the amount of $328,725 as part of the Developers Agreement.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

GUSTAFSON EXCAVATING, INC.
COMMERCIAL PROPOSAL

DATE PREPARED/REVISED: 4/1/2022

PROJECT NAME / LOCATION	GENERAL CONTRACTOR / OWNER INFO
Fairway Greens Phase II Quantities	
	Contact: Josh Savageau

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Common excavation	1800.00	CY	$7.00	$12,600.00
15" RC pipe sewer	80.00	LF	$48.00	$3,840.00
Catch basin	1.00	EA	$3,900.00	$3,900.00
15" Pipe apron	1.00	EA	$1,900.00	$1,900.00
Concrete curb & gutter S418	1617.00	LF	$23.00	$37,191.00
6" Concrete walk	357.00	SY	$63.00	$22,491.00
6" Aggregate base (C5)	60.00	CY	$29.00	$1,740.00
1.5" Type SP 9.5 wearing course mixture (3,B)	417.00	TON	$98.00	$40,866.00
2.5" Type SP 12.5 non wearing course mixture (3,B)	695.00	TON	$99.00	$68,805.00
6" Aggregate base (C5)	1143.00	CY	$29.00	$33,147.00
				$226,480.00
TOTAL				**$226,480.00**

WE PROPOSE hereby to furnish material and labor-complete in accordance with above specifications based on the submitted plans and specifications at the time of bid, for the sum of:

Two Hundred Twenty Six Thousand Four Hundred Eighty Dollars and No Cents

This proposal may be withdrawn by Gustafson Excavating if not accepted within 30 days.

Gustafson Excavating is not responsible for staking, dewatering or necessary permits. Any extra quantities exceeding the amounts specified will incur additional cost, and be invoiced accordingly.

Removal of unsuitable soil, including frost, will be billed as an extra cost.
Any alterations or deviation from the above specifications resulting in additional costs will require executed change order, and become an additional cost over and above this proposal. Any future plan changes may result in additional cost, and require executed change order to proceed.

GUSTAFSON EXCAVATING, INC.
COMMERCIAL PROPOSAL

PROGRESS PAYMENTS REQUIRED

Billing Information:

ORGANIZATION / NAME: _____

CONTACT: _____

ADDRESS: _____

_____

PHONE: _____

EMAIL: _____

SPECIFIC FORM REQUIRED: **YES / NO** (If YES, please include an electronic copy with returned acceptance)

MONTHLY PAY APPLICATIONS: **YES / NO** If YES, monthly due date:

By signing below, I agree to the scope of work, conditions and terms described above, and authorize completion of the work specified.

_____ _____

(Signature) *(Date)*

_____ _____

(Printed Name, Title) *(Organization)*

RESOLUTION 2022-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 $262,980;

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 19th day of April 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand, City Clerk

Isanti Police Department Monthly Report

March 2022

Reported Crime	Month to Date	Year to Date
Theft	10	22
Assault	4	7
Vandalism/Damage to Property	2	3
Narcotics	2	10
Burglary	1	3
Domestics	3	10
Crim Sex	2	3
Robbery	0	0
Loud Party/Disturbance	8	18
Medical	38	116
Permit to Purchase	14	34
Security Check / Extra Patrol	510	1,575

Traffic Offenses	Month to Date	Year to Date
No Insurance	16	40
DUI	2	4
Accidents	7	39
Hit & Run	0	2
Warrant P/U	2	13
Speed	10	19
DAR/DAS	17	63
Administrative Citations (Including Speed)	7	13

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	104,429	592	1,714
Ford Explorer 224	103,000	368	1,104
Ford F150 225	54,031	1,039	2,198
Chevy Impala 223	103,475	403	760
Dodge Durango 226	43,444	1,099	1,099
Dodge Durango 227	53,290	1,733	4,846
Dodge Durango 228	30,714	851	3,072
Chevy Tahoe 229	18,028	1,356	3,462
Dodge Charger 230	5,603	1,457	3,630

CEZT REPORT MARCH 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9									
NEW CASES THIS MONTH		3	0	6									
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1									
NEW CASES + CARRIED FWD		6	3	7									
CLOSED THIS MONTH		3	2	5									
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2									
CAN - Prohibited Animals/**87.1**													
CCV - Comm Vehicle storage/**227-10**													
CDO - Dogs		2		2									
CPA - Park & Store/**227-8**													
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**													
NGR - Grass/Weed Length/**216-2-H**													
Nuisance Junk/Rubbish/**216-2-L**		1											
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				1									
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **445-Sec 15-Sub Sec 5 C4a**													
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
NEW CRIMINAL CITATIONS ISSUED THIS MONTH													
ACTIVE CRIMINAL CITATIONS END OF MONTH	1	1	1										
COMPLIANCE LETTERS MAILED THIS MONTH		1											
ABATED PROPERTIES THIS MONTH													

M.2.

CITY OF ISANTI MONTHLY REPORT

March 2022

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	5	11	$0.00	$0.00	$5.00	$7.00	$400.00	$880.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	0	3	$0.00	$0.00	$0.00	$3.00	$0.00	$900.00		
REMODEL / ADDITION	2	4	$0.00	$10,000.00	$5.50	$8.00	$283.00	$732.70		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	16	50	$0.00	$0.00	$16.00	$47.00	$1,800.00	$5,394.00		
SINGLE DWELLINGS	6	17	$1,397,062.55	$4,182,567.08	$669.36	$2,040.53	$15,843.60	$53,811.40		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	14	39	$0.00	$0.00	$14.00	$38.00	$1,050.00	$2,925.00		
PLUMBING	10	29	$0.00	$0.00	$10.00	$28.00	$780.00	$2,246.00		
RESIDENTIAL TOTAL	**53**	**153**	**$1,397,062.55**	**$4,192,567.08**	**$719.86**	**$2,171.53**	**$20,156.60**	**$66,889.10**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$300,000.00	$0.00	$150.00	$0.00	$0.00		
REMODEL / ADDITION	0	1	$0.00	$0.00	$0.00	$30.00	$0.00	$780.00		
PLUMBING	1	1	$0.00	$0.00	$1.00	$1.00	$54.00	$54.00		
MECHANICAL	1	2	$0.00	$0.00	$1.00	$2.00	$240.00	$290.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	0	5	$0.00	$0.00	$0.00	$3.00	$0.00	$453.00		
COMMERCIAL TOTAL	**2**	**10**	**$0.00**	**$300,000.00**	**$2.00**	**$186.00**	**$294.00**	**$1,577.00**		
SIDENTIAL/COMMERCIAL TOT	**55**	**163**	**$1,397,062.55**	**$4,492,567.08**	**$721.86**	**$2,357.53**	**$20,450.60**	**$68,466.10**	**$40,158.00**	**$113,781.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 3/31/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	55	9	0	0	$1,678,096.19	$28,504.71	$31,932.00
2016	107	17	0	1	$5,597,967.14	$70,610.86	$111,762.00
2017	115	16	0	0	$2,828,813.50	$51,283.20	$131,552.00
2018	131	15	0	0	$2,866,875.00	$50,919.37	$82,608.00
2019	101	10	0	0	$2,658,806.41	$43,699.71	$58,768.00
2020	156	20	0	0	$2,601,033.65	$63,858.73	$103,030.00
2021	228	13	0	0	$2,808,424.00	$60,669.23	$82,571.00
2022	163	17	0	1	$4,492,567.08	$68,466.10	$113,781.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	11	$262,057.86	$3,548.20
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	163	$4,492,567.08	$68,466.10

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Dr. NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 13, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
We received bids, and the project was awarded to ASTEC Corp. This project will be completed this summer.

2) **Brookview South 1-4 Addition Rehabilitation**
We received bids, and the project was awarded to North Valley Inc. A preconstruction meeting will be held later this month with construction anticipated to begin in May.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
The final pavement lift on Eagle Street is scheduled to be completed this summer.

5) **Fairway Greens North Development**
The contractor is installing sanitary sewer and watermain on the remainder of the 1st Addition and will then move to completing the 2nd Addition this year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **Rum River Villas Development**
We have reviewed the submitted plans and provided comments.

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.

Abdo

Lighting the path forward

City of Isanti

2021 Financial Statement Audit

Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators

Audit Results

Auditor's Opinion

Unmodified/Clean Opinion

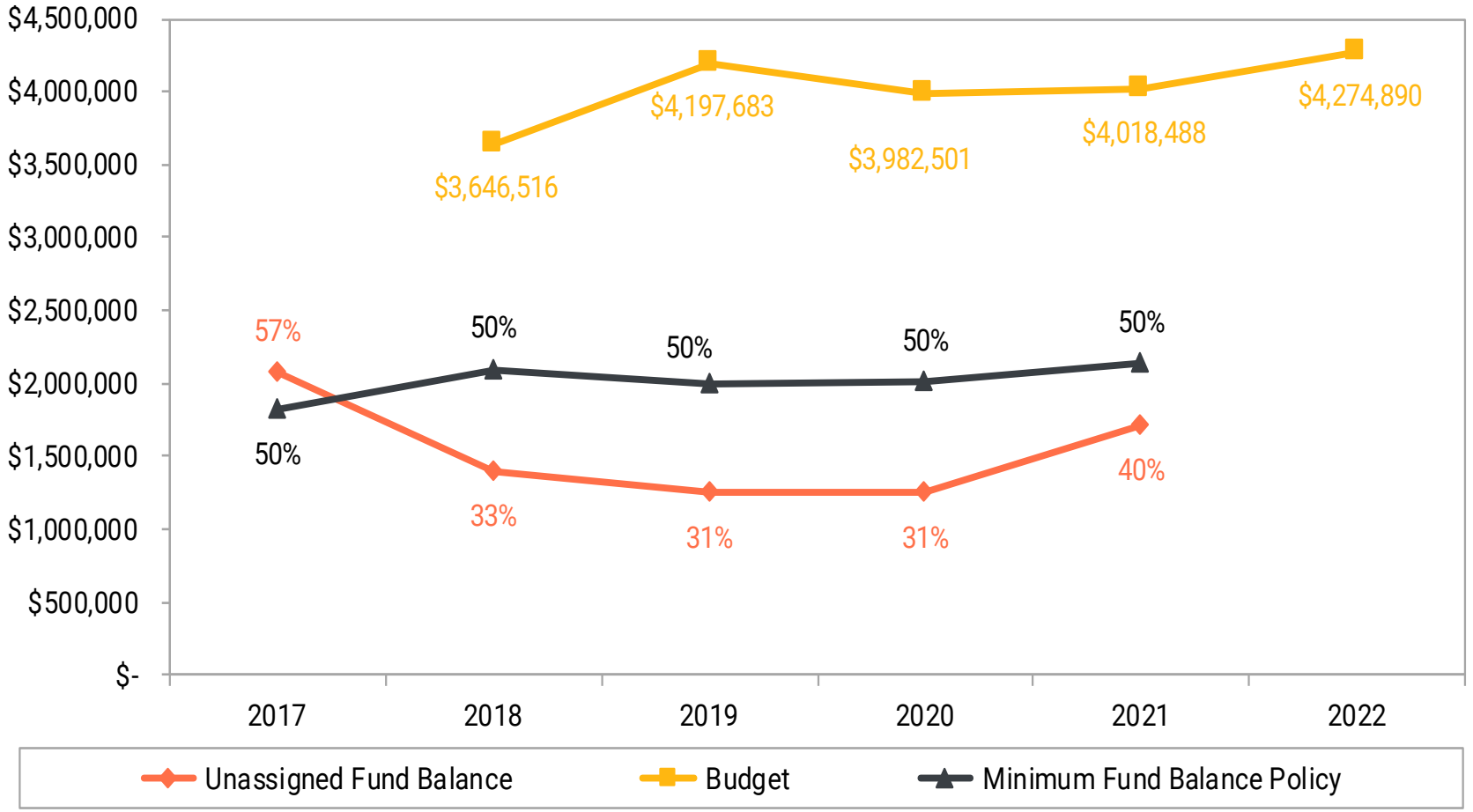
Minnesota Legal Compliance

No Compliance Findings Reported

Audit Results
2021 Audit Findings

- Preparation of Financial Statements
  - Internal Control Finding

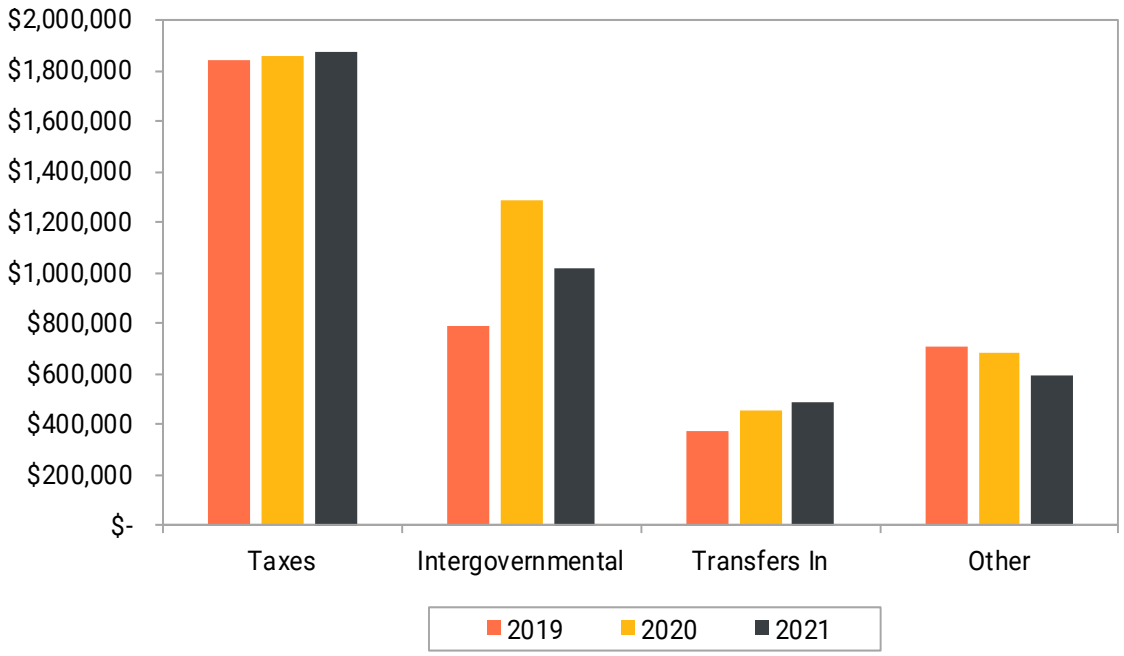
General Fund – Fund Balances

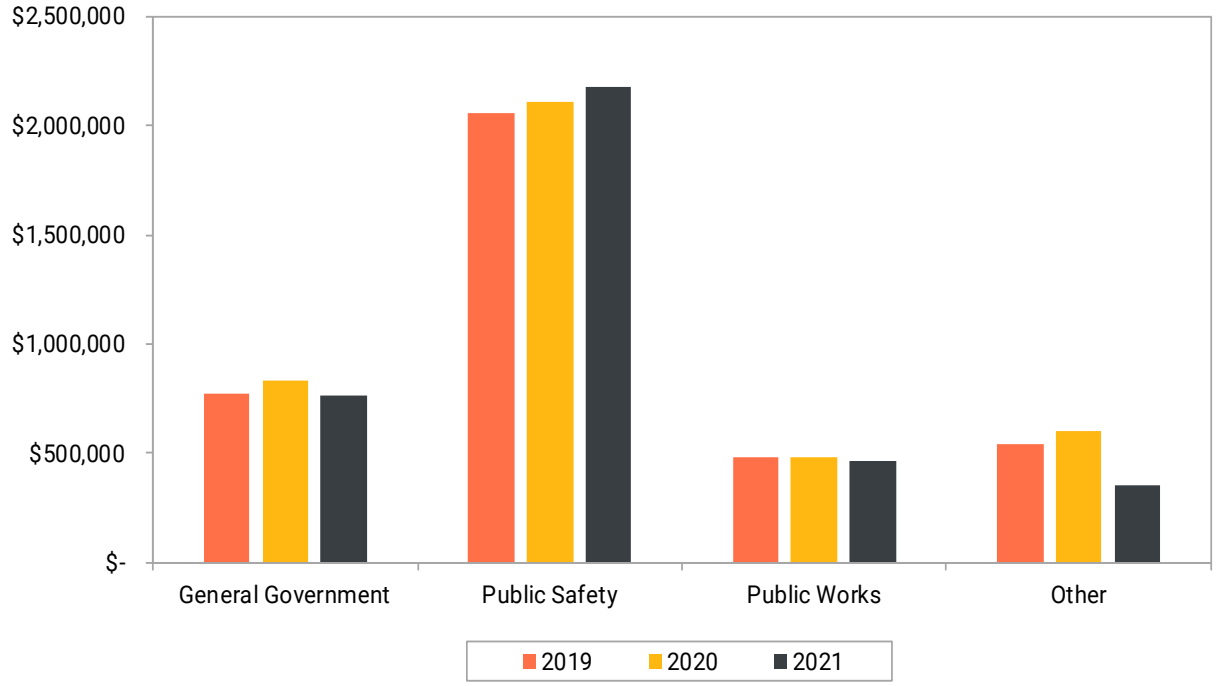


General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 3,578,539	$ 3,485,785	$ (92,754)
Expenditures	3,904,544	3,762,904	141,640
Excess (Deficiency) of Revenues Over (Under) Expenditures	(326,005)	(277,119)	48,886
Other Financing Sources (Uses)			
Transfers in	486,400	486,400	-
Transfers out	(113,944)	-	113,944
Total Other Financing Sources (Uses)	372,456	486,400	113,944
Net Change in Fund Balances	46,451	209,281	162,830
Fund Balances, January 1	1,519,137	1,519,137	-
Fund Balances, December 31	$ 1,565,588	$ 1,728,418	$ 162,830

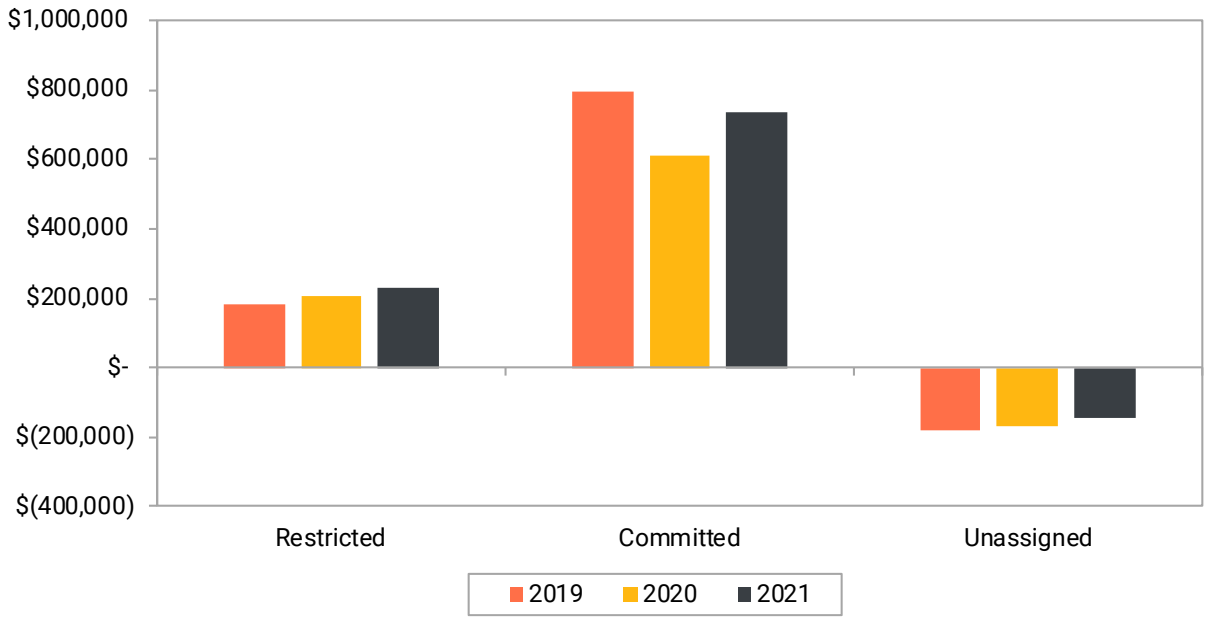
General Fund Revenues and Expenditures by Type





Special Revenue Fund Balances

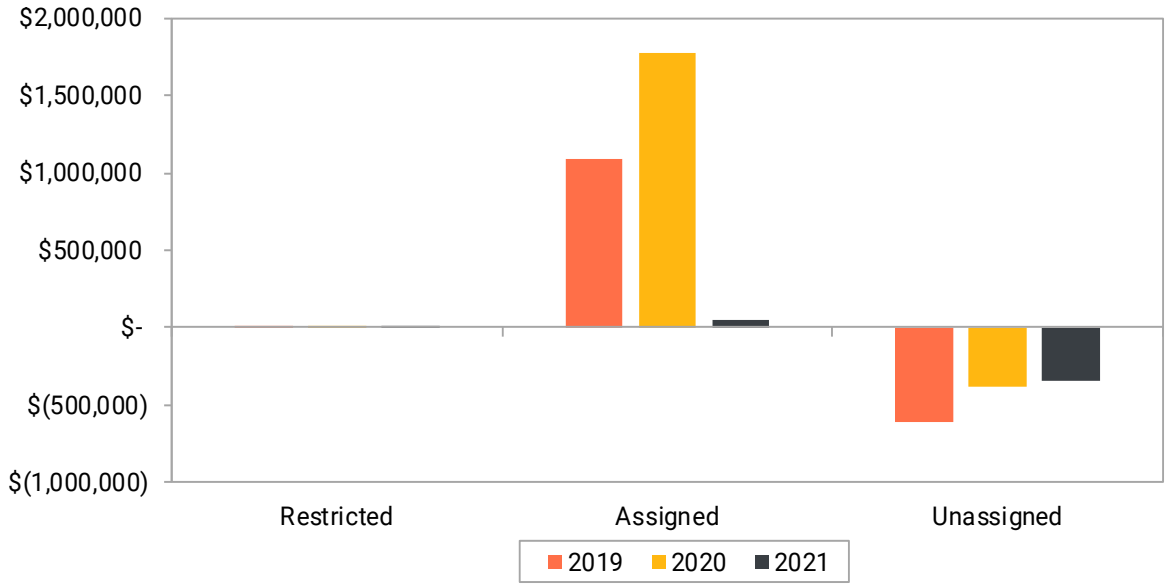
Fund	Fund Balances December 31, 2021	2020	Increase (Decrease)
Nonmajor			
Redbirds Maintenance	$ 3,021	$ (149)	$ 3,170
Economic Development Authority	30,373	153,956	(123,583)
Park	359,823	245,870	113,953
Revolving Loan	314,003	323,718	(9,715)
Forfeiture	7,060	7,115	(55)
Isanti Indoor Arena	(144,761)	(157,901)	13,140
Special Response Team	13,758	-	13,758
TIF 9	165,967	151,972	13,995
TIF 10	58,382	58,341	41
City Technology Improvement	13,883	11,888	1,995
Total	$ 821,509	$ 794,810	$ 26,699



Capital Project Fund Balances

Fund	Fund Balances December 31, 2021	2020	Increase (Decrease)
Major			
Street Construction	$ (268,671)	$ (29,679)	$ (238,992)
Capital Replacement	(163,760)	802,358	(966,118)
Nonmajor			
2017 Palomino Road Street Improvements	-	(66,193)	66,193
Signal Light Improvements	224,650	215,429	9,221
City Parking Improvements	(74,687)	(74,687)	-
Total	$ (282,468)	$ 847,228	$ (1,129,696)

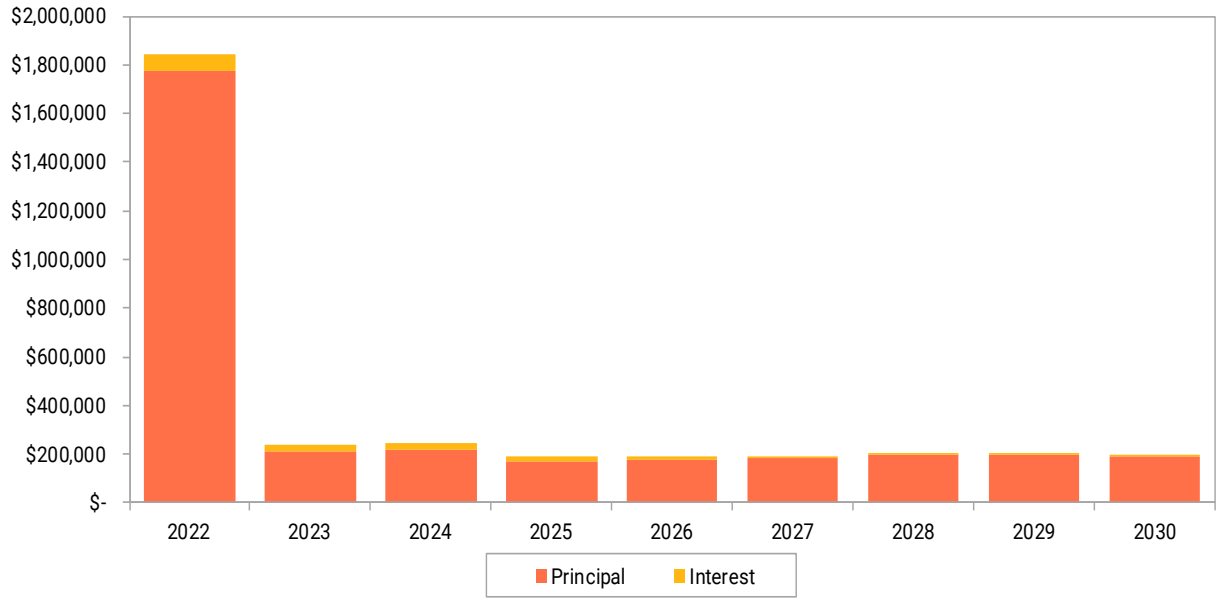
Note: The deficit in the Street Construction fund is expected to be eliminated in future years with MSA revenue and future tax revenues. The deficit in the Capital fund is expected to be eliminated in future years with future lease and tax revenues.



Debt Service

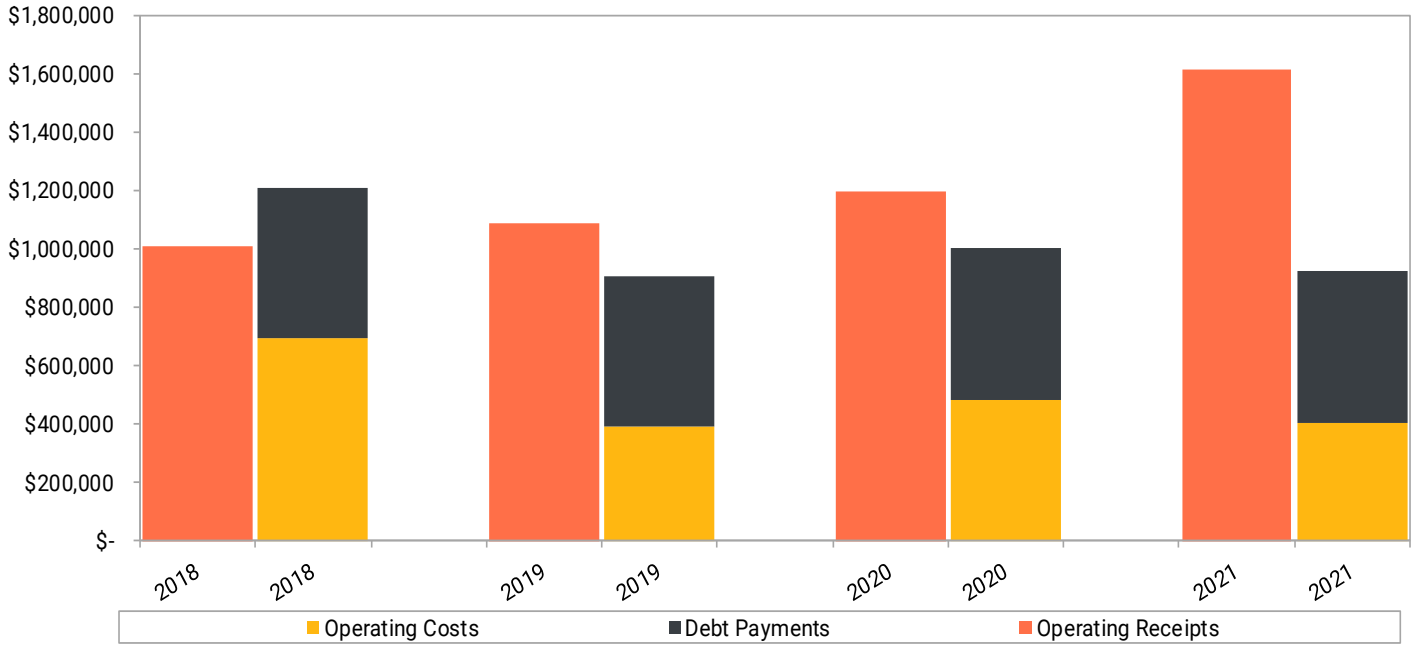
Debt Service Fund	Cash Balance	Total Assets	Bonds Outstanding	Maturity Date
2010B G.O. Improvement Bonds	$ 49,521	$ 331,946	$ -	08/01/21
2011A G.O. Improvement Bonds	128,444	142,939	90,000	02/01/22
2014B G.O.Improvement Bonds	57,267	57,274	135,000	02/01/24
2021A G.O. Tax Abatement Bonds	1,742,742	1,742,794	3,085,000	02/01/30
Total	$ 1,977,974	$ 2,274,953	$ 3,310,000	
	Total Remaining Interest Payments		$ 187,673	

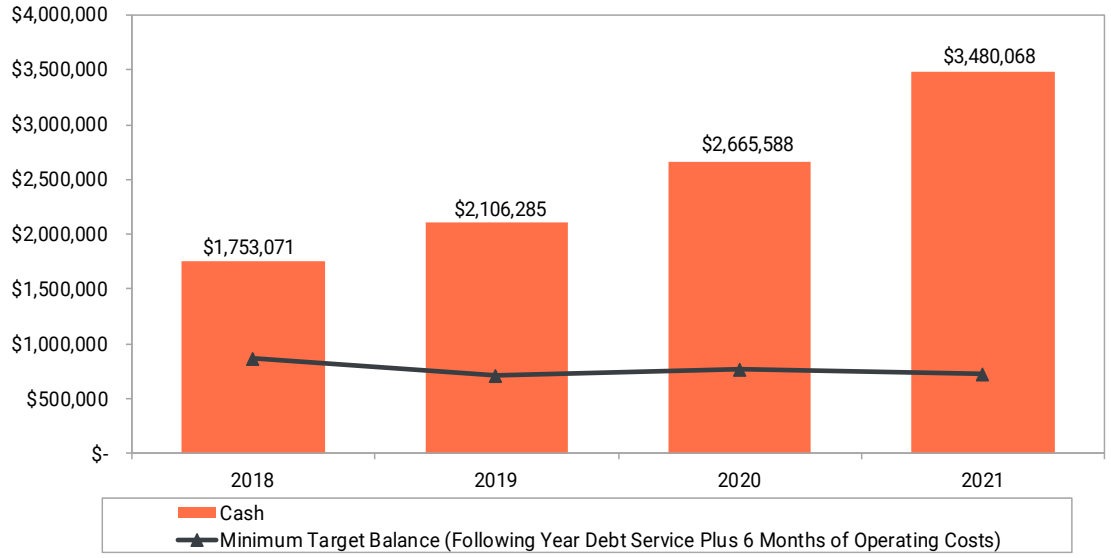
Note: The City refunded the 2014 – 2021 Tax Abatement bonds in 2021. The refunding payment of $1,475,000 is scheduled to be made on February 1, 2022, accounting for the large increase in debt service payments in the chart below.



Water Fund

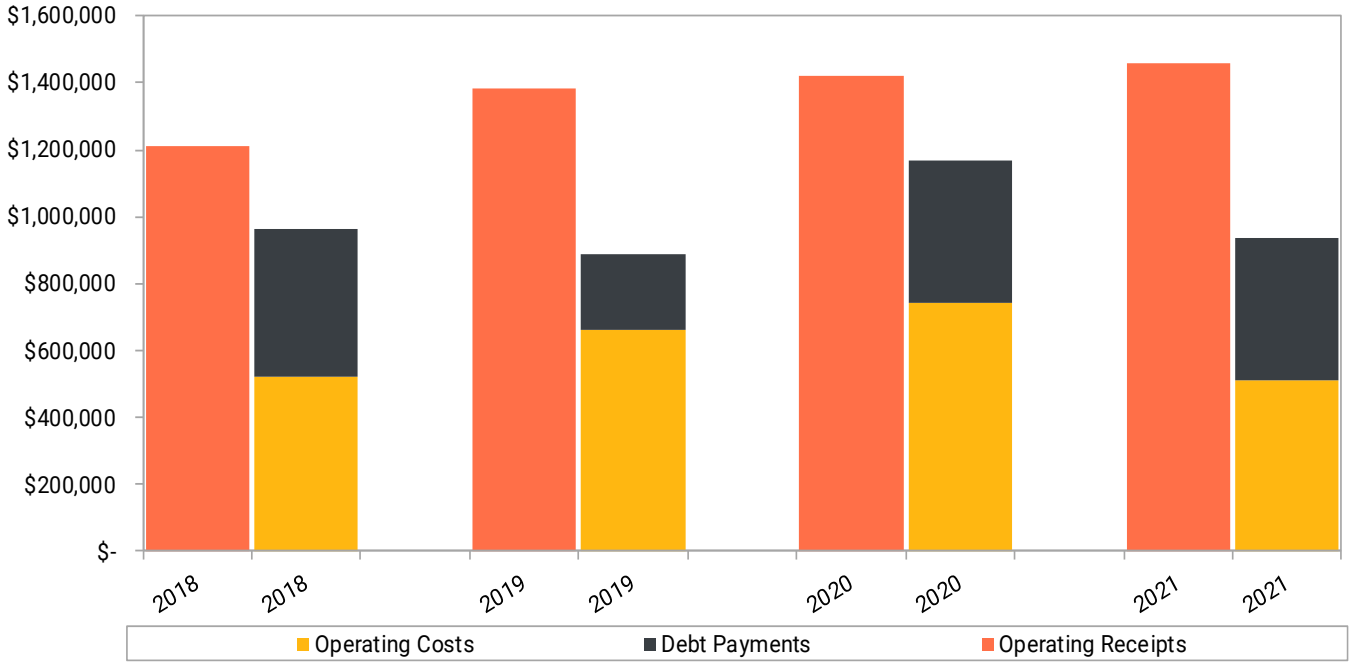
Cash Flows from Operations and Cash Balances

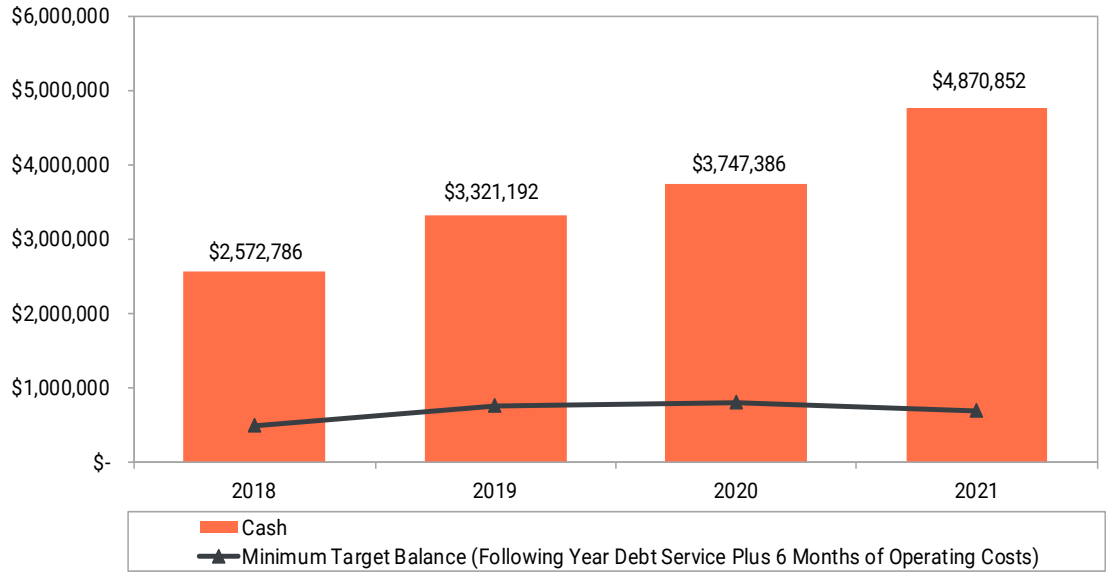




Sewer Fund

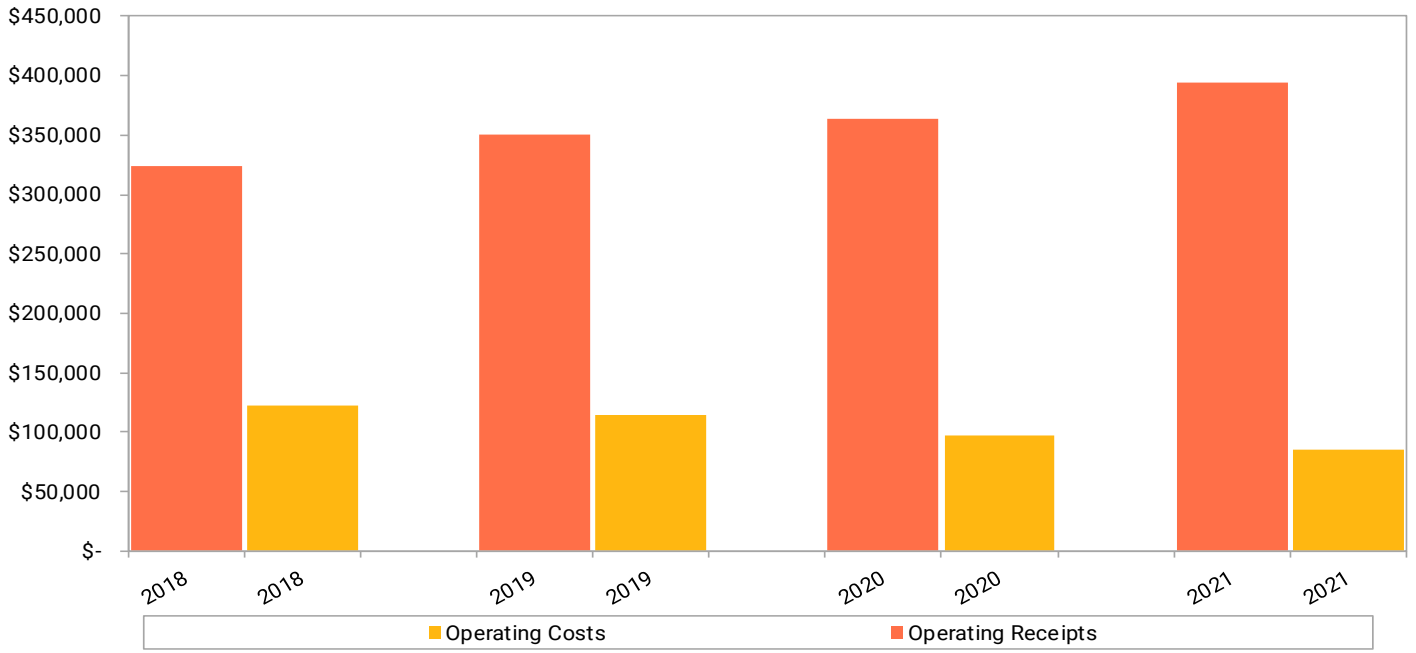
Cash Flows from Operations and Cash Balances

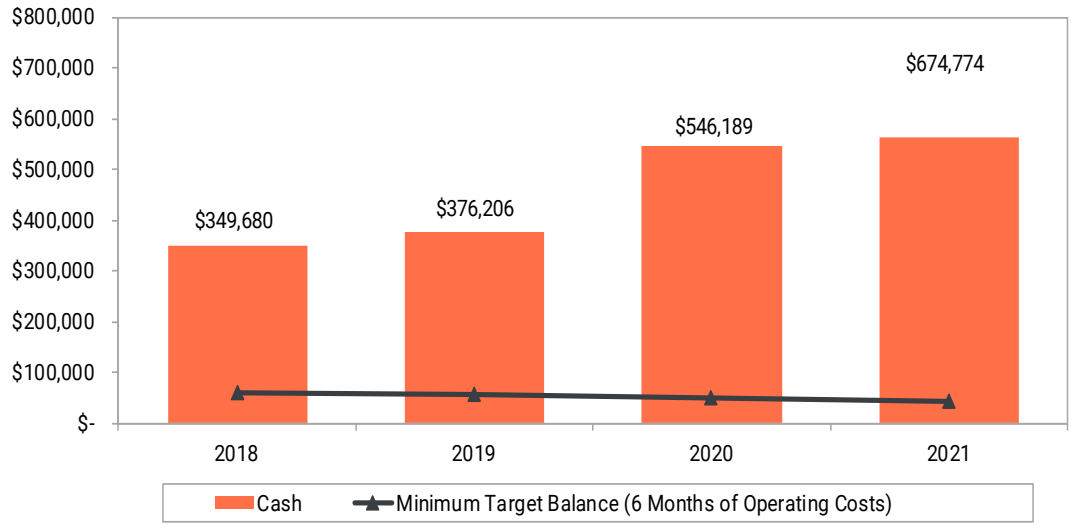




Stormwater Fund

Cash Flows from Operations and Cash Balances





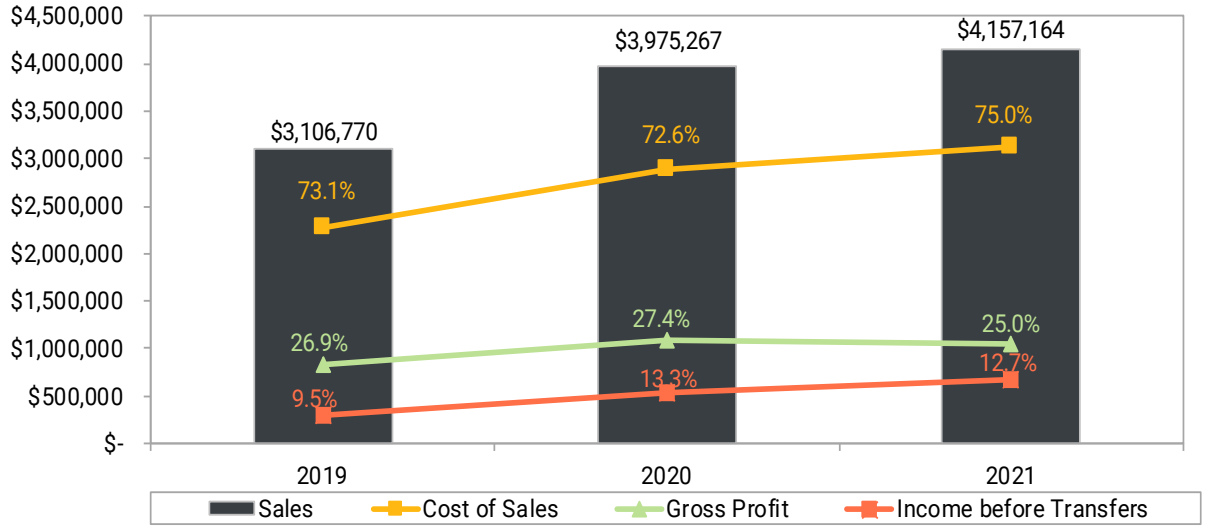
Liquor Store Fund

Gross Profit and Cash Balances

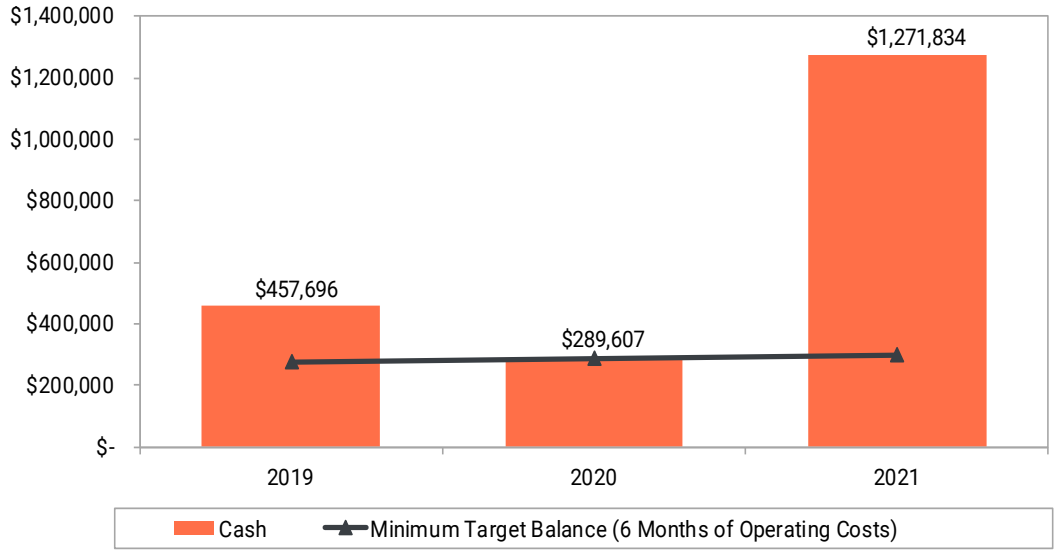
	2019		2020		2021		2020
	Total	Percent	Total	Percent	Total	Percent	OSA Averages
Sales	$ 3,106,770	100.0 %	$ 3,975,267	100.0 %	$ 4,157,164	100.0 %	100.0 %
Cost of Sales	2,270,724	73.1	2,886,887	72.6	3,115,854	75.0	73.5
Gross Profit	836,046	26.9	1,088,380	27.4	1,041,310	25.0	26.5
Operating Expenses	553,910	17.8	571,770	14.4	594,508	14.3	17
Operating Income	282,136	9.1	516,610	13.0	446,802	10.7	9.3
							-
Nonoperating Revenues							-
(Expenses)	13,233	0.4	12,629	0.3	81,257	2.0	0.4
Income Before Transfers	295,369	9.5	529,239	13.3	528,059	12.7	9.7
Transfers in	-	-	-	-	140,000	13.4	
Transfers Out	(350,000)	(11.3)	(350,000)	(8.8)	(747,150)	(18.0)	-
Change in Net Position	$ (54,631)	(1.8) %	$ 179,239	4.5 %	$ (79,091)	8.1 %	9.7 %
Cash and investments	$ 457,696		$ 289,607		$ 1,271,834		

Liquor Store Fund

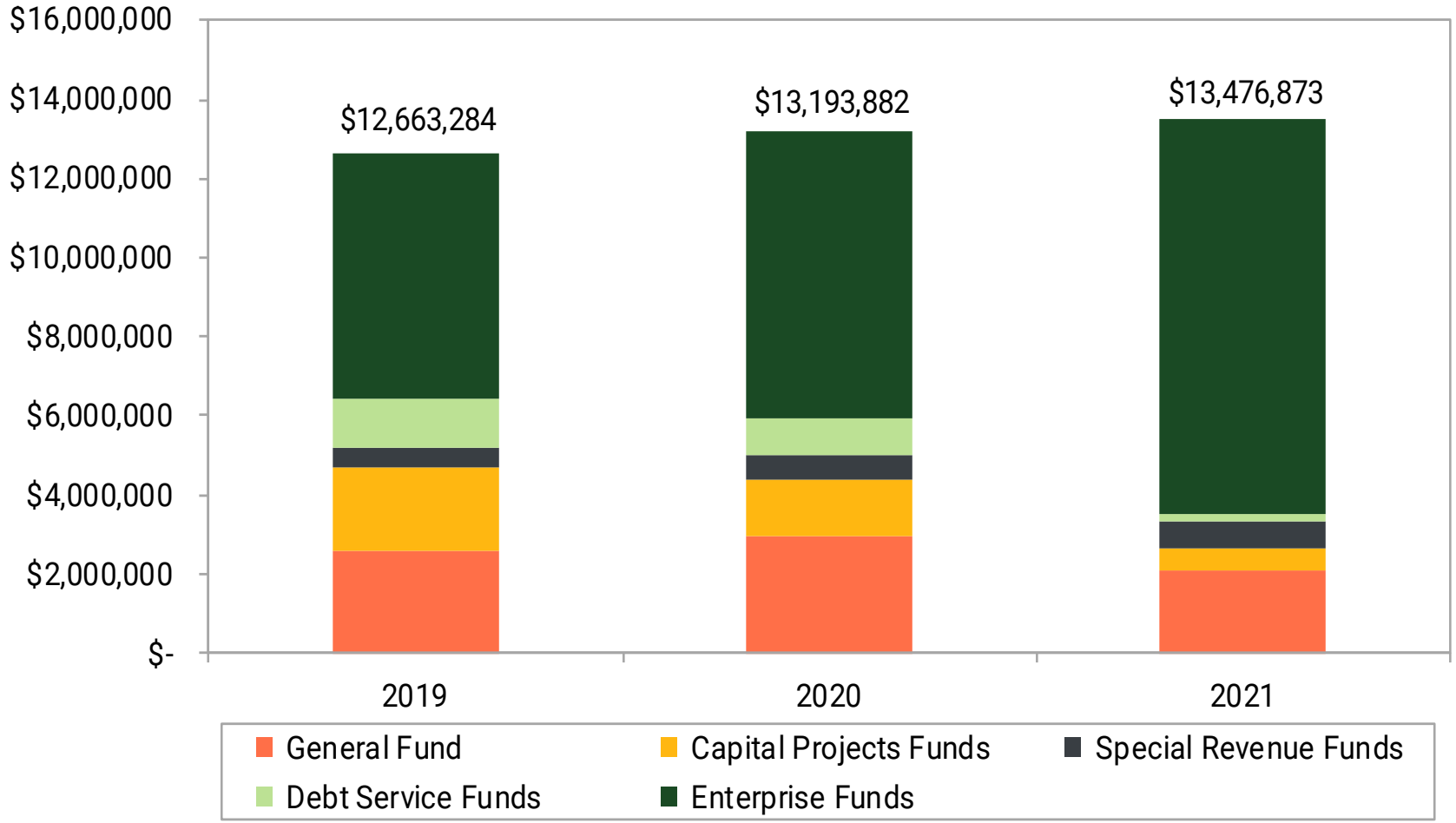
Gross Profit and Cash Balances



The Liquor store has unspent bond proceeds of $564,717 accounting for a portion of the increase in cash at the end of 2021.



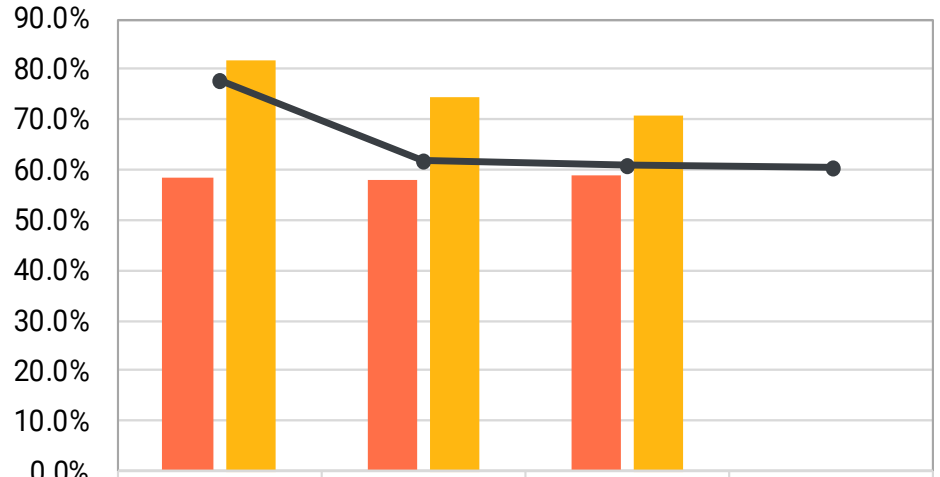
Cash and Investments Balances



Taxes

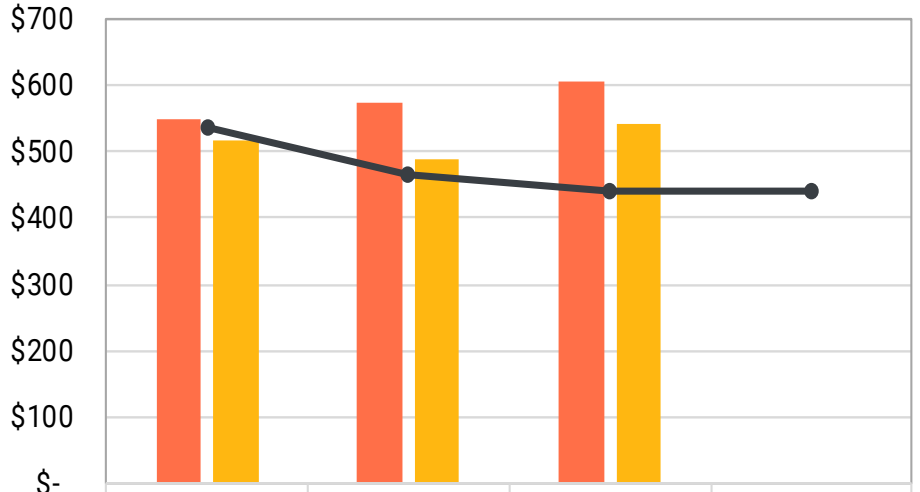
Key Performance Indicators

Tax Rates



	2018	2019	2020	2021
Class 4 Cities	58.5%	58.1%	58.8%	N/A
Cities in Isanti County	81.9%	74.3%	70.9%	N/A
City of Isanti	77.8%	62.0%	61.2%	60.4%

Taxes Per Capita

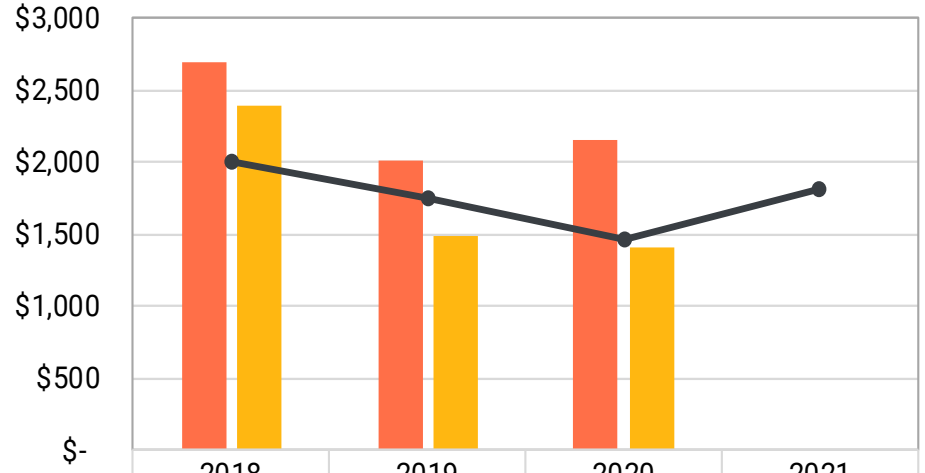


	2018	2019	2020	2021
Class 4 Cities	$549	$574	$606	N/A
Cities in Isanti County	$517	$490	$541	N/A
City of Isanti	$535	$465	$440	$439

Debt

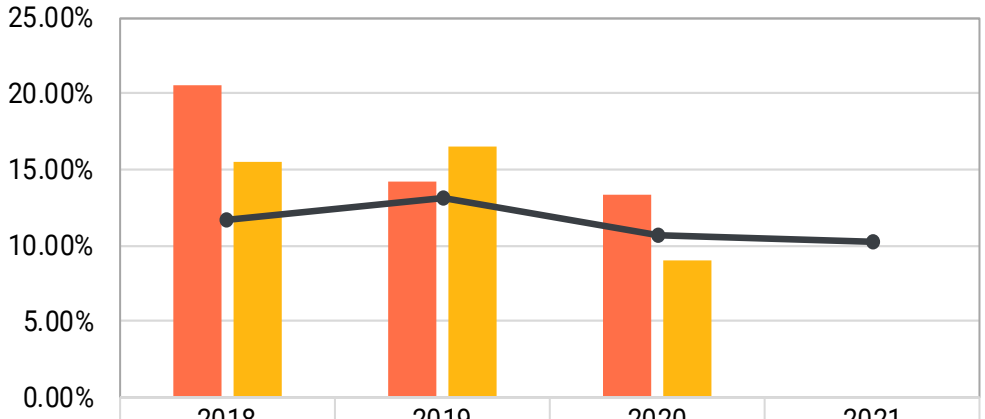
Key Performance Indicators

Debt Expenditures Per Capita



	2018	2019	2020	2021
Class 4 Cities	$2,697	$2,005	$2,150	N/A
Cities in Isanti County	$2,398	$1,489	$1,411	N/A
City of Isanti	$2,012	$1,743	$1,457	$1,820

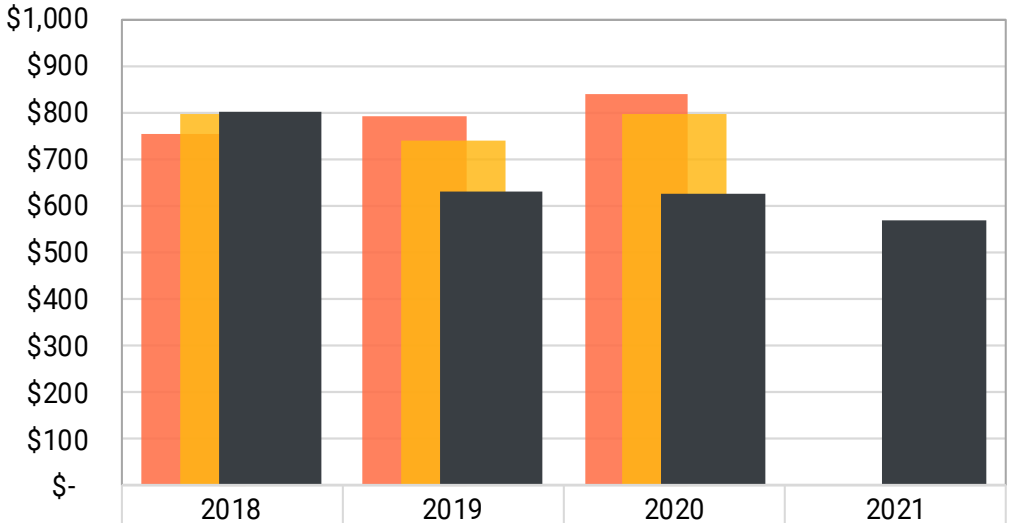
Debt Service Expenditures as a Percent of Total Expenditures



	2018	2019	2020	2021
Class 4 Cities	20.55%	14.16%	13.39%	N/A
Cities in Isanti County	15.50%	16.44%	8.93%	N/A
City of Isanti	11.70%	13.04%	10.70%	10.17%

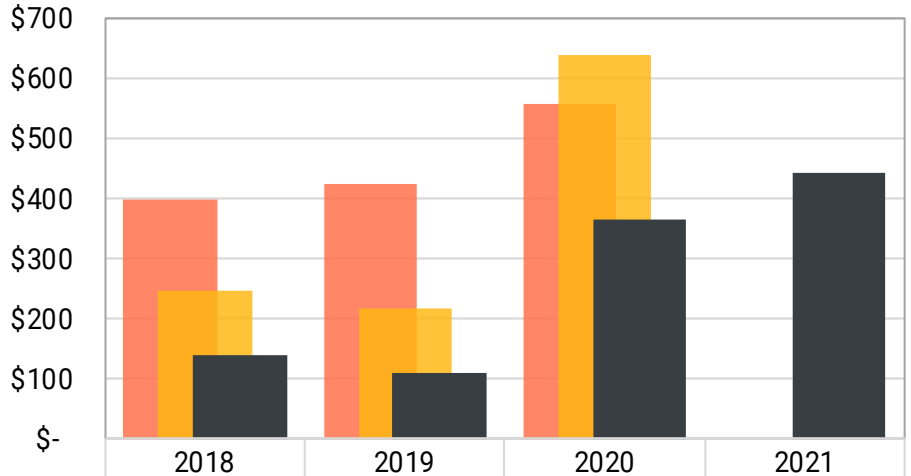
Expenditures
Key Performance Indicators

Current Expenditures Per Capita



	2018	2019	2020	2021
Class 4 Cities	$753	$791	$839	N/A
Cities in Isanti County	$799	$741	$799	N/A
City of Isanti	$803	$630	$628	$571

Capital Expenditures Per Capita



	2018	2019	2020	2021
Class 4 Cities	$400	$426	$558	N/A
Cities in Isanti County	$245	$217	$639	N/A
City of Isanti	$140	$111	$365	$442

Your Abdo Team

Steve McDonald, CPA

Partner

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Justin Nilson, CPA

Senior Manager

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Erik Wagner

Senior Associate

Erik.wagner@abdosolutions.com

Alex Trippel

Associate

Alex.trippel@abdosolutions.com

Management Communication

City of Isanti

Isanti, Minnesota

For the year ended December 31, 2021

Abdo
Lighting the path forward

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Edina, MN 55436
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F 952.835.3261

Mankato Office
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Mankato, MN 56001
P 507.625.2727
F 507.388.9139

April 13, 2022

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, 2021. 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 January 12, 2022. 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 2021-001.

2021-001 **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.

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, 2021. 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 clearly trivial, and communicate them to the appropriate level of management. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

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 13, 2022.

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.

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 fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

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.

Future Accounting Standard Changes (Continued)

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, 2021. Earlier application is encouraged.

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

Future Accounting Standard Changes (Continued)

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

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.

Future Accounting Standard Changes (Continued)

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

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.

Future Accounting Standard Changes (Continued)

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.

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.

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.

Future Accounting Standard Changes (Continued)

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.

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 2021 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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Restriction on Use

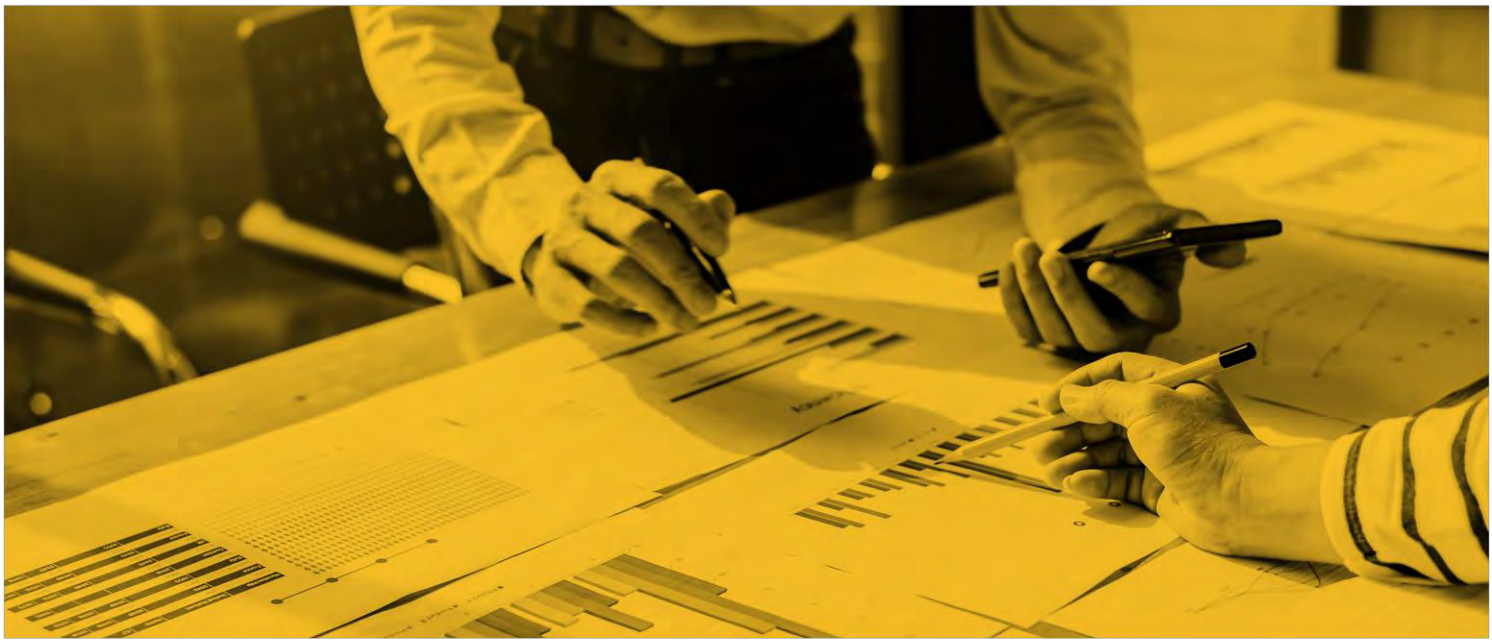
This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

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

Abdo
Mankato, Minnesota
April 13, 2022



Annual Financial Report

City of Isanti

Isanti, Minnesota

For the year ended December 31, 2021

Abdo
Lighting the path forward

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Annual Financial Report
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INTRODUCTORY SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2021

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City of Isanti, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2021

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, 2021

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Isanti, Minnesota

Report on the Financial Statements

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, 2021, 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.

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, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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 84 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 13, 2022 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.

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Minneapolis, Minnesota
April 13, 2022

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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, 2021.

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 $52,830,579. Of this amount, $10,271,983 (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 $2,836,087. This was largely a result of operating income within business-type activities of $1,112,258 as well as capital contributions of $617,971 from connection fees.

- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,235,426, an increase of $171,226, in comparison with the prior year.

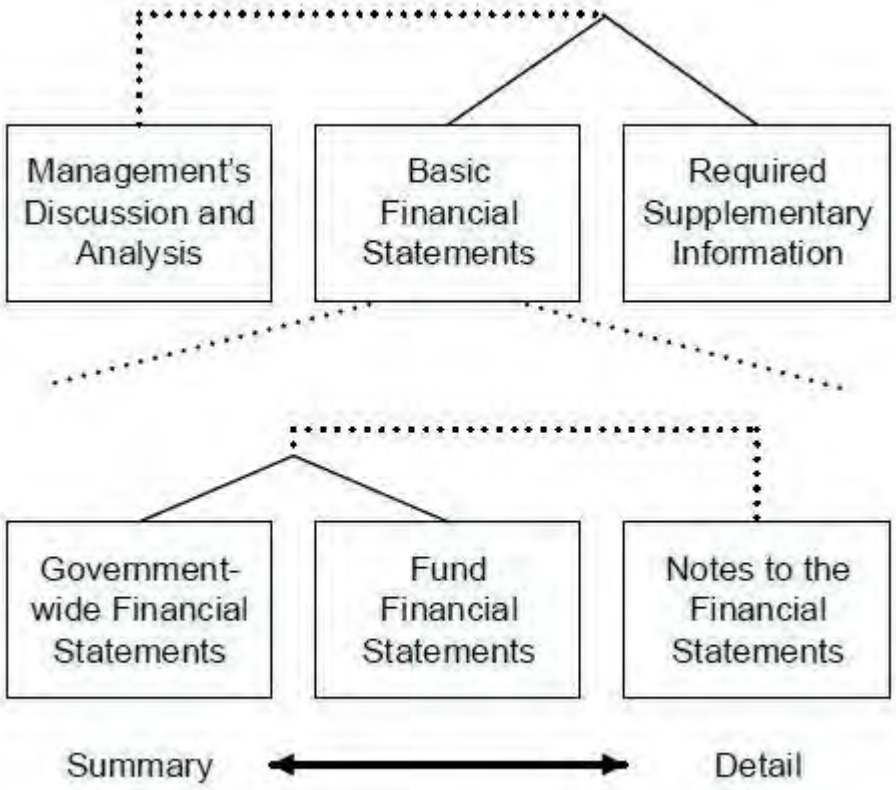
- At the end of the current fiscal year, unassigned fund balance for the General fund was $1,715,258, or 45.6 percent of 2021 expenditures and transfers out.

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 numerous individual governmental funds, five 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, Debt Service fund, Street Construction fund and Capital Replacement fund, all 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 49 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found starting on page 84 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 92 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 $52,830,579 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (75.0 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		
	2021	2020	Increase (Decrease)	2021	2020	Increase (Decrease)
Assets						
Current and other assets	$ 7,014,456	$ 6,346,526	$ 667,930	$ 11,660,628	$ 8,973,023	$ 2,687,605
Capital assets, net of depreciation	20,352,735	18,710,299	1,642,436	30,991,667	29,365,779	1,625,888
Total Assets	27,367,191	25,056,825	2,310,366	42,652,295	38,338,802	4,313,493
Deferred Outflows of Resources						
Deferred pension resource	1,551,938	733,127	818,811	283,144	65,181	217,963
Liabilities						
Noncurrent liabilities outstanding	3,614,873	2,728,826	886,047	9,074,715	6,588,906	2,485,809
Other liabilities	1,605,552	2,388,135	(782,583)	1,298,000	734,524	563,476
Total Liabilities	5,220,425	5,116,961	103,464	10,372,715	7,323,430	3,049,285
Deferred Inflows of Resources						
Resources received in advance	888,503	610,064	278,439	-	-	-
Deferred pension resource	1,993,409	872,205	1,121,204	351,239	46,136	305,103
Deferred pension resource	131,160	151,074	(19,914)	66,538	79,573	(13,035)
Total Deferred Inflows of Resources	3,013,072	1,633,343	1,379,729	417,777	125,709	292,068
Net Position						
Net investment in capital assets	16,959,089	16,143,144	815,945	22,674,497	22,850,232	(175,735)
Restricted	2,500,663	1,509,065	991,598	424,347	-	424,347
Unrestricted	1,225,880	1,387,439	(161,559)	9,046,103	8,104,612	941,491
Total Net Position	$ 20,685,632	$ 19,039,648	$ 1,645,984	$ 32,144,947	$ 30,954,844	$ 1,190,103

An additional portion of the City's net position (5.5 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position,* $10,271,983, 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.

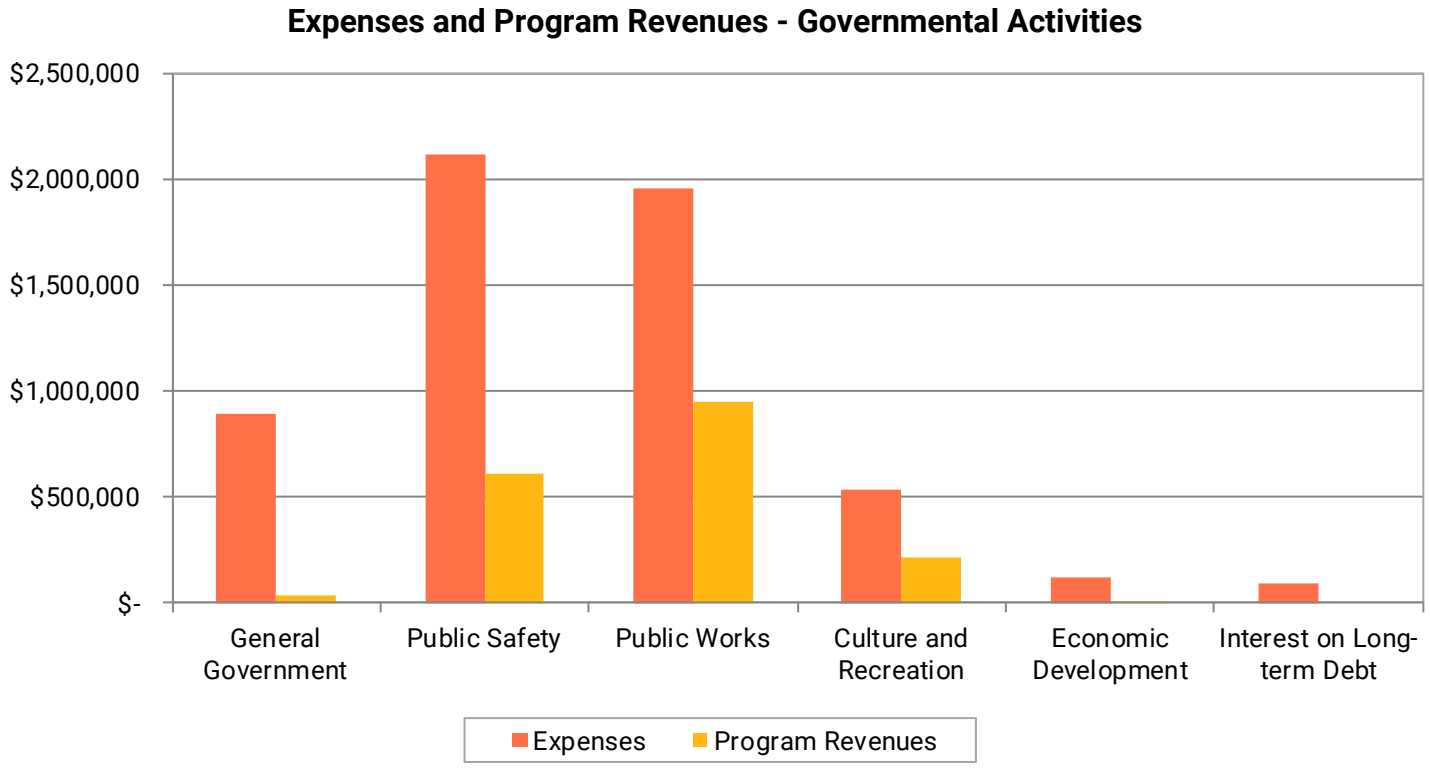
Governmental Activities. The City's net position increased $2,836,087 during the current fiscal year. Governmental activities increased the City's net position by $1,645,984. Significant changes from the prior year are noted below:

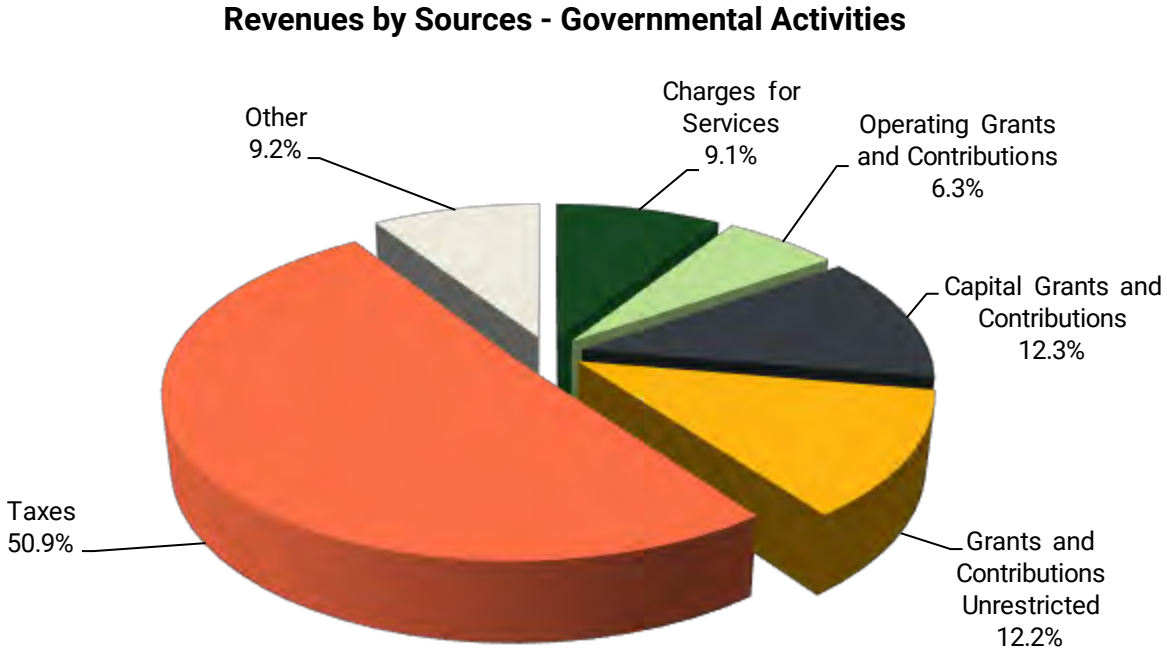
City of Isanti's Changes in Net Position

	Governmental Activities			Business-type Activities		
	2021	2020	Increase (Decrease)	2021	2020	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	$ 599,060	$ 640,779	$ (41,719)	$ 7,261,474	$ 7,047,371	$ 214,103
Operating grants and contributions	416,452	577,744	(161,292)	13,723	26,365	(12,642)
Capital grants and contributions	810,911	950,215	(139,304)	914,371	1,888,363	(973,992)
General Revenues						
Taxes						
Property taxes	2,979,736	2,723,977	255,759	-	-	-
Tax increment	17,443	17,674	(231)	-	-	-
Other taxes	355,322	344,928	10,394	-	-	-
Grants and contributions not restricted to specific programs	805,311	2,025,008	(1,219,697)	-	-	-
Unrestricted investment earnings	1,946	88,317	(86,371)	8,164	115,719	(107,555)
Gain on sale of capital assets	601,350	1,325	600,025	196,097	-	196,097
Total Revenues	6,587,531	7,369,967	(782,436)	8,393,829	9,077,818	(683,989)
Expenses						
General government	895,955	984,622	(88,667)	-	-	-
Public safety	2,122,323	2,158,670	(36,347)	-	-	-
Public works	1,956,627	1,853,237	103,390	-	-	-
Culture and recreation	537,665	553,572	(15,907)	-	-	-
Economic development	118,802	125,834	(7,032)	-	-	-
Interest on long-term debt	97,185	81,096	16,089	-	-	-
Water	-	-	-	1,040,002	998,762	41,240
Sewer	-	-	-	1,401,823	1,362,337	39,486
Storm Water	-	-	-	145,842	154,340	(8,498)
Liquor store	-	-	-	3,829,049	3,458,657	370,392
Total Expenses	5,728,557	5,757,031	(28,474)	6,416,716	5,974,096	442,620
Changes in Net Position Before Transfers and Special Items	858,974	1,612,936	(753,962)	1,977,113	3,103,722	(1,126,609)
Transfers - Capital Assets	-	-	-	-	-	-
Transfers - Internal Activities	787,010	390,807	396,203	(787,010)	(390,807)	(396,203)
Change in Net Position	1,645,984	2,003,743	(357,759)	1,190,103	2,712,915	(1,522,812)
Net Position, January 1	19,039,648	17,035,905	2,003,743	30,954,844	28,241,929	2,712,915
Net Position, December 31	$ 20,685,632	$ 19,039,648	$ 1,645,984	$ 32,144,947	$ 30,954,844	$ 1,190,103

- Property taxes increased $255,759 from the prior year in line with the City's budget and capital improvement plan.
- Capital grants and contributions decreased $139,304 due to grants received for street construction projects in the prior year.
- Public works expenses increased $102,567 during the year due to increased engineering related to projects.

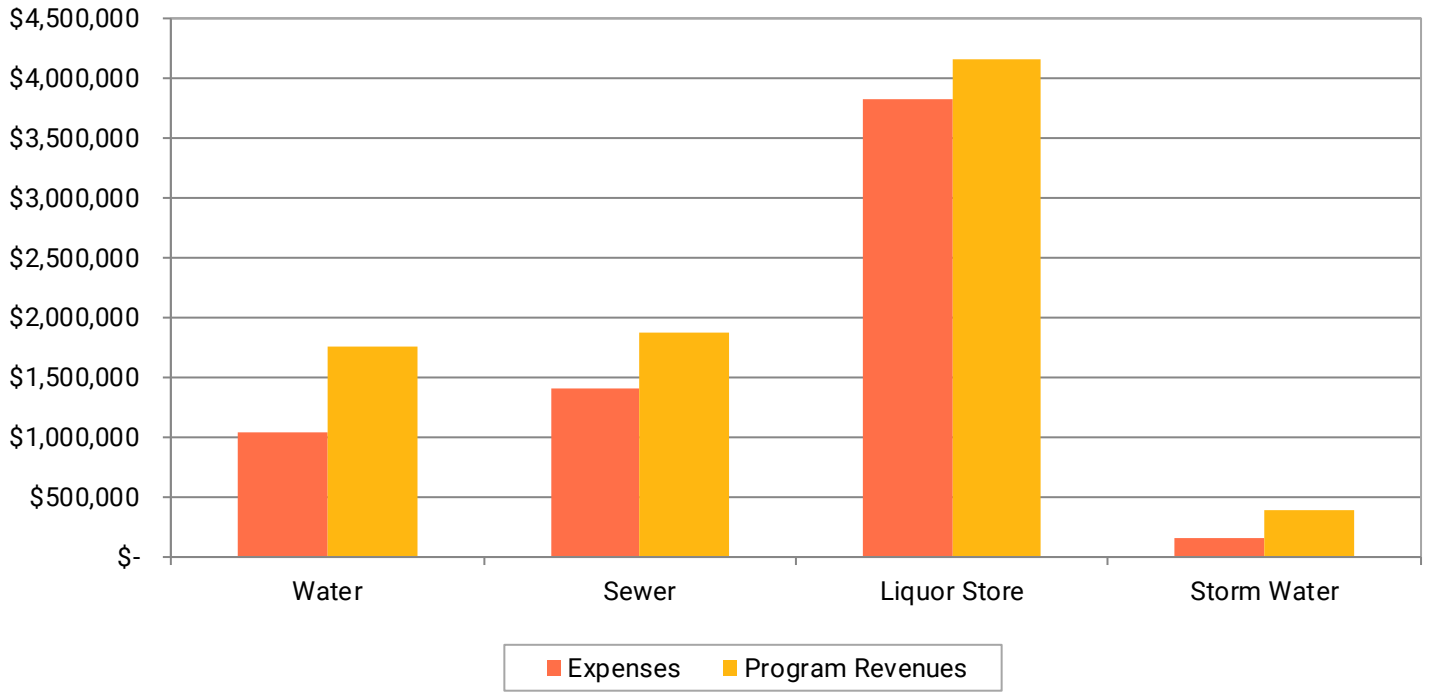
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.



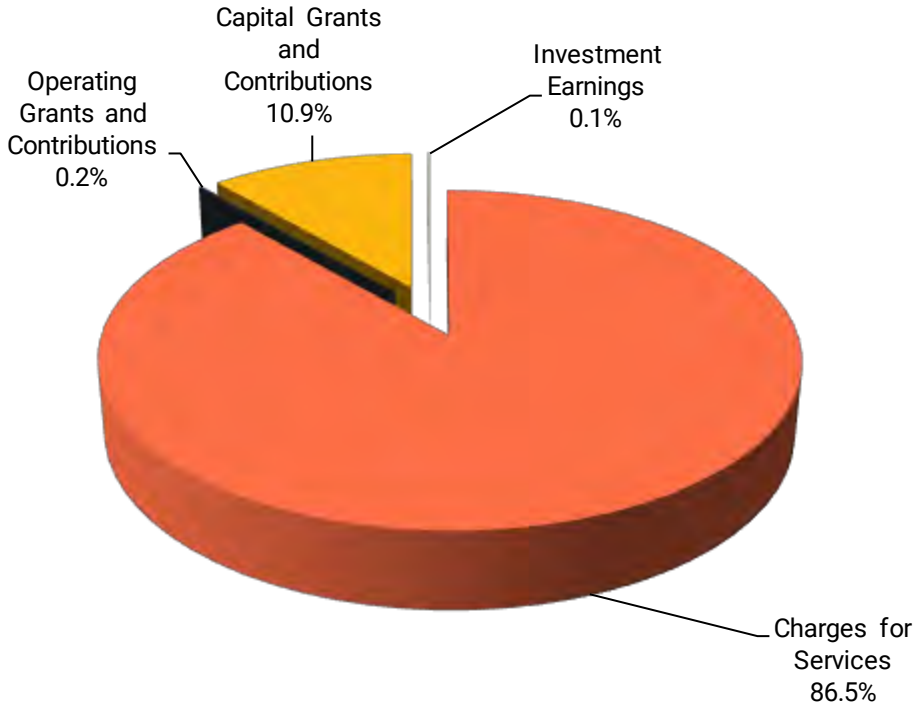


Business-type Activities. Business-type activities increased the City's net position by $1,190,103. The main reason for the increase was charges for services increased $214,103 from the prior year and expenses decreasing $442,311. Additional information noted below:

Expenses and Program Revenues - Business-type Activities



Revenues by Source - Business-type Activities



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 $4,235,426, an increase of $171,226 in comparison with the prior year. Of this total amount, 29.0 percent, or $1,227,139, constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance of $3,008,287 is not available for new spending because it is either 1) nonspendable ($15,909), 2) restricted ($2,209,376), 3) committed ($732,112) or 4) assigned ($50,890. 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 40.1 percent of budgeted 2022 expenditures and transfers out. Of the fund balance, $1,715,258 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 increased $1,064,942 during the year mainly due to the issuance of a refunding bond during the year. The refunding payment of $1,475,000 will be made in February of 2022.

The Street Construction fund had a decrease in fund balance of $238,992 during the year. The decrease is mainly due to expenditures exceeding revenues during the year. MSA funding will be recognized in future years when available as funding for the deficit.

The Capital Replacement fund has an decrease in fund balance of $966,118 with an ending balance of $163,760. The decrease can be attributed to land purchased during the year.

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 $9,046,103. 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 not amended during the year, with a budget to increase fund balance by $46,451. Revenues were $92,754 under budget. This is primarily due property revenue being more than budgeted by $9,305. Expenditures were under budget by $141,640. The largest variance in the General fund expenditures is due to public works which was $52,534 under 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, 2021, amounts to $51,344,402 (net of accumulated depreciation). This investment in capital assets includes land, structures, improvements, machinery and equipment, park facilities, and streets.

Major capital asset events during the current fiscal year included the following:

- 2020 Street Improvements
- Public Works Generators
- The new liquor store building
- Park improvements
- Squad Vehicles and Police Equipment.

City of Isanti's Capital Asset
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2021	2020	Increase (Decrease)	2021	2020	Increase (Decrease)
Land	$ 2,402,686	$ 2,414,179	$ (11,493)	$ 37,078	$ 94,237	$ (57,159)
Construction in Progress	2,530,876	698,990	1,831,886	2,940,109	701,538	2,238,571
Land Improvements	-	-	-	13,288	77,517	(64,229)
Buildings	3,224,678	3,365,761	(141,083)	3,123,280	3,301,846	(178,566)
Infrastructure	11,371,152	11,397,501	(26,349)	24,003,167	24,609,470	(606,303)
Machinery and Equipment	570,037	581,220	(11,183)	828,220	526,356	301,864
Vehicles	253,306	252,648	658	46,525	54,815	(8,290)
Total	$ 20,352,735	$ 18,710,299	$ 1,642,436	$ 30,991,667	$ 29,365,779	$ 1,625,888

Additional information on the City's capital assets can be found in Note 3D starting on page 61 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $12,149,056. 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 $3,303,069 during the year due to the issuance of 2021A bonds.

City of Isanti's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2021	2020	Increase (Decrease)	2021	2020	Increase (Decrease)
G.O. Bonds	$ 3,220,000	$ 1,985,000	$ 1,235,000	$ -	$ -	$ -
G.O. Improvement Bonds	90,000	550,000	(460,000)	265,000	300,000	(35,000)
G.O. Revenue Bonds	-	-	-	8,574,056	6,162,056	2,412,000
Bond Premium	83,646	32,155	51,491	153,069	53,491	99,578
Total	$ 3,393,646	$ 2,567,155	$ 826,491	$ 8,992,125	$ 6,515,547	$ 2,476,578

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, 2021, 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 63 of this report.

Economic Factors and Next Year's Budgets and Rates

- Property tax valuations within the City increased in 2021 by 12.03% and have continued to increase for 2022 by 10.83%.

- The 2022 budget includes a property tax levy of $3,281,851 which is 9.87% higher than the 2021 levy but lowered the tax rate by 3.17%.

- The 2022 budget includes an amount for Local Government Aid in the amount of $799,088.

- Isanti County had an average unemployment rate for 2021 of 4.4%. This compares with unemployment rates of 3.4% for the State of Minnesota and 5.4% for the United States.

All of these factors were considered in preparing the City's budget for the 2022 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, 2021

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City of Isanti, Minnesota
Statement of Net Position
December 31, 2021

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	$ 3,493,454	$ 9,983,419	$ 13,476,873
Cash with fiscal agent	1,800,975	424,347	2,225,322
Receivables			
Accrued interest	2,425	6,793	9,218
Taxes	58,298	-	58,298
Accounts	200,627	278,612	479,239
Loans	152,659	-	152,659
Notes	480,000	-	480,000
Special assessments	992,330	50,810	1,043,140
Internal balances	(206,121)	206,121	-
Inventories	-	701,877	701,877
Prepaid items	15,909	8,649	24,558
Land held for resale	23,900	-	23,900
Capital assets			
Land and construction in progress	4,933,562	2,977,187	7,910,749
Depreciable assets (net of accumulated depreciation)	15,419,173	28,014,480	43,433,653
Total Assets	27,367,191	42,652,295	70,019,486
Deferred Outflows of Resources			
Deferred pension resources	1,549,263	281,787	1,831,050
Deferred other post employment benefits	2,675	1,357	4,032
Total Deferred Outflows of Resources	1,551,938	283,144	1,835,082
Liabilities			
Accounts payable	112,404	356,597	469,001
Deposits payable	239,244	-	239,244
Due to other governments	7,841	53,463	61,304
Accrued salaries payable	27,512	33,324	60,836
Accrued interest payable	4,918	66,348	71,266
Unearned revenue	-	334,404	334,404
Noncurrent liabilities			
Due within one year			
Long-term debt	1,918,421	1,017,543	2,935,964
Due in more than one year			
Long-term debt	1,696,452	8,057,172	9,753,624
Net pension liability	1,105,438	398,977	1,504,415
Other postemployment benefits liability	108,195	54,887	163,082
Total Liabilities	5,220,425	10,372,715	15,593,140
Deferred Inflows of Resources			
Resources received in advance	888,503	-	888,503
Deferred pension resources	1,993,409	351,239	2,344,648
Deferred OPEB resources	131,160	66,538	197,698
Total Deferred Inflows of Resources	3,013,072	417,777	3,430,849
Net Position			
Net investment in capital assets	16,959,089	22,674,497	39,633,586
Restricted for			
Debt service	2,259,254	424,347	2,683,601
Public safety	7,060	-	7,060
Community center improvements	10,000	-	10,000
Economic development	224,349	-	224,349
Unrestricted	1,225,880	9,046,103	10,271,983
Total Net Position	$ 20,685,632	$ 32,144,947	$ 52,830,579

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, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 895,955	$ 35,151	$ -	$ -
Public safety	2,122,323	436,337	177,033	-
Public works	1,956,627	26,031	227,206	697,257
Culture and recreation	537,665	94,454	6,463	113,654
Economic development	118,802	7,087	5,750	-
Interest on long-term debt	97,185	-	-	-
Total Governmental Activities	5,728,557	599,060	416,452	810,911
Business-type Activities				
Water	1,040,002	1,335,173	7,675	413,645
Sewer	1,401,823	1,376,215	4,907	500,726
Liquor store	3,829,049	4,158,164	1,100	-
Stormwater	145,842	391,922	41	-
Total Business-type Activities	6,416,716	7,261,474	13,723	914,371
Total	$ 12,145,273	$ 7,860,534	$ 430,175	$ 1,725,282

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
$ (860,804)	$ -	$ (860,804)
(1,508,953)	-	(1,508,953)
(1,006,133)	-	(1,006,133)
(323,094)	-	(323,094)
(105,965)	-	(105,965)
(97,185)	-	(97,185)
(3,902,134)	-	(3,902,134)
-	716,491	716,491
-	480,025	480,025
-	330,215	330,215
-	246,121	246,121
-	1,772,852	1,772,852
(3,902,134)	1,772,852	(2,129,282)
2,698,106	-	2,698,106
281,630	-	281,630
17,443	-	17,443
355,322	-	355,322
805,311	-	805,311
1,946	8,164	10,110
601,350	196,097	797,447
787,010	(787,010)	-
5,548,118	(582,749)	4,965,369
1,645,984	1,190,103	2,836,087
19,039,648	30,954,844	49,994,492
$ 20,685,632	$ 32,144,947	$ 52,830,579

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, 2021

City of Isanti, Minnesota
Balance Sheet
Governmental Funds
December 31, 2021

	101 General	900's Debt Service	425 Street Construction
Assets			
Cash and temporary investments	$ 2,087,489	$ 176,999	$ 576,880
Cash with fiscal agent	-	1,800,975	-
Receivables			
Accrued interest	1,212	117	378
Taxes	58,258	-	-
Accounts	109,231	-	81,633
Loans	-	-	-
Notes	-	-	-
Special assessments	157	296,862	174,542
Advances to other funds	25,060	-	-
Prepaid items	13,160	-	-
Land held for resale	5,000	-	-
Total Assets	$ 2,299,567	$ 2,274,953	$ 833,433
Liabilities			
Accounts payable	$ 59,530	$ 10,781	$ 39,429
Deposits payable	239,244	-	-
Due to other governments	7,841	-	-
Accrued salaries payable	26,033	-	-
Due to other funds	25,765	-	-
Advances from other funds	180,356	-	-
Total Liabilities	538,769	10,781	39,429
Deferred Inflows of Resources			
Unavailable revenue - delinquent taxes	32,223	-	-
Unavailable revenue - special assessments	157	296,205	174,172
Unavailable revenue - intergovernmental	-	-	888,503
Unavailable revenue - note receivable	-	-	-
Total Deferred Inflows of Resources	32,380	296,205	1,062,675
Fund Balances			
Nonspendable	13,160	-	-
Restricted	-	1,967,967	-
Committed	-	-	-
Assigned	-	-	-
Unassigned	1,715,258	-	(268,671)
Total Fund Balances	1,728,418	1,967,967	(268,671)
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 2,299,567	$ 2,274,953	$ 833,433

The notes to the financial statements are an integral part of this statement.

920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
$ (163,150)	$ 815,236	$ 3,493,454
-	-	1,800,975
-	718	2,425
-	40	58,298
-	9,763	200,627
-	152,659	152,659
480,000	-	480,000
520,769	-	992,330
-	-	25,060
-	2,749	15,909
-	18,900	23,900
$ 837,619	$ 1,000,065	$ 7,245,637
$ 610	$ 2,054	$ 112,404
-	-	239,244
-	-	7,841
-	1,479	27,512
-	-	25,765
-	25,060	205,416
610	28,593	618,182
-	-	32,223
520,769	-	991,303
-	-	888,503
480,000	-	480,000
1,000,769	-	2,392,029
-	2,749	15,909
10,000	231,409	2,209,376
-	732,112	732,112
(173,760)	224,650	50,890
-	(219,448)	1,227,139
(163,760)	971,472	4,235,426
$ 837,619	$ 1,000,065	$ 7,245,637

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, 2021

Amounts reported for the governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	$ 4,235,426
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	40,182,546
Less: accumulated depreciation	(19,829,811)
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	(3,310,000)
Plus bond premium	(83,646)
Compensated absences payable	(221,227)
Other postemployment benefits payable	(108,195)
Net pension liability	(1,105,438)
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	32,223
Special assessments receivable	991,303
Note receivable	480,000
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,549,263
Deferred inflows of pension resources	(1,993,409)
Deferred outflows of other post employment retirement benefits	2,675
Deferred inflows of other post employment retirement benefits	(131,160)
Governmental funds do not report a liability for accrued interest until due and payable.	(4,918)
Total Net Position - Governmental Activities	$ 20,685,632

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, 2021

	101 General	900's Debt Service	425 Street Construction
Revenues			
Taxes	$ 1,878,202	$ 281,630	$ 286,500
Franchise taxes	-	-	322,364
Licenses and permits	348,714	-	-
Intergovernmental	1,017,503	-	165,090
Charges for services	182,417	-	-
Fines and forfeitures	33,290	-	-
Special assessments	-	16,166	48,034
Investment earnings	560	82	522
Miscellaneous	25,099	-	-
Total Revenues	3,485,785	297,878	822,510
Expenditures			
Current			
General government	766,853	-	-
Public safety	2,177,732	-	-
Public works	464,856	-	-
Culture and recreation	338,476	-	-
Economic development	14,987	-	-
Capital outlay			
General government	-	-	-
Public safety	-	-	-
Public works	-	-	1,048,019
Culture and recreation	-	-	-
Debt service			
Principal	-	670,000	-
Interest and other	-	110,878	-
Total Expenditures	3,762,904	780,878	1,048,019
Excess (Deficiency) of Revenues Over (Under) Expenditures	(277,119)	(483,000)	(225,509)
Other Financing Sources (Uses)			
Sale of capital assets	-	-	-
Bonds issued	-	1,445,000	-
Premium on bonds issued	-	63,082	-
Transfers in	486,400	39,860	-
Transfers out	-	-	(13,483)
Total Other Financing Sources (Uses)	486,400	1,547,942	(13,483)
Net Change in Fund Balances	209,281	1,064,942	(238,992)
Fund Balances, January 1	1,519,137	903,025	(29,679)
Fund Balances, December 31	$ 1,728,418	$ 1,967,967	$ (268,671)

The notes to the financial statements are an integral part of this statement.

920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
$ 438,700	$ 103,644	$ 2,988,676
-	32,958	355,322
-	-	348,714
-	52,690	1,235,283
122,968	148,345	453,730
-	-	33,290
11,708	-	75,908
12	770	1,946
(685)	34,992	59,406
572,703	373,399	5,552,275
-	-	766,853
-	250	2,177,982
-	-	464,856
-	17,592	356,068
-	106,152	121,139
8,812	24,375	33,187
1,577,386	-	1,577,386
28,546	-	1,076,565
322,577	-	322,577
-	-	670,000
-	-	110,878
1,937,321	148,369	7,677,491
(1,364,618)	225,030	(2,125,216)
1,350	-	1,350
-	-	1,445,000
-	-	63,082
397,150	13,483	936,893
-	(136,400)	(149,883)
398,500	(122,917)	2,296,442
(966,118)	102,113	171,226
802,358	869,359	4,064,200
$ (163,760)	$ 971,472	$ 4,235,426

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, 2021

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	$ 171,226
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	2,679,347
Depreciation expense	(1,524,070)
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.	
Loss on trade in	(11,491)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Contributed capital assets	498,650
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.	
Debt issued	(1,445,000)
Bond premium	(63,082)
Principal repayments	670,000
Amortization of bond premium	11,591
Note issued	600,000
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.	2,102
Long-term pension activity is not reported in governmental funds.	
Pension expense	221,038
Other post employment benefit expense	(40,027)
Pension other revenue	11,820
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	8,503
Special assessments	34,933
Notes	(120,000)
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	(59,556)
Change in Net Position - Governmental Activities	$ 1,645,984

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, 2021

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Taxes	$ 1,927,166	$ 1,927,166	$ 1,878,202	$ (48,964)
Licenses and permits	347,800	347,800	348,714	914
Intergovernmental	1,008,198	1,008,198	1,017,503	9,305
Charges for services	206,475	206,475	182,417	(24,058)
Fines and forfeitures	53,150	53,150	33,290	(19,860)
Investment earnings	20,000	20,000	560	(19,440)
Miscellaneous	8,000	15,750	25,099	9,349
Total Revenues	3,570,789	3,578,539	3,485,785	(92,754)
Expenditures				
Current				
General government	790,077	790,077	766,853	23,224
Public safety	2,211,918	2,211,918	2,177,732	34,186
Public works	517,390	517,390	464,856	52,534
Culture and recreation	371,307	371,307	338,476	32,831
Economic development	13,852	13,852	14,987	(1,135)
Total Expenditures	3,904,544	3,904,544	3,762,904	141,640
Excess (Deficiency) of Revenues Over (Under) Expenditures	(333,755)	(326,005)	(277,119)	48,886
Other Financing Sources (Uses)				
Transfers in	494,150	486,400	486,400	-
Transfers out	(113,944)	(113,944)	-	113,944
Total Other Financing Sources (Uses)	380,206	372,456	486,400	113,944
Net Change in Fund Balances	46,451	46,451	209,281	162,830
Fund Balances, January 1	1,519,137	1,519,137	1,519,137	-
Fund Balances, December 31	$ 1,565,588	$ 1,565,588	$ 1,728,418	$ 162,830

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, 2021

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601	**602**	**609**	**603**	
	Water	Sewer	Liquor Store	Storm Water	Total
Assets					
Current Assets					
Cash and temporary investments	$ 3,480,068	$ 4,870,852	$ 957,725	$ 674,774	$ 9,983,419
Cash with fiscal agent	-	110,238	314,109	-	424,347
Receivables					
Accrued interest	2,297	3,206	837	453	6,793
Accounts	106,304	135,050	92	37,166	278,612
Special assessments	749	41,831	-	4,623	47,203
Due from other funds	-	-	25,765	-	25,765
Inventories	-	-	701,877	-	701,877
Prepaid items	2,007	2,627	4,001	14	8,649
Total Current Assets	3,591,425	5,163,804	2,004,406	717,030	11,476,665
Noncurrent Assets					
Special assessments receivable	3,607		-	-	3,607
Advances to other funds	-	-	180,356	-	180,356
Capital assets					
Land	11,078	5,000	-	21,000	37,078
Construction in progress	4,687	-	2,814,721	120,701	2,940,109
Buildings	37,156	3,349,403	-	-	3,386,559
Improvements other than buildings	-	-	176,663	-	176,663
Machinery and equipment	762,565	737,003	41,357	301,953	1,842,878
Infrastructure	15,741,994	20,554,597	-	638,486	36,935,077
Less accumulated depreciation	(5,449,965)	(8,337,918)	(216,770)	(322,044)	(14,326,697)
Total Capital Assets (Net of Accumulated Depreciation)	11,107,515	16,308,085	2,815,971	760,096	30,991,667
Total Noncurrent Assets	11,111,122	16,308,085	2,996,327	760,096	31,175,630
Total Assets	14,702,547	21,471,889	5,000,733	1,477,126	42,652,295
Deferred Outflows of Resources					
Deferred pension resources	64,339	81,697	122,581	13,170	281,787
Deferred other postemployment benefit resources	382	471	444	60	1,357
Total Deferred Outflows of Resources	64,721	82,168	123,025	13,230	283,144

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, 2021

	Business-type Activities - Enterprise Funds				
	601 Water	602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Liabilities					
Current Liabilities					
Accounts payable	$ 6,685	$ 25,519	314,128	$ 10,265	$ 356,597
Due to other governments	7,703	-	45,760	-	53,463
Accrued salaries payable	7,852	9,367	14,937	1,168	33,324
Accrued interest payable	27,597	4,414	34,337	-	66,348
Unearned revenue	111,457	222,947	-	-	334,404
Current portion of compensated absences payable	16,221	20,253	14,450	2,619	53,543
Current portion of bonds payable	434,000	375,000	155,000	-	964,000
Total Current Liabilities	611,515	657,500	578,612	14,052	1,861,679
Noncurrent Liabilities					
Compensated absences payable	8,800	10,987	7,839	1,421	29,047
Other postemployment benefits payable	15,468	19,051	17,959	2,409	54,887
Net pension liability	91,613	116,071	171,487	19,806	398,977
Bonds payable	2,735,056	2,177,474	3,115,595	-	8,028,125
Total Noncurrent Liabilities	2,850,937	2,323,583	3,312,880	23,636	8,511,036
Total Liabilities	3,462,452	2,981,083	3,891,492	37,688	10,372,715
Deferred Inflows of Resources					
Deferred pension resources	80,271	101,889	152,497	16,582	351,239
Deferred other postemployment benefit resources	18,751	23,095	21,772	2,920	66,538
Total Deferred Inflows of Resources	99,022	124,984	174,269	19,502	417,777
Net Position					
Net investment in capital assets	7,938,459	13,865,849	110,093	760,096	22,674,497
Restricted for debt service	-	110,238	314,109	-	424,347
Unrestricted	3,267,335	4,471,903	633,795	673,070	9,046,103
Total Net Position	$ 11,205,794	$ 18,447,990	$ 1,057,997	$ 1,433,166	$ 32,144,947

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2021

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601 Water	**602** Sewer	**609** Liquor Store	**603** Storm Water	Total
Operating Revenues					
Sales	$ -	$ -	$ 4,157,164	$ -	$ 4,157,164
Cost of sales	-	-	(3,115,854)	-	(3,115,854)
Gross Profit	-	-	1,041,310	-	1,041,310
Charges for services	1,335,173	1,376,215	-	391,866	3,103,254
Total Operating Revenues	1,335,173	1,376,215	1,041,310	391,866	4,144,564
Operating Expenses					
Personnel services	307,173	373,709	436,935	31,849	1,149,666
Supplies	103,105	77,351	7,434	2,629	190,519
Professional services	33,220	32,067	5,893	18,569	89,749
Communications	3,161	3,154	3,336	686	10,337
Insurance	10,949	23,011	7,131	272	41,363
Utilities	60,668	236,578	19,118	4,800	321,164
Repairs and maintenance	6,084	15,230	4,834	13,585	39,733
Depreciation	418,996	587,500	18,928	73,452	1,098,876
Other services and charges	-	-	90,899	-	90,899
Total Operating Expenses	943,356	1,348,600	594,508	145,842	3,032,306
Operating Income	391,817	27,615	446,802	246,024	1,112,258
Nonoperating Revenues (Expenses)					
Other revenues	7,675	4,907	2,100	97	14,779
Gain on sale of capital assets	-	-	196,097	-	196,097
Investment earnings	2,457	3,396	1,747	564	8,164
Interest expense and other	(96,646)	(53,223)	(118,687)	-	(268,556)
Total Nonoperating Revenues (Expenses)	(86,514)	(44,920)	81,257	661	(49,516)
Income Before Contributions and Transfers	305,303	(17,305)	528,059	246,685	1,062,742
Capital Contributions	274,645	343,326	-	-	617,971
Capital Contributions - Developer	139,000	157,400	-	-	296,400
Transfers In	-	-	140,000	-	140,000
Transfers Out	(44,429)	(70,431)	(747,150)	(65,000)	(927,010)
Change in Net Position	674,519	412,990	(79,091)	181,685	1,190,103
Net Position, January 1	10,531,275	18,035,000	1,137,088	1,251,481	30,954,844
Net Position, December 31	$ 11,205,794	$ 18,447,990	$ 1,057,997	$ 1,433,166	$ 32,144,947

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, 2021

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601 Water	**602** Sewer	**609** Liquor Store	**603** Storm Water	Total
Cash Flows from Operating Activities					
Receipts from customers and users	$ 1,607,306	$ 1,453,301	$ 4,157,072	$ 393,746	$ 7,611,425
Other receipts	7,675	4,907	2,100	97	14,779
Payments to suppliers	(110,029)	(157,007)	(3,532,586)	(40,564)	(3,840,186)
Payments to employees	(292,639)	(354,873)	(449,893)	(44,736)	(1,142,141)
Net Cash Provided by Operating Activities	1,212,313	946,328	176,693	308,543	2,643,877
Cash Flows from Noncapital Financing Activities					
Receipt on advance to other funds	1,589	454,949	25,765	-	482,303
Transfers from other funds	-	-	140,000	-	140,000
Transfers to other funds	(44,429)	(70,431)	(747,150)	(65,000)	(927,010)
Net Cash Provided (Used) by Noncapital Financing Activities	(42,840)	384,518	(581,385)	(65,000)	(304,707)
Cash Flows from Capital and Related Financing Activities					
Connection fees received	274,645	343,326	-	-	617,971
Acquisition of capital assets	(108,492)	(18,517)	(2,197,595)	(115,470)	(2,440,074)
Proceeds from sale of capital assets	-	-	397,150	-	397,150
Proceeds from bonds issued, net of issuance costs	-	-	3,186,245	-	3,186,245
Interest paid on bonds	(100,242)	(59,862)	-	-	(160,104)
Principal paid on bonds	(423,000)	(365,000)	-	-	(788,000)
Net Cash Provided (Used) by Capital and Related Financing Activities	(357,089)	(100,053)	1,385,800	(115,470)	813,188
Cash Flows from Investing Activities					
Interest received	2,096	2,911	1,119	512	6,638
Net Increase (Decrease) in Cash and Cash Equivalents	814,480	1,233,704	982,227	128,585	3,158,996
Cash and Cash Equivalents, January 1	2,665,588	3,747,386	289,607	546,189	7,248,770
Cash and Cash Equivalents, December 31	$ 3,480,068	$ 4,981,090	$ 1,271,834	$ 674,774	$ 10,407,766

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 *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, 2021:

- US Government Agency securities of $2,475,931 are valued using quoted market prices (Level 1 inputs)
- Negotiable certificates of deposit of $3,943,545 are valued using a matrix pricing model (Level 2 inputs)

Note 1: Summary of Significant Accounting Policies (Continued)

The City may invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.

2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.

3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.

4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.

5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.

6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.

7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.

8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

9. Guaranteed investment contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

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 2021. 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 two items which qualify for reporting in this category. Accordingly, the items, deferred pension resources and deferred other postemployment benefit resources, are reported only in the statement of net position. These items result from actuarial calculations and current year pension contributions and OPEB contributions made subsequent to the measurement dates.

Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. The recognition of bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an expense in the period incurred.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Note 1: Summary of Significant Accounting Policies (Continued)

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.

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 City was as follows:

	GERP	PEPFP	Total Pension Expense
Pension Expense	$ 57,504	$ (21,162)	$ 36,342

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, 2020. The General fund is typically used to liquidate governmental other postemployment benefits payable.

Note 1: Summary of Significant Accounting Policies (Continued)

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three types of items, *resources received in advance, deferred pension resources, and deferred OPEB resources.*

- *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.

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.

Note 1: Summary of Significant Accounting Policies (Continued)

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.

Comparative Data/Reclassifications

To better reflect the activity of the primary government, the City merged together several nonmajor capital project funds into the Street Construction fund. The total combined beginning fund balance of the primary government did not change.

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 during the year but the net change in fund balance was unchanged.

B. Deficit Fund Equity

The following funds had deficit fund equity at December 31, 2021:

Fund	Amount
Major	
Street Construction	$ 268,671
Nonmajor	
Isanti Indoor Arena	144,761
City Parking Improvements	74,687

These deficits will be eliminated with future state aid, charges for services 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 $9,261,240 and the bank balance was $10,041,389. 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	$ 18,255	$ -	$ -	$ -
Non-pooled Investments at Fair Value						
U.S. Government Agency Securities	AAA	Under 6 months	2,475,931	2,475,931		
Negotiable CDs	N/A	Less than 1 year	813,787	-	813,787	-
Negotiable CDs	N/A	1 to 5 years	2,670,587	-	2,670,587	-
Negotiable CDs	N/A	More than 5 years	459,170	-	459,170	-
Total Investments			$ 6,437,730	$ 2,475,931	$ 3,943,545	$ -

(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	$ 9,261,240
Investments	6,437,730
Cash on Hand	3,225
Total	$ 15,702,195
Cash and Temporary Investments	
Unrestricted	$ 13,476,873
Cash with fiscal agent	2,225,322
Total	$ 15,702,195

B. Loans Receivable

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, 2021, the loan receivable was $149,167.

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, 2021, the loan receivable was $3,492.

Note 3: Detailed Notes on All Funds (Continued)

C. Notes Receivable

On March 2, 2021 the City of Isanti and the Isanti Area Joint Operating Fire District entered into a lease purchase agreement for the Isanti Fire Hall. The City is to receive yearly payments in the amount of $120,000 for the next 5 years starting on January 1, 2021 and commencing on January 1, 2025. As of December 31, 2021, the note receivable balance was $480,000.

D. Interfund Receivables, Payables and Transfers

Receivable Fund	Payable Fund	Purpose	Amount
Due from/to other Funds			
Business-type	Governmental		
Liquor store	General fund	Finance project costs	$ 25,765
Advances to/from other Funds			
Governmental	Governmental		
General fund	Nonmajor governmental	Demolition costs	25,060
Business-type	Governmental		
Liquor store	General fund	Finance project costs	180,356
Total Advances to/from Other Funds			205,416
Interfund Activity Eliminated from Government-wide Statements			(25,060)
Total Internal Balances Government-wide Statements			$ 206,121

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 loan was paid in full in 2021.

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, 2021 is $25,060.

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, 2021 is $206,121.

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 City Council made a resolution during the year to forgive the remaining balance of the loan and therefore, there is no future obligation on this loan.

Note 3: Detailed Notes on All Funds (Continued)

Interfund Transfers

The following interfund transfers were made during 2021:

	Transfer in					
Fund	General	Debt Service	Capital Replacement	Nonmajor Governmental	Liquor	Total
Transfer Out						
Nonmajor Governmental	$ 136,400	$ -		$ -	$ -	$ 136,400
Street Construction	-	-	-	13,483	-	13,483
Water	-	4,429	-	-	40,000	44,429
Sewer	-	35,431	-	-	35,000	70,431
Liquor Store	350,000	-	397,150	-	-	747,150
Nonmajor - Storm Water	-	-	-	-	65,000	65,000
Total	$ 486,400	$ 39,860	$ 397,150	$ 13,483	$ 140,000	$ 1,076,893

During the year ended December 31, 2021, the City made the following transfers.

- The Water and Sewer funds transferred $4,429 and $35,431, to the Debt service fund 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. The Liquor Store also transferred $397,150 to the Capital Replacement fund as agreed for the land sale of the old liquor store.
- The nonmajor governmental funds (EDA) made a budgeted transfer of $136,400 to the General fund
- The Water, Sewer, and Stormwater fund transferred $40,000, $35,000, and $60,000 to the liquor store for the funding of portion of the new liquor store construction.
- The Street Construction fund made a transferred of $13,483 to nonmajor governmental funds to close funds with no future obligations.

Note 3: Detailed Notes on All Funds (Continued)

E. Capital Assets

Capital asset activity for the year ended December 31, 2021 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets not being Depreciated				
Land	$ 2,414,179	$ -	$ (11,493)	$ 2,402,686
Construction in progress	698,990	2,561,289	(729,403)	2,530,876
Total Capital Assets not being Depreciated	3,113,169	2,561,289	(740,896)	4,933,562
Capital Assets being Depreciated				
Land improvements	440,300	-	-	440,300
Buildings	5,616,339	-	(666,700)	4,949,639
Infrastructure	26,154,403	1,211,074	-	27,365,477
Machinery and equipment	1,717,075	80,180	-	1,797,255
Vehicles	641,454	54,859	-	696,313
Total Capital Assets being Depreciated	34,569,571	1,346,113	(666,700)	35,248,984
Less Accumulated Depreciation for				
Land improvements	(440,300)	-	-	(440,300)
Buildings	(2,250,578)	(141,083)	666,700	(1,724,961)
Infrastructure	(14,756,902)	(1,237,423)	-	(15,994,325)
Machinery and equipment	(1,135,855)	(91,363)	-	(1,227,218)
Vehicles	(388,806)	(54,201)	-	(443,007)
Total Accumulated Depreciation	(18,972,441)	(1,524,070)	666,700	(19,829,811)
Total Capital Assets being Depreciated, Net	15,597,130	(177,957)	-	15,419,173
Governmental Activities Capital Assets, Net	$ 18,710,299	$ 2,383,332	$ (740,896)	$ 20,352,735

Depreciation expense was charged to functions of the governmental activities as follows:

General Government	$ 79,554
Public Safety	62,142
Public Works	1,209,085
Culture and Recreation	173,289
Total Depreciation Expense - Governmental Activities	$ 1,524,070

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	$ -	$ (57,159)	$ 37,078
Construction in progress	701,538	2,507,146	(268,575)	2,940,109
Total Capital Assets not being Depreciated	795,775	2,507,146	(325,734)	2,977,187
Capital Assets being Depreciated				
Land improvements	268,238	-	(91,575)	176,663
Buildings	3,723,864	-	(337,305)	3,386,559
Infrastructure	36,638,675	296,402	-	36,935,077
Machinery and equipment	1,344,791	390,844	-	1,735,635
Vehicles	107,243	-	-	107,243
Total Capital Assets being Depreciated	42,082,811	687,246	(428,880)	42,341,177
Less Accumulated Depreciation for				
Land improvements	(190,721)	-	27,346	(163,375)
Buildings	(422,018)	(98,901)	257,640	(263,279)
Infrastructure	(12,029,205)	(902,705)	-	(12,931,910)
Machinery and equipment	(818,435)	(88,980)	-	(907,415)
Vehicles	(52,428)	(8,290)	-	(60,718)
Total Accumulated Depreciation	(13,512,807)	(1,098,876)	284,986	(14,326,697)
Total Capital Assets being Depreciated, Net	28,570,004	(411,630)	(143,894)	28,014,480
Business-type Activities Capital Assets, Net	$ 29,365,779	$ 2,095,516	$ (469,628)	$ 30,991,667

Depreciation expense was charged to programs of the business-type activities as follows:

Water	$ 418,996
Sewer	587,500
Stormwater	73,452
Liquor Store	18,928
Total Depreciation Expense - Business-type Activities	$ 1,098,876

Note 3: Detailed Notes on All Funds (Continued)

F. 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	02/01/22	$ 1,640,000
G.O. Bonds, Series 2014B	1,420,000	0.50 - 2.50	10/01/14	02/01/24	135,000
G.O. Refunding Bonds, Series 2021A	1,445,000	2.00	11/16/21	02/01/30	1,445,000
Total G.O. Bonds					$ 3,220,000

Annual debt service requirements to maturity for the G.O. bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2022	$ 1,685,000	$ 65,283	$ 1,750,283
2023	210,000	28,757	238,757
2024	220,000	24,368	244,368
2025	170,000	20,400	190,400
2026	175,000	16,950	191,950
2027 - 2030	760,000	30,700	790,700
Total	$ 3,220,000	$ 186,458	$ 3,406,458

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 33 and 29 percent of net revenues from the Water and Sewer funds, respectively. Principal and interest paid for 2021 and total customer net revenues for the Water fund were $523,242 and $1,335,173, respectively. Principal and interest paid for 2021 and total customer net revenues for the Sewer fund were $424,862 and $1,376,215 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	$ 304,000
MPFA - Water Revenue Bonds, Series 2008	5,064,256	3.04	10/07/08	08/20/28	2,155,056
G.O. Utility Revenue Bonds, Series 2010A	835,000	2.00 - 3.70	07/01/10	12/01/24	195,000
MPFA - Water Revenue Bonds, Series 2011	479,047	1.533	11/23/11	08/20/31	370,000
G.O. Utility Revenue Bonds, Series 2014B	1,030,000	0.50 - 2.50	10/01/14	02/01/25	440,000
MPFA - Sewer Revenue Bonds, Series 2016A	2,525,000	1.53	07/15/16	12/01/29	1,945,000
Lease Revenue Bonds, Series 2021A	3,165,000	2.00	06/16/21	12/15/36	3,165,000
Total G.O. Revenue Bonds					$ 8,574,056

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
2022	$ 929,000	$ 228,696	$ 1,157,696
2023	979,000	174,484	1,153,484
2024	995,000	150,349	1,145,349
2025	955,000	125,521	1,080,521
2026	863,000	103,861	966,861
2027 - 2031	2,678,056	251,823	2,929,879
2032 - 2036	1,175,000	71,500	1,246,500
Total	$ 8,574,056	$ 1,106,234	$ 9,680,290

Refunding Bonds

On December 16, 2021 the City issued $1,445,000 of General Obligation tax Abatement Refunding, Series 2021A. The bonds proceeds will be used to payoff 2014A Bonds on February 1, 2022. The proceeds of the bonds were deposited in a escrow payment account and will be used to pay issuance costs and to purchase government obligations. As a result of the refunding issue, the City will save $99,819 in debt service payments and achieve an economic gain (the present value of the difference between the old and the new debt service) of $90,230.

Note 3: Detailed Notes on All Funds (Continued)

G.O. Improvement (Special Assessment) Bonds

The following bonds were issued to finance various improvements and will be repaid from special assessments levied on the properties benefiting from the improvements and/or ad valorem tax levies. All special assessment debt is backed by the full faith and credit of the City. Each year the combined assessment and tax levy equals 105 percent of the amount required for debt service. The excess of 5 percent is to cover any delinquencies in tax or assessment payments. The business-type bonds will be repaid from special assessments and future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Improvement Bonds, Series 2011A	790,000	0.60 - 2.70	09/29/11	02/01/22	$ 90,000
G.O. Refunding Bonds, Series 2013A	2,160,000	0.35 - 2.50	02/01/13	12/01/28	265,000
Total G.O. Improvement Bonds					$ 355,000

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
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	-	-	-	40,000	3,000	43,000
2027 - 2028	-	-	-	80,000	3,000	83,000
Total	$ 90,000	$ 1,215	$ 91,215	$ 265,000	$ 25,385	$ 290,385

Note 3: Detailed Notes on All Funds (Continued)

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2021was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
General obligation bonds	$ 1,985,000	$ 1,445,000	$ (210,000)	$ 3,220,000	$ 1,685,000
G.O. improvement bonds	550,000	-	(460,000)	90,000	90,000
Unamortized premium on bonds	32,155	63,082	(11,591)	83,646	-
Total Bonds Payable	2,567,155	1,508,082	(681,591)	3,393,646	1,775,000
Compensated Absences Payable	161,671	96,750	(37,194)	221,227	143,421
Governmental Activities Long-term Liabilities	$ 2,728,826	$ 1,604,832	$ (718,785)	$ 3,614,873	$ 1,918,421
Business-type Activities					
Bonds Payable					
G.O. revenue bonds	$ 6,162,056	$ 3,165,000	$ (753,000)	$ 8,574,056	$ 929,000
G.O. improvement bonds	300,000	-	(35,000)	265,000	35,000
Unamortized premium on bonds	53,491	112,873	(13,295)	153,069	
Total Bonds Payable	6,515,547	3,277,873	(801,295)	8,992,125	964,000
Compensated Absences Payable	73,359	41,305	(32,074)	82,590	53,543
Business-type Activities Long-term Liabilities	$ 6,588,906	$ 3,319,178	$ (833,369)	$ 9,074,715	$ 1,017,543

Note 3: Detailed Notes on All Funds (Continued)

G. Components of Fund Balance

At December 31, 2021, 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	Capital Replacement	Other Governmental Funds	Total Governmental Funds
Nonspendable						
Prepaid items	$ 13,160	$ -	$ -	$ -	$ 2,749	$ 15,909
Restricted for						
Debt service	$ -	$ 1,967,967	$ -	$ -	$ -	$ 1,967,967
Public safety	-	-	-	-	7,060	7,060
Community center improvements	-	-	-	10,000	-	10,000
Economic development	-	-	-	-	224,349	224,349
Total Restricted	$ -	$ 1,967,967	$ -	$ 10,000	$ 231,409	$ 2,209,376
Committed to						
Culture and recreation	$ -	$ -	$ -	$ -	$ 362,844	$ 362,844
Economic development	-	-	-	-	355,385	355,385
City technology improvements	-	-	-	-	13,883	13,883
Total Committed	$ -	$ -	$ -	$ -	$ 732,112	$ 732,112
Assigned to						
Capital projects	$ -	$ -	$ -	$ (173,760)	$ 224,650	$ 50,890
Unassigned	$ 1,715,258	$ -	$ (268,671)	$ -	$ (219,448)	$ 1,227,139

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. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Plan Benefits

Benefits for 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. The postretirement increase is 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 2021 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, 2021, 2020 and 2019 were $133,608, $118,222 and $112,189, 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 members were required to contribute 11.80 percent of their annual covered salary in fiscal year 2021 and the City was required to contribute 17.70 percent for Police and Fire Plan members. The City's contributions to the Police and Fire Fund for the years ending December 31, 2021, 2020 and 2019 were $150,552, $128,590 and $113,940, 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, 2021, the City reported a liability of $986,473 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 $30,118. The net pension liability was measured as of June 30, 2021, 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, 2020 through June 30, 2021 relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0231 percent which was an increase of 0.0013 percent from its proportion measured as of June 30, 2020.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

City's proportionate share of the net pension liability	$986,473
State of Minnesota's proportionate share of the net pension liability associated with the City	30,118
Total	$ 1,016,591

For the year ended December 31, 2021, the City recognized pension expense of $55,074 for its proportionate share of General Employees Fund's pension expense. In addition, the City recognized an additional $2,430 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.

At December 31, 2021, 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	$ 5,352	$ 29,993
Changes in Actuarial Assumptions	602,323	20,173
Net Difference Between Projected and Actual Earnings on Plan Investments	-	860,867
Changes in Proportion	82,399	21,780
Contributions Paid to PERA Subsequent to the Measurement Date	68,342	-
Total	$ 758,416	$ 932,813

The $68,342 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, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2022	$ (24,935)
2023	24,779
2024	(9,567)
2025	(233,016)

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Fund Pension Costs

At December 31, 2021, the City reported a liability of $517,942 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2021, 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, 2020 through June 30, 2021 relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0671 percent which was an increase of 0.0025 percent from its proportionate share measured as of June 30, 2020.

The State of Minnesota contributed $18 million to the Police and Fire Fund in the plan fiscal year ended June 30, 2021. The contribution consisted of $9 million in direct state aid that does meet the definition of a special funding situation and $9 million in supplemental state aid that does not meet the definition of a special funding situation. The $9 million direct state was paid on October 1, 2020. 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 supplemental 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. Strong asset returns for the fiscal year ended 2021 will accelerate the phasing out of these state contributions, although we do not anticipate them to be phased out during the fiscal year ending 2022.

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 $9 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, 2021, the City recognized negative pension expense of $25,402 for its proportionate share of the Police and Fire Plan's pension expense.

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 supplemental state aid. The City recognized $4,240 for the year ended December 31, 2021 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, 2021, 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	$ 108,649	$ 8,400
Changes in Actuarial Assumptions	814,571	349,963
Net Difference Between Projected and Actual Earnings on Plan Investments	-	991,369
Changes in Proportion	66,774	62,103
Contributions Paid to PERA Subsequent to the Measurement Date	82,640	-
Total	$ 1,072,634	$ 1,411,835

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The $82,640 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, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2022	$ (353,642)
2023	(82,740)
2024	(52,396)
2025	(99,710)
2026	166,647

E. Actuarial Assumptions

The total pension liability in the June 30, 2021 actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.5 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.5 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan and 2.25 percent for the Police and Fire Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan. The Police and Fire Plan benefit increase is fixed at 1 percent per year and that increase was used in the valuation.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 29 years of service and 6.0 percent per year thereafter. In the Police and Fire Plan, salary growth assumptions range from 11.75 percent after one year of service to 3.0 percent after 24 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. Mortality rates for the Police and Fire Plan is based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions used in the June 30, 2021 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 were adopted by the Board and became effective with the July 1, 2021 actuarial valuation.

General Employees Fund

Changes in Actuarial Assumptions

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Fund

Changes in Actuarial Assumptions

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The inflation assumption was changed from 2.50 percent to 2.25 percent.
- The payroll growth assumption was changed from 3.25 percent to 3.00 percent.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from MP-2019 to MN-2020.
- The base mortality table for disabled annuitants was changed from the RP-2014 healthy annuitant mortality table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety disabled annuitant mortality table (with future mortality improvement according to Scale MP-2020).
- Assumed rates of salary increase were modified as recommended in the July 14, 2020 experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 14, 2020 experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities.
- Assumed percent married for active female members was changed from 60 percent to 70 percent. Minor changes to form of payment assumptions were applied.

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	33.5 %	5.10 %
Alternative Assets (Private Markets)	25.0	5.90
Bonds (Fixed Income)	25.0	0.75
International Equity	16.5	5.30
Total	100.00 %	

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

F. Discount Rate

The discount rate used to measure the total pension liability in 2021 was 6.50 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	$ 2,011,902	$ 986,473	$ 145,047
Police and Fire Fund	1,644,375	517,942	(405,456)

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, 2021, 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 2.00%.

C. Actuarial Methods and Assumptions

The City's total OPEB liability of $163,082 was measured as of December 31, 2021, 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, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	2.00%
20-Year Municipal Bond Yield	2.00%
Inflation Rate	2.50%
Salary Increases	Service graded table
Medical Trend Rate	6.25% as of January 1, 2021 grading to 5.00% over 5 years

The discount rate is based on the estimated yield of 20-Year AA-rated municipal bonds. The overall single discount rate is 2.00%. Mortality rates were based on the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables with MP-2019 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, 2020	$ 69,586
Changes for the Year:	
Service cost	12,993
Interset	2,295
Changes in benefit terms	80,559
Changes in assumptions or other inputs	4,608
Benefit payments	(6,959)
Net Changes	93,496
Balances at December 31, 2021	$ 163,082

For the year ending December 31, 2021, the discount rate was changed from 2.90% to 2.00%

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 (1.00 percent) or 1-percentage-point higher (3.00 percent) than the current discount rate:

1 Percent Decrease (1%)	Current (2%)	1 Percent Increase (3%)
$ 172,044	$ 163,082	$ 154,543

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%)
$ 148,832	$ 148,832	$ 179,629

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, 2021, the City recognized OPEB expense of $38,983. At December 31, 2021, 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	$ -	$ 195,679
Changes in Actuarial Assumptions	4,032	2,019
Total	$ 4,032	$ 197,698

Deferred inflows of resources totaling $195,679 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:

2022	$ (32,374)
2023	(32,374)
2024	(32,374)
2025	(32,374)
2026	(32,374)
Thereafter	(31,796)

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, 2021, 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 7: Joint Venture

C. Isanti Area Joint Operating Fire Board District

The City participates in a joint powers agreement with the towns of Athens, Bradford, Isanti, Oxford, Spencer Brook and Stanford 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. The City contributed $250,263 to the Board in 2021. 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.

The following is a summary of the Fire District's statements of net position as of December 31, 2020 and 2019

	2020	2019
Assets	$ 352,140	$ 828,628
Capital assets, net	1,746,126	1,221,618
Total Assets	$ 2,098,266	$ 2,050,246
Liabilities	$ 77,711	$ 1,221,618
Net Position	2,020,555	727,106
Total Liabilities and Net Position	$ 2,098,266	$ 1,948,724

The following is a summary of Fire District's statements of activities for the years ended December 31, 2020 and 2019:

	2020	2019
Revenues	$ 732,494	$ 760,802
Expenses	660,663	681,889
Change in Net Position	71,831	78,913
Net Position, January 1	1,948,724	1,869,811
Net Position, December 31	$ 2,020,555	$ 1,948,724

Note 8: 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.

Conduit Debt

The City issued facility revenue notes to provide financial assistance to the Art and Science Academy for the acquisition and construction of an educational facility deemed to be in the public interest for $5,250,000 in 2021. At December 31, 2021, the balance of the notes outstanding was $5,250,000. Neither, the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

Note 9: 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.

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2021

City of Isanti, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2021

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/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/21	0.0231 %	$ 986,473	$ 30,118	$ 1,016,591	$ 1,659,494	59.4 %	87.0 %
06/30/20	0.0218	1,307,010	40,174	1,347,184	1,609,429	81.2	79.0
06/30/19	0.0204	1,127,870	35,165	1,163,035	1,390,803	81.1	80.2
06/30/18	0.0218	1,209,375	39,643	1,249,018	1,465,877	82.5	79.5
06/30/17	0.0216	1,378,930	17,319	1,396,249	1,389,926	99.2	75.9
06/30/16	0.0211	1,713,216	22,401	1,735,617	1,310,966	130.7	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)
12/31/21	$ 133,608	$ 133,608	$ -	$ 1,781,440	7.5 %
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

2021 – The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes. The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

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

2021 – There were no changes in plan provisions since the previous valuation.

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 – There were no changes in plan provisions since the previous valuation.

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
06/30/21	0.0671 %	$ 517,942	$ 23,280	$ 541,222	$ 776,773	66.7 %	93.7 %
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)
12/31/21	$ 150,552	$ 150,552	$ -	$ 850,576	17.7 %
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

2021 - The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes. The inflation assumption was changed from 2.50 percent to 2.25 percent. The payroll growth assumption was changed from 3.25 percent to 3.00 percent. The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from MP-2019 to MN-2020. The base mortality table for disabled annuitants was changed from the RP-2014 healthy annuitant mortality table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety disabled annuitant mortality table (with future mortality improvement according to Scale MP-2020). Assumed rates of salary increase were modified as recommended in the July 14, 2020 experience study. The overall impact is a decrease in gross salary increase rates. Assumed rates of retirement were changed as recommended in the July 14, 2020 experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements. Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations. Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities. Assumed percent married for active female members was changed from 60 percent to 70 percent. Minor changes to form of payment assumptions were applied.

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

2021 – There were no changes in plan provisions since the previous valuation.

2020 – There were no changes in plan provisions since the previous valuation.

2019 – There were no changes in plan provisions since the previous valuation.

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 – There were no changes in plan provisions since the previous valuation.

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

	2021	2020	2019
Total OPEB Liability			
Service cost	$ 12,993	$ 11,217	$ 28,959
Interest	2,295	10,677	10,024
Differences between expected and actual experience	-	(260,904)	-
Changes in assumptions	4,608	(2,693)	-
Plan changes	80,559	-	-
Benefit payments	(6,959)	(2,063)	(850)
Net Change in Total OPEB Liability	93,496	(243,766)	38,133
Total OPEB Liability - Beginning	69,586	313,352	275,219
Total OPEB Liability - Ending	$ 163,082	$ 69,586	$ 313,352
Covered - Employee Payroll	$ 2,028,393	$ 1,969,314	$ 2,059,503
City's total OPEB liability as a percentage of covered employee payroll	8 %	4 %	15 %

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, 2021

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2021

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Assets			
Cash and temporary investments	$ 665,458	$ 149,778	$ 815,236
Receivables			
Accrued interest	533	185	718
Taxes	40	-	40
Accounts	9,763	-	9,763
Loans	152,659	-	152,659
Prepaid items	2,749	-	2,749
Land held for resale	18,900	-	18,900
Total Assets	$ 850,102	$ 149,963	$ 1,000,065
Liabilities			
Accounts payable	$ 2,054	$ -	$ 2,054
Accrued salaries payable	1,479	-	1,479
Advances from other funds	25,060	-	25,060
Total Liabilities	28,593	-	28,593
Fund Balances			
Nonspendable	2,749	-	2,749
Restricted	231,409	-	231,409
Committed	732,112	-	732,112
Assigned	-	224,650	224,650
Unassigned	(144,761)	(74,687)	(219,448)
Total Fund Balances	821,509	149,963	971,472
Total Liabilities and Fund Balances	$ 850,102	$ 149,963	$ 1,000,065

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2021

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Revenues			
Taxes			
Property taxes	$ 86,201	$ -	$ 86,201
Tax increments	17,443	-	17,443
Franchise taxes	32,958	-	32,958
Intergovernmental	-	52,690	52,690
Charges for services	148,345	-	148,345
Investment earnings	541	229	770
Miscellaneous	25,980	9,012	34,992
Total Revenues	311,468	61,931	373,399
Expenditures			
Current			
Public safety	250	-	250
Culture and recreation	17,592	-	17,592
Economic development	106,152	-	106,152
Capital outlay			
General government	24,375	-	24,375
Total Expenditures	148,369	-	148,369
Excess (Deficiency) of Revenues Over (Under) Expenditures	163,099	61,931	225,030
Other Financing Sources (Uses)			
Transfers in	-	13,483	13,483
Transfers out	(136,400)	-	(136,400)
Total Other Financing Sources (Uses)	(136,400)	13,483	(122,917)
Net Change in Fund Balances	26,699	75,414	102,113
Fund Balances, January 1	794,810	74,549	869,359
Fund Balances, December 31	$ 821,509	$ 149,963	$ 971,472

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2021

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Assets					
Cash and temporary investments	$ 3,019	$ 21,490	$ 359,586	$ 161,238	$ 7,055
Receivables					
Accrued interest	2	14	237	106	5
Taxes	-	-	-	-	-
Accounts	-	7,622	-	-	-
Loans	-	-	-	152,659	-
Prepaid items	-	2,749	-	-	-
Land held for resale	-	-	-	-	-
Total Assets	$ 3,021	$ 31,875	$ 359,823	$ 314,003	$ 7,060
Liabilities					
Accounts payable	$ -	$ 23	$ -	$ -	$ -
Accrued salaries payable	-	1,479	-	-	-
Advance from other funds	-	-	-	-	-
Total Liabilities	-	1,502	-	-	-
Fund Balances					
Nonspendable	-	2,749	-	-	-
Restricted	-	-	-	-	7,060
Committed	3,021	27,624	359,823	314,003	-
Unassigned	-	-	-	-	-
Total Fund Balances	3,021	30,373	359,823	314,003	7,060
Total Liabilities and Fund Balances	$ 3,021	$ 31,875	$ 359,823	$ 314,003	$ 7,060

226 Isanti Indoor Arena	227 Special Response Team	409 TIF 9	410 TIF 10	614 City Technology Improvement	Total
$ (144,513)	$ 13,749	$ 173,756	$ 58,344	$ 11,734	$ 665,458
-	9	114	38	8	533
-	-	40	-	-	40
-	-	-	-	2,141	9,763
-	-	-	-	-	152,659
-	-	-	-	-	2,749
-	-	18,900	-	-	18,900
$ (144,513)	$ 13,758	$ 192,810	$ 58,382	$ 13,883	$ 850,102
$ 248	$ -	$ 1,783	$ -	$ -	$ 2,054
-	-	-	-	-	1,479
-	-	25,060	-	-	25,060
248	-	26,843	-	-	28,593
-	-	-	-	-	2,749
-	-	165,967	58,382	-	231,409
-	13,758	-	-	13,883	732,112
(144,761)	-	-	-	-	(144,761)
(144,761)	13,758	165,967	58,382	13,883	821,509
$ (144,513)	$ 13,758	$ 192,810	$ 58,382	$ 13,883	$ 850,102

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2021

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Revenues					
Taxes					
Property taxes	$ -	$ 86,201	$ -	$ -	$ -
Tax increments	-	-	-	-	-
Franchise taxes	-	6,592	-	-	-
Charges for services	-	7,087	113,654	171	-
Investment earnings	6	(56)	299	114	5
Miscellaneous	5,276	5,579	-	-	190
Total Revenues	5,282	105,403	113,953	285	195
Expenditures					
Current					
Public safety	-	-	-	-	250
Culture and recreation	2,112	-	-	-	-
Economic development	-	92,586	-	10,000	-
Capital outlay					
General government	-	-	-	-	-
Total Expenditures	2,112	92,586	-	10,000	250
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,170	12,817	113,953	(9,715)	(55)
Other Financing Sources (Uses)					
Transfers out	-	(136,400)	-	-	-
Net Change in Fund Balances	3,170	(123,583)	113,953	(9,715)	(55)
Fund Balances, January 1	(149)	153,956	245,870	323,718	7,115
Fund Balances, December 31	$ 3,021	$ 30,373	$ 359,823	$ 314,003	$ 7,060

226 Isanti Indoor Arena	227 Special Response Team	409 TIF 9	410 TIF 10	614 City Technology Improvement	Total
$ -	$ -	$ -	$ -	$ -	$ 86,201
-	-	17,443	-	-	17,443
-	-	-	-	26,366	32,958
27,433	-	-	-	-	148,345
-	10	118	41	4	541
1,187	13,748	-	-	-	25,980
28,620	13,758	17,561	41	26,370	311,468
-	-	-	-	-	250
15,480	-	-	-	-	17,592
-	-	3,566	-	-	106,152
-	-	-	-	24,375	24,375
15,480	-	3,566	-	24,375	148,369
13,140	13,758	13,995	41	1,995	163,099
-	-	-	-	-	(136,400)
13,140	13,758	13,995	41	1,995	26,699
(157,901)	-	151,972	58,341	11,888	794,810
$ (144,761)	$ 13,758	$ 165,967	$ 58,382	$ 13,883	$ 821,509

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2021

	427 Fairway Blvd/ County 5 Signal	438 City Parking Improvements	441 2017 Palomino Road Southeast Improvements	Total
Assets				
Cash and temporary investments	$ 224,465	$ (74,687)	$ -	$ 149,778
Accrued interest receivable	185	-	-	185
Total Assets	$ 224,650	$ (74,687)	$ -	$ 149,963
Fund Balances				
Assigned	224,650	-	-	224,650
Unassigned	-	(74,687)	-	(74,687)
Total Fund Balances	$ 224,650	$ (74,687)	$ -	$ 149,963

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2021

	427 Signal Light Improvements	438 City Parking Improvements	441 2017 Palomino Road Southeast Improvements	Total
Revenues				
Intergovernmental	$ -	$ -	$ 52,690	$ 52,690
Investment earnings	209	-	20	229
Miscellaneous	9,012	-	-	9,012
Total Revenues	9,221	-	52,710	61,931

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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, 2021
(With Comparative Actual Amounts for the Year Ended December 31, 2020)

	2021				2020
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Revenues					
Property taxes	$ 1,927,166	$ 1,927,166	$ 1,878,202	$ (48,964)	$ 1,859,747
Licenses and permits					
Business	13,300	13,300	3,275	(10,025)	14,885
Nonbusiness	334,500	334,500	345,439	10,939	430,168
Total licenses and permits	347,800	347,800	348,714	914	445,053
Intergovernmental					
Federal					
Other	79,667	79,667	83,667	4,000	417,121
State					
Local government aid	780,176	780,176	780,176	-	740,876
Property tax credits	150	150	35	(115)	70
Police aid	78,000	78,000	81,546	3,546	56,204
Municipal state aid					
street maintenance	69,000	69,000	69,272	272	73,844
Other	1,205	1,205	2,807	1,602	-
Total intergovernmental	1,008,198	1,008,198	1,017,503	9,305	1,288,115
Charges for services					
General government	94,855	94,855	32,581	(62,274)	38,754
Public safety	88,020	88,020	75,727	(12,293)	25,670
Public works	10,750	10,750	7,088	(3,662)	10,497
Culture and recreation	12,850	12,850	67,021	54,171	58,139
Total charges for services	206,475	206,475	182,417	(24,058)	133,060
Fines and forfeitures	53,150	53,150	33,290	(19,860)	33,500
Investment earnings	20,000	20,000	560	(19,440)	40,076
Miscellaneous					
Refunds and reimbursements	7,000	7,000	25,157	18,157	26,451
Other	1,000	8,750	(58)	(8,808)	1,150
Total miscellaneous	8,000	15,750	25,099	9,349	27,601
Total Revenues	3,570,789	3,578,539	3,485,785	(92,754)	3,827,152

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, 2021
(With Comparative Actual Amounts for the Year Ended December 31, 2020)

	2021				2020
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures					
Current					
General government					
Mayor and city council					
Personnel services	$ 26,834	$ 26,834	$ 24,842	$ 1,992	$ 25,273
Supplies	2,750	2,750	830	1,920	1,525
Other services and charges	9,135	9,135	10,005	(870)	13,239
Total mayor and city council	38,719	38,719	35,677	3,042	40,037
Elections					
Personnel services	-	-	-	-	7,222
Supplies	-	-	-	-	111
Other services and charges	200	200	1,436	(1,236)	2,698
Total elections	200	200	1,436	(1,236)	10,031
Financial administration					
Personnel services	447,462	447,462	446,476	986	465,592
Supplies	34,455	34,455	33,937	518	32,653
Other services and charges	97,094	97,094	79,735	17,359	133,227
Total finance administration	579,011	579,011	560,148	18,863	631,472
Planning and zoning					
Personnel services	109,542	109,542	105,502	4,040	95,308
Supplies	3,760	3,760	2,619	1,141	1,667
Other services and charges	19,191	19,191	11,880	7,311	15,572
Total planning and zoning	132,493	132,493	120,001	12,492	112,547
Municipal building					
Supplies	5,250	5,250	3,660	1,590	1,309
Other services and charges	34,404	34,404	45,931	(11,527)	38,225
Total municipal building	39,654	39,654	49,591	(9,937)	39,534
Total general government	790,077	790,077	766,853	23,224	833,621

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, 2021
(With Comparative Actual Amounts for the Year Ended December 31, 2020)

Expenditures (Continued)					
Current (continued)					
Public safety					
Police					
Personnel services	$ 1,536,478	$ 1,536,478	$ 1,456,632	$ 79,846	$ 1,253,944
Supplies	23,510	23,510	24,463	(953)	24,680
Other services and charges	183,619	183,619	202,770	(19,151)	166,255
Total police	1,743,607	1,743,607	1,683,865	59,742	1,444,879
Fire protection					
Other services and charges	257,990	257,990	253,972	4,018	251,620
Building inspection					
Personnel services	169,785	169,785	193,758	(23,973)	49,267
Supplies	100	100	713	(613)	636
Other services and charges	24,962	24,962	31,055	(6,093)	350,276
Total building inspection	194,847	194,847	225,526	(30,679)	400,179
Code enforcement					
Personnel services	10,021	10,021	9,974	47	8,972
Supplies	50	50	9	41	121
Other services and charges	2,312	2,312	1,386	926	2,302
Total code enforcement	12,383	12,383	11,369	1,014	11,395
Animal control					
Supplies	90	90	-	90	70
Other services and charges	3,001	3,001	3,000	1	3,001
Total animal control	3,091	3,091	3,000	91	3,071
Total public safety	2,211,918	2,211,918	2,177,732	34,186	2,111,144
Public works					
Streets and highways					
Personnel services	217,725	217,725	206,668	11,057	224,744
Supplies	100,700	100,700	75,710	24,990	77,140
Other services and charges	63,524	63,524	46,444	17,080	53,532
Total streets and highways	381,949	381,949	328,822	53,127	355,416

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, 2021
(With Comparative Actual Amounts for the Year Ended December 31, 2020)

Expenditures (Continued)					
Current (continued)					
Public works (continued)					
Street lighting					
Other services and charges	$ 51,130	$ 51,130	$ 58,434	$ (7,304)	$ 53,811
Sanitation and waste control					
Personnel services	20,893	20,893	19,180	1,713	15,912
Supplies	1,200	1,200	1,168	32	805
Other services and charges	2,782	2,782	3,285	(503)	6,307
Total sanitation and waste control	24,875	24,875	23,633	1,242	23,024
General City maintenance					
Personnel services	36,886	36,886	36,722	164	29,124
Supplies	4,140	4,140	1,224	2,916	2,203
Other services and charges	18,410	18,410	16,021	2,389	15,890
Total general city maintenance	59,436	59,436	53,967	5,469	47,217
Total public works	517,390	517,390	464,856	52,534	479,468
Culture and recreation					
Parks and recreation					
Personnel services	238,086	238,086	217,135	20,951	216,025
Supplies	12,160	12,160	9,510	2,650	11,720
Other services and charges	121,061	121,061	111,831	9,230	106,089
Total parks and recreation	371,307	371,307	338,476	32,831	333,834
Total culture and recreation	371,307	371,307	338,476	32,831	333,834
Economic development					
Other services and charges	13,852	13,852	14,987	(1,135)	24,528
Total current	3,904,544	3,904,544	3,762,904	141,640	3,782,595

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, 2021
(With Comparative Actual Amounts for the Year Ended December 31, 2020)

Expenditures (Continued)					
Capital outlay					
General government	$ -	$ -	$ -	$ -	$ 69,575
Public safety	-	-	-	-	160,435
Public works	-	-	-	-	10,160
Culture and recreation	-	-	-	-	4,500
Total capital outlay	-	-	-	-	244,670
Total Expenditures	3,904,544	3,904,544	3,762,904	141,640	4,027,265
Excess (Deficiency) of Revenues Over (Under) Expenditures	(333,755)	(326,005)	(277,119)	48,886	(200,113)
Other Financing Sources (Uses)					
Transfers in	494,150	486,400	486,400	-	455,976
Transfers out	(113,944)	(113,944)	-	113,944	-
Total Other Financing Sources (Uses)	380,206	372,456	486,400	113,944	455,976
Net Change in Fund Balances	46,451	46,451	209,281	162,830	255,863
Fund Balances, January 1	1,519,137	1,519,137	1,519,137	-	1,263,274
Fund Balances, December 31	$ 1,565,588	$ 1,565,588	$ 1,728,418	$ 162,830	$ 1,519,137

City of Isanti, Minnesota
Debt Service Funds
Combining Balance Sheet
December 31, 2021

	929 2010B G.O. Improvement Bonds	930 2011A G.O. Improvement Bonds	931 2021A G.O. Tax Abatement Bonds
Assets			
Cash and temporary investments	$ 49,521	$ 37,229	$ 79,511
Cash With fiscal agent	-	91,215	1,663,231
Receivables			
Accrued interest	33	25	52
Special assessments	282,392	14,470	-
Total Assets	$ 331,946	$ 142,939	$ 1,742,794
Liabilities			
Accounts payable	$ 156	$ 156	$ 10,313
Deferred Inflows of Resources			
Unavailable revenue - special assessments	282,391	13,814	-
Fund Balances			
Restricted for debt service	49,399	128,969	1,732,481
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 331,946	$ 142,939	$ 1,742,794

932 2014B G.O. Improvement Bonds	Total
$ 10,738	$ 176,999
46,529	1,800,975
7	117
-	296,862
$ 57,274	$ 2,274,953
$ 156	$ 10,781
-	296,205
57,118	1,967,967
$ 57,274	$ 2,274,953

City of Isanti, Minnesota
Debt Service Funds
Combining Schedule of Revenues, Expenditures
and Changes in Fund Balances
For the Year Ended December 31, 2021

	929 2010B G.O. Improvement Bonds	930 2011A G.O. Improvement Bonds	931 2021A G.O. Tax Abatement Bonds
Revenues			
Property taxes	$ -	$ 9,367	$ 222,036
Special assessments	-	16,166	-
Investment earnings	245	(30)	(102)
Total Revenues	245	25,503	221,934
Expenditures			
Debt service			
Principal	375,000	85,000	165,000
Interest and other	12,156	4,262	91,098
Total Expenditures	387,156	89,262	256,098
Excess (Deficiency) of Revenues Over (Under) Expenditures	(386,911)	(63,759)	(34,164)
Other Financing Sources (Uses)			
Bond issued	-	-	1,445,000
Premium on bonds issued	-	-	63,082
Transfers in	-	39,860	-
Total Other Financing Sources (Uses)	-	39,860	1,508,082
Net Change in Fund Balances	(386,911)	(23,899)	1,473,918
Fund Balances, January 1	436,310	152,868	258,563
Fund Balances, December 31	$ 49,399	$ 128,969	$ 1,732,481

932 2014B G.O. Improvement Bonds	Total
$ 50,227	$ 281,630
-	16,166
(31)	82
50,196	297,878
45,000	670,000
3,362	110,878
48,362	780,878
1,834	(483,000)
-	1,445,000
-	63,082
-	39,860
-	1,547,942
1,834	1,064,942
55,284	903,025
$ 57,118	$ 1,967,967

City of Isanti, Minnesota
Summary Financial Report
Revenues and Expenditures for General Operations
Governmental Funds
For the Years Ended December 31, 2021 and 2020

	Total		Percent Increase (Decrease)
	2021	2020	
Revenues			
Taxes	$ 3,343,998	$ 3,090,463	8.20 %
Licenses and permits	348,714	445,053	(21.65)
Intergovernmental	1,235,283	1,995,676	(38.10)
Charges for services	453,730	305,715	48.42
Fines and forfeits	33,290	33,500	(0.63)
Special assessments	75,908	40,460	87.61
Investment earnings	1,946	88,317	(97.80)
Miscellaneous	59,406	55,220	7.58
Total Revenues	$ 5,552,275	$ 6,054,404	(8.29) %
Per Capita	$ 816	$ 971	(15.99) %
Expenditures			
Current			
General government	$ 766,853	$ 833,621	(8.01) %
Public safety	2,177,982	2,114,034	3.02
Public works	464,856	479,468	(3.05)
Culture and recreation	356,068	358,291	(0.62)
Economic development	121,139	127,098	(4.69)
Capital outlay			
General government	33,187	124,022	(73.24)
Public safety	1,577,386	245,028	543.76
Public works	1,076,565	1,873,743	(42.54)
Culture and recreation	322,577	31,438	926.07
Economic development	-	500	(100.00)
Debt service			
Principal	670,000	655,000	2.29
Interest and other	110,878	86,469	28.23
Total Expenditures	$ 7,677,491	$ 6,928,712	10.81 %
Per Capita	$ 1,128	$ 1,112	1.51 %
Total Long-term Indebtedness	$ 3,310,000	$ 2,535,000	30.57 %
Per Capita	486	407	19.61
General Fund Balance - December 31	$ 1,728,418	$ 1,519,137	13.78 %
Per Capita	254	244	4.23

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, 2021

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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, 2021, and the related notes to the financial statements, and have issued our report thereon dated April 13, 2022.

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

Abdo
Minneapolis, Minnesota
April 13, 2022

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, 2021, 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 13, 2022.

Report on 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) 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.

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.

Report on 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 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. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Finding and Response as item 2021-001 to be a significant deficiency.

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
Minneapolis, Minnesota
April 13, 2022

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City of Isanti, Minnesota
Schedule of Finding and Response
For the Year Ended December 31, 2021

Finding	Description
2021-001	**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.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, APRIL 5, 2022 – 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.12. Resolution 2022-XXX Authorizing the Closing of Funds 441 and 933

M. Other Communications

Adjournment

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 5th 2022
Subject: Closing Funds 441 and 933 to Fund 425

Background:

Construction Fund 441 was created in 2017 to track expenses associated with the Palomino Road Street and Utility Improvements. Fund 933 was subsequently created to track the receipt of special assessment revenues for the project. All current and future street projects are and will be tracked in Street Construction Fund 425. This would include expenses and special assessments. This method of "reusing" the same Fund year after year to track like projects is recommended by our external audit firm.

Recommendation:

Staff is recommending, in consultation with our audit firm, that Funds 441 and 933 be closed to Fund 425. This action, if adopted would be effective for year end 2021 and be represented on the audited financials, to be presented to Council on April 19th 2022.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve Resolution as written.

Attachments:

- Res 2022-XXX Authorizing the Closing of Funds 441 and 933.

RESOLUTION 2022-XXX

AUTHORIZING THE CLOSING OF FUNDS 441 AND 933

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 Construction Fund 441 and Debt Service Fund 933 to Fund 425 – Street Construction Fund retroactively effective to 12-31-2021; and

WHEREAS, Funds 441 and 933 had been created to track expenses and special assessments related to the 2017 Palomino Road Project;

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

1. Close Funds 441 and 933 to Fund 425 – Street Construction Fund, effective December 31st 2021.

Adopted by the Isanti City Council this 5th day of April 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MAY 3, 2022 – 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. April 19, 2022- Regular Meeting of the City Council
2. April 19, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, May 17, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 17, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 17, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

1. Resolution 2022-XXX Approving an Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store
2. Consideration of Animal Control and Kennel Services Contract

Community Development Director Stephanie Hillesheim

3. Resolution 2022-XXX Approving the Minor Subdivision Plat for Halvorson Acres Located at PID 16.029.2300
4. Resolution 2022-XXX Approving the Development Agreement for Fairway Greens North Phase II

L. Approve Consent Agenda
1. Payroll in the Amount of $117,757.61 and Accounts Payable in the Amount of $313,709.90
2. Resolution 2022-XXX Approving the Hire of Part-Time Police Secretary Mary Heiss
3. Resolution 2022-XXX Approving a Temporary On-Sale Liquor License to Isanti Firefighter's Rodeo Association for the 46th Annual Isanti Firefighter's Rodeo

4. Resolution 2022-XXX Authorizing Closing of Fund 444
5. Resolution 2022-XXX Approve Amendment to the 2022 Budget for City Hall Cubical Electrical
6. Resolution 2022-XXX Approving Sale of Forfeited Vehicles at Public Auction
7. Resolution 2022-XXX Accepting Resignation for Part-Time Liquor Store Clerk II Janet Booth
8. Resolution 2022-XXX Authorizing Isanti Fire District to Perform an Open Burn
9. Resolution 2022-XXX Rescinding Resolution 2022-086 Authorizing a Reduction in the Letter of Credit For Fairway Greens North
10. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit For Fairway Greens North Phase I
11. Resolution 2022-XXX Authorizing the Purchase of a Snow Plow Truck
12. Resolution 2022-XXX Approval of Street Lighting Infill for 2022
13. Resolution 2022-XXX Accepting Donation of Custom Bench and Receptacle for Isanti Liquor Store

M. Other Communications

Adjournment

MINUTES

CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, APRIL 19, 2022 – 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 from Subway, 945 Eagle Drive New Town, North Dakota 58763 due to working out of state), Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker, Chief of Police Travis Muyres and Community Development Special Ryan Saltis

D. Public Comment
Julie and Andy Fiedler, 519 Birch St SW, Isanti MN 55040 shared concerns that they have been trying to pay their utility bill with the help of Lakes and Pines however, it seems there has been some communication issues between the City and Lakes and Pines.

Tammy Gimpl, Gratitude Farms, 22359 Bataan St NE East Bethel, MN 55011 shared her concerns about the information that was shared regarding her business at the April 5, 2022 City Council meeting during public comment.

E. Adopt Agenda
ADD: K.3. Waive Late Fee For Utility Payment by Christine Schulze

Motion by Lundeen, seconded by Bergley to adopt 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. April 5, 2022- Regular Meeting of the City Council

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

H. Announcements

1. City Council Meeting	Tuesday, May 3, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, May 3, 2022 *(Immediately following the City Council Meeting)*
3. Parks, Recreation and Culture Board	Tuesday, April 26, 2022 at 6:00 p.m.

I. Council Committee Reports

None

J. Public Hearings

1. MS4 Presentation

Community Development Director Stephanie Hillesheim shared a presentation of the 2021 Annual Report for the MS4 Program. Highlights from the presentation included that the Municipal Separate Storm Sewer System was created as part of the 1972 Clean Water Act, MPCA initiated MS4 in 2007, the City of Isanti became MS4 in 2016. A city generally becomes MS4 when the population hits 5,000. The City of Isanti implements MS4 through regulatory mechanisms, education and outreach and environmental protection.

Hillesheim continued to share that the annual report is due June 30th of every year and is part of the MS4 permit requirement. There were 5 illicit discharges in 2021 with 4 discharges found by City staff and 1 public complaint for illicit discharge. Enforcement actions were 9 verbal warnings to Contractors/ Homeowners and 2 violation letters issued. Hillesheim shared the 7 conditions that were found violated during the MS4 audit in February.

Hillesheim further shared that the City is addressing conditions outlined in the audit Letter of Warning, increasing public outreach and training, continue implementation and improvement of SWPPP and continue partnership with Bolten and Menk.

Mayor Johnson opened the public hearing at 7:33 p.m.

No one from the public spoke.

Mayor Johnson closed the public hearing at 7:33 p.m.

K. Business Items

1. **Resolution 2022-080** Accepting the 2021 Annual Financial Report and Management Letter (Abdo, Eick and Meyers- *Steve McDonald*)

   Steve McDonald from Abdo, Eick and Meyers shared a video presentation regarding the 2021 Financial Audit as well as financial highlights for 2021. McDonald shared that there was an internal control finding in preparation of financial statements. McDonald shared that it is not necessarily bad but a small City comment. There cannot be only one person in place for preparation and acceptance of financial statements. An internal control process cannot have just one person in place resulting in a reportable condition for Council to be aware.

   McDonald shared that the General Fund balance at the end of 2021 represented 40% of the following years budget. The target minimum fund balance is 50% and anything between 30% and 50% is adequate working capital range. The City has been in that range each year presented. The General Fund balance increased $209,000.00 from 2020. Intergovernmental increased in 2020 and 2021 due to mostly because of federal funding that came through the City.

McDonald continued to share that with the Special Revenue Fund balances, the total fund balance for 2021 was $821,509.00 which was a $26,699 from the prior year. The indoor arena has a deficient of $144,761.00 but overtime will be eliminated.

McDonald went on to share that in the City's Capital Project funds, there is a deficit total of $282,468.00. The deficit in the Street Construction fund is expected to be eliminated in future years with MSA revenue and future tax revenues. Capital Replacement fund has a deficit of $163,760.00. The deficit in the Capital fund is expected to be eliminated in future years with future lease and tax revenues.

McDonald further shared that there are $3,310,000.00 in outstanding bonds. A refunding bond was done in 2021 for 2021 Tax Abatement Bonds which has paid off the old bonds which will go down significantly in 2022.

McDonald continued with the Enterprise Funds, which are made up of water, sewer, storm water and liquor funds. McDonald went on to share that all have really good results for 2021 and the last several years. Operating receipts for the water and sewer have been sufficient to pay operating expenses and the debt service that is outstanding. Stormwater revenue has exceeded the operating expenses with a good cash balance. The liquor fund had a balance of $1,271,834.00 noting that the Liquor Store has unspent bond proceeds of $564,717.00 accounting for a portion of the increase in cash at the end of 2021.

McDonald went on to share that the overall tax rates have been consist over the last three years.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Stephanie Hillesheim

2. **Resolution 2022-081** Approving a Special Event Permit Application for Walk for Life
Community Development Director Stephanie Hillesheim shared that this is a special event permit for the Walk for Life located on the bike/walk path. Hillesheim continued to share that this event has been done annually for quite some time.

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

3. Waive Late Fee For Utility Payment by Christine Schulze

Motion by Bergley, seconded Bergley to waive late fee for Christine Schulze. Motion passed 4-1 with Collison voting nay.

L. Approve Consent Agenda

1. Payroll in the Amount of $119,821.68 and Accounts Payable in the Amount of $383,681.17
2. **Resolution 2022-082** Setting Work Sessions for 2023 Budget
3. **Resolution 2022-083** Approving the Hire of Kayla Saltis for the Position of Administrative Assistant Internship

4. **Resolution 2022-084** Approving the Hire of Mason Voshell for the Position of Economic Development Internship
5. **Resolution 2022-085** To Declare Certain Property as Surplus and Authorize It's Sale by Public Surplus Online Public Auction
6. **Resolution 2022-086** Authorizing a Reduction in the Letter of Credit for Fairway Greens North

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

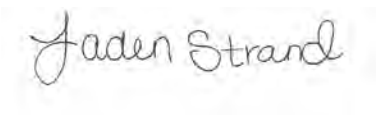
M. Other Communications

1. March Police Department Report
1. March Code Enforcement Report
2. March Building Inspector Report
3. 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 7:40 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 19, 2022 – 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 (via Zoom from Subway, 945 Eagle Drive New Town, North Dakota 58763 due to working out of state), Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker, Chief of Police Travis Muyres and Community Development Special Ryan Saltis

Others Present: Christopher Peterson

D. Public Comment
None

E. Committee Meeting Items

1. Agenda Request *(Christopher Peterson)*
Christopher Peterson shared that he was requesting to provide and maintain the City with a community board at the Isanti Liquor store.

Peterson informed Committee that the board would be no cost to the City. Businesses would be allowed to lease space on the board for advertising for $150.00 a year. The City of Isanti would be rendered $150.00 of the profits each year.

Committee further discussed and shared they were in favor of the board but advertisements on the board could not be offensive, inappropriate or direct competition with Isanti Liquor.

Recommendation from Committee is for staff to work with Petersons Promotions to draft contract and bring to future City Council meeting for consideration.

2. Agenda Request *(Christine Schulze)*
Mayor Johnson shared that the Post Office lost Christine Schulze's utility payment resulting in her receiving a $5.00 late fee.

City Administrator Wood shared Schulze's uses an automatic bill pay system through her bank and when the funds were withdrawn from her bank account on the 10th which would have been plenty of time to receive the payment however, the City did not receive the

payment. There was an envelope with this payment and other payments received from the Post Office that said there was a mailing delay but with no definition of how many days there was a delay.

Consensus from Committee is to add this to the City Council meeting later that night for consideration.

3. Police Updates
Part-Time Police Secretary position has been filled.

The department is down two Patrol Officers but are in the process of interviews to fill the positions.

Designs for rebranding of the department and will come to a future Council meeting for consideration.

Staff visited the new facility to determine steps for remodel of the building.

Window tint project for the Council Chambers is anticipated to begin next week.

4. 3.2 Temporary Liquor License Discussion
The temporary 3.2 application states a request may not exceed four (4) consecutive days and has been common practice for temporary 3.2 licenses. However, City Code does not specify a day limit. State statute states it is at the discretion of the City.

City Code specifies that 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 location in the City, within a twelve-month period.

Staff asked for direction on what the number of days a temporary 3.2 license shall be issued for.

Consensus from Committee is for staff to draft an ordinance amendment to reflect the license to be consistent with a regular temporary liquor license but taking Illuminate Isanti into account as that event is for 8 days.

F. Adjournment
Meeting was adjourned at 5:43 p.m.

Respectfully Submitted.
Jaden Strand

Jaden Strand
City Clerk

Request for City Council Action- MEMO

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

From: Jaden Strand, City Clerk

Date: May 3, 2022

Subject: Resolution 2022-XXX Approving An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

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Background:
At the April 19, 2022 Committee of the Whole meeting, Committee recommended to move forward with Petersons Promotions providing a community bulletin board at Isanti Liquor. Further direction at the April 19, 2022 Committee of the Whole meeting was for staff to work with Petersons Promotions to draft up a contract and bring back to City Council for consideration. Petersons Promotions advised staff that they would like to enter into a contract for at least 3 years.

Request:
Staff would like direction on how long the contract shall be valid for and requesting action on this item.

Attachment:

- Resolution 2022-XXX Approving An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

RESOLUTION 2022-XXX

APPROVING AN AGREEMENT BETWEEN THE CITY OF ISANTI AND PETERSONS PROMOTIONS FOR COMMUNITY BULLETIN BOARD AT ISANTI LIQUOR STORE

WHEREAS, Petersons Promotions requested to provide and maintain a community board at Isanti Liquor; and,

WHEREAS, the community board would allow for approximately 10 businesses to place advertisements on the board for a yearly fee of $150.00 paid to Petersons Promotions; and,

WHEREAS, the advertisements would be approximately 10 inches x 12 inches; and,

WHEREAS, the cork space available for community posting is 5 feet x 4 feet; and,

WHEREAS, Peterson Promotions will render $150.00 a year to the City of Isanti; and,

WHEREAS, Committee of the Whole discussed the request at the April 19, 2022 COW and recommended approval; and,

WHEREAS, the agreement with the Petersons Promotions is hereby attached as Exhibit A;

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

1. The City Council hereby enters into the attached contract "Exhibit A", between the City of Isanti and Petersons Promotions for contracted community board services.

2. Approves and authorizes the City Administrator to sign the contract between the City of Isanti and Petersons Promotions

3. The contract shall run through _____.

This resolution was duly adopted by the Isanti City Council this 3rd day of May 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Exhibit A

AGREEMENT BETWEEN THE CITY OF ISANTI AND PETERSONS PROMOTIONS

This agreement is hereby entered into between the City of Isanti and Petersons Promotions for provision of providing community board services for the City of Isanti at Isanti Liquor. This agreement will be effective through _____.

Through this agreement, Petersons Promotions agrees to provide and maintain the City of Isanti the community board at Isanti Liquor with no cost to the City.

The community board allows for approximately 10 businesses to advertise on the board with the advertisements to be approximately 10 inches by 12 inches in size.

The cork space available for community posting is 5 feet x 4 feet in size.

Petersons Promotions will render $150.00 a year of the proceeds to the City of Isanti.

Either party (Petersons Promotions or City of Isanti), may terminate this agreement at any time for any reason upon thirty (30) days written notice.

Signed _____ Date _____
Petersons Promotions

Signed _____ Date _____
City Administrator Josi Wood
City of Isanti

A Community For Generations.
Isanti

Memo for Discussion

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: May 3, 2022
Subject: Consideration of Animal Control and Kennel Services Contract

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Background:
Proposals for animal control and kennel services was discussed and ultimately awarded to On-Line Retrievers on April 5, 2022. Council approved action for staff to execute and enter into a contract with On-Line Retrievers based upon the proposal that they submitted to the City. In drafting the contract and discussing the terms with the owner of On-Line Retrievers, it was discovered that their proposal did not include a provision for compensation by the City when a dog is collected but the owner refuses to collect the dog and pay the required fees and the contractor cannot find a placement for the dog. Staff would like to make Council aware of the following language that has been included in the draft contract:

Compensation from City - There is no monthly City fee. If the owner is not identified, has not claimed the dog or a replacement cannot be found who incurs the cost for the fees, the City would incur costs associated with the collection and kennel by the Contractor as outlined in section C. with exception of the per day kennel fee which would be at a rate of $20.00 per day.

Request:
Staff is requesting direction on this item.

Action Required:
If the Council concurs with the language written in the contract, it should by motion, take the following actions:

1. Approve the contract between the City and On-Line Retrievers as presented.

Attachment:

- Draft Contract with On-Line Retrievers

CITY OF ISANTI

ANIMAL CONTROL AND KENNEL SERVICES CONTRACT

THIS AGREEMENT between the **City of Isanti** (hereinafter "**City**"), whose principal office is located at 110 First Avenue NW, City of Isanti, State of Minnesota, and **On-Line Retrievers (**hereinafter "**Contractor**"), is made and entered into on the ____ day of _____, 2022.

A. Period of Agreement.
City hereby agrees to hire Contractor to render services as a dog care provider (kennel services) and on-call animal control officer, and Contractor faithfully agrees to diligently perform such duties through March 31, 2027.

B. Nature of Services.
Kennel Services: Contractor shall perform the services contemplated by this agreement in a discreet, humane manner. Contractor is retained as an independent contractor to assist with the dog care for unleashed dogs picked up by Isanti City's Animal Control Officer and/or law enforcement within the City of Isanti. It is specifically made part of this Agreement that the nature of services to be provided by Contractor shall include the provision of a place for each dog to stay; together with the provision of food, water and walking/exercising the dogs. The Contractor will be responsible to contact the rescue party i.e., animal shelter, human society, etc. for pick-up, or shall transport all dogs to the vet at the end of the five (5) days each unclaimed dog is to be held pursuant to City Ordinance and State Statute. If a dog that has bitten a person and is impounded, that dog must be kept apart from other animals and observed for a period of ten (10) days pursuant to City Ordinance and State Statute, during which time the Contractor shall notify the City of signs of any transmittable diseases. This time period may be shortened if a release signed by the owner of the dog is received authorizing euthanasia or disposal of the dog; and the owner has provided payment of all fees relating to the impoundment, kenneling of the dog and veterinary charges. If needed for a dog bite incident, the Contractor is responsible transport of the dog to the University of Minnesota.

It is understood, pursuant to this agreement, that the Animal Control Officer shall bring all dogs caught directly to Contractor. Contractor will provide services for the City of Isanti seven days a week, twenty-four hours per day.

Animal Control Services: Contractor shall, upon request of the Isanti Police Department, City Administrator (or designee), or other Law Enforcement Agency, take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute in the corporate limits of the City of Isanti. Contractor shall also have the authority to pick up any dog that is observed by the Contractor and only those dogs that are determined to be in violation of any City Ordinance or Minnesota State Statute, when he/she is driving through the City without a direct request from the Isanti Police Department or City Administrator (or designee). All apprehensions of dogs or other animals shall be in a lawful, efficient and workman like manner. All animals apprehended pursuant to this contract shall be treated humanely, and shall be delivered into the custody of the party or facility designated by the City. The Contractor shall respond to calls for service within a four (4) hour time frame on a 24 hour basis, Monday through Sunday; including defined Holidays as

available. If not available for immediate response, the City of Isanti reserves the right to bring the dog to the kennel facilities for containment.

C. Compensation

All fees must be paid by the Owner before the Owner may collect the dog. Owners reclaiming the dog will pay for all costs associated including but not limited to: transporting, boarding and other services at the following rates:

Kennel Service: Contractor shall receive **$30.00** per day from dog Owner for the provision of food, water and walking/ exercising and current **IRS mileage rate** for the transportation of a dog kept pursuant to this agreement to the rescue party, shelter or Veterinarian. The Contractor shall keep fees for kenneling from the Owner of the dog. The Contractor shall also collect Impound Fees. If the dog is unlicensed and released to the Owner after payment of all fees, the Contractor shall notify the Police Department.

Animal Control Service:

1. **$100.00 plus Mileage (IRS rate)** for the first dog – pick up and transport to Kennel when requested.

2. Same Call – Additional dog - (**no fee**) for pickup and transport to kenned as directed by the City.

3. **$100.00 plus Mileage (IRS rate)** for transport of one dog as directed by the City to the designated dog kennel when animal is held at the Police Department or City Hall.

4. Respond to compliant **$100.00 plus Mileage (IRS rate)**

5. **$100.00 plus Mileage (IRS rate)** for a dog bite incident including transport to veterinarian; then to the University of Minnesota.

6. Hourly rate of **$50.00** for public service requests or if required.

7. The contractor shall provide a monthly report for the Isanti Police Department for each animal impounded. The report shall include the following:

    a) Isanti Police Department Incident Number (ICR Number)

    b) Date and location of impoundment

    c) Date and location of release

    d) Full name of person the animal was released to

    e) Animal Breed and Sex

    f) Detailed information if any medical treatment was provided

g) Information regarding City Licensure of the animal

h) Amount of any additional fees collected for re-occurring impoundments.

D. Compensation from City

There is no monthly City fee. If the owner is not identified, has not claimed the dog or a replacement cannot be found who incurs the cost for the fees, the City would incur costs associated with the collection and kennel by the Contractor as outlined in section C. with exception of the per day kennel fee which would be at a rate of $20.00 per day.

E. Licensing and Certification

Contractor herby agrees to maintain all professional licensing and certification required by local, state and federal law, and/or Associations for Animal Control and Kenneling Services.

F. Relationship of Parties

The parties intend that an independent contractor relationship will be created by the Agreement. The City is interested only in the results to be achieved, specifically; the caring for dogs not restrained within City limits, 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.

G. 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 as dog care provider. Contractor shall be solely responsible for obtaining, at contractor's expense, liability insurance coverage naming the **City of Isanti** as additional insured, in an amount of not less than $1,000,000.00 insuring against personal injury or property damage for liability to third parties. 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.

H. 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 become effective through March 31, 2027 unless either party gives to the other written notice of not less than sixty (60) 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.

I. Facilities and Equipment

Contractor shall be responsible for providing all tools and equipment necessary to perform the duties of animal control and kennel services. The City will not provide office space to

Contractor for services. Contractor shall provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

J. Monthly Report
Contractor agrees to provide to City at the end of each month a summary of all dogs cared for.

K. Business Records
At all times during the course of the Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog care by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to contractor.

L. Entire Agreement
This Agreement 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.

M. Adjustment over the Term of the Contract
A 2.5% adjustment to the per day Kennel Fee service will be incurred annually.

CONTRACTOR	CITY OF ISANTI
_____	
David A. & Michelle Russell On-Line Retrievers	Josi Wood City Administrator

SUMMARY OF SPECIFICATIONS
KENNEL SERVICES

Statement of Work
Provide kennel services as a dog care provider providing room and board for dogs impounded by the City of Isanti or the Animal Control Officer.

Services to be Provided
- Provided dog care services in a discreet and humane manner.
- Care for unleashed dogs picked up by the City's Animal Control Officer and / or law enforcement within the City of Isanti.
- Assist in the pick up of unleashed dogs in the event the Animal Control Officer and / or law enforcement is unable to pick up an unleashed dog due to other emergency.
- Provide a place for each dog to stay.
- Provide food, water, and walking / exercising the dogs.
- Provide medication for the needs of any dogs in care of the provider.
- Transport all dogs to the vet at the end of the required number of days pursuant to State Statute for each unclaimed dog.
- Observe any dog for a period of ten (10) days (or pursuant to State Statute) that has bitten a person and is impounded; as well as keep the dog apart from other animals; and notify the City of signs of any transmittable diseases.
- Provide kennel services seven (7) days a week, twenty-four (24) hours per day.

Equipment
- Provide all tools and necessary equipment.
- Provide appropriate kennels for the retention of dogs to be cared for.

Accounting, Billing, Business Records
- Provide to City at the end of each month a summary of all dogs cared for, and an itemization of charges for each such dog cared for.
- Files, documents, and records relating to performance of dog caring shall remain the property of the City, and shall be provided to the City at any time upon its request by the kennel provided.

Licensing and Certification
Maintain all professional licensing and certification as required by local, state, and federal law, and / or Associations for Animal control and Dog Kennels.

Liability Insurance and Indemnification
- Provide services at own risk.
- Assume all responsibility for the use and condition of tools and equipment used in the performance of required duties, efforts and work.
- Carry liability insurance for an amount of not less than **$1,000,000** and provide a certificate of said insurance as provided in the proposed contract with the City.
- Agree to an indemnification clause as provided within the contract between the City of Isanti and the kennel services provided.

Termination
Contractor must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider as provided within the specifications.

SUMMARY OF SPECIFICATIONS
ANIMAL CONTROL SERVICES

Statement of Work
On-Call Animal Control Officer shall furnish all labor, equipment, and services performed for the job of animal control for the City of Isanti.

On-Call Animal Control Officer Duties
Upon request of the Isanti Police Department, City Administrator (or Designee), or other Law Enforcement Agency, shall take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance, or Minnesota State Statute in the corporate limits of the City of Isanti. The Animal Control Officer shall also have the authority to pick up any dog that is observed by the Officer and are determined to be in violation of any City Ordinance or Minnesota State Statute; when driving through the City without a direct request from the Isanti Police Department or City Administrator (or Designee).

Services to be Provided
The On-Call Animal Control Officer shall provide the following services:

- Respond to a call by the Police Department or authorized City Staff to pick up and / or transport dogs.
- Respond to call to assist law enforcement for pick-up / and or transport of other animals.
- Transport one or more dogs or other animals as directed by the City to a designated dog kennel when animal is held at City Hall.
- Respond to complaints as directed by the Police Department or authorized City Staff.
- Provide services on a holiday as available.

Holidays shall be identified as follows:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving Day
½ day Christmas Eve Day	Christmas Day

Identification
The City shall provide the Animal Control Officer with appropriate credentials and / or identification to identify the Contractor as the "Official Animal Control Officer" for the City of Isanti.

Indemnification
The Animal Control Officer shall agree to an indemnification clause as provided within the contract between the City of Isanti and the Animal Control Officer.

Insurance
The Animal Control Officer must provide liability insurance coverage and shall provide a Certificate of Liability Insurance to the City of Isanti and shall name the **City of Isanti** as an additional insured. Said insurance shall protect against liability for personal injury or property damage to third parties of not less than **$1,000,000**.

Termination
Animal Control Officer must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider.

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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 19th, 2022
Subject: Request by Duane Halvorson for approval of a Minor Subdivision Plat under City Ordinance 740, said request is to split PID 16.029.2300 into three parcels.

Background: A presentation was given at the April 19, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the Minor Subdivision Plat proposed for Halvorson Acres. The 16.8-acre vacant parcel is proposed to be split into three separate parcels with the objective of providing two sellable commercial lots near 6th Ave NE and a residential zoned lot to the east. A representative of the applicant, Grant Lindberg was present at the meeting and available to answer questions regarding the plat. Lindberg explained that he is working with surveyors to correct comments made by the city engineer and give legal access to the parcels. Discussion was had between Planning Commission Members regarding accessibility to each parcel, zoning, and buildable area for the lots.

There was no one else from the public present for resident comments and the public hearing closed.

The City of Isanti Planning Commission approved the Minor Subdivision Plat for Halvorson Acres with conditions at the April 19, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

APPROVING THE MINOR SUBDIVISION PLAT FOR HALVORSON ACRES LOCATED AT PID 16.029.2300

WHEREAS, Duane and Jeannine Halvorson (applicants) have requested approval of a Minor Subdivision Plat to split PID 16.029.2300 into three separate parcels; and,

WHEREAS, under Isanti's Subdivision Ordinance (Ord. 740), a lot split that will create 4 or fewer lots is required to follow the standards set under a Minor Subdivision Plat; and,

WHEREAS, the proposed Minor Subdivision Plat meets all of the requirements found in Article 3 Minor Subdivision Plat of Ordinance 740, Isanti's Subdivision Ordinance; and

WHEREAS, the City of Isanti Planning Commission recommended approval of the Minor Subdivision Plat on April 19, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Minor Subdivision Plat at its regularly scheduled meeting on May 3, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested Minor Subdivision Plat be hereby APPROVED subject to the following conditions:

1. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated February 28, 2022 to Community Development Director Stephanie Hillesheim

2. Address items/conditions identified in the Memorandum from Isanti County Highway Engineer Justin Bergerson dated April 14, 2022

This Resolution is hereby approved by the Isanti City Council this 3rd day of May, 2022

_____

Mayor Jeff Johnson

Attest:

_____

City Clerk Jaden Strand

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: April 19, 2022

SUBJECT: Request by Duane Halvorson for approval of a Minor Subdivision Plat under City Ordinance 740, said request is to split PID 16.029.2300 into three parcels.

Overview/Background:
Discussion was had between the applicant and City Staff about splitting the 16.8-acre vacant parcel into three separate parcels. The split is intended to provide two parcels near 6th Ave NE (1.44 acres and 1.58 acres) and have a remaining 12.53 acres to the east. The objective of the lot split is to create more sellable lots for commercial purposes to the east. The applicant originally applied for a minor subdivision plat in February 2022 but was found to have discrepancies in the survey/plat that was submitted.

Analysis of Application

The purpose of a Minor Subdivision Plat is for the division of land or re-subdivision, including consolidation of land and to provide an expedited procedure in limited cases where strict adherence to the standard platting process.

The Minor Subdivision Plat may be utilized where the following circumstances exist:

A. The property to be divided will result in four (4) or fewer lots.
The parcel will be split into three total parcels.

B. The property has not previously been subject to division by either an Administrative Subdivision or Minor Subdivision Plat.
The vacant parcel has not previously been a part of an Administrative Subdivision or Minor Subdivision Plat.

C. The property to be divided is not part of a Planned Unit Development (PUD).
The subject parcel is not a part of a Planned Unit Development.

D. The newly created lots shall meet the requirements of the underlying zoning district; and shall not cause any structure on the land to be in violation of the Zoning Ordinance.
The underlying zoning districts include both "R-3A" Low Density Multiple Family Residential and "B-2" General Business. There are currently both of these zoning districts on one parcel with B-2 on the north near County Rd 5 and R-3A along 6th Ave NE. The parcel must be subdivided before a rezoning occurs. Currently, the proposed subdivision will meet requirements in both zoning districts and there are no structures on the vacant land which will be in violation of the Zoning Ordinance.

E. No variances are required to complete the subdivision as proposed.
No variances are needed to complete the proposed subdivision of the parcel.

F. All standards, requirements, and improvements required of a standard subdivision are required for a Minor Subdivision.
The proposed Minor Subdivision Plat has been reviewed and is compliant with these Subdivision requirements.

G. For residentially zoned lots, the proposed lot area of each lot within a re-subdivision or consolidation is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot area on that same frontage.
This requirement is not applicable to this proposal.

H. For residentially zoned lots, the proposed lot width of each lot is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot width on the same frontage.
This requirement is not applicable to this proposal.

Zoning
The subject site is currently zoned "R-3A" Low Density Multiple Family Residential on the east and south portion of the parcel. The north portion of the parcel is zoned "B-2" General Business. If approved to split into three parcels, it is recommended that each separate parcel be rezoned in the future to achieve the end goal of creating two commercial lots near 6th Ave NE. At this time, the only consideration is to split PID 16.029.2300 into three parcels.

Staff Recommendation:

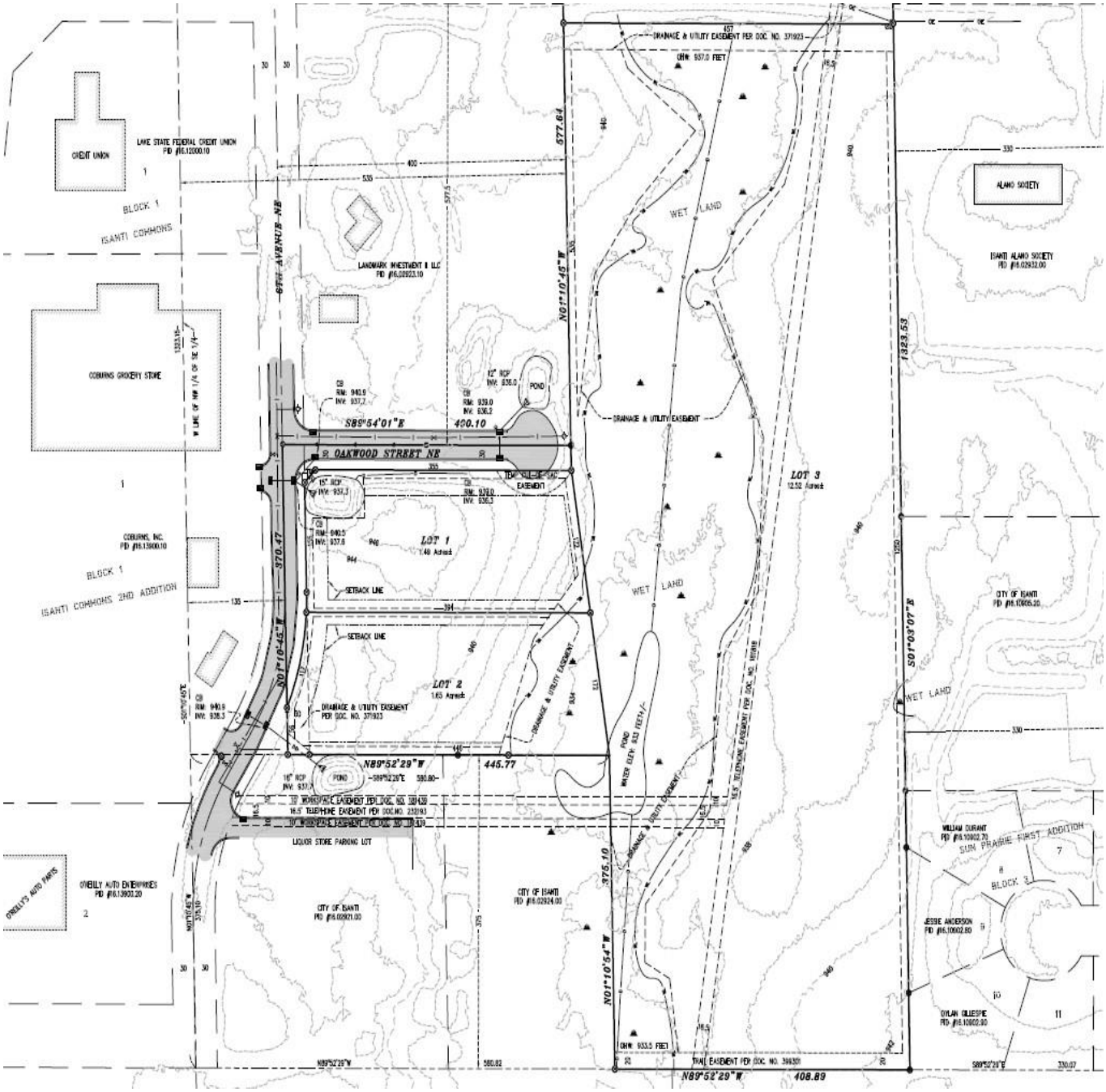
Staff recommends approval of the Preliminary and Final Plat subject to the following conditions:

1. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7, 2022 to Community Development Director Stephanie Hillesheim

2. Address items/conditions identified in the Memorandum from Isanti County Highway Engineer Justin Bergerson dated April 14, 2022

Attachments:

- Proposed Plat
- City Engineer's memo
- Fire Chief memo
- Isanti County Highway Engineer Memo


LAKE STATE FEDERAL CREDIT UNION
PID #16.12000.10
CREDIT UNION
BLOCK 1
ISANTI COMMONS
LANDMARK INVESTMENT II LLC
PID #16.02923.10
6TH AVENUE NE
COBURNS GROCERY STORE
W LINE OF NW 1/4 OF NE 1/4
COBURNS, INC.
PID #16.13600.10
BLOCK 1
ISANTI COMMONS 2ND ADDITION
O'REILLY AUTO ENTERPRISES
PID #16.13902.20
O'REILLY'S AUTO PARTS
CITY OF ISANTI
PID #16.02921.00
CITY OF ISANTI
PID #16.02924.00
LIQUOR STORE PARKING LOT
DRAINAGE & UTILITY EASEMENT PER DOC. NO. 371923
OHW 937.0 FEET
WET LAND
ISANTI ALANO SOCIETY
PID #16.02932.00
ALANO SOCIETY
POND
S89°54'01"E 400.10
OAKWOOD STREET NE
TEMP. TURN-AROUND EASEMENT
LOT 1
1.48 Acres±
LOT 2
1.65 Acres±
LOT 3
12.52 Acres±
SETBACK LINE
DRAINAGE & UTILITY EASEMENT
N89°52'29"W 445.77
N89°52'29"W 580.82
N89°52'29"W 408.89
S89°52'29"E 330.07
N01°10'45"W 577.64
N01°10'54"W 375.10
S01°03'07"E 1323.53
370.47
S01°10'45"W
TRAIL EASEMENT PER DOC. NO. 396301
OHW 933.5 FEET
WILLIAM DURANT
PID #16.10902.70
SIMM PRAIRIE FIRST ADDITION
BLOCK 3
JESSIE ANDERSON
PID #16.10902.80
DYLAN GILLESPIE
PID #16.10902.90
CITY OF ISANTI
PID #16.02605.20

BOLTON & MENK
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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: February 28, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Halvorson Acres – Preliminary Plat – 2nd Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the revised Preliminary Plat entitled "Halvorson Acres" received on February 24, 2022. The preliminary plat includes the minor subdivision of one lot into 3 smaller lots and roadway right-of-way.

We have reviewed the submitted documents and continue to have the following comments from the initial review:

Preliminary Plat:

1. Verify width of ROW required by Isanti County as well as any access requirements. Submit documentation from the County with their required ROW width and their statement on access requirements.
    a. Submit concept roadway layout on Lot 3 based on County access requirements.
2. Submit temporary cul-de-sac easement separately for Oakwood temp cul-de-sac.
3. The south bearing & distance line along the liquor store site appears to use the new Deed description sent to the owner for signatures. This needs to be signed and returned to the City before anything can be approved.

We recommend approval of the preliminary plat once the above comments are addressed, and the additional documents are submitted and approved.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

March 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

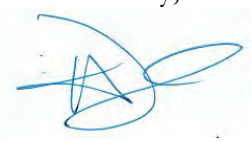
RE: Halverson Acres

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Halvorson Acres Subdivision, PID 16.029.2300.

Isanti Fire supports the continuation as presented in the March 29, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Sincerely,



Alan Jankovich | Fire Chief
Isanti Fire District

ISANTI COUNTY HIGHWAY DEPARTMENT
232 EMERSON STREET NORTH
CAMBRIDGE, MINNESOTA 55008
TEL: 763-689-1870
FAX: 763-689-9823

Justin Bergerson, PE
County Engineer

Joe Meemken, PE
Asst. County Engineer

Tim Carlson
Maintenance Superintendent

Dana Erickson
Office Manager

MEMORANDUM

Date: April 14, 2022

To: Tyler Kroschel, L.S.

From: Justin Bergerson, P.E.

County Engineer

Subject: Comments for Halvorson Acres – Preliminary Plat Review;

Access to County Road 5 (Heritage Boulevard)

The highway department has reviewed the submitted documents and have the following comments:

Preliminary Plat:

1. The right of way needs to be widened to allow for 60 feet as measured from the centerline of road traveled.
2. The preference of the county would be for lot 3 to access CSAH 5 via existing city street.
3. A driveway access is possible, it would require a right turn at minimum and possibly a left turn lane as well. Location of driveway access to be coordinated with Isanti County Highway Department before final plat recording.
4. It is not anticipated that a new city street in Lot 3 with access onto CSAH 5 would be permitted now or in the future.
5. Isanti County Highway Department access permits would be required for new entrances to the County road.

Please contact me if you have any further questions or revisions.

A Community For Generations.
Isanti

Memo

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: May 3, 2022
Subject: Development Agreement for Fairway Greens North Phase II

Background:
The City Council approved the Final Plat of Fairway Greens North Phase II on March 1, 2022 consisting of 21 lots. The Developer has prepared and reviewed the attached Development Agreement to allow construction to begin.

Recommendation:
City staff recommend moving forward with the development agreement as presented.

Request:
Staff is requesting action on this item.

Attachment:
Development Agreement for Fairway Greens North Phase II

RESOLUTION 2022-xxx

APPROVING THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH PHASE II

WHEREAS, Home Pride Inc has an approved final plat known as Fairway Greens North; and,

WHEREAS, a Development Agreement for Fairway Greens North (Phase II) 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 3rd day of May 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

CITY OF ISANTI

ISANTI COUNTY, MINNESOTA

DEVELOPMENT AGREEMENT

FAIRWAY GREENS NORTH (PHASE II)

THIS AGREEMENT (the "Agreement"), is made and entered into this _____ day of _____, 2022, 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 of the overall Fairway Greens North development, contemplates development of real property into 167 residential housing units ("Lots") to be built in phases (Phase Two – 21 lots), each of which is subject to the Master Agreement and their own subsequent agreement; and

WHEREAS, the City Council, by Resolution No. 2022-039, on March 1, 2022, approved Final Plat for Fairway Greens North 2nd Addition; 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 _____, 2022, 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 _____, 2022, 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

City of Isanti

Gross Payroll	101,410.91
Social Security & Medicare	5,900.92
Public Employees Retirement	10,445.78
Total City Expense	117,757.61

Pay Date 4/29/2022

Pay Period 9 (4/10-4/23/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/20/2022	58167	127	ABDO	609-20200	5,000.00
04/22	04/20/2022	58168	2290	AMERICAN FLAGPOLE & FLAG CO	101-20200	1,432.83
04/22	04/20/2022	58169	2030	ARTISAN BEER COMPANY	609-20200	73.80
04/22	04/20/2022	58170	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	539.55
04/22	04/20/2022	58171	3177	BARACK REALTY LLC	505-20200	500.00
04/22	04/20/2022	58172	53	BELLBOY CORPORATION	609-20200	5,201.80
04/22	04/20/2022	58173	9	BERNICKS PEPSI-COLA	609-20200	2,403.05
04/22	04/20/2022	58174	3184	BLUE WATER PLUMBING INC	601-20200	725.00
04/22	04/20/2022	58175	1500	BOLTON & MENK INC	601-20200	47,731.00
04/22	04/20/2022	58176	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,268.74
04/22	04/20/2022	58177	1792	CARLOS CREEK WINERY	609-20200	756.00
04/22	04/20/2022	58178	3163	CASTELLANO, KEVIN	609-20200	276.25
04/22	04/20/2022	58179	1250	CENTRAL TRAILER SALES	920-20200	5,958.00
04/22	04/20/2022	58180	1815	CENTURYLINK	609-20200	614.56
04/22	04/20/2022	58181	1822	CENTURYLINK BUSINESS SERVICES	101-20200	14.58
04/22	04/20/2022	58182	918	CRYSTAL SPRINGS ICE	609-20200	177.07
04/22	04/20/2022	58183	8	DAHLHEIMER DISTRIBUTING CO	609-20200	27,937.80
04/22	04/20/2022	58184	1941	DELTA DENTAL	861-20200	3,440.40
04/22	04/20/2022	58185	2478	EAST CENTRAL ENERGY	101-20200	42.85
04/22	04/20/2022	58186	912	FASTENAL COMPANY	101-20200	163.17
04/22	04/20/2022	58187	3140	GARPHISH BREWING COMPANY	609-20200	528.00
04/22	04/20/2022	58188	424	H & L MESABI COMPANY	101-20200	4,936.48
04/22	04/20/2022	58189	739	HACH COMPANY	601-20200	165.27
04/22	04/20/2022	58190	3179	HERMANSON, DUANE & DEBBIE	108-20200	110.00
04/22	04/20/2022	58191	126	ICMA	101-20200	1,159.00
04/22	04/20/2022	58192	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
04/22	04/20/2022	58193	114	ISANTI COUNTY RECORDER	505-20200	138.00
04/22	04/20/2022	58194	188	ISANTI COUNTY SHERIFF	101-20200	223.52
04/22	04/20/2022	58195	1563	ISANTI ELECTRIC INC	601-20200	4,382.58
04/22	04/20/2022	58196	113	ISANTI TIRE & AUTO CARE INC	101-20200	44.50
04/22	04/20/2022	58197	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,881.72
04/22	04/20/2022	58198	5	KAWALEK TRUCKING	609-20200	323.40
04/22	04/20/2022	58199	3180	KOSTENKO, TANYA	108-20200	210.00
04/22	04/20/2022	58200	3181	LEBAK, MARY JANE	108-20200	10.00
04/22	04/20/2022	58201	131	MACQUEEN EQUIPMENT INC	603-20200	1,964.78
04/22	04/20/2022	58202	17	MCDONALD DISTRIBUTING CO	609-20200	10,338.66
04/22	04/20/2022	58203	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.30
04/22	04/20/2022	58204	1536	MINNESOTA DEED	219-20200	833.33
04/22	04/20/2022	58205	2208	MINNESOTA EQUIPMENT INC	101-20200	32.45
04/22	04/20/2022	58206	2080	MVTL LABORATORIES INC	602-20200	246.60
04/22	04/20/2022	58207	3122	NEW FRANCE WINE COMPANY	609-20200	709.75
04/22	04/20/2022	58208	3121	OMNI BREWING COMPANY LLC	609-20200	472.00
04/22	04/20/2022	58209	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,555.45
04/22	04/20/2022	58210	2396	SOUTHERN GLAZERS OF MN	609-20200	7,621.71
04/22	04/20/2022	58211	2554	SPECIALTY SOLUTIONS	101-20200	889.30
04/22	04/20/2022	58212	73	STAR	601-20200	149.63
04/22	04/20/2022	58213	3183	STARR, MIKE	108-20200	110.00
04/22	04/20/2022	58214	96	STREICHERS INC	101-20200	252.54
04/22	04/20/2022	58215	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	631.50
04/22	04/20/2022	58216	1290	THE AMBLE GROUP	101-20200	269.08
04/22	04/20/2022	58217	626	THE WINE COMPANY	609-20200	560.35
04/22	04/20/2022	58218	97	TOTAL CONTROL SYSTEMS INC	601-20200	2,553.35
04/22	04/20/2022	58219	3125	UNCOMMON LOON BREWING CO	609-20200	513.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/20/2022	58220	42	VIKING COCA-COLA BOTTLING CO	609-20200	243.40
04/22	04/20/2022	58221	1286	VINOCOPIA INC	609-20200	549.50
04/22	04/20/2022	58222	4	WATSON CO INC	609-20200	1,934.56
04/22	04/20/2022	58223	3182	YANG, VA	108-20200	110.00
Grand Totals:						237,494.44

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/27/2022	58226	2030	ARTISAN BEER COMPANY	609-20200	36.90
04/22	04/27/2022	58227	3161	BENT BREWSTILLERY	609-20200	230.88
04/22	04/27/2022	58228	9	BERNICKS PEPSI-COLA	609-20200	1,693.16
04/22	04/27/2022	58229	2487	CAPITOL BEVERAGE SALES	609-20200	259.96
04/22	04/27/2022	58230	1474	CDW GOVERNMENT INC	614-20200	1,083.97
04/22	04/27/2022	58231	120	CONNEXUS ENERGY	101-20200	21,283.13
04/22	04/27/2022	58232	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,558.50
04/22	04/27/2022	58233	3164	EXCEL AV GROUP	920-20200	3,432.50
04/22	04/27/2022	58234	2933	FALCON NATIONAL BANK	101-20200	3,713.96
04/22	04/27/2022	58235	385	FEDERATED CO-OPS INC	101-20200	27.99
04/22	04/27/2022	58236	1682	FERGUSON WATERWORKS	602-20200	43.92
04/22	04/27/2022	58237	2028	FURTHER	861-20200	10.00
04/22	04/27/2022	58238	3140	GARPHISH BREWING COMPANY	609-20200	108.00
04/22	04/27/2022	58239	739	HACH COMPANY	601-20200	496.46
04/22	04/27/2022	58240	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	82.29
04/22	04/27/2022	58241	1563	ISANTI ELECTRIC INC	920-20200	1,751.96
04/22	04/27/2022	58242	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	1,767.15
04/22	04/27/2022	58243	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,245.42
04/22	04/27/2022	58244	5	KAWALEK TRUCKING	609-20200	201.20
04/22	04/27/2022	58245	131	MACQUEEN EQUIPMENT INC	603-20200	6,415.67
04/22	04/27/2022	58246	3117	MAVERICK WINE LLC	609-20200	2,690.62
04/22	04/27/2022	58247	17	MCDONALD DISTRIBUTING CO	609-20200	6,586.32
04/22	04/27/2022	58248	616	MENARDS - CAMBRIDGE	226-20200	79.76
04/22	04/27/2022	58249	110	METAL COATING & MFG CO	101-20200	167.69
04/22	04/27/2022	58250	2500	METRO SALES INC	101-20200	161.76
04/22	04/27/2022	58251	2080	MVTL LABORATORIES INC	602-20200	369.68
04/22	04/27/2022	58252	3185	NELSON, LINDA	505-20200	250.00
04/22	04/27/2022	58253	617	PAUSTIS & SONS	609-20200	171.00
04/22	04/27/2022	58254	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,364.10
04/22	04/27/2022	58255	3186	ROSE, BRENDA	101-20200	161.06
04/22	04/27/2022	58256	2396	SOUTHERN GLAZERS OF MN	609-20200	4,708.03
04/22	04/27/2022	58257	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	631.50
04/22	04/27/2022	58258	1290	THE AMBLE GROUP	602-20200	112.81
04/22	04/27/2022	58259	42	VIKING COCA-COLA BOTTLING CO	609-20200	138.65
04/22	04/27/2022	58260	1286	VINOCOPIA INC	609-20200	2,594.59
04/22	04/27/2022	58261	4	WATSON CO INC	609-20200	1,166.37
04/22	04/27/2022	58262	2872	WINEBOW	609-20200	418.50
Grand Totals:						76,215.46

RESOLUTION 2022-XXX

APPROVING THE HIRE OF PART-TIME POLICE SECRETARY MARY HEISS

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, Mary Heiss 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. Mary Heiss has been selected for the Part-Time Police Secretary position.
2. Mary Heiss shall be eligible to start in the position on or after April 20, 2022.
3. That Mary Heiss shall start at Step 2 of the Wage Scale at $23.0958 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 forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 3rd day of May 2022.

Attest:

_____

Mayor Jeff Johnson

_____

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE TO ISANTI FIREFIGHTER'S RODEO ASSOCIATION FOR THE 46th ANNUAL ISANTI FIREFIGHTER'S RODEO

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 8th through July 10th, 2022 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 3rd day of May 2022.

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	[redacted]

DATES & HOURS OF SALE LIQUOR WILL BE SOLD (14 days)	TYPE OF ORGANIZATION
Friday, July 8th at noon thru Sunday, July 10th at 2:00 am	☐ CLUB ☒ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME	ADDRESS
~~Jason Polzin~~	[redacted]
ORGANIZATION OFFICER'S NAME Brent Anderson	ADDRESS [redacted]
ORGANIZATION OFFICER'S NAME Jeff Holmgren	ADDRESS [redacted]

Description of Event:

46th 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: **Date:** 04/18/2022

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	

4/18/2022 CK# 2060 $50.00 # 1056522 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 by 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.

RESOLUTION 2022-XXX

AUTHORIZING CLOSING OF FUND 444

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 Construction Fund 444 – Cajima / Hwy 65 Intersection to Fund 425 – Street Construction Fund; and

WHEREAS, Fund 444 had been created to track expenses and revenues related to the 2018 R-Cut Project at Cajima Street and State Highway 65;

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

1. Close Construction Fund 444 – Cajima / Hwy 65 Intersection to Fund 425 – Street Construction Fund.

Adopted by the Isanti City Council this 3rd day of May 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVE AMENDMENT TO THE 2022 BUDGET FOR

CITY HALL CUBICLE ELECTRICAL

WHEREAS, the 2022 Capital Improvement Fund (Fund 920) budgeted two cubicles for City Hall in the amount of $15,066.00; and,

WHEREAS, the amount budgeted was not enough to include electrical and data for the new cubicles due to higher than anticipated materials for the cubicles; and,

WHEREAS, the cost for the cubicles through Henricksen is $14,608.32 and electrical and data through Isanti Electric is $2,500.00; and,

WHEREAS, staff recommends performing the work to have fully functional cubicles; and,

WHEREAS, staff is authorized to make the increase in expenditure in Capital Improvement Fund (Fund 920) in the amount of $2,042.32;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following:

1. Authorize the City Administrator to sign all necessary documentation.
2. Authorize the Finance Director to make the necessary budget adjustment.

This Resolution is hereby approved by the Isanti City Council this 3rd day of May, 2022.

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 for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: May 3rd, 2022
Subject: Sale of Forfeiture Vehicles

Background:
The Isanti Police Department has lawfully seized and forfeited and now holds clear titles for the following vehicles:

ICR	Make	Model	Year	License #	VIN
17008010	Dodge	Caravan, Sport Van	1998	294PWN	1B4GP54L6WB639747
18007716	Chevrolet	Prism	1999	108KBV	1Y1SK5285XZ443524
19000707	Chevrolet	Malibu Hatchback	2005	907WEX	1G1ZT62815F179358
19001606	Cadillac	C/T CTS Hi Feature Sedan	2005	889XHD	1G6DP567450164814
19001789	Cadillac	Escalade	2004	BVN888	1GYEK63N64R303984
20002783	Acura	32TL	2006	147KPN	19UUA66216A028338

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve sale of forfeited vehicle
2. Approve the sale to be made at public auction: K-Bid online
3. Approve proceeds to be deposited in the Isanti Police Department Forfeiture Fund
2. Approve Resolution as written.

Attachments:

- Res 2022-XXX

RESOLUTION 2022-XXX

APPROVING SALE OF FORFIETED VEHICLES AT PUBLIC AUCTION

WHEREAS, The Isanti Police Department lawfully seized and forfeited the following vehicles;

ICR	Make	Model	Year	License #	VIN
17008010	Dodge	Caravan, Sport Van	1998	294PWN	1B4GP54L6WB639747
18007716	Chevrolet	Prism	1999	108KBV	1Y1SK5285XZ443524
19000707	Chevrolet	Malibu Hatchback	2005	907WEX	1G1ZT62815F179358
19001606	Cadillac	C/T CTS Hi Feature Sedan	2005	889XHD	1G6DP567450164814
19001789	Cadillac	Escalade	2004	BVN888	1GYEK63N64R303984
20002783	Acura	32TL	2006	147KPN	19UUA66216A028338

And,

WHEREAS, Minnesota State Statute 169A.63 permits the sale of such vehicles; and,

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and,

WHEREAS, the vehicles will be sold on public online auction thru K-Bid; and,

WHEREAS, the public notice of sale will be completed to comply with statute; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the sale of such vehicle at public auction and proceeds to be deposited into the Isanti Police Forfeiture Fund [101-42110-442].

This resolution was duly adopted by the Isanti City Council this 3rd day of May, 2022.

ATTEST: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR PT LIQUOR STORE CLERK II JANET BOOTH

WHEREAS, Liquor Store Clerk II, Janet Booth resigned from employment April 23, 2022; and,

WHEREAS, the effective date of the resignation is April 23, 2022; and,

WHEREAS, Janet Booth is not leaving employment in good standing as she did not resign 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 Janet Booth is hereby effective April 23, 2022.

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 3rd day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: May 3, 2022
Subject: Consider Resolution Authorizing Isanti Fire District to Perform an Open Burn

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Background:
Annually public works will remove weeds and dead plant material from the rain garden located at the Rum River BMX (RRBMX) Facility. An open burn would rejuvenate the plantings that exist and at the same time control the weeds that are there. Staff reached out to Isanti Fire District and the President of the RRBMX Facility to see if there was the possibility of doing an open burn. The Isanti Fire District (IFD) agrees to perform the open burn and the RRBMX Association requests that an open burn be done at a time not to interfere with any of their upcoming events. This open burn will be of no cost to the City of Isanti.

The IFD also requests that at the same time an open burn be performed of the creek area within the rodeo grounds. The IFD agrees to notify all abutting property owners of the open burn and would stay within the boundary of the rodeo grounds. IFD would be responsible for obtaining all permits associated with an open burn within the City of Isanti.

Recommendation:
To authorize the Isanti Fire District to perform an open burn of the rain garden at the RRBMX Facility and the creek area within the rodeo grounds boundary area.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022 - XXX Authorizing Isanti Fire District to Perform an Open Burn

RESOLUTION 2022-XXX

AUTHORIZING ISANTI FIRE DISTRICT TO PERFORM AN OPEN BURN

WHEREAS, annually public works will remove weeds and dead plant material from the rain garden located at the Rum River BMX Facility; and,

WHEREAS, a controlled open burn would rejuvenate the plantings and help control the weeds; and,

WHEREAS, the President of the Rum River BMX was notified and requests that the burn be at a time not to interfere with any of their upcoming events, and;

WHEREAS, the Isanti Fire District (IFD) will perform the open burn; and,

WHEREAS, the IFD requests that a controlled burn also be performed of the creek area within the boundary of the rodeo grounds; and,

WHEREAS, the IFD would be responsible for notifying abutting property owners and obtaining all permits associated with an open burn within the City of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize an open burn to occur at the rain garden located at the Rum River BMX Facility and the creek area located within the boundary of the rodeo grounds. The Isanti Fire District will perform the controlled burn, notify abutting property owners and obtain all permits associated with an open burn with the City of Isanti.

This resolution was duly adopted by the Isanti City Council this 3rd day of May 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-xxx

RISCINDING RESOLUTION 2022-086 AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH

WHEREAS, the City Council approved a reduction in the Letter of Credit for Fairway Greens North on April 19, 2022; and,

WHEREAS, the requested reduction authorized for the amount of $262,980; and,

WHEREAS, the amount was incorrect and Resolution 2022-086 must be rescinded;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that Resolution 2022 – 086 Authorizing a reduction in the Letter of Credit for Fairway Greens North be hereby **RISCINDED** as to ensure the remaining balance of the Letter of Credit remains at $1,792,858.72.

This Resolution was duly adopted by Isanti City Council this 3rd day of May 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand, City Clerk

RESOLUTION 2022-xxx

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH PHASE I

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 $287,790.57;

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 3rd day of May 2022.

Attest:

_____
Jaden Strand, City Clerk

_____
Mayor Jeff Johnson

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 27, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment 3
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 is the invoice from the contractor for unpaid work to date in the amount of $302,937.44.

The materials have been found to be in compliance with city standards and all tests have passed to date.

Following city standard retainage practices, we recommend releasing 95% of the items submitted in the amount of $287,790.57.

We recommend approving the reduction of the Letter of Credit in the amount of **$287,790.57** for materials incorporated into the project. This would hold $15,146.87 in retainage on this reduction 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.

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34440
Date	4/25/2022

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 5						
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0.15		6,660.00	15.00%	40.00%	999.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0		322,927.50	0.00%	75.00%	0.00
Subgrade preparation	0		14,826.25	0.00%	30.00%	0.00
Clay liner	0		56,821.50	0.00%	15.00%	0.00
Random rip rap class ll	0		4,770.00	0.00%	50.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0		28,116.50	0.00%	30.00%	0.00
12" HDPE pipe sewer	0		6,020.00	0.00%	100.00%	0.00
15" RC pipe sewer	0		25,864.00	0.00%	55.00%	0.00
15" HDPE pipe sewer	0		5,941.00	0.00%	0.00%	0.00
18" HDPE pipe sewer	0		4,888.00	0.00%	25.00%	0.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer	0		30,672.00	0.00%	100.00%	0.00
Manhole	0.05		16,500.00	5.00%	85.00%	825.00
Catch basin	0.15		89,900.00	15.00%	75.00%	13,485.00
12" pipe apron	0		750.00	0.00%	100.00%	0.00
15" pipe apron	0		4,250.00	0.00%	60.00%	0.00
24" pipe apron	0		8,000.00	0.00%	40.00%	0.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.22		173,304.00	22.00%	92.00%	38,126.88
4" PVC sanitary service pipe	0.35		56,874.00	35.00%	80.00%	19,905.90

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34440
Date	4/25/2022

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	0.2		84,500.00	20.00%	90.00%	16,900.00
Tracer wire	0.25		9,179.50	25.00%	95.00%	2,294.88
8"x4" WYE	0.3		13,860.00	30.00%	100.00%	4,158.00
UTILITIES: WATER						
8" C900 PVC watermain	0.52		170,787.50	52.00%	92.00%	88,809.50
6" Hydrant	0.55		45,500.00	55.00%	100.00%	25,025.00
8" Gate valve and box	0.65		44,100.00	65.00%	100.00%	28,665.00
Ductile iron fittings	0.7		16,086.40	70.00%	95.00%	11,260.48
1" Type K copper pipe	0.55		64,986.00	55.00%	80.00%	35,742.30
Corp	0.3		13,860.00	30.00%	60.00%	4,158.00
Curb Stop & Box	0.3		34,650.00	30.00%	60.00%	10,395.00
CONCRETE						
Concrete curb & gutter S418	0		115,840.00	0.00%	40.00%	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%	40.00%	0.00
8" Aggregate base (CV) class 5	0		78,561.00	0.00%	45.00%	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 #	34440
Date	4/25/2022

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		173,000.00	0.00%	65.32%	0.00
CHANGE ORDERS						
CO 3: Winter Conditions / Rip Frost (Dozer) 3/15, 3/16, 3/17	0	HRS	350.00	0.00%	100.00%	0.00
CO 4: Winter Conditions / Rip Frost (Dozer) 3/28, 3/29	6.25	HRS	350.00	100.00%	100.00%	2,187.50
Sales Tax			6.875%			0.00

Total	$302,937.44
Payments/Credits	$0.00
Balance Due	$302,937.44

RESOLUTION 2022-XXX

AUTHORIZING THE PURCHASE OF A SNOW PLOW TRUCK

WHEREAS, Public Works is in need of replacing a snow plow truck and equipment; and

WHEREAS, the Capital Improvement Plan has $218,565.00 available for the purchase, and

WHEREAS, staff received state contract pricing from Nuss Truck and Equipment for the chassis in the amount of $115,489.64; and

WHEREAS, staff will be bringing an equipment package quote at a later date, and;

WHEREAS, the funding source identified as 920-43100-500;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to accept the quote from Nuss Truck Equipment in the amount of $115,489.64, to allow the City administrator to sign the required documentation and allow the Finance Director to make the necessary budget adjustments based on actual final costs with the funding source identified 920-43100-500.

This resolution was duly adopted by the Isanti City Council the 3rd day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: May 3, 2022
Subject: Resolution Approval of Street Lighting In-fill for 2022

Background:
The Capital Improvement Plan (CIP) has $10,300.00 for street lighting in-fill for 2022. In 2022 additional lighting would be placed at the intersection of Candy Ave SE and Broadway St SE, 200' north of the intersection of 1st Ave and Unity, 300' east of the intersection of 3rd Ave and Isanti Parkway. The additional street lighting would be consistent with what is currently on the same street or development to maintain uniformity. Staff reached out to Connexus Energy and received a quote for $11.717.00 for the additional street lights. The Finance Director would make the necessary budget adjustments based on actual final costs.

Request:
Staff is requesting action on to move forward with the street lighting in-fill as provided.

Attachments:
- Resolution 2022-XXX Approval of Street Lighting In-fill for 2022

RESOLUTION 2022-XXX

APPROVAL OF STREET LIGHTING IN-FILL FOR 2022

WHEREAS, the Capital Improvement Plan has $10,300.00 for street lighting in-fill in 2022; and,

WHEREAS, the street lights to be added in 2022 is one at the intersection of Candy Ave SE and Broadway St SE, one 200' north of the intersection of Unity Blvd and 1st Ave, one 300' east of the intersection of 3rd Ave NW and Isanti Parkway NW 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 $11,717.00 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 2022 as presented with a total of 3 street lights to be added, to allow Connexus Energy to install the street lights for $11,717.00 with the funding source identified as street lighting 920-43160-500, and to allow the Finance Director to make the necessary budget adjustments based on actual final costs.

This resolution was duly adopted by the Isanti City Council this 3rd day of May, 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING DONATION OF CUSTOM BENCH AND RECEPTACLE FOR ISANTI LIQUOR STORE

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City received a custom bench and trash receptable from Parkitect, a business located in the City of Isanti; and,

WHEREAS, the Council accepts the donation and authorizes the placement of the bench and receptacle outside the Isanti Liquor Store;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the custom bench and receptacle from Parkitect.

This Resolution is hereby approved by the Isanti City Council this 3rd day of May, 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MAY 17, 2022 – 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. VFW "Buddy" Poppy
2. National Police Week May 15, 2022 – May 21, 2022
3. National Public Works Week May 15, 2022 – May 21, 2022

G. Approve City Council Minutes
1. May 3, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting	Tuesday, June 7, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, June 7, 2022 *(Immediately following the City Council Meeting)*
3. Park, Recreation and Culture Board	Tuesday, May 24, 2022 at 6:00 p.m.
4. **CITY OFFICES CLOSED**	Monday, May 30, 2022 *(In Observance of Memorial Day)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

<u>City Administrator Josi Wood</u>
1. ORD-XXX Amending Chapter 76; Alcoholic Beverages
2. Consideration of An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

<u>Community Development Director Stephanie Hillesheim</u>
3. 2022-XXX Resolution to Approve Special Event Permit for Rum River BMX 2022 State Qualifier

4. 2022-XXX Resolution to Approve Special Event Permit for the Spring into Summer Car Show

L. Approve Consent Agenda

1. Payroll in the Amount of $122,763.75 and Accounts Payable in the Amount of $352,643.90.
2. Resolution 2022-XXX Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2022-XXX Approving Agreement for Document Imaging Support With Momentum ECM, LLC
4. Resolution 2022-XXX Approving MnDOT Master Partnership Agreement
5. Resolution 2022-XXX Approving the Hire of Park, Recreation and Events Coordinator
6. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Kenneth Frost
7. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Melanie Castellano
8. Resolution 2022-XXX Amending the Development Agreement for Isanti Family Dental

M. Other Communications

1. April Police Department Report
2. April Code Enforcement Report
3. April Building Inspector Report
4. May Engineering Project Status Report

Adjournment

F.1.

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 men and 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 20, 2022 7:30pm

IF YOU WANT TO THANK SOMEONE FOR THEIR SERVICE

SUPPORT & HONOR THEIR MEMORY

4th ANNUAL BUDDY POPPY GAME

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MAY 3, 2022 – 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 Stephanie Hillesheim and Chief of Police Travis Muyres

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 Award
None

G. Approve City Council Minutes
1. April 19, 2022- Regular Meeting of the City Council
2. April 19, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, May 17, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 17, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 17, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Councilmember Collison shared that there was record attendance for the Gold Cup Qualifier at Rum River BMX.

J. Public Hearings
None

K. Business Items
<u>City Administrator Josi Wood</u>
1. **Resolution 2022-087** Approving an Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

City Administrator Josi Wood shared that this is from Mr. Peterson who spoke at Committee of the Whole last month. Wood read a statement on Peterson's behalf because he was unable to attend. Wood continued to share that in discussions with Peterson this contract has been drafted to put an advertising board at Isanti Liquor. There would be a cork board area for public posting with the borders being paid advertisement. The item for discussion is how long to enter into a contract for.

A motion was made by Lundeen to approve with the conditions: an agreement of three years, Petersons Promotions will render $150.00 a year or 10% of the proceeds whichever is greater and City staff must approve all advertisements prior to being placed on the community board, the motion was seconded by Collison. Motion carried unanimously.

2. Consideration of Animal Control and Kennel Services Contract

City Administrator Josi Wood shared that at the April 5th City Council meeting there was discussion regarding the City's animal control and kennel services. The proposal was accepted by On-Line Retrievers and the action was for staff to enter into a contract for those services provided by On-Line Retrievers. However, there was one item that was missing that had been in their contract previously when they provided interim services for the City that staff felt more comfortable coming back to Council and assuring that Council knew and approved the language. Wood read the additional language aloud in regards to the costs the City could potentially incur if a dog owner is not identified, did not claim the dog or a replacement home could not be found.

Wood further shared if an instance like that occurred, the City would incur costs associated with the collection and kennel by the contractor as outlined in section C. with the exception of the reduced per day kennel fee of $20.00 per day instead of the standard $30.00 per day.

A motion was made by Lundeen to approve contract as presented, seconded by Collison. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

3. Resolution 2022-088 Approving the Minor Subdivision Plat for Halvorson Acres Located at PID 16.029.2300

Community Development Director Stephanie Hillesheim shared that at the April 19th Planning Commission meeting a presentation was given in regards to the Minor Subdivision Plat proposed for Halvorson Acres. The 16.8-acre vacant parcel is proposed to be split into three separate parcels with the objective of providing two sellable commercial lots near 6th Ave NE and a larger residential zoned lot to the east. The Planning Commission recommended approval.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

4. Resolution 2022-089 Approving the Development Agreement for Fairway Greens North Phase II

Community Development Director Stephanie Hillesheim shared that City Council approved the Final Plat of Fairway Greens North Phase II on March 1st consisting of 21 lots. The Developer has prepared and reviewed the Development Agreement to allow construction to begin.

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $117,757.61 and Accounts Payable in the Amount of $313,709.90
2. **Resolution 2022-090** Approving the Hire of Part-Time Police Secretary Mary Heiss
3. **Resolution 2022-091** Approving a Temporary On-Sale Liquor License to Isanti Firefighter's Rodeo Association for the 46th Annual Isanti Firefighter's Rodeo
4. **Resolution 2022-092** Authorizing Closing of Fund 444
5. **Resolution 2022-093** Approve Amendment to the 2022 Budget for City Hall Cubical Electrical
6. **Resolution 2022-094** Approving Sale of Forfeited Vehicles at Public Auction
7. **Resolution 2022-095** Accepting Resignation for Part-Time Liquor Store Clerk II Janet Booth
8. **Resolution 2022-096** Authorizing Isanti Fire District to Perform an Open Burn
9. **Resolution 2022-097** Rescinding Resolution 2022-086 Authorizing a Reduction in the Letter of Credit For Fairway Greens North
10. **Resolution 2022-098** Authorizing a Reduction in the Letter of Credit For Fairway Greens North Phase I
11. **Resolution 2022-099** Authorizing the Purchase of a Snow Plow Truck
12. **Resolution 2022-100** Approval of Street Lighting Infill for 2022
13. **Resolution 2022-101** Accepting Donation of Custom Bench and Receptacle for Isanti Liquor Store

Councilmember Lundeen asked if the snow plow was a part of the budget.

City Administrator Wood confirmed yes, it was part of the CIP planning for 2022 but with the issue of obtaining vehicles the City will not get the truck likely until 2023.

Councilmember Gordon asked what was wrong with the truck that is being replaced.

CA Wood responded that it is the oldest truck that has been limping along for a number of years.

Lundeen stated that the bench and receptacle donation from Parkitect, a company affiliated with Metal Coatings, is very nice and a great donation.

CA Wood stated that it was a nice and unexpected gesture as the City had planned to purchase them.

Lundeen asked about the benches that the Lions were potentially going to donate for the amphitheater.

CA Wood stated that the policy revision was approved to be able to donate benches so that part is done. City staff will reach out to the Lions if they are still thinking about donating and report back to Committee of the Whole.

Gordon asked if the money was already spent on the cubicles.

CA Wood confirmed they had already been purchased as it was included in the CIP, but with the cost of things going up, the amounts are coming up short. There was not enough funds to fully fund the electrical for the cubicles. The reason for this is because the CIP amounts were plugged in a couple years ago and materials have continued to raise more than anticipated.

Mayor Johnson asked where the rain garden is.

CA Wood responded that there is a 1-acre rain garden on the east side Rum River BMX that was built when the building was built.

A motion was made by Lundeen, seconded by Collison to approve the consent agenda as presented. Motion carried unanimously.

M. Other Communications

City Administrator Josi Wood shared there needs to be a Planning Commission meeting to discuss the Rum River Villas which was the discussion at the last Planning Commission meeting which was postponed to a later date.

Wood continued to share that Community Development Director Hillesheim sent out a date potential for next Tuesday but the response is that quite a few people may not be able to attend.

Wood further shared that the meeting notice does need to get posted this week to keep that potential date. Wood asked if it would work better if the meeting was held before the next City Council meeting on May 17th as there is a very light Committee of the Whole agenda. The Committee of the Whole meeting would be at 5:00 p.m. and the Planning Commission meeting would start at 6:00 p.m.

Council agreed by unanimous consensus to hold the Special Planning Commission meeting on May 17th at 6:00 p.m.

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 7:30 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

Request for City Council Action- MEMO

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

From: Jaden Strand, City Clerk

Date: May 17, 2022

Subject: ORD-XXX An Ordinance Amending Chapter 76; Alcoholic Beverages

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Background:
At the April 19, 2022 Committee of the Whole meeting, Committee discussed the number of days a temporary 3.2 license shall be issued for. City Code specifies the number of days for a regular temporary on-sale liquor license but does not specify for a temporary 3.2 license.

Consensus from Committee was for staff to draft an ordinance amendment to reflect the license be consistent for the number of days of a regular on-sale temporary license but taking into account Illuminate Isanti because that event is for 8 days.

Staff has drafted an Ordinance to include the following language, "The City may not issue more than three four-day, four three-day, six two-day or one 12 -day temporary 3.2% malt liquor licenses (in any combination), not to exceed 12 days in any one location within a twelve-month period, to any one organization."

Request:
Staff is requesting action on this item.

Attachment:
- ORD-XXX An Ordinance Amending Chapter 76; Alcoholic Beverages

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 719, ADOPTED ON FEBRUARY 4, 2020, TITLED ALCOHOLIC BEVERAGES

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 719 is hereby amended as follows:

Chapter 76

Alcoholic Beverages

§76-9 Kinds of Liquor Licenses

C. Temporary 3.2% malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization. The temporary license may authorize the sale of 3.2% malt liquor in any school or school building. The City may not issue more than three four-day, four three-day, six two-day or one 12 -day temporary 3.2% malt liquor licenses (in any combination), not to exceed 12 days in any one location within a twelve-month period, to any one organization.

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 17th day of May 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 4/26/2022
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

Memo for Discussion

To: **Mayor Johnson and Members of the City Council**
From: Jaden Strand, City Clerk
Date: May 17, 2022
Subject: Consideration of An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

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Background:
At the April 19, 2022 Committee of the Whole meeting, Committee recommended to move forward with Petersons Promotions providing a community bulletin board at Isanti Liquor. Further direction was for staff to work with Petersons Promotions to draft a contract and bring back to City Council for consideration.

At the May 3, 2022 City Council meeting, City Council approved the contract with the following conditions:

1. The agreement is effective for 3 years through May 3, 2025.
2. Peterson Promotions will render $150.00 per year or 10% of the proceeds whichever is greater to the City of Isanti.
3. City Staff must approve all advertisements prior to being placed on the community board.

In discussing the terms and conditions City Council outlined at the May 3, 2022 City Council meeting to be included in the contract, the owner of Petersons Promotions has requested to render a flat rate of $150.00 a year of the proceeds to the City of Isanti.

Request:
Staff is requesting direction on this item.

Action Required:
If the Council concurs with the language written in the contract, it should by motion, take the following actions:

1. Approve the contract between the City and Petersons Promotions as presented.

Attachment:

- Draft Contract with Petersons Promotions

AGREEMENT BETWEEN THE CITY OF ISANTI AND PETERSONS PROMOTIONS

This agreement is hereby entered into between the City of Isanti and Petersons Promotions for provision of providing community board services for the City of Isanti at Isanti Liquor. This agreement will be effective through May 3, 2025.

Through this agreement, Petersons Promotions agrees to provide and maintain the City of Isanti the community board at Isanti Liquor with no cost to the City.

The community board allows for approximately 10 businesses to advertise on the board with the advertisements to be approximately 10 inches by 12 inches in size.

The cork space available for community posting is 5 feet x 4 feet in size.

Petersons Promotions will render $150.00 a year of the proceeds to the City of Isanti.

City staff must approve all advertisements prior to being placed on the community board.

Either party (Petersons Promotions or City of Isanti), may terminate this agreement at any time for any reason upon thirty (30) days written notice.

Signed _____ Date _____
Petersons Promotions

Signed _____ Date _____
City Administrator Josi Wood
City of Isanti

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: May 17, 2022
Subject: Resolution to Approve Special Event Permit for Rum River BMX 2022 State Qualifier

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Background

Rum River BMX Association has submitted a special event permit application to host a three-day state qualifier event to be held at the Isanti Indoor Arena on June 10-12, 2022: Friday 4:00pm-10:00pm, Saturday 8:00am-5:00pm, and Sunday 8:00am-5:00pm.

No road closures are being requested, but additional parking will be needed for event. Rum River BMX will have paid parking and camping spaces available in the grass lot to the south of the arena per the parking agreement with the City of Isanti, as well as offer free parking in the designated spot in Bluebird Park and in non-Dog Park parking spots.

No additional outdoor audio system or live entertainment will be used, only the current PA at the track.

Six (6) additional restrooms will be brought in.

The complete application along with departmental review are attached.

Submitted with the Special Event Permit Application was a request for Equipment, including seven (7) barricades and twenty-five (25) "No Parking" signs.

Staff Request

City staff is requesting approval of the Rum River BMX 2022 State Qualifier Special Event Permit application and attachments.

Attachments

- Resolution No. 2022-XXX
- Special Event Application – Rum River BMX 2022 State Qualifier
- Special Event Equipment Request

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER BMX STATE QUALIFER

WHEREAS Rum River BMX Association has submitted a Special Event application requesting permit to host the Rum River BMX State Qualifier; and,

WHEREAS, a three-day event is scheduled to take place in the Isanti Indoor Arena on Friday, June 10 5:00-10:00 pm, and Saturday, June 1, and Sunday, June 12 8:00am -5:00pm; and,

WHEREAS, event set-up is scheduled for Friday, June 9, 2022; and,

WHEREAS, the estimated number of people to be in attendance is 800-1,200; and,

WHEREAS, the applicant will provide six (6) additional restrooms for the event; and,

WHEREAS, parking during the event will be restricted to Isanti Indoor Arena parking lot, designated park in Bluebird Park, and in non-Dog Park parking spots; and,

WHEREAS, paid parking and camping will be allowed on the grass lot to the south of the arena as outlined in the parking agreement; and

WHEREAS, Allina personnel will be on-site for emergency medical precautions; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, the equipment request has been received for seven (7) barricades and twenty-five (25) "no-parking" signs; and,

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 Rum River BMX 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 May 17, 2022.

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:
  - ☐ License (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type
- ☐ Vendors will be present:
  - ☐ Mobile Food Unit App. (If not assuming vendor liability. Background check required)
  - ☐ 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: 5/6/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River Bmx Association

Contact Person: Jay Bossen

Address: 101 Isanti Pkwy NW

City: Isanti State: MN Zip: 55040

Phone [redacted] Fax _____ Cell _____

E-mail: Jay@rumriverbmx.com

Secondary Contact Person: Larry Merchlewitz

Address: 101 Isanti Pkwy NW

City: Isanti State: MN Zip: 55040

Phone [redacted] Cell _____ E-mail: Larry@rumriverbmx.com

EVENT INFORMATION

Event Name: 2022 Minnesota State Qualifier

Date(s) of Event: June 9th - June 12th 2022

Hours of Event: Fri 4pm-10pm, Sat 8am-5pm, Sun 8am-5pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
State qualifier race for state championships in August.

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. 101 Isanti Pkwy NW. Isanti

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800-1,200

Parking Impact – Describe in detail:
Isanti Indoor Arena. Paid parking & camping will be on the grass lot to the south of the arena per parking agreement with the City of Isanti. free parking will be on paved parking lot at the arena and in designated parking spot at Bluebird Park & in non Dog Park parking spots.

Tents, equipment, amusement rides, etc.
Type: Team canopies
Size:
Location: On designated location on site map

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
We will have off duty Allina personel on site.

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.

6 portable from Absolute Portables.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
None needed

Clean-up Plans – Describe in detail:
Ruum River will be resposible for all clean-up.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
None

Will any other **public addressing system or sound amplification** be used? If so, describe:
ONly the current PA at the track.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
All money collected will go to pay for the awards and for running 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.

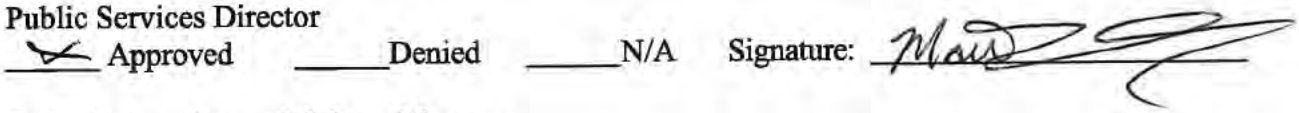
Applicant Signature:

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
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

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

Data Practices Advisory
Tennessen Warning – Special Event Permit

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

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: Rum River Bmx 2022 State Qualifier

Date(s) of Event: 6/9/22-6/12/22

Contact Person: Jay Bossen/ Larry Merchlewitz

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena

Equipment Drop Off Date/Time: 6/9 4pm

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: 7

Stage: 0

Road Closed Signs: 0

No Parking Signs: 25

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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) JB

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) JB

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:

RumRiver Bmx

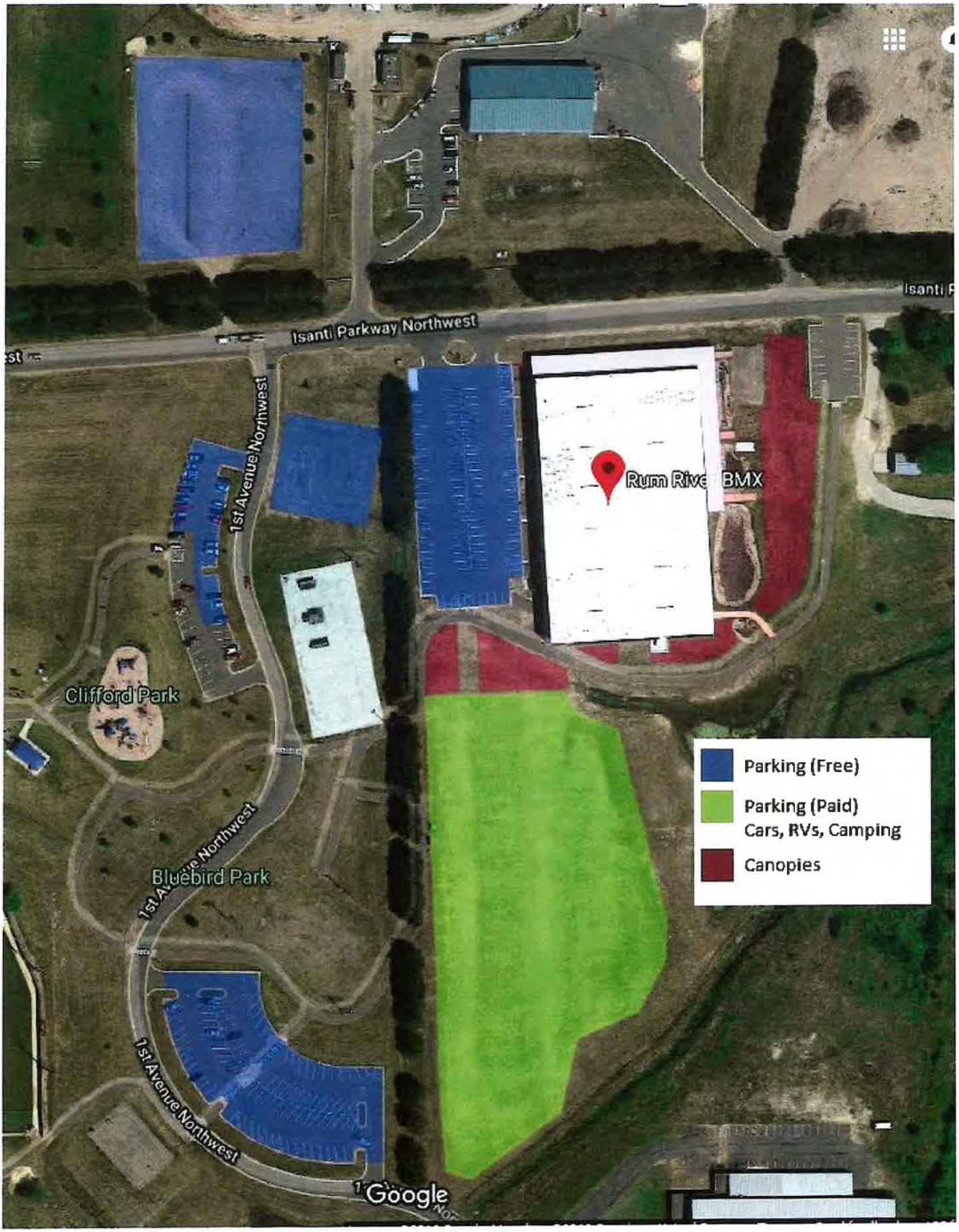
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Jay Bossen

Title Rum River Bmx President

Signature Jay M Bossen

Date 5/6/2022


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

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
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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:
2022 Rum River Bmx State Qualifier.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) JB

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) JB

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) JB

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) JB

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) JB

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) JB

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) JB

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: May 17, 2022
Subject: Resolution to Approve Special Event Permit for the Spring into Summer Car Show

---

Background
BMC British Auto has submitted a special event permit application to host a one-day car show to be held at 444 East Dual Blvd on June 4, 2022 10:00am – 3:00pm.

No road closures or parking restrictions are being requested as the event will be held on private property with an estimated number of 75 people in attendance.

No outdoor audio system or live entertainment will be used and no additional restrooms will be brought in.

The complete application along with departmental review are attached. City staff did contact the event sponsor to ensure a temporary sign permit will be submitted for the event.

Staff Request
City staff is requesting approval of the Spring into Summer Car Show Special Event Permit application and attachments.

Attachments
- Resolution No. 2022-XXX
- Special Event Application – Spring into Summer Car Show

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR SPRING INTO SUMMER CAR SHOW

WHEREAS BMC British Autos has submitted a Special Event application requesting permit to host the Spring into Summer Car Show; and,

WHEREAS, a one (1) day event is scheduled to take place at 444 East Dual Blvd on Saturday, June 4, 2022 from 10:00am -3:00pm; and,

WHEREAS, the estimated number of people to be in attendance is 75; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, parking during the event will be located on-site; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, a temporary sign permit will need to be approved before signage is placed for the 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 request for Spring into Summer 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 May 17, 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Special Event Permit

City of Isanti
110 1st Ave NW • PO Box 428
Isanti, MN 55040
Phone: 763-444-5512
Email: isantiparks@ityofisanti.us • www.cityofianti.us

- If you are a planning an event that requires a Special Event Permit, please complete the application.
- You must also include any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses.
- Applications must be submitted at a minimum of 30 days prior to the event to be considered.
- The final step is approval/denial of the application at a city council meeting.
- Staff will be in contact with the applicant as to when the application/event will be on the council agenda. The applicant should plan on attending the city council meeting.

Special Event Permits Guideline: *(Please see city code 278 "Special Events" for more detailed information)*
A temporary outdoor use on private or public property that extends beyond the normal uses and standards allowed by Zoning Ordinance of the city, in which attendance in excess of 75 people is anticipated, and impacts are anticipated on surrounding neighborhoods, businesses or the community as a whole.

REQUIRED ITEMS WITH **ALL** APPLICATIONS	
	Completed Application Form
	$100 - Clean up Deposit Fee
	Proof of Insurance or Certificate of Liability
	Site Map
	Approval Letter from the Property Owner (if applicable)
	Proof of written notification to property owners within 350 ft of special event

Will your event include these items? If so, make sure to include these supplemental forms along with your application.	
	Signage: Will you have signs posted? on Highway and At Site ☐ Temporary Sign Permit Application* required and ☐ $50 fee
	Alcohol: Will Alcohol will be served and/or sold at event: No ☐ Licenses* (may take up to 60 days to process) ☐ Fees Apply and amounts vary by license type
	Vendors: Will you have vendors, food trucks, booths, etc. No ☐ Peddler's Permit* (background check required and submitted by event organizer only) ☐ $25 fee for one-day applications ☐ Vendor List (provided to staff 10 days prior to event)
	Location: Will your event occur on City Property or Private Property? Please circle one. ☐ Release and Indemnification Agreement* (needed for events on city property)

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.

OFFICE USE ONLY: reviewed by: (Any concerns/comments please attached to the application.			
PRC Manager/Signature:	Approved	Denied	N/A
Fire Chief/Signature:	Approved	Denied	N/A
Police Chief/Signature:	Approved	Denied	N/A
Public Works Director/Signature: Matt Ly Hoste	Approved	Denied	N/A
Comm Development Director/Signature:	Approved	Denied	N/A
City Administrator/Signature: Jori Wood	Approved	Denied	N/A
City Council: Date of Review	Approved	Denied	

Special Event Permit Application

Applicant Information	Date of Application Submittal:
Applicant/Contact Name: Brian McCullough	Sponsoring Entity: (if applicable) BMC British Auto
Mailing Address: 444 East Dual Blvd	
Email Address: Brian@bmcAutos.com	Phone Number: [redacted]

Secondary Contact Name:	
Mailing Address:	
Email Address:	Phone Number:

Event Name:	Spring into Summer Car Show
Date(s) of Event:	June 4, 2022
Hours of Event:	10Am To 3pm

Type of Event

☒ Open to the Publix	☐ Private	☐ Other

Describe Event: (List **ALL** activities. Provide flyers or other marketing materials as available)
Car Show - Mostly British Cars

1	**Proposed Location of Event:** (be specific, a site map is also required) 444 East Dual Blvd
2	**Estimated Number of People in Attendance:** (include staff, participants, and spectators) 75
3	**Are Fire or EMS Needed**? YES - (NO) Please specify and if being provided, identify name and entity providing these services:

Special Event Permit Application

4	**Restrooms portable):** Name or entity providing these services; and number of facilities to be provided. ~2 Restrooms in Building When other restroom facilities are not provided on-site or are limited; the applicant will need to rent/purchase 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.
5	**Street Closures:** YES - (NO) Please list streets/intersections, etc.
6	**Parking Impact:** Describe in detail: Parking on site
7	**Tents, Equipment, amusements rides, etc.** None Type: Size: Location:
8	**Security Plans:** Name of entity providing these services. (A police officer is required if alcohol is being served or at the discretion of the Police Chief.): BMC Staff
9	**Clean-Up Plans**: BMC Staff
10	**Live Entertainment**: Describe in detail. None
11	**Public Address System or Sound Amplification:** Please describe: None
12	**If the event will be held on public property, please provide the following information:** 1) Will tickets be sold for the event? 2) Is a donation of any kind required? 3) What is the purpose of the money that is collected?

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

I declare that the information I have provided on the 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:	Date:

City of Isanti
110 1st Ave NW • PO Box 428
Isanti, MN 55040
Phone: 763-444-5512
Email: isantiparks@ityofisanti.us • www.cityofianti.us

City of Isanti

Gross Payroll	106,235.93
Social Security & Medicare	5,965.06
Public Employees Retirement	10,562.76
Total City Expense	122,763.75

Pay Date 5/13/2022

Pay Period 10 (4/24-5/7/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/03/2022	58264	2030	ARTISAN BEER COMPANY	609-20200	912.35
05/22	05/03/2022	58265	1485	BECKER, JOSH	101-20200	104.25
05/22	05/03/2022	58266	53	BELLBOY CORPORATION	609-20200	1,816.63
05/22	05/03/2022	58267	9	BERNICKS PEPSI-COLA	609-20200	3,979.60
05/22	05/03/2022	58268	2319	BREAKTHRU BEVERAGE OF MN	609-20200	5,038.00
05/22	05/03/2022	58269	1629	CITY OF ISANTI	101-20200	12,575.47
05/22	05/03/2022	58270	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,558.95
05/22	05/03/2022	58271	2486	DEERE & COMPANY	603-20200	9,439.56
05/22	05/03/2022	58272	385	FEDERATED CO-OPS INC	101-20200	29.57
05/22	05/03/2022	58273	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26
05/22	05/03/2022	58274	2028	FURTHER	861-20200	8.02
05/22	05/03/2022	58275	2830	GDO LAW	101-20200	4,083.33
05/22	05/03/2022	58276	1400	GENERAL CODE LLC	603-20200	88.00
05/22	05/03/2022	58277	134	GOPHER STATE ONE-CALL INC	601-20200	178.20
05/22	05/03/2022	58278	739	HACH COMPANY	601-20200	276.67
05/22	05/03/2022	58279	3188	HOLMAN, DARIN	101-20200	53.69
05/22	05/03/2022	58280	3189	J&M DISPLAYS	101-20200	6,000.00
05/22	05/03/2022	58281	7	JOHNSON BROTHERS LIQUOR CO	609-20200	17,292.94
05/22	05/03/2022	58282	5	KAWALEK TRUCKING	609-20200	423.20
05/22	05/03/2022	58283	131	MACQUEEN EQUIPMENT INC	603-20200	44.53
05/22	05/03/2022	58284	17	MCDONALD DISTRIBUTING CO	609-20200	14,757.48
05/22	05/03/2022	58285	3119	MOOSE LAKE BREWING CO. LLC	609-20200	434.00
05/22	05/03/2022	58286	3133	MORTON SALT	101-20200	10,980.68
05/22	05/03/2022	58287	2080	MVTL LABORATORIES INC	601-20200	279.06
05/22	05/03/2022	58288	3122	NEW FRANCE WINE COMPANY	609-20200	98.75
05/22	05/03/2022	58289	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,136.74
05/22	05/03/2022	58290	2827	RATWIK ROSZAK & MALONEY P.A.	505-20200	5,080.39
05/22	05/03/2022	58291	2341	RED BULL DISTRIBUTION CO INC	609-20200	197.40
05/22	05/03/2022	58292	1834	RIVARD COMPANIES	101-20200	3,170.00
05/22	05/03/2022	58293	1290	THE AMBLE GROUP	101-20200	810.81
05/22	05/03/2022	58294	626	THE WINE COMPANY	609-20200	457.00
05/22	05/03/2022	58295	2944	UNIFIRST CORPORATION	609-20200	682.18
05/22	05/03/2022	58296	3187	US BANK ST PAUL CM-9705	609-20200	63,124.16
05/22	05/03/2022	58297	686	VERIZON WIRELESS	101-20200	1,651.33
05/22	05/03/2022	58298	42	VIKING COCA-COLA BOTTLING CO	609-20200	238.10
05/22	05/03/2022	58299	4	WATSON CO INC	609-20200	2,277.58
05/22	05/03/2022	58300	1922	WEX BANK	101-20200	4,803.56
05/22	05/03/2022	58301	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	3,951.62
05/22	05/03/2022	58302	2009	WOOD, JOSEPHINE	101-20200	52.18
Grand Totals:						195,220.24

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/10/2022	58303	127	ABDO	101-20200	303.75
05/22	05/10/2022	58304	1231	ACE SOLID WASTE INC	101-20200	808.00
05/22	05/10/2022	58305	953	ALL AMERICAN TITLE CO INC	601-20200	43.97
05/22	05/10/2022	58306	3195	BECKENSTEN, BRIAN & SOUTHI	601-20200	76.79
05/22	05/10/2022	58307	2853	BENEFIT EXTRAS INC	101-20200	47.00
05/22	05/10/2022	58308	9	BERNICKS PEPSI-COLA	609-20200	1,367.96
05/22	05/10/2022	58309	368	BILLS QUALITY CLEANING	609-20200	712.00
05/22	05/10/2022	58310	602	BURNET TITLE	601-20200	49.73
05/22	05/10/2022	58311	1474	CDW GOVERNMENT INC	614-20200	6.93
05/22	05/10/2022	58312	2082	CEMSTONE PRODUCTS COMPANY	101-20200	40.74
05/22	05/10/2022	58313	1198	CENTER POINT ENERGY	601-20200	5,217.30
05/22	05/10/2022	58314	1822	CENTURYLINK BUSINESS SERVICES	101-20200	12.96
05/22	05/10/2022	58315	3083	CLOSING HUB	601-20200	105.24
05/22	05/10/2022	58316	120	CONNEXUS ENERGY	920-20200	3,080.00
05/22	05/10/2022	58317	120	CONNEXUS ENERGY	920-20200	7,366.00
05/22	05/10/2022	58318	120	CONNEXUS ENERGY	920-20200	1,271.00
05/22	05/10/2022	58319	918	CRYSTAL SPRINGS ICE	609-20200	488.62
05/22	05/10/2022	58320	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,902.52
05/22	05/10/2022	58321	3194	EXECUTIVE ASSOCIATES TITLE	603-20200	41.69
05/22	05/10/2022	58322	912	FASTENAL COMPANY	101-20200	105.18
05/22	05/10/2022	58323	1682	FERGUSON WATERWORKS	602-20200	211.46
05/22	05/10/2022	58324	2028	FURTHER	101-20200	32.30
05/22	05/10/2022	58325	2028	FURTHER	861-20200	21.99
05/22	05/10/2022	58326	2761	GRATITUDE FARMS	101-20200	250.00
05/22	05/10/2022	58327	160	HAWKINS INC	601-20200	1,446.36
05/22	05/10/2022	58328	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,471.35
05/22	05/10/2022	58329	5	KAWALEK TRUCKING	609-20200	144.00
05/22	05/10/2022	58330	3118	KLOCKOW BREWING COMPANY INC	609-20200	336.00
05/22	05/10/2022	58331	3192	LARSON, MATTHEW & KOJETIN, LISA	601-20200	125.64
05/22	05/10/2022	58332	2727	LEGACY TITLE	601-20200	27.96
05/22	05/10/2022	58333	2727	LEGACY TITLE	601-20200	40.35
05/22	05/10/2022	58334	3193	MARANO, JOSEPH & JEANINE	601-20200	74.57
05/22	05/10/2022	58335	17	MCDONALD DISTRIBUTING CO	609-20200	17,412.55
05/22	05/10/2022	58336	2728	MINNESOTA TITLE	601-20200	40.60
05/22	05/10/2022	58337	176	MN DEPT OF REVENUE	101-20200	38,525.00
05/22	05/10/2022	58338	2842	MN PEIP	861-20200	32,466.24
05/22	05/10/2022	58339	2080	MVTL LABORATORIES INC	602-20200	441.44
05/22	05/10/2022	58340	2553	O'REILLY	101-20200	9.98
05/22	05/10/2022	58341	617	PAUSTIS & SONS	609-20200	842.50
05/22	05/10/2022	58342	44	PHILLIPS WINE & SPIRITS INC	609-20200	908.38
05/22	05/10/2022	58343	3190	PLATINUM LAND LLC	601-20200	43.51
05/22	05/10/2022	58344	2625	RESULTS TITLE	601-20200	39.99
05/22	05/10/2022	58345	1834	RIVARD COMPANIES	101-20200	1,685.00
05/22	05/10/2022	58346	2518	SEMLER CONSTRUCTION INC	601-20200	12.17
05/22	05/10/2022	58347	2396	SOUTHERN GLAZERS OF MN	609-20200	8,921.66
05/22	05/10/2022	58348	1361	STAPLES ADVANTAGE	108-20200	95.86
05/22	05/10/2022	58349	73	STAR	101-20200	12.08
05/22	05/10/2022	58350	1503	THE AMERICAN BOTTLING COMPANY	609-20200	139.64
05/22	05/10/2022	58351	1762	THE TITLE GROUP	601-20200	95.81
05/22	05/10/2022	58352	1820	URBANS HARDWARE INC	101-20200	188.78
05/22	05/10/2022	58353	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
05/22	05/10/2022	58354	2027	US INTERNET	603-20200	57.80
05/22	05/10/2022	58355	3191	VANHEEL, ROBERT	601-20200	67.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/10/2022	58356	42	VIKING COCA-COLA BOTTLING CO	609-20200	192.48
05/22	05/10/2022	58357	361	VINTAGE LOCK	101-20200	1,745.00
05/22	05/10/2022	58358	4	WATSON CO INC	609-20200	1,762.59
05/22	05/10/2022	58359	780	WINE MERCHANTS	609-20200	213.50
05/22	05/10/2022	58360	2872	WINEBOW	609-20200	798.75
05/22	05/10/2022	58361	2009	WOOD, JOSEPHINE	101-20200	120.02
Grand Totals:						157,130.79

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

Report Criteria:
Report type: Summary
Check.Check number = 58362
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/10/2022	58362	1231	ACE SOLID WASTE INC	101-20200	292.87
Grand Totals:						292.87

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR A LOCAL 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 August 14, 2022 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 permit is approved for the following date: August 14, 2022 at Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 17th day of May 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

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Isanti

Memo for Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: May 17, 2022
Subject: Resolution to Approve Agreement for Ongoing Document Imaging Support with Momentum ECM, LLC

Background:
The City entered into an agreement with Minokaw Technologies in 2019 for document imaging software provider support. Staff was recently contacted by them to inform us that they were purchased by Momentum ECM, LLC. Staff has met with Momentum and feels that they will provide adequate service and support that at least matches, if not exceeds, the previous support. They have skilled staff with over 20+ years of experience in Laserfiche technology and support. Momentum is honoring the majority of the terms that were set in our previous agreement with Minokaw.

Request:
Staff requests to terminate our agreement with Minokaw Techologies and enter into a new agreement with Momentum ECM, LLC.

Attachments:
- Resolution 2022-XXX
- Service Agreement Proposal

RESOLUTION 2022-XXX

RESOLUTION APPROVING AGREEMENT FOR DOCUMENT IMAGING SUPPORT WITH MOMENTUM ECM, LLC

WHEREAS, the City entered into an agreement with Minokaw Technologies for the implementation of document imaging software, Laserfiche, and ongoing support in October, 2019; and,

WHEREAS, Minokaw Technologies was purchased by Momentum ECM, LLC; and,

WHEREAS, staff believes it is in the best interest of the City to continue ongoing Laserfiche service and support with Momentum ECM, LLC; and,

WHEREAS, a Service Agreement for one year to be reviewed annually for on-going document imaging support is herein attached as Exhibit A;

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

1. Terminate the agreement with Minokaw Technologies.
2. Authorize Staff to enter into a Service Agreement with Momentum ECM, LLC for one year and ongoing renewal at the term of the agreement if service exceeds satisfaction as determined by the City Administrator.
3. Continue on-going funding for document imaging cloud subscription as was approved in 2019.

This resolution was duly adopted by the Isanti City Council this 17th day of May, 2022.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

EXHIBIT A

MASTER SERVICES AGREEMENT

REFERENCE: COIM-050422-MSA.DOC

This Master Service Agreement (referred to herein as the "MSA") is made between: Momentum ECM, LLC (Provider) and **City of Isanti Minnesota** (Client). In consideration of the mutual promises set forth herein, and intending to be legally binding, the parties hereto agree as follows:

ENGAGEMENT

Client hereby engages Provider to render the Laserfiche support and development services described in forthcoming proposals prepared by Provider, such as Project Estimates, Solution Quotes, Addendums, and LSAP Support Services (Proposals). Provider hereby accepts the engagement to provide services to Client on the terms and conditions set forth herein and as set forth in the Proposals by Provider. In the event of a conflict between the terms herein and the terms of any Proposal, including, but not limited to, the duration of any minimum term, renewal terms, termination rights, and early termination penalties, then the terms of the Proposal shall control, with respect to the services contemplated by such Proposal.

As a necessary condition to enable Provider to render services to the best of its abilities, during the term of this MSA and any renewal thereof, Client agrees that any service or repair made necessary by the installation or modification of software or equipment other than that authorized by Provider, including alterations, Laserfiche software installations, or other modifications directly made by Client's employees, or anyone other than Provider, will be billed at the standard Momentum labor rate. Momentum standard business hours are Monday through Friday 8:00AM – 5:00PM EST. Momentum standard hourly rate as of this agreement is $185.

TERM

This MSA will commence on the date signed by both parties, and unless modified by mutual written agreement of the parties, shall continue for twelve (12) months. The MSA and subsequent Proposals will automatically renew for an equal term on each successive anniversary date (each a "Renewal Term") unless a 90-day written notice is provided to Provider prior to the anniversary date. This MSA and subsequent Proposals may be terminated by Provider upon written notice by Provider to Client if Client fails to make payment when due or by either party if the other party materially breaches or defaults in the performance of any other covenants, terms, or conditions of the MSA or subsequent Proposals. If either Party (a) commits a material breach or material default in the performance or observance of any of its obligations under this MSA or subsequent Proposals, and (b) such breach or default continues for a period of 60 days after certified mail delivery notice by the other Party reasonably detailing such breach or default, then (c) the non-breaching or non-defaulting Party shall have the right to terminate this MSA, upon 60 day notice, by giving written notice to the breaching or defaulting party. Client agrees to remit payment in full all existing and remaining Proposal invoices upon cancellation of services, prior to assistance by Provider for password, network information, client Laserfiche data, or any other such information exchange.

COMPENSATION

In consideration of the services to be performed by Provider, Client agrees to pay Provider in the manner, and at the rates set forth in subsequent Proposals. Terms are net 30 days. Late payments will incur finance charges of 1.5% of the unpaid monthly charges every 30 days. Beyond 90 days collection procedures will begin and services will be interrupted. Client waives the right to dispute any invoice which Client has not disputed in writing within 14 days from receiving the invoice. Credit Card payments incur an additional 4% processing fee. Pricing may increase by up to 10% annually as result of software and support costs. Payments are preferred via ACH.

CONFIDENTIALITY

Provider recognizes that any information, records, and similar materials regarding Client are confidential in nature and are assets and property of Client and Provider will not disclose or use such confidential information learned by Provider during the period of this MSA, except subject to prior written authorization of Client.

LIABILITY

Damages claimed as to services rendered hereunder shall be limited to the trailing six months of LSAP revenue paid to Provider by Client, or $20,000, whichever is less. Backup services use communication lines that are beyond Provider's control. Though unlikely, data loss or corruption can occur. Backup services are Not provided by Provider. Client is strongly advised to use verification processes, no less than twice per month, to verify the integrity of stored data. Provider will be held harmless against loss of data where such loss is due to hardware, software, telecommunications failures, or backup and disaster recovery services provided by a 3rd party or Client themselves. Client will not hold Provider liable for any loss of data, production, or other business loss due to unexpected results in the execution of services. It is agreed that ultimately Client is responsible for maintaining reliable backup of all Client data.

RESOLUTION OF DISPUTES VIA ARBITRATION

The parties agree to the following dispute resolution provisions and expressly waive any right to civil or administrative proceedings on any claim within the scope of these provisions. It is expressly intended that the entire relations of the parties be within the scope of this provision. The parties agree to attempt in good faith to resolve all disputes ("Dispute") arising out of this MSA and Proposals after written notice of the nature of the dispute is given. The parties may elect to submit any dispute to non-binding mediation. Any unresolved Dispute shall be determined by common law arbitration in Cumberland County, Pennsylvania, applying Pennsylvania law without regard to choice of law provisions thereunder, and judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction. The parties agree upon one neutral arbitrator with no relationship to either party to settle every Dispute. However, if the parties are unable to agree on an arbitrator within fifteen (15) days after a written request for arbitration, either party may petition for the appointment of an arbitrator by the Court of Common Pleas of Cumberland County, Pennsylvania. The decision of the arbitrator shall be final and not subject to review by any court except on the grounds stated in the applicable arbitration statute. The arbitrator shall be without authority to award punitive damages. Each party shall bear their own expenses in arbitration and shall divide equally any advance costs of arbitration. However, the arbitrator may award reimbursement of all costs borne by the prevailing party, including but not limited to arbitration costs, reasonable attorney's fees, and reasonable expert witness fees.

RECRUITING RESTRICTIONS

Client acknowledges and agrees that Provider incurs substantial recruiting, screening, administrative, and training expenses on behalf of its employees, and subcontractors in order to provide its clients with consultants, engineers, and technicians with a high degree of skill and expertise. As a result, Client agrees that it will not, directly, indirectly, on its own behalf, or as a partner, member, stockholder, principal, agent, consultant, or in any other capacity, or for or on behalf of, or in aid of any other person or entity, without the prior written consent of Provider, during the Term and for two (2) years following after the termination of this MSA (the "Non-Recruitment Period") hire any employee, sales representative or consultant of Provider made known to Client as a result of this MSA hereunder, or solicit, cause or induce any employee, sales representative or consultant of Provider made known to Client as a result of this MSA hereunder, to terminate their relationship or employment with Provider.

INDEMNIFICATION

Each party shall defend, indemnify and hold the other party, their respective owners, directors, officers, agents and employees harmless, from and against any third party claims, demands, damages, losses, expenses (including reasonable attorney fees and reasonable and necessary expenses actually incurred but excluding the cost of experts)("Losses") relating to bodily injury or death, or related to any damage to real and/or tangible personal property in connection with this Agreement, except to the extent caused by the negligent acts or omissions of the other party. An indemnified party shall: (i) promptly notify the indemnifying party of any third-party claims subject to indemnification hereunder, (ii) give the indemnifying party the right to control and direct the preparation of a defense, the defense and any settlement of any such claim, and (iii) give full cooperation to the indemnifying party for the defense of the same.

ASSIGNMENT

Provider may assign the rights, privileges or obligations conveyed under this MSA and subsequent Proposals. Client may not assign the rights, privileges, or obligations conveyed under this MSA and subsequent Proposals without first obtaining the written consent of Provider, which consent will not be unreasonably withheld, provided, that the party receiving assignment expressly assumes, in writing, the obligations of the Client.

MISCELLANEOUS PROVISIONS

These Terms and Conditions contains the entire understanding of the parties hereto relating to the subject matter hereof and supersedes all prior and collateral agreements, understandings, statements and negotiations of the parties. These Terms and Conditions may only be amended or modified by an instrument in writing signed by duly authorized representatives of both parties hereto.

AUTHORIZATION

The signer of this MSA, in addition to representing that his/her signature legally binds the Client and that all actions have been taken by the Client to duly grant this authority, does, by his/her execution, personally and individually undertake and assume the full performance hereof including payment of amounts due hereunder.

SIGNATURE

Client: _____	Provider: Momentum ECM, LLC
Date: _____	Date: _____
Signature: _____	Signature: _____
(Print) Name: _____	(Print) Name: _____
Title: _____	Title: _____

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Isanti

Request for City Council Action- MEMO

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

From: Jaden Strand, City Clerk

Date: May 17, 2022

Subject: Resolution 2022-XXX Approving MnDOT Master Partnership Agreement

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Background:
The current 2018-2022 Master Partnership Agreement (MPC) will be expiring on June 30, 2022. MPC' s are umbrella contracts which allow local agencies and MnDOT to exchange good and services. The MPC also allows MnDot, if requested and authorized by the local agency, to deliver small, routine services to local agencies. These services are listed in Exhibit A.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2022-XXX Approving MnDOT Master Partnership Agreement
- MnDOT Master Partnership Agreement

RESOLUTION 2022-XXX

APPROVING MNDOT MASTER PARTNERSHIP AGREEMENT

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and,

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and,

WHEREAS, the parties wish to able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the City Engineer and City Administrator is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Administrator may execute such work order contracts on behalf of the City of Isanti without further approval by this Council.

This Resolution was duly adopted by Isanti City Council this 17th day of May 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

MnDOT Contract Number: 1050316

STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the Isanti City, acting through its City Council, in this contract referred to as the "Other Party."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

1.1. **Effective Date**: This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State's Authorized Representative.

1.2. **Expiration Date**. This Contract will expire on June 30, 2027.

1.3. **Exhibits**. Exhibit A is attached and incorporated into this agreement.

1.4. **Work Order Contracts**. A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

1.5. **Survival of Terms**. The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.

1.6. **Sample Work Order**. A sample work order contract is available upon request from the State.

1.7. **Definition of "Providing Party" and "Requesting Party"**. For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.

2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).

2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.

2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.

2.4. **Payment Basis**. Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

3.1. **Work Order Contracts**: A party may request the other party to perform any of the following services under individual work order contracts.

3.2. **Professional and Technical Services**. A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

3.3. **Roadway Maintenance**. A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.

3.4. **Construction Administration**. A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.

3.5. **Emergency Services**. A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.

3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

4.1. **Terms Applicable to ALL Work Order Contracts**. The terms in this section 4.1 will apply to ALL work order contracts.

4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.

4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.

4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.

4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.

4.2. **Additional Terms for Roadway Maintenance**. The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.

4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.

4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.

4.3. **Additional Terms for Construction Administration**. The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.

4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.

4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.

4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.

4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.

4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.

4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.

4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.

4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.

4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.

4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:

a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.

b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.

d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.

5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).

5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.

5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).

5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

7.1. **Consideration**. The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.

7.2. **State's Maximum Obligation**. The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed $100,000.00.

7.3. **Travel Expenses**. It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

7.4.1. **Generally**. The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. **Payment by the Other Party**.

a. The Other Party will make payment to the order of the Commissioner of Transportation.

b. IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.

c. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050316W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. **Payment by the State**.

a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

b. Retainage for Professional and Technical Services. For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.

10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

11.1. **Assignment**. Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.

11.2. **Amendments**. Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

11.3. **Waiver**. If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.

11.4. **Contract Complete**. This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

14.1. **Government Data Practices**. The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.

14.2. **Intellectual Property Rights**

14.2.1. **Intellectual Property Rights**. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. **Obligations with Respect to Intellectual Property**.

a. **Notification**. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

b. **Representation**. The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.2. **Covered Contracts and Contractors**. If the Contract exceeds $100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.3. **Minn. Stat. § 363A.36**. Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.4. **Minn. R. Parts 5000.3400-5000.3600**.

15.4.1. **General**. Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.4.2. **Disabled Workers**. The Contractor must comply with the following affirmative action requirements for disabled workers:

a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.4.3. **Consequences**. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.4.4. **Certification**. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. **Publicity**. Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. **Data Practices Act**. Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. **Termination by the State for Convenience**. The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. **Termination by the Other Party for Convenience**. The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. **Termination for Insufficient Funding**. The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct sheer, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

RESOLUTION 2022-XXX

APPROVING THE HIRE OF JORDAN CLEMENTSON FOR PARKS, RECREATION AND EVENTS COORDINATOR

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 Jordan Clementson 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 Jordan Clementson for the City of Isanti.
2. This position is full-time, exempt, and eligible for full city benefits.
3. The expected start date will be summer 2022.
4. The wage will start at Step 5 of the wage scale at $32.25 and in 6 months with successfully demonstrated performance review and proficiency will receive Step 6 at $33.22 per hour.
5. Will receive 80 hours (10 days) of vacation banked and accrue at the second-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 17th day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR KENNETH FROST

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 Kenneth Frost as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Kenneth Frost.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date in that position is May 11, 2022.
4. The wage will start at Step 1 of the wage scale at $14.9056.
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 17th day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR MELANIE CASTELLANO

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 Melanie Castellano as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Melanie Castellano.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date in that position is May 11, 2022.
4. The wage will start at Step 1 of the wage scale at $14.9056.
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 17th day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-xxx

AMENDING THE DEVELOPMENT AGREEMENT FOR ISANTI FAMILY DENTAL

WHEREAS, the City Council approved the Development Agreement with B.A. Developers LLC for Isanti Family Dental on September 21, 2021; and,

WHEREAS, the legal description was incorrectly typed on the cover page of the recorded document; and,

WHEREAS, the legal description should read Lot 2, Block 1 Anlauf Commercial Park; and,

WHEREAS, the amendment is correcting the legal description;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Isanti Family Dental be hereby **Amended** as to ensure the legal description is Lot 2, Block 1 Anlauf Commercial Park.

This Resolution was duly adopted by Isanti City Council this 17th day of May 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand, City Clerk

CITY OF ISANTI
FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR ISANIT FAMILY DENTAL
401 CHERRYWOOD STREET NE
PID 16.126.0020

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and B.A. Development LLC, a Minnesota limited liability company (the "Developer").

Recitals

A. The cover page of the recorded document A509161 recorded on October 1, 2021 at 10:15 am stated the legal description for the parcel located at 401 Cherrywood Street NE in Isanti also identified as PID 16.126.0020 is stated as Lot 2, Block 2 Anlauf Commercial Park.

B. Upon further review the legal description should be stated as Lot 2, Block 1 of Anlauf Commercial Park.

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 Cover Page of the Development Agreement, as modified by the Amendment, is hereby modified so as to contain the correct legal description for the property.
3. This amendment is effective May 17, 2022.
4. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally state

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 May, 2022, 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.A. Development LLC

_____

Barbara Curtis, CEO

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on this _____day of May 2022, by Barbara Curtis as Chief Executive Officer of B.A. Development LLC, on behalf of that Minnesota limited liability company.

_____

Notary Public

This document drafted by:

City of Isanti
110 1st Ave NW
Isanti, MN 55040

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

April 2022

Reported Crime	Month to Date	Year to Date
Theft	9	31
Assault	2	9
Vandalism/Damage to Property	5	8
Narcotics	4	14
Burglary	0	3
Domestics	4	14
Crim Sex	0	3
Robbery	0	0
Loud Party/Disturbance	4	22
Medical	33	149
Permit to Purchase	6	40
Security Check / Extra Patrol	415	1,990

Traffic Offenses	Month to Date	Year to Date
No Insurance	13	53
DUI	1	5
Accidents	8	47
Hit & Run	2	4
Warrant P/U	7	20
Speed	11	30
DAR/DAS	20	83
Administrative Citations (Including Speed)	8	21

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	104,793	364	2,078
Ford Explorer 224	103,397	397	1,501
Ford F150 225	Unavailable	Unavailable	Unavailable
Chevy Impala 223	103,623	148	908
Dodge Durango 226	45,114	1,670	2,769
Dodge Durango 227	In the Shop	In the Shop	In the Shop
Dodge Durango 228	32,358	1,644	4,716
Chevy Tahoe 229	19,188	1,160	4,622
Dodge Charger 230	7,466	1,863	5,493

CEZT REPORT APRIL 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19								
NEW CASES THIS MONTH		3	0	6	10								
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2								
NEW CASES + CARRIED FWD		6	3	7	12								
CLOSED THIS MONTH		3	2	5	5								
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7								
CAN - Prohibited Animals/**87.1**													
CCV - Comm Vehicle storage/**227-9/10**					1								
CDO - Dogs		2		2									
CPA - Park & Store/**227-8**					7								
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1								
Nuisance Junk/Rubbish/**216-2-L**		1											
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				1									
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **445-Sec 15-Sub Sec 5 C4a**													
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
NEW CRIMINAL CITATIONS ISSUED THIS MONTH													
ACTIVE CRIMINAL CITATIONS END OF MONTH	1	1	1										
COMPLIANCE LETTERS MAILED THIS MONTH		1			5								
ABATED PROPERTIES THIS MONTH													

M.2.

CITY OF ISANTI MONTHLY REPORT

April 2022

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	10	18	$0.00	$0.00	$10.00	$11.00	$800.00	$1,440.00		
DECK	1	5	$0.00	$0.00	$1.00	$5.00	$300.00	$1,500.00		
LL FINISH	4	8	$0.00	$0.00	$4.00	$5.00	$1,200.00	$2,400.00		
REMODEL / ADDITION	1	5	$10,000.00	$85,000.00	$5.00	$42.50	$326.70	$2,217.70		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	23	78	$0.00	$0.00	$23.00	$31.00	$2,240.00	$8,529.00		
SINGLE DWELLINGS	8	28	$1,633,696.27	$6,560,185.32	$817.84	$1,315.82	$21,329.60	$84,328.60		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	12	56	$0.00	$0.00	$12.00	$18.00	$900.00	$4,200.00		
PLUMBING	13	46	$0.00	$0.00	$13.00	$18.00	$1,022.00	$3,604.00		
RESIDENTIAL TOTAL	**72**	**244**	**$1,643,696.27**	**$6,645,185.32**	**$885.84**	**$1,446.32**	**$28,118.30**	**$108,219.30**		
COMMERCIAL										
NEW BUILDINGS	1	2	$1,411,477.00	$1,711,477.00	$705.74	$705.74	$12,619.20	$12,619.20		
REMODEL / ADDITION	1	2	$1,500.00	$1,500.00	$0.75	$0.75	$99.00	$879.00		
PLUMBING	3	7	$12,500.00	$12,500.00	$10.25	$28.70	$379.50	$987.00		
MECHANICAL	0	2	$0.00	$0.00	$0.00	$0.00	$0.00	$290.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	2	7	$0.00	$0.00	$2.00	$2.00	$114.00	$567.00		
COMMERCIAL TOTAL	**7**	**20**	**$1,425,477.00**	**$1,725,477.00**	**$718.74**	**$737.19**	**$13,211.70**	**$15,342.20**		
RESIDENTIAL/COMMERCIAL TOTAL	**79**	**264**	**$3,069,173.27**	**$8,370,662.32**	**$1,604.58**	**$2,183.51**	**$41,330.00**	**$123,561.50**	**$73,623.00**	**$207,483.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 4/30/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,150.42	$39,315.00
2016	168	25	0	1	$7,083,535.74	$96,696.53	$159,660.00
2017	193	29	0	1	$5,566,976.50	$88,516.65	$234,766.80
2018	182	25	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	156	17	0	0	$4,192,779.60	$70,037.86	$99,854.00
2020	226	32	0	0	$4,100,853.78	$90,399.51	$145,527.00
2021	291	23	0	0	$4,830,515.00	$93,700.73	$146,321.00
2022	264	28	0	2	$8,370,662.32	$123,561.50	$207,483.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	79	$3,069,173.27	$41,330.00
May	33	$1,070,979.83	$17,313.60
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	264	$8,370,662.32	$123,561.50

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 11, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
We received bids, and the project was awarded to ASTEC Corp. This project will be completed this summer.

2) **Brookview South 1-4 Addition Rehabilitation**
This project is scheduled to be completed by mid June.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
The final pavement lift on Eagle Street is scheduled to be completed Monday May 16th.

5) **Fairway Greens North Development**
The contractor will continue to install utilities the remainder of the 1st Addition and will then move to completing the 2nd Addition this year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **Rum River Villas Development**
We have reviewed the submitted plans and provided comments.

8) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

9) **Main Street Reconstruction**
We will work with the contractor to replace the sod that died.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MAY 17, 2022 – 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.9. Resolution 2022-XXX Approving Application For An Exempt Gambling Permit For Rum River BMX 50/50 Raffle For June 12, 2022

M. Other Communications

Adjournment

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR JUNE 12TH, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on June 12th, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 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, Jay Bossen, 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: June 12th, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 17th day of May 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JUNE 7, 2022 – 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. Mayor's Employer Celebration Day- June 29, 2022

G. Approve City Council Minutes
1. May 17, 2022- Regular Meeting of the City Council
2. May 17, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, June 21, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 21, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 21, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearing

K. Business Items
Community Development Director Stephanie Hillesheim
1. Resolution 2022-XXX Vacating Certain Drainage and Utility Easement Dedicated to the City of Isanti
2. Resolution 2022-XXX Approving the Final Plat for Isanti Railview North Industrial Park
3. Resolution 2022-XXX Approving the Preliminary Plat for a Planned Unit Development Labeled Rum River Villas Located at PID 16.111.0600
4. Resolution 2022-XXX Approving a Special Event Permit Application for Cambridge-Soccer Rec Tournament
5. Resolution 2022-XXX Approving a Special Event Permit Application for 2022 Jubilee Days
6. Resolution 2022-XXX Approving an Interim Use Permit for a Tattoo Parlor Located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo
7. Resolution 2022-XXX Approving an Interim Use Permit for a Tattoo Parlor Located at 401 E Dual Blvd NE, Ste 122 for Black Moon Tattoo

L. Approve Consent Agenda
1. Payroll in the Amount of $125,353.21 and Accounts Payable in the Amount of $723,864.71

2. Resolution 2022-XXX Accepting Resignation of Liquor Store Clerk II Jennafer Horgen
3. Resolution 2022-XXX Approving Sale of Forfeited Property at Public Auction
4. Resolution 2022-XXX Declaring Election Judge Wages for 2022 Elections
5. Approval for Advertising for Crop Lease Bids for EDA/City Owned Land

M. Other Communications

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 1,950 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 is sponsoring an appreciation luncheon to the Employers and their Employees on June 29th, 2022 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 29th, 2022 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 7th day of June, Two Thousand Twenty-two.

_____

Jeff Johnson, Mayor

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, MAY 17, 2022 – 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 (arrived at 7:01 p.m.), Paul Bergley, Steve Lundeen (arrived at 7:01 p.m.) and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Community Development Director Stephanie Hillesheim, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
ADDENDUM:
Add L.9. Resolution 2022-111 Approving Application For An Exempt Gambling Permit For Rum River BMX 50/50 Raffle For June 12th, 2022

Motion by Collison, seconded by Bergley to approve 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.

City Administrator Josi Wood shared the Buddy Poppy Game will be held on Friday, May 20th at 7:30 p.m. between the Isanti Redbirds and the East Bethel Bandits

2. National Police Week May 15, 2022 – May 21, 2022
Mayor Johnson recognized law enforcement for their service and sacrifices and thanked them for their service.

3. National Public Works Week May 15, 2022 – May 21, 2022
Mayor Johnson recognized the Public Works department for their dedicated efforts on infrastructure, facilities maintenance, safe drinking water, distribution systems and many other services that are vital to a City.

G. Approve City Council Minutes

1. May 3, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. City Council Meeting	Tuesday, June 7, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, June 7, 2022 *(Immediately following the City Council Meeting)*
3. Park, Recreation and Culture Board	Tuesday, May 24, 2022 at 6:00 p.m.
4. CITY OFFICES CLOSED	Monday, May 30, 2022 *(In Observance of Memorial Day)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. ORD-769 Amending Chapter 76; Alcoholic Beverages

City Administrator Josi Wood shared this was discussed at the April 19th Committee of the Whole meeting. There was no definition within City Code that called out for the number of days that a temporary 3.2 license should be issued for. There was practice however, it should be stated within City Code. The drafted Ordinance has been posted for the required ten days.

The drafted Ordinance includes the following language, "The City may not issue more than three four-day, four-three day, six two-day or one 12-day temporary 3.2% malt liquor licenses (in any combination), not to exceed 12 days in any one location within a twelve-month period, to any one organization."

Motion by Lundeen, seconded by Collison to approve Ordinance as presented. Motion carried unanimously.

2. Consideration of An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

City Administrator Josi Wood shared there was also discussion on April 19th Committee of the Whole about drafting an agreement with Petersons Promotions for a Community Board. Per discussion it was determined that $150.00 or 10% of the proceeds whichever is greater would be rendered to the City. However, Mr. Peterson is requesting to not have the 10% in the agreement and instead be a flat $150.00 fee.

Motion by Lundeen to include in the agreement a flat $150.00 rate rendered to the City, seconded by Bergley. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

3. **Resolution 2022-102** Resolution to Approve Special Event Permit for Rum River BMX 2022 State Qualifier

Community Development Director Stephanie Hillesheim shared Rum River BMX submitted a special event application for the State Qualifier to be held at the Isanti Indoor Arena on June 10th through the 12th. No road closures are being requested however; additional parking will be required in the available Bluebird Parking space that are designated as non-dog park parking spots. No additional outdoor audio system or live entertainment will be used only the current PA system at the track and 6 additional restrooms will be brought in. Camping and parking will be available in the grass lot South of the Arena. Rum River BMX submitted a special event equipment request which includes barricades and 25 no parking signs. Staff, department heads and the fire department recommended approval.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion carried unanimously.

4. **Resolution 2022-103** Resolution to Approve Special Event Permit for the Spring into Summer Car Show

Community Development Director Stephanie Hillesheim shared BMC British Auto submitted a special event permit application to host a one-day car show to be held 444 East Dual Blvd on June 4th from 10:00 a.m. to 3:00 p.m. No road closures or parking restrictions are being requested as the event will be held on private property with an estimated 75 people in attendance. City staff contacted them to request a temporary sign permit for any signs posted. Staff, department heads and the fire department recommended approval.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $122,763.75 and Accounts Payable in the Amount of $352,643.90.
2. **Resolution 2022-104** Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. **Resolution 2022-105** Approving Agreement for Document Imaging Support With Momentum ECM, LLC
4. **Resolution 2022-106** Approving MnDOT Master Partnership Agreement
5. **Resolution 2022-107** Approving the Hire of Park, Recreation and Events Coordinator
6. **Resolution 2022-108** Approving the Hire of Liquor Store Clerk II Kenneth Frost
7. **Resolution 2022-109** Approving the Hire of Liquor Store Clerk II Melanie Castellano
8. **Resolution 2022-110** Amending the Development Agreement for Isanti Family Dental
9. **Resolution 2022-111** Approving Application For An Exempt Gambling Permit For Rum River BMX 50/50 Raffle For June 12th, 2022

A motion was made by Lundeen, seconded by Bergley to approve the consent agenda as presented. Motion carried unanimously.

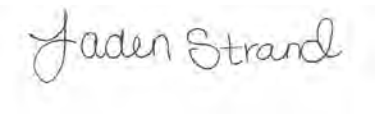
M. Other Communications

1. April Police Department Report
2. April Code Enforcement Report
3. April Building Inspector Report
4. May Engineering Project Status Report

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting adjourned at 7:13 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, MAY 17, 2022 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:02 p.m.

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, Liquor Store Manager Keith Lusk, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Updates

The liquor store is averaging 23% sales increase per month vs 2021.

$246,000.00 for Gross Sales this month so far. Last year's Gross Sales was $395,000.00

Average profit margin is 27.74%.

Sales by Category for January through April:

- 46% Beer
- 37% Liquor
- 12% Wine

Transaction count year to date through April is 50,940.

Lamar sold the City a billboard that was not actually available. The billboard was only up for a month and then had to be taken down. The City will not have to pay the cost. Another location was found and due to the circumstances, the City received a reduced cost for the billboard at the new location.

Committee recognized liquor store staff for their hard work and great customer service.

Liquor store staff recently completed Alcohol Training.

2. Benches for Bluebird Park Amphitheater

The Isanti Lions Club is wondering if Committee would like the benches that they are considering to donate installed into the ground or mobile. Staff recommends they be in installed permanently into the ground.

Consensus from Committee is to install benches permanently into the ground.

Staff also requested direction for the color of the benches.

Consensus from Committee for the color of benches is up to staff's discretion.

3. Parking on 1st Ave NW
1st Ave NW is not signed "no parking" which can cause congestion during events.

Individuals park on 1st Ave making it difficult for traffic to drive on the roadway.

Staff requested discussion on proposed designation of no parking on the narrow portion of 1st Ave.

This would be an Ordinance amendment to City Code Chapter 227 if Committee concurs.

Recommendation from Committee is to move forward with no parking on both sides of the street.

4. Planning Commission Update and Roles
City Administrator Josi Wood shared that the Community Development department will share an additional document for Planning Commission items to be helpful to the Planning Commission and Council as things are being reviewed whether they meet Zoning Code or not.

Wood further shared additional information regarding considering requests between their Planning Commission and Council roles.

F. Adjournment
Meeting was adjourned at 5:37 p.m.

Respectfully Submitted.
Jaden Strand

Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: June 7, 2022

SUBJECT: Resolution 2022-XXX Vacation of certain drainage and utility easement dedicated to the City of Isanti

---

Overview/Background
The City of Isanti Economic Development Authority requests the vacation of the drainage and utility easement described herein:

The drainage and utility easement, as dedicated and delineated within Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota.

This vacation will allow the City of Isanti to plat the industrial lots identified in the following Final Subdivision Plat with new drainage and utility easements to better meet the needs of the new layout.

The Planning Commission held a Public Hearing on May 17, 2022 and recommended approval of the vacation to the City Council.

Staff Recommendation
Staff recommends approval of the vacation of the aforementioned easement.

Attachments
Map of Outlot H

RESOLUTION 2022-XXX
VACATING CERTAIN DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE CITY OF ISANTI

WHEREAS, the Economic Development Authority of the City of Isanti has made application for Final Plat Approval for PID 16.090.0140; and,

WHEREAS, easements remain in place according to the Isanti Centennial Complex plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota; and,

WHEREAS, the City Engineer surveyed the property and has recommended we clear up the easements for the future Isanti Railview North Industrial Park; and,

WHEREAS, the Final Plat includes updated easements that will be clearly defined; and,

WHEREAS, the Planning Commission held a public hearing to consider the vacation of the easements on Outlot H of Isanti Centennial Complex on May 17, 2022; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the vacation of certain drainage and utility easement dedicated to the City of Isanti on Outlot H of Isanti Centennial Complex.
.

This resolution was duly approved by the Isanti City Council this 7th of June 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

ISANTI CENTENNIAL COMPLEX

N

200 0 200 400
SCALE IN FEET

Scale: 1 inch = 200 Feet

For the purposes of this survey the West line of the Southwest 1/4, Sec. 20, Twp. 35, Rge. 23, is assumed to bear N 00°35'26" E.

LEGEND

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS: BEING 10 FEET IN WIDTH AND ADJOINING LOT LINES, AND AS OTHERWISE SHOWN ON THE PLAT.

● = DENOTES IRON MONUMENT FOUND

● ALL MONUMENTS REQUIRED BY MINNESOTA STATUTE WILL BE SET WITHIN ONE YEAR OF THE RECORDING DATE OF THIS PLAT, AND SHALL BE EVIDENCED BY A 1/2" INCH I.D. IRON PIPE MARKED BY MRLS No. 23968, SHOWN THUS.

● = DENOTES FOUND COUNTY MONUMENT AS STATED

North Quarter corner of Sec. 20, Twp. 35, Rge. 23, Isanti County (re-rod w/ aluminum cap)

BURLINGTON NORTHERN RAILROAD (formerly known as the Great Northern Railway)

30' Minnesota Interstate Transmission Systems easement Book 49 of Misc, Page 38

Westerly right of way line of the Burlington Northern Railroad (formerly known as the Great Northern Railway)

Centerline of existing Township Road (vacated per Document No.

(SEE SHEET 2 OF 4 SHEETS)

MATCH LINE

N08°45'42"E 5367.15 EXCEPTION

Southeast Corner of the Southeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County (Cast Iron Monument)

North line of the SW 1/4 of the NW 1/4 of Sec.20, Twp.35, Rge.23 N 89°20'39"E 1040.33

299TH STREET

TOWNSHIP ROAD

SECTION 19

NW 1/4 - NW 1/4

SW 1/4 - NW 1/4

NW 1/4 - SW 1/4

SW 1/4 - SW 1/4

Wetland

West line of the SW 1/4 of Sec.20, Twp.35, Rge.23

Pond

Northeast Corner of the Northeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County (1-1/2" Iron Pipe)

Northeast Corner of the Southeast Quarter of the Northeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County

Southeast Corner of the Northeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County (Cast Iron Monument)

OUTLOT H

OUTLOT F

OUTLOT G

NE 1/4 - NE 1/4

SE 1/4 - NE 1/4

NE 1/4 - SE 1/4

E 1/2 - SE 1/4

SE 1/4 - SE 1/4

North line of the SE 1/4 of the NE 1/4 of Sec.19, Twp.35, Rge.23 N 89°44'15"E 1327.95

Northwest Corner of the Southeast Quarter of the Northeast Quarter of the Sec. 19, Twp. 35, Rge. 23, Isanti County

West line of the SE 1/4 of the NE 1/4 of Sec.19, Twp.35, Rge.23 N 00°34'40"W 1324.08

West line of the NE 1/4 of the SE 1/4 of Sec.19, Twp.35, Rge.23

3RD AVENUE

JACKSON STREET N.E.

West line of the SE 1/4 of the SE 1/4 of Sec.19, Twp.35, Rge.23 S 00°34'25"E 2649.64

ISANTI PARKWAY

Northwest Corner of the Northeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County (Cast Iron Monument)

Southwest Corner of the Northeast Quarter of Sec. 19, Twp. 35, Rge. 23,

Southwest Corner of the Southeast Quarter of Sec. 19, Twp. 35, Rge. 23, Isanti County (Cast Iron Monument)

(SEE SHEET 4 OF 4 SHEETS)

RLK KUUSISTO LTD

RLK – Kuusisto, Ltd.

A Community For Generations.
Isanti

MEMORANDUM

TO: City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: June 7, 2022

SUBJECT: Resolution 2022 – XXX Approving the Final Plat for Isanti Railview North Industrial Park

---

Overview/Background
The City of Isanti Economic Development Authority owns 66 acres of industrial property north of the Wastewater Treatment Plant. Due to the increased demand for industrial properties within the community the Economic Development Authority has decided to plat 4 parcels for industrial sale. The preliminary plat was prepared by the City Engineer and meets all current zoning requirements of the I-1 Industrial Park District.

You will also see the documents for the updated easements on the parcel to be included in the approval of the Final Plat.

The Planning Commission held a Public Hearing on May 17, 2022 and passed a motion to recommend the approval of the Final Plat to the City Council.

Staff Recommendation
Staff Recommends approval of Resolution 2022-XXX Approving the Final Plat for Isanti Railview North Industrial Park including the proposed trail easement.

Attachments
Resolution 2022-XXX
Final Plat of Isanti Railview North Industrial Park
Perpetual Easement Exhibit
Perpetual Easement Description

RESOLUTION 2022-XXX

APPROVING THE FINAL PLAT FOR ISANTI RAILVIEW NORTH INDUSTRIAL PARK

WHEREAS, the Economic Development Authority of the City of Isanti has made application for Final Plat Approval for PID 16.090.0140; and,

WHEREAS, the Planning Commission held a public hearing to consider the preliminary plat of Isanti Railview North Industrial Park on May 17, 2022; 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 City Engineer surveyed the property to now be recorded as five (5) parcels listed as Lots 1, 2, 3 and 4 and Outlot A of Block 1 Isanti Railview North Industrial Park; and,

WHEREAS, the Final Plat includes the trail easement for the Cambridge-Isanti Bike/Walk Trail; and

WHEREAS, the intended land use shall remain the same as identified in the Comprehensive Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Final Plat of Isanti Railveiw North Industrial Park.

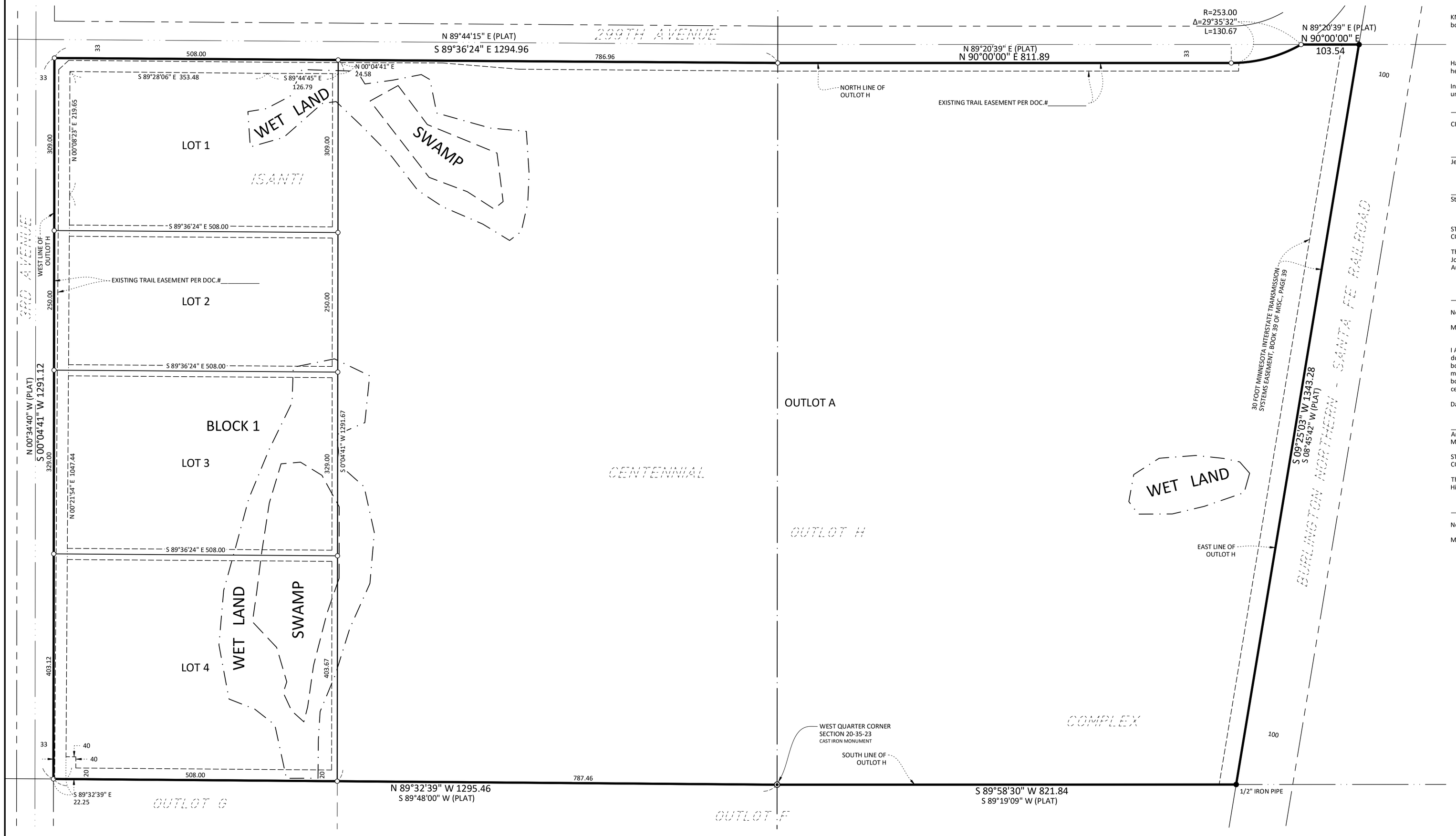
This resolution was duly approved by the Isanti City Council this 7th of June 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

ISANTI RAILVIEW NORTH INDUSTRIAL PARK

SECTIONS 19 AND 20, 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 H, ISANTI CENTENNIAL COMPLEX, 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 RAILVIEW NORTH INDUSTRIAL PARK 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 _____

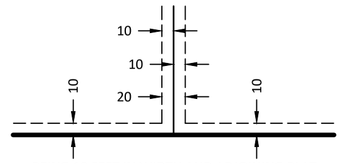
0 100 200
SCALE IN FEET
1 INCH = 100 FEET

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ISANTI COUNTY COORDINATE SYSTEM NAD 83 (1996 ADJUSTMENT)

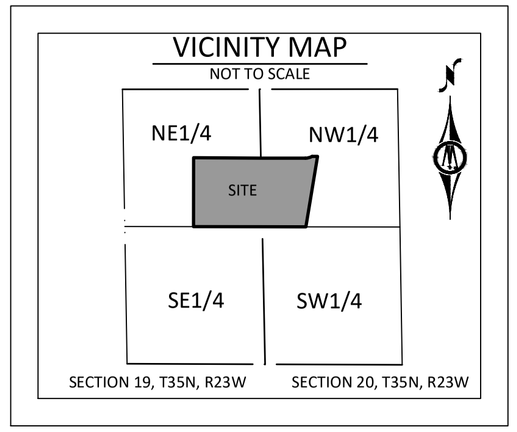
LEGEND

- ○ 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. 12261, UNLESS OTHERWISE NOTED
- (PLAT) BEARINGS FROM THE UNDERLYING PLAT OF ISANTI CENTENNIAL COMPLEX

PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING PLAT BOUNDARY AND LOT LINES UNLESS OTHERWISE DIMENSIONED



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

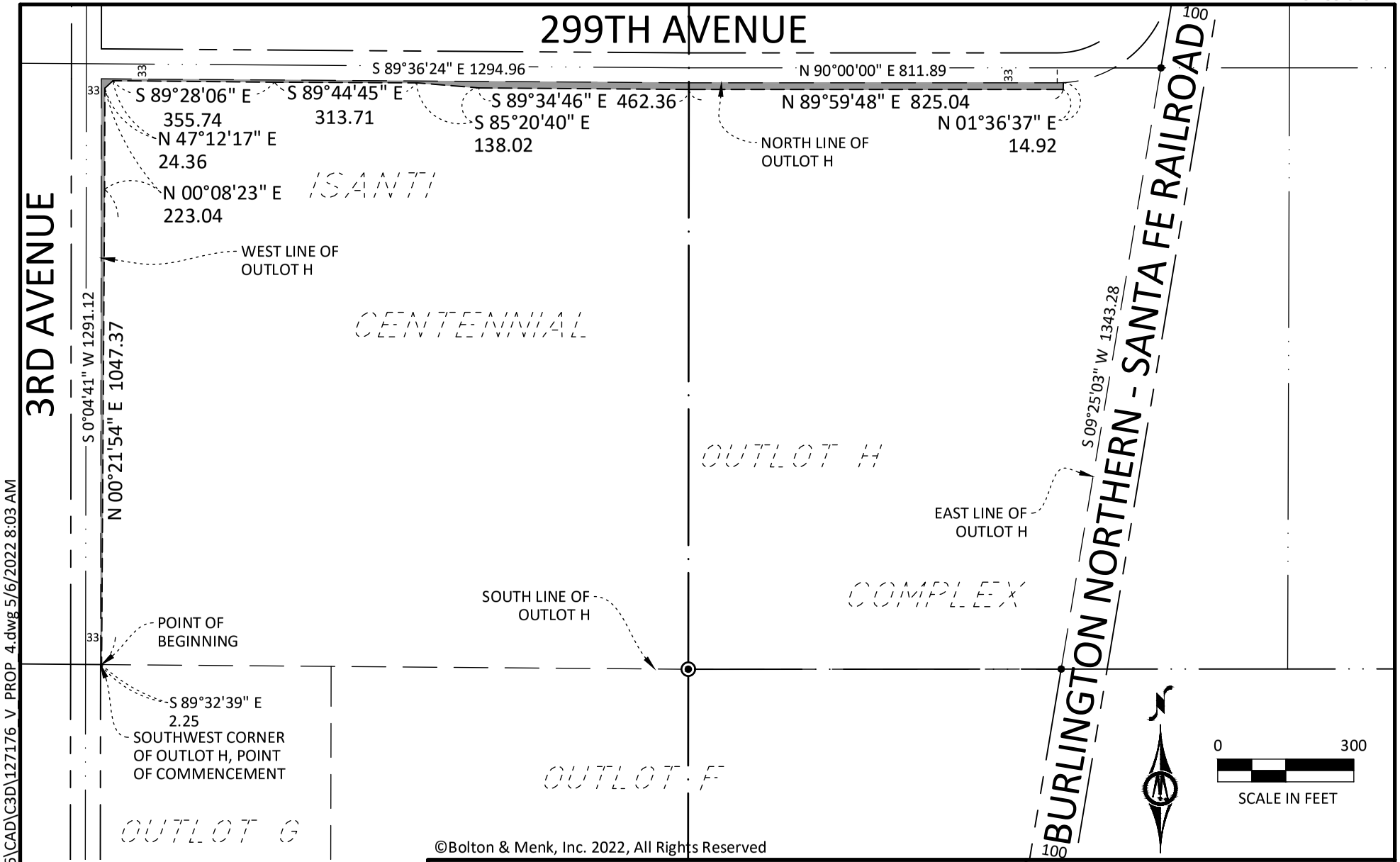
COUNTY RECORDER, ISANTI COUNTY, MINNESOTA
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this_____day of_____, 20__, at _____o'clock __.M., and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

This Plat Prepared By:
BOLTON & MENK

H:\ISAN\0R1127176\CAD\C3D\127176_V_PROP_3-Final Plat.dwg 5/5/2022 12:33 PM

R23-T35-S20-23
R23-T35-S19-14



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PROPOSED PERPETUAL TRAIL EASEMENT 30,180 SQ. FT. +/-

EASEMENT EXHIBIT

ISANTI, MINNESOTA 55040

OUTLOT H, ISANTI CENTENNIAL COMPLEX, ISANTI COUNTY, MINNESOTA

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

JOB NUMBER: 0R1.127176 FIELD BOOK: DRAWN BY: FRD

H:\ISAN\0R1127176\CAD\C3D\127176_V_PROP_4.dwg 5/6/2022 8:03 AM

PROPOSED DESCRIPTION:

A perpetual easement for trail purposes over, under and across that part of Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota, lying west, northwest, north of the following described line:

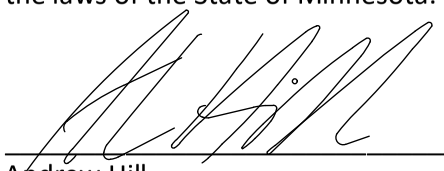
Commencing at the southwest corner of said Outlot H; thence on an assumed bearing of South 89 degrees 32 minutes 39 seconds East, along the south line of said Outlot H, a distance of 2.25 feet to the point of beginning of the line to be described; thence North 00 degrees 21 minutes 54 seconds East, a distance of 1047.37 feet; thence North 00 degrees 08 minutes 23 seconds East, a distance of 223.04 feet; thence North 47 degrees 12 minutes 17 seconds East, a distance of 24.36 feet; thence South 89 degrees 28 minutes 06 seconds East, a distance of 355.74 feet; thence South 89 degrees 44 minutes 45 seconds East, a distance of 313.71 feet; thence South 85 degrees 20 minutes 40 seconds East, a distance of 138.02 feet; thence South 89 degrees 34 minutes 46 seconds East, a distance of 462.36 feet; thence North 89 degrees 59 minutes 48 seconds East, a distance of 825.04 feet; thence North 01 degrees 36 minutes 37 seconds East, a distance of 14.92 feet, to the north line of said Outlot H and said line there terminating.

SURVEYOR'S NOTES:

1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.
2. Distances are in feet.
3. Bearings shown on this survey are assume the west line of Outlot H bears South 00 degrees 04 minutes 41 seconds West.
4. Field survey was completed April 20th, 2022.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.



Andrew Hill
License Number 57632

05/06/2022
Date

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EASEMENT EXHIBIT
ISANTI, MINNESOTA 55040

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

OUTLOT H, ISANTI CENTENNIAL COMPLEX, ISANTI COUNTY, MINNESOTA

FOR: CITY OF ISANTI

JOB NUMBER: 0R1.127176 FIELD BOOK: DRAWN BY: FRD

H:\ISAN\0R1127176\CAD\C3D\127176_V_PROP_4.dwg 5/6/2022 8:04 AM

CITY OF ISANTI

ISANT CENTENNIAL COMPLEX

PROPOSED TRAIL EASEMENT

PROPOSED DESCRIPTION:

A perpetual easement for trail purposes over, under and across that part of Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota, lying west, northwest, north of the following described line:

Commencing at the southwest corner of said Outlot H; thence on an assumed bearing of South 89 degrees 32 minutes 39 seconds East, along the south line of said Outlot H, a distance of 2.25 feet to the point of beginning of the line to be described; thence North 00 degrees 21 minutes 54 seconds East, a distance of 1047.37 feet; thence North 00 degrees 08 minutes 23 seconds East, a distance of 223.04 feet; thence North 47 degrees 12 minutes 17 seconds East, a distance of 24.36 feet; thence South 89 degrees 28 minutes 06 seconds East, a distance of 355.74 feet; thence South 89 degrees 44 minutes 45 seconds East, a distance of 313.71 feet; thence South 85 degrees 20 minutes 40 seconds East, a distance of 138.02 feet; thence South 89 degrees 34 minutes 46 seconds East, a distance of 462.36 feet; thence North 89 degrees 59 minutes 48 seconds East, a distance of 825.04 feet; thence North 01 degrees 36 minutes 37 seconds East, a distance of 14.92 feet, to the north line of said Outlot H and said line there terminating.

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: June 7, 2022
Subject: Request by Semler Construction Inc. for approval for a Preliminary Plat under City Ordinance 740, said request is for a development labeled Rum River Villas located at PID 16.111.0600

Overview/Background:
The applicants, Semler Construction Inc, submitted plans for a Preliminary Plat application and the topic was brought to the April 19th Planning Commission Meeting for a public hearing. At the public hearing several nearby property owners voiced concern for the development, specifically regarding increased traffic levels, lot sizes and setbacks, the number of houses proposed and the change of the original preliminary plat that was approved in 2004. Representatives from Semler Construction and Carlson McCain Engineering were present at the meeting and available for comments and questions from the Planning Commission and public. The applicant's representatives pointed out that the housing market is demanding the smaller lots and cheaper houses for this area, and the feasibility of the project relies on a higher density of lots (proposed 53 lots) on the available 15 acres of land.

The Planning Commission discussed the current zoning of the parcel (R-1 Single Family Residential) in which the proposed preliminary plat did not fit for density calculations. The Planning Commission voted to postpone the development and requested the developers to modify the number of lots proposed to fit the current "R-1" Single Family Residential zoning district density standards of 0-3 units per acre.

A special Planning Commission Meeting was held for the proposed Rum River Villas development on May 17th, 2022. The developer and representative engineers modified the preliminary plans by reducing the number of lots from 53 down to 44. The Planning Commission commented that they believe this updated plan would better fit the zoning district.

The Planning Commission made a motion to approve the Rum River Villas preliminary plat with conditions listed in the April 19, 2022 staff report, the motion passed 4-2 with Simon and Lundeen abstaining from the vote.

Request:
Approval of a Preliminary Plat for Rum River Villas located at PID 16.111.0600 for Semler Construction Inc.

Attachments:

- Planning Commission Memo dated 4/19/2022
- Resolution

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR A PLANNED UNIT DEVELOPMENT LABELED RUM RIVER VILLAS LOCATED AT PID 16.111.0600

WHEREAS, Semler Construction Inc (applicant) has requested approval for a Preliminary Plat for a Planned Unit Development labeled Rum River Villas located at PID 16.111.0600 in the City of Isanti; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on April 19, 2022; and

WHEREAS, Notice of the Preliminary Plat application was published with the *County Star* on April 8, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address; and,

WHEREAS, the property is located in the "R-1" Single Family Residential Zoning District in which a Planned Unit Development is a permitted use; and,

WHEREAS, Section 10, Article 3: "PUD" Planned Unit Development District of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Planned Unit Development request; and

WHEREAS, the City of Isanti Planning Commission postponed the approval of the Preliminary Plat at the April 19th Planning Commission Meeting and requested that the number of lots be reduced to fit the R-1 Zoning District density standards; and

WHEREAS, the City of Isanti Planning Commission recommended approval of the Preliminary Plat for the PUD on May 17, 2022 during a special meeting; and,

WHEREAS, the City of Isanti City Council reviewed the requested Preliminary Plat at its regularly scheduled meeting on June 7, 2022; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, that it hereby approves the requested PUD Preliminary Plat approval for Rum River Villas 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
Side yard setback:	7.5 feet, each side
Garage setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) 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 and extend the bike trail.

8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7,2022 to Community Development Director Stephanie Hillesheim

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: April 19, 2022

SUBJECT: Request by Semler Construction Inc. for approval for a Preliminary Plat under City Ordinance 740, said request is for a development labeled Rum River Villas located at PID 16.111.0600

Request: The applicant is requesting Preliminary Plat Planned Unit Development approval for Rum River Villas for 53 single family lots on PID 16.111.0600.

Overview/Background:
In 2004, a preliminary plat for the Rum River Meadows development was approved which included future single-family housing lots on the subject site: PID 16.111.0600. When the Rum River Meadows 2nd Addition Final Plat was submitted, the subject site was platted into Outlot C of the development. Preliminary plat approval is needed again due to added lots from the original approved preliminary plat and the timeline has surpassed where the original preliminary plat has now expired. Semler Construction Inc, the applicants of this proposed project, have purchased the vacant land to develop 53 single family lots.

Analysis of Application

The development is intended to extend Rum River Drive SW and Maplewood Ave SW to the south. The preliminary plat submitted has varying house sizes and lot sizes across a total of 14.94 acres for the vacant parcel. The smallest lot in the development is proposed to be 7,188 square ft and the largest lot is proposed at 12,025 square ft. The average lot size is 8,600 square ft. Two outlots are proposed in the southwest corner of the site. Staff recommends turning portions of these outlots into dedicated right of way to plan for future connections of roadways of surrounding properties.

Zoning
The subject site is currently zoned "R-1" Single Family Residential and is proposed by the applicants as a PUD. City staff recommends that the underlying district for this proposed development should be rezoned to "R-3A" Low Density Multiple Family Residential based on the intended lot sizes and housing types of the PUD. Minimum requirements not mentioned in this PUD Master Plan submittal would then follow the Zoning Ordinance requirements for the R-3A Zoning District.

According to the City's Subdivision Ordinance if any zoning changes are contemplated, a proposed rezoning of the property can be reviewed and approved at the time of the Preliminary Plat Approval. The Planning Commission should discuss whether the underlying zoning district of R-1 Single Family Residential should be changed to the R-3A Low Density Multiple Family Residential Zoning District in order to better fit the lot sizes and housing types proposed for the development.

Comprehensive Plan
According to the Future Land Use Map found in the City's 2020 Comprehensive Plan, this parcel is guided as Low Density Residential. Housing Density in this classification is 0-3 units per acre. The proposed development calls for 3.55 units per acre (53 lots / 14.94 acres). This development falls outside of the Low-Density Residential housing density of 0-3 units per acre, however the next step of Medium Density Residential housing density accommodates for 4-8 units per acre. The proposed density of 3.55 units per acre would be most consistent with the Low-Density Residential category by definition.

Grading Plan/Utilities Plan/ Stormwater Plan
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
Side yard setback:	7.5 feet, each side
Garage setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

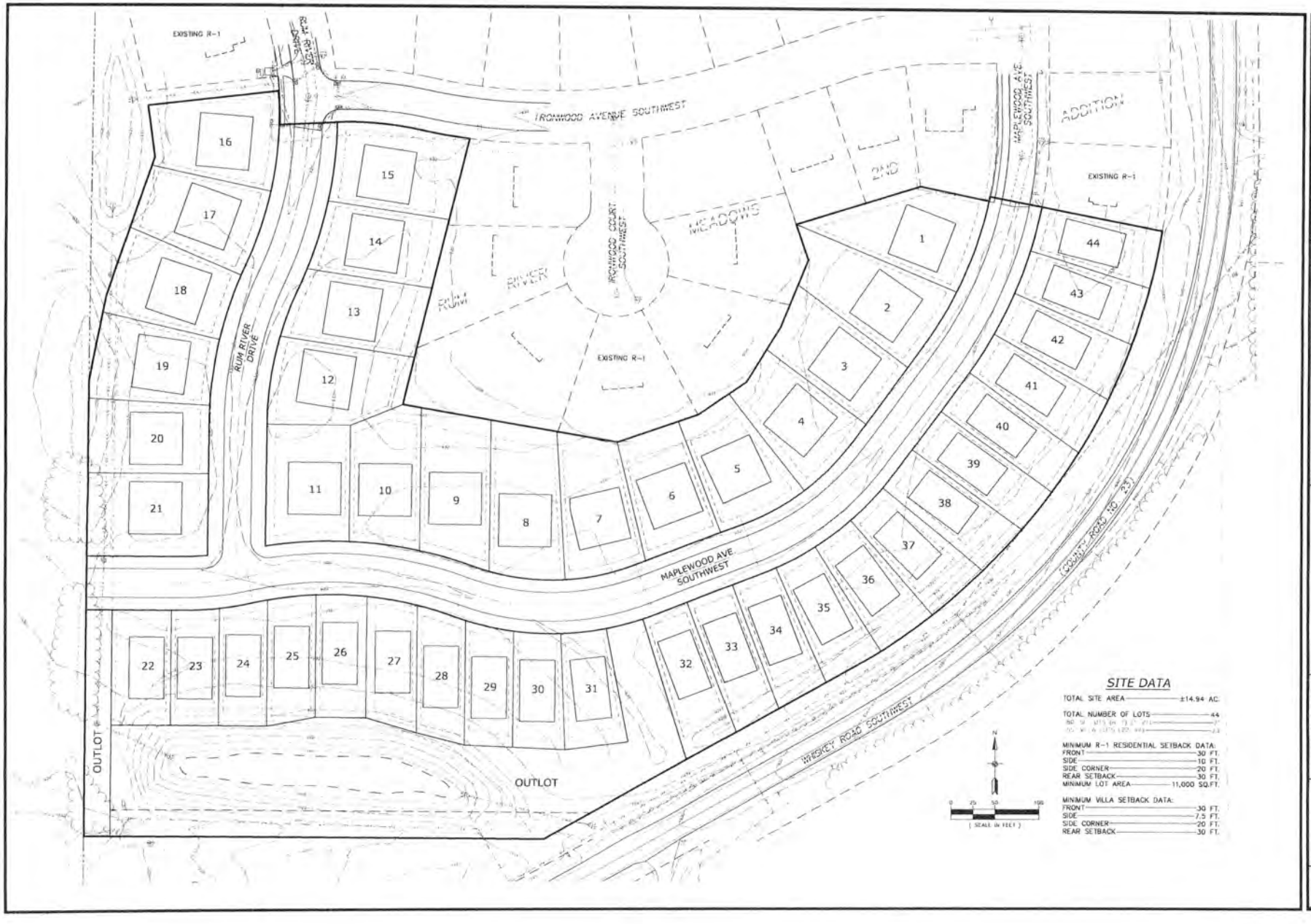
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.

7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances and extend the bike trail.

8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7,2022 to Community Development Director Stephanie Hillesheim

Attachments:

- Proposed Plat
- City Engineer's memo
- Fire Chief memo



SITE DATA

TOTAL SITE AREA	±14.94 AC.
TOTAL NUMBER OF LOTS	44

MINIMUM R-1 RESIDENTIAL SETBACK DATA:

FRONT	30 FT.
SIDE	10 FT.
SIDE CORNER	20 FT.
REAR SETBACK	30 FT.
MINIMUM LOT AREA	11,000 SQ.FT.

MINIMUM VILLA SETBACK DATA:

FRONT	30 FT.
SIDE	7.5 FT.
SIDE CORNER	20 FT.
REAR SETBACK	30 FT.

(SCALE IN FEET)

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL
3800 PLEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7000 | FAX 763.493.7999 | CARLSONMCCAIN.COM

CONCEPT PLAN

RUM RIVER VILLAS
Isanti, Minnesota

SEMLER CONSTRUCTION, INC.
209 - 1st Ave E
Cambridge, MN, 55008

REVISIONS
1.
2.
3.
4.
5.

DRAWN BY	CK
ISSUE DATE	05/10/2022
FILE NO.	1180

BOLTON & MENK
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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: April 7, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Rum River Villas – Site Plan, Stormwater Management Plan & Preliminary Plat Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan, Preliminary Plat, and Hydraulics Report all entitled "Rum River Villas" with a plan set signature date of March 11, 2022 and received at the City on March 25, 2022.

The plat includes the construction of 53 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 March 11, 2022.

We have reviewed the submitted documents and have the following comments:

Stormwater Management Plan:

1. What are the building low opening elevations for the 3 structures on the property south of this site? They will need to be above the proposed B-B 100yr event.
2. Confirm 279th gravel driveway will not be flooded in the 100-yr event. It appears there is a 0.5' buffer.
3. Verify ground water elevation and percolation rate of pond and update model accordingly.

Geotechnical Evaluation:

1. Complete soil borings and provide pavement design, ground water table, and percolation rate at the pond.

Plan Set:

1. Sheet 3 of 8: Preliminary Plat
    a. Change Outlot B and the 30' roadway easement along the south side of Outlot A into 30' wide Right-of Way. Label each ROW with street names following the naming convention in the area (alphabetical tree names)
        i. Get signed document from resident to the south stating they have a private driveway in the City ROW that the resident is solely responsible to maintain until it is removed when the future roadway is constructed.
    b. Change Maplewood Avenue street name to Juniper Avenue SW starting at the intersection of Ironwood Ave SW continuing south. There is already a Maplewood & Rum River drive intersection north of this site.
    c. Submit temporary cul-de-sac easement for west end stub street.

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2. Sheet 4 of 8:
    a. Add call outs for watermain fittings, valves, hydrants etc.
        i. Add valves at intersections one less valve per leg of watermain pipe.
    b. Add profiles showing watermain, sanitary, and storm sewer sizes, depths and grades.
    c. Add proposed street profiles grades and vertical curve call outs.
    d. Add intersection details showing grade through curb radii.
    e. Add storm leads sheets showing all proposed pipes and structures
    f. Add all sanitary sewer services and water services to plans, call out invert at ROW and grade of service pipe.
    g. Extend 10" watermain to the west dead end.
    h. Sidewalk should run 6' from back of curb.
        i. Remove ped ramp to south in the NW quadrant of Maplewood & Rum River Drive.
    i. Trail should run 2' from ROW line.
3. Sheet 5 of 8:
    a. Trail should run 2' off the ROW line.
    b. Add concrete pedestrian ramp with truncated domes at the South Passage Intersection. Add cross walk blocks and stop bar as well. Relocate stop sign to the west side of the new crosswalk.
4. Sheet 6 of 8:
    a. Will the existing storm apron that catches the county ditch at the SE corner of the site have adequate cover to the trail, and fit the trail side slope as to not drop off at the trail edge?
    b. Will the pond be a wet pond with a NWL as called out on plan? Or an infiltration basin? Get soil boring to determine groundwater level. If wet pond, will need to have 10' bench and dead storage per design requirements.
5. Sheet 7 of 8:
    a. Add the following details:
        i. Proposed structures, hydrant with gate valve, sewer and water service leads, surmountable curb ("Edina style")
        ii. Trail section shall be 2.5" SPWEA240B with 4" Cl 5 base.
        iii. Revise typical sections to show walk 6' from back of curb.
6. Sheet 8 of 8:
    a. Provide wall anchor design and detail of wall type, footing and drain layout.

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7. Sheet L1 of 2:
    a. Verify no trees will be planted within 10 feet of proposed pipes or in easements.
8. Add the following table to the plan set:
    a. Show elevation of proposed low floor and low opening if each lot.
    b. Show sewer service invert at right of way. Verify all 4-inch services can be installed at 1.5% minimum grade and still service all proposed building elevations.
    c. Show elevation of 2-feet above the B-B 100-year event at each parcel along pond. Verify low opening elevation is at least 2-feet above the B-B 100-year flood elevation.
    d. Show elevation of 1-foot above the emergency overflow at each parcel including back yard inlets. Verify low opening elevation is at least 1 foot above emergency overflow elevation.
9. Add a signage and striping plan. Show cross walks at all ped ramp crossings with stop bar. Show cross walk sign with arrow at the non-stop condition crossing.
    a. Show two permanent type-III barricades at the west end of stub street.
    b. Show street name signs at intersection and at Maplewood street name change near trail crosswalk.
10. Add lighting plan.
11. Fill out SWPPP checklist (attached)
12. Submit specifications.
13. Submit construction cost estimate.

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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March 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

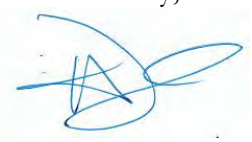
RE: Rum River Villas

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Rum River Villas plat, PID 16.111.0600.

Isanti Fire supports the continuation as presented in the March 29, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Sincerely,



Alan Jankovich | Fire Chief
Isanti Fire District

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Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: June 7, 2022
Subject: Resolution to Approve Special Event Permit Cambridge-Isanti Soccer Rec Tournament

---

Background
Cambridge-Isanti Soccer Rec has submitted a special event permit application to host a one-day recreational soccer event to be held at the Isanti Soccer Complex on June 25, 2022: Saturday 8:00am-5:00pm.

No road closures are being requested; parking will be available in all 3 onsite lots plus the overflow lot.

No outdoor audio system or live entertainment will be used.

Up to two (2) additional restrooms will be brought in.

The complete application is attached. All departments have reviewed and approved of the event.

Submitted with the Special Event Permit Application was a vendor list for vendors providing food for the event.

Staff Request
City staff is requesting approval of the Cambridge-Isanti Soccer Rec Tournament Event Permit application and attachments.

Attachments
- Resolution No. 2022-XXX
- Special Event Application - Cambridge-Isanti Soccer Rec Tournament Event Permit
- Vendor List

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR CAMBRIDGE-SOCCER REC TOURNAMENT

WHEREAS Cambridge-Isanti Soccer Club has submitted a Special Event application requesting permit to host the Recreational Soccer Tournament; and,

WHEREAS, a one (1) day event is scheduled to take place at the Isanti Soccer Complex, June 25, 2022 from 8:00am -5:00pm; and,

WHEREAS, the estimated number of people to be in attendance is 300; and,

WHEREAS, the applicant will provide up to 2 additional restrooms for the event; and,

WHEREAS, parking during the event will be located on-site; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, a Vendor List was provided allowing food trucks to provide food at the event; and,

WHEREAS, a Release and Indemnification Agreement is required for the event held on City of Isanti owned property; and,

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 Recreational Soccer Tournament;

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 June 7, 2022.

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: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Cambridge-Isanti Soccer Club

Contact Person: Erika Knight

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: ___-___-____ Cell: ___-___-____

E-mail: erika.knight@cisoccer.org

Secondary Contact Person: Jeni Christensen

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell: ___-___-____ E-mail: jeni.christensen@cisoccer.org

EVENT INFORMATION

Event Name: Recreational Soccer Tournament

Date(s) of Event: June 25, 2022

Hours of Event: 8am-5pm

Type of Event: ☐ Open to the Public ☐ Private ☑ Other: players, parents, e

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

soccer games, food trucks, concessions, individual games, photo opp area

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
950 3rd Ave NW
Isanti, MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):

300

Parking Impact – Describe in detail:

parking available in on site lots, soccer complex has 3 lots, plus an overflow lot

Tents, equipment, amusement rides, etc.

Type: _____
Size: _____
Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

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.

Soccer Complex has 3 regular and 1 handicap portable toilets via Jimmy Johnnys all summer. Additional 1-2 portable toilets will be added for the tournament.

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).

Soccer Club board members and volunteers

Clean-up Plans – Describe in detail:

Soccer Club board and volunteers will be responsible for clean up. Clean up will happen immediately following the tournament.

We will provide our own trash pick up

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
kids soccer games

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?

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: Erika Knight

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: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
_____ Approved _____Denied _____N/A Signature: _____

Parks, Recreation and Culture Manager
_____ Approved _____Denied _____N/A Signature: _____

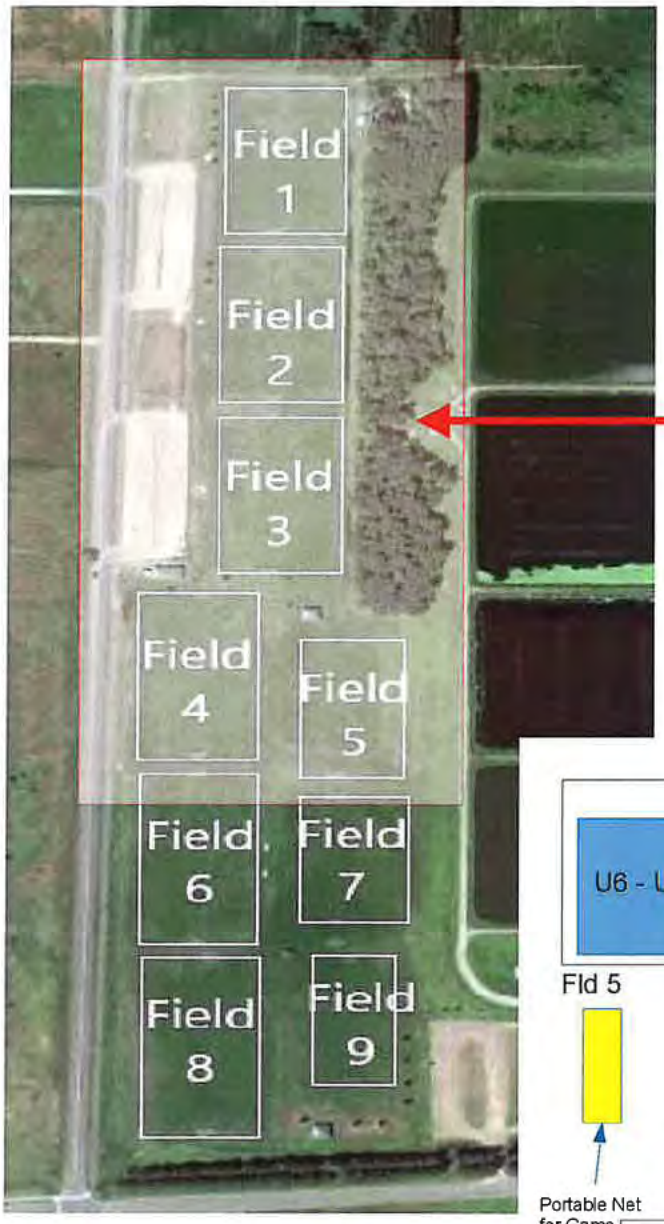
Community Development Director
_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator
_____ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____Denied

Date of Review: _____

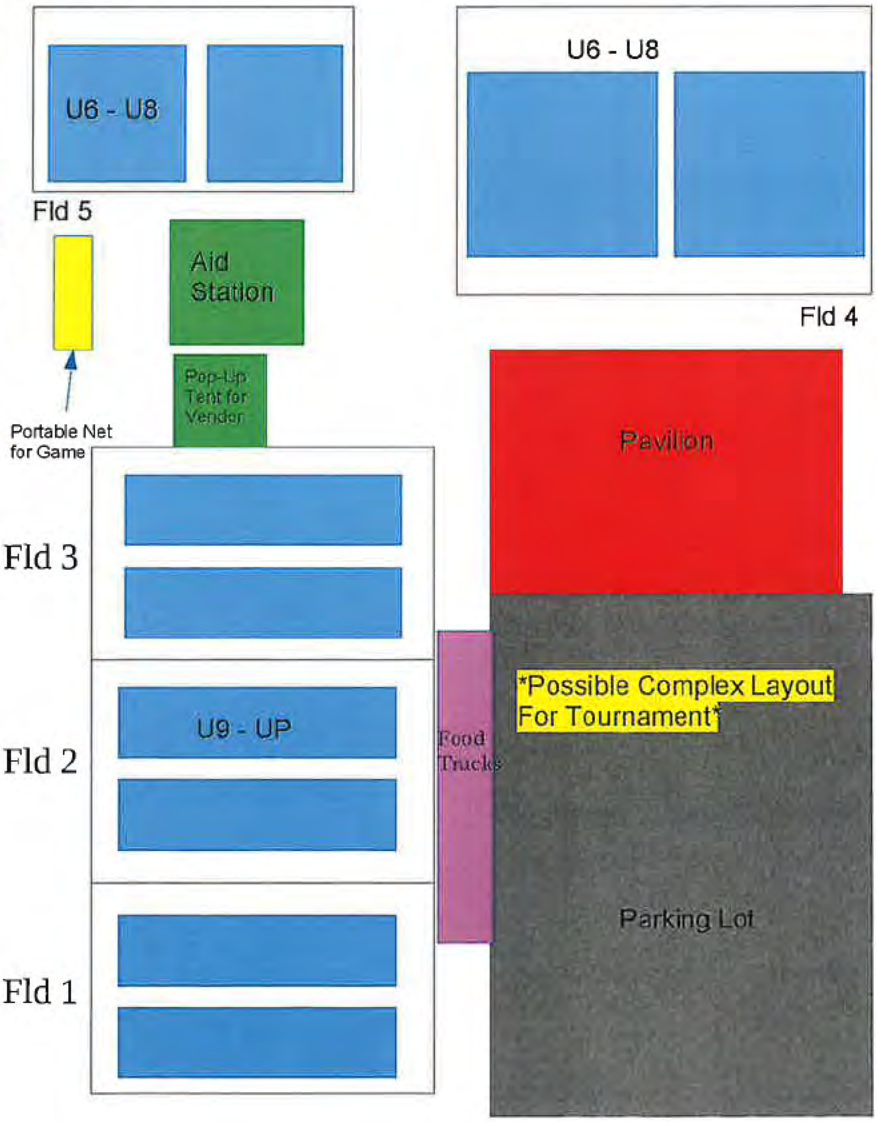
City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560



CISC Complex

Transparency Area is the Area being Used

CISC Complex Tournament Layout



All Rec Teams
Saturday, June 25, 2022
Games start at 10am
Food Trucks, carnival games & prizes!

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: Cambridge-Isanti Soccer Tournament

Special Event Date(s): June 25, 2022

Coordinator Name: Erika Knight

Coordinator Phone Number [redacted] Email: erika.knight@cisoccer.org

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale
Santana's Sugar Shack	Santana Rivera	Cotton candy, tacos, Snow cones, side floats, Italian ice, hot dogs, corn pickles
Scoops Ice Cream & Candy	Melinda Gustafson	ice cream treats
Up In Smoke BBQ	Brian Cox	Brisket, pulled pork Sandwiches, sides, soft drinks
Lil Orbitz	Kim Darsow	mini donuts

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: June 7, 2022
Subject: Resolution 2022-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 2022 Isanti Rodeo Jubilee Days. The event is scheduled for July 7, 2022 from 3-10pm and July 9, 2022 from 7am-4pm and will take place on City property throughout downtown Isanti. The parade, being held on July 7, 2022, 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 9, 2022 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.

A few comments from the Police Chief regarding the application include notifying the North 65 Chamber of Commerce Isanti Police will have a presence at the event, but will have to tend to other duties and matters within the City as well and may be called offsite in the event of emergencies elsewhere.

The City has approximately 12 barricades they can offer for the event for road closures. The North 65 Chamber of Commerce will have to rent additional barricades for closures if needed as cones are not sufficient enough for the high level of traffic anticipated during the event.

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.

All City Department Heads, along with the Fire Department have reviewed and recommend approval with the aforementioned comments being considered.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the Isanti Rodeo Jubilee Days.

Attachments

- Resolution 2022-XXX
- Special Event Permit Application

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2022 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 7 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 9 from 6:00 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 7, or on Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:00 pm on July 9; and,

WHEREAS, the applicant has requested assistance from the City of Isanti for road closures, traffic control, utility locates, and signage, and has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will be utilized during the event; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which 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 7th day of June 2022.

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:
  - ☐ License (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type
- ☒ Vendors will be present:
  - ☐ Mobile Food Unit App. (If not assuming vendor liability. Background check required)
  - ☐ 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, 2022

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: David Englund [redacted]

City: State: Zip:

Phone Cell E-mail:

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday July 7 and Saturday July 9

Hours of Event: 3:00 - 10:00pm and 6:00am - 4:00pm, respectively

Type of Event: [X] 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 7 (see attached)
Kids day and other community activities on Saturday, July 9 (see attached)

Proposed Location of the Event (be specific, site map also required):
July 7 Parade - see route attached
July 9 Kids Day - downtown Isanti, see site map attached

Estimated Number of People in Attendance (includes staff, participants, and spectators):
July 7 Parade - 10,000 July 9 Kids Day - 3,000

Parking Impact – Describe in detail:
July 7 - No parking along the parade route and in the line up area.
July 9 - No parking in city hall or ICC parking lots, or on Main St. from 2nd Ave E to just west of the railroad tracks AND 1st Ave North of Main to city hall parking lot entrance.

Tents, equipment, amusement rides, etc.

Type:_____
Size:_____
Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
We request these entities be on notice should they be needed.

Are you requesting any street closures? If yes, list streets:
July 7 - See site map and addendum. The entire parade route will be closed to traffic during the parade.
Main St from 2nd Ave E to just west of the railroad tracks will be closed beginning at 4pm
July 9 - See site map. Main St. from 2nd Ave E to just west of the railroad tracks AND 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 7 - after the parade volunteers and public works department.
July 9 - 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 7 - The parade features many live performers. Live music and announcing at 1st and Main St.

July 9 - Kids day will feature games, music, outhouse races, and more.

Will any other **public addressing system or sound amplification** be used? If so, describe:

July 7 - MC and parade judges will be using sound amplification equipment and a mic.

July 9 - 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 Bertrand as Executive Director of Isanti Chamber

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
_____ Approved _____Denied _____N/A Signature: _____

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

Data Practices Advisory
Tennessen Warning – Special Event Permit

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

North 65 Chamber of Commerce
Continued from Special Event Permit
Isanti Rodeo Jubilee Days – July 7,9 2022

EVENT INFORMATION - CONTINUED

Describe Event:
...continued:
July 9 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 9 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 7 – Parade

- Route, line up and tear down as noted
- Fire trucks line up on 3rd Ave north of Heritage Blvd.
- Food vendors placed along route

July 9 - 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

nti Rodeo & Jubilee Days Parade
URSDAY - JULY 7 - 6:30PM

Details at north65chamber.com

2022 Kids Day Site Map
Saturday, July 9, 2022

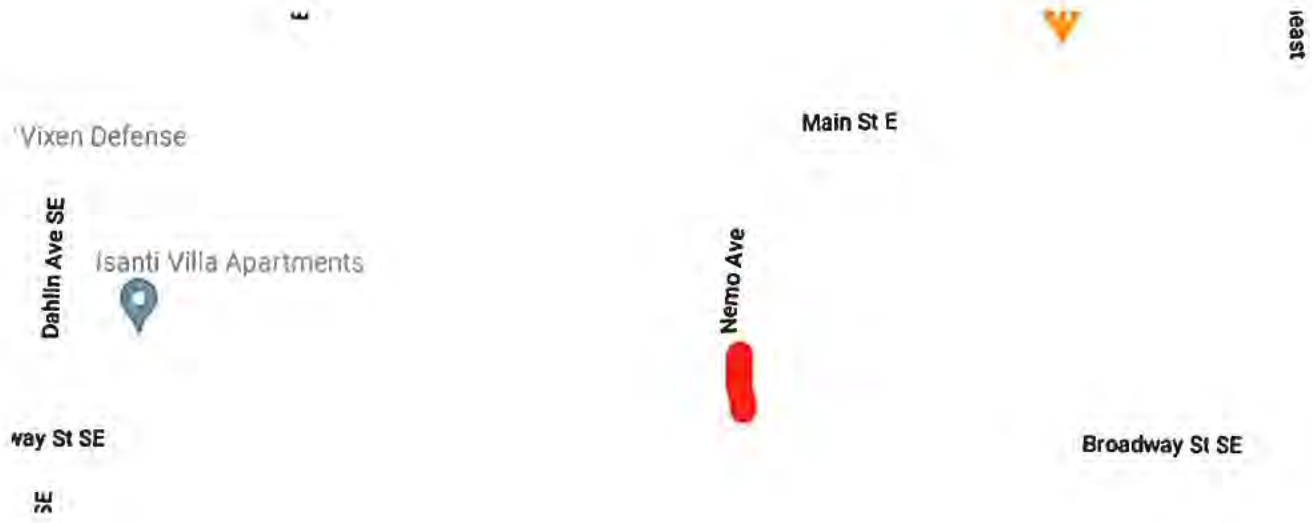
The North 65 Chamber of Commerce respectfully requests the following:

July 7, 2022 – 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 6, end of business.)
- Police (and reserves) traffic control for attached parade route.
- Assistance with the closure of 2 blocks of Main St from 2nd Ave E to just west of the railroad tracks at 4pm
- 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, except for the 2 blocks downtown.
- 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) adjacent to Mattson Park
- 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.
- Request to place a food truck on the street at Nemo Ave.

Addendum to Special Event Permit for July 7 and 9 2022 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for *July 7 and 9 2022:*

Request to place a food truck on the street at Nemo Ave.



The North 65 Chamber of Commerce respectfully requests the following:

July 9, 2022 – 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 at 11am)
- 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 Tuesday, July 5, 2022. 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 7 and 9, 2022 Isanti Rodeo Jubilee Days

Portable Restroom Locations
No restrooms placed on sidewalks

July 7, 2022
Middle School East Parking Lot
Old Waste Water Plant
St. Elizabeth's Church parking lot
Mattson Park – 1 Regular, 1 Handicap Accessible (between curb line 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 9, 2022
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

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 7, 2022

Date(s) of Event: Thursday, July 7, 2022

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: _____

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 9, 2022

Date(s) of Event: July 9, 2022

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

6598

75-7338/2919
BRCH02
CHECK ARMOR

NORTH 65 CHAMBER OF COMMERCE INC
2 ENTERPRISE AVE NE SUITE C4
ISANTI MN 55040
763-689-2505

5/26/22

PAY TO THE ORDER OF City of Isanti $ 100.00

one hundred DOLLARS

MEMO Deposit

Melissa Berkendorf
AUTHORIZED SIGNATURE

[redacted]

NORTH 65 CHAMBER OF COMMERCE INC 6598

Isanti Rodeo Jubilee Days – July 7,9 2022

Approval letters from property owners:
Strike Life Tributes - enclosed
Best Western Plus – enclosed
My Jungle Gym – permitted, pending letter
LJ Level – enclosed
Faith Lutheran Church - enclosed
St Elizabeth Ann Seton Church - enclosed
Isanti Middle School – permit enclosed

Melissa Bettendorf

From: Strike Life Tributes <strike@strikelifetributes.com>
Sent: Friday, May 13, 2022 3:31 PM
To: Melissa Bettendorf
Subject: Re: Request to use property

Yes, you have our permission to use our property for the Isanti Rodeo Jubilee Days parade.
Thanks,
Brian Strike

On Fri, May 13, 2022 at 3:27 PM Melissa Bettendorf <melissa@north65chamber.com> wrote:

> Hello Brian,
>
> For our city of Isanti special event permit, I will need an acknowledgement that we are able to use your property for the parade.
>
> You can provide your authorization by replying to this email or issuing a letter, whichever you choose.
>
> *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, Isanti, MN 55040 on Thursday, July 7 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: Katie Hinrichs <khinrichs@golderhospitality.com>
Sent: Monday, May 23, 2022 4:21 PM
To: Melissa Bettendorf
Subject: RE: Request to use property for Isanti Parade

Yes, you may use the property for a food truck. Please let me know which one as soon as you know. 😊

Katie Hinrichs | General Manager | khinrichs@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 13, 2022 3:32 PM
To: Katie Hinrichs <khinrichs@golderhospitality.com>
Subject: Request to use property for Isanti Parade

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.

Hi Katie,

When we spoke a few weeks ago, I mentioned our request to use the NE corner of the Best Western Plus parking lot for a food truck during the parade on July 7.
For our city of Isanti special event permit, I will need an acknowledgement that we are able to use your property for this purpose.

You can provide your authorization by replying to this email or issuing a letter, whichever you choose.

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, Isanti, MN 55040
on Thursday, July 7 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.
Thank you,
Melissa

Melissa Bettendorf

Melissa Bettendorf

From: Lon Lane <lon@ljlevel.com>
Sent: Friday, May 13, 2022 3:51 PM
To: Melissa Bettendorf
Cc: julie@ljlevel.com
Subject: Re: Request to use your property during Isanti Rodeo Jubilee Days

Yes, I approve.

On Fri, May 13, 2022 at 3:21 PM 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 7 and Saturday, July 9 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.*

Melissa Bettendorf

From: Kathyrn Smith <[redacted]>
Sent: Sunday, May 22, 2022 4:53 PM
To: Melissa Bettendorf
Subject: Re: Isanti Rodeo & Jubilee Days Festival - Schedule of Events Review

Categories: follow up, JUBILEE

Melissa,
On behalf of Faith Lutheran Church in Isanti, I am verifying that the Isanti Rodeo Jubilee Days Committee and North 65 Chamber of Commerce has permission to use the church property located at 121 W. Main Street on Thursday, July 7 and Saturday, July 9 for the Isanti Rodeo Jubilee Days parade and Kids' Day activities.
Best wishes for another successful event!

Sincerely,
Kathy Smith, Council Secretary
and Chair of the Social Ministry Committee
Faith Lutheran Church
763-444-9201

On Fri, May 20, 2022 at 3:28 PM Melissa Bettendorf <melissa@north65chamber.com> wrote:

> Thank you all for your consideration.
>
> I'll work with our insurance to provide the certificate. Please provide the letter at your earliest convenience. An email will work as well. Here is the language we've used for others, but you are welcome to edit as you feel appropriate. They just send an email in response stating that they approve of the use.
>
> 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 7 and Saturday, July 9 for the Isanti Rodeo Jubilee Days parade and kids' day activities.
>
> I'll be sure your information is listed as shown.
>
> Again, thank you,
>
> Melissa
>
> Melissa Bettendorf

Melissa Bettendorf

From: Elizabeth Ann Seton <annseton76@gmail.com>
Sent: Friday, May 27, 2022 9:59 AM
To: Melissa Bettendorf
Subject: Rodeo Parade

Hi Melissa,
Yes, It is all good to use the parking lot for the parade line up, and to put up port a potties.

Yes our group is planning on selling hamburgers and bratts if that works for you.

Blessings
Brigitte

--

"Faith lifts the soul, hope supports it, experience says it must, and love says.... let it be!"
St. Elizabeth Ann Seton

St. Elizabeth Ann Seton
207 Whiskey Road NW
Isanti, MN 55040
763.444.4035
763.444.6019 fax

625 Main St N
Cambridge, MN 55008
(763) 689-6222
FacilityUse@c-ischools.org

NORTH 65 CHAMBER OF COMMERCE
VANESSA (WORK) HANZEL

Isanti Jubilee Days Parade Line-Up

Information

Account #: #1014
Contact: Vanessa (work) Hanzel
Phone: (763) 689-2505, Work
(763) 689-2505, Organization Work

Email: info@north65chamber.com
vanessa@north65chamber.com
Rate Type: Class I - Non Profit
Attendance: 300

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Middle School (IMS)								
Wed, Jul 6 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	$0.00
Thu, Jul 7 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	$0.00
Fri, Jul 8 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	$0.00

Setup Notes

We will need all of the parking lot space and all of the grassy area South of IMS for the annual Isanti Rodeo Jubilee Days parade line-up.
Use request as follows: Wednesday, July 6, 2022 beginning at 5:00pm - area noted above: set up of parade line up area (3-5 people)
Thursday, July 7, 2022: space reserved all day for set up of parade, line-up, and parade. Parade entries will enter from County Rd. 5(Heritage Blvd) and there will be heavy parade traffic on Centennial Dr. SW and Oakwood Street NW.
Friday, July 8, 2022: clean up of parade line up area until 12:00pm.

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: _____ 05/04/2022

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:

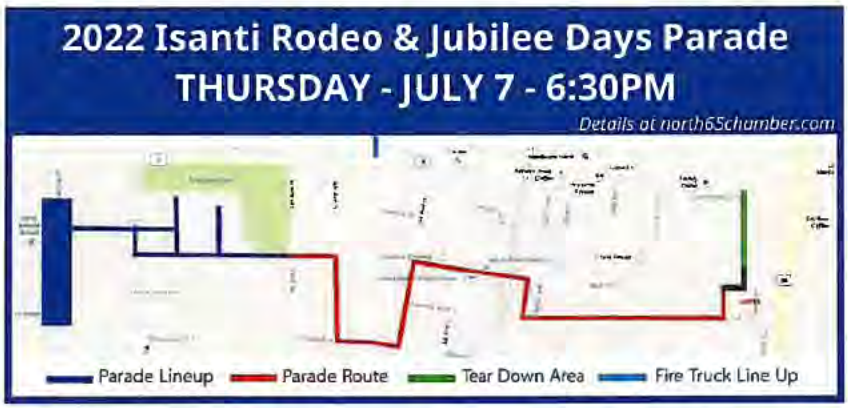
Thursday, July 7, 2022
Please refer to the map shown. No parking signs will be put up in these areas the morning of the parade.

At 4:00pm, Main Street in downtown Isanti between 2nd Ave and the railroad tracks will be closed to vehicles.

At 5:00pm, parade floats will begin to line up. These areas are shown in blue on the map and includes Main Street between 5th Ave and Whiskey Rd, Oakwood St, Brookview Court and Rosewood Ave.

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.

At 6:30pm, the parade will begin at Main Street and 5th Avenue and travel east along Main Street, then south on 4th Ave, east on Elizabeth, north on 2nd Ave, east on Main Street, south on Railroad Ave, east on Broadway, north on Richard and then conclude. Floats will move toward the tear down area on 5th Ave NE.



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 9, 2022
Main Street from 2nd Ave east to just west of the railroad tracks, and 1st Ave just north of Main Street will be closed from 6:00am until 4:00pm. There will be no parking available in the City Hall/Community Center parking lot. Numerous activities will be held such as a run /walk, presentations, turtle races, kid's games, outhouse races, Artisan Market, BMX strider race, live music, vendor booths, food trucks and more.

We invite you to join us for this annual community festival.
For more information, including a complete schedule of events, please visit our website: www.north65chamber.com or follow the event on Facebook: Isanti Rodeo Jubilee Days.

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 7 and July 9 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:

Melissa Bettendorf, Executive Director

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Melissa Bettendorf as

Title Executive Director, North 65 Chamber of Commerce

Signature Melissa Bettendorf

Date May 26, 2022

A Community For Generations.
Isanti

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: (763) 762-5754
Fax: (763) 444-5560
www.cityofisanti.us

Community Center Rental Application Form

Date of Application: May 26, 2022 **Date of Event:** July 7 and 9, 2022

Time of Event: 5-10pm and 6am to 4pm

Applicant Name: North 65 Chamber of Commerce

Phone Number: 763-689-2505

E-mail Address: info@north65chamber.com

Address: 2 Enterprise Ave NE Suite C4

City: Isanti **State:** MN **Zip Code:** 55040

Type of Event: Community event - Lions club corn feed. Shelter in case of storms. Isanti ambassador event.

Alcoholic Beverages Present: ____ Yes X No **# in Attendance** 25 est.

LIBILITY REQUIREMENT

I understand that I may have to provide proof of liability insurance in the amount noted within the Rental Information for the Isanti Community Center 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at the Isanti Community Center.

In addition, if said event or function is sponsored by any organization, I hereby represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation/Application, that said organization will indemnify and hold harmless the City of Isanti, it's employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

CLEANING/DAMAGE DEPOSIT

The damage deposit of **$250.00** is due at the date of application.

RENTAL FEES

To reserve your date, the rental fee is due upon approval of the application.

NO GUARANTY OF AVAILABILITY

I understand that even though I have reserved the Community Center for the date and time specified in this application, it is possible that the Community Center may be unavailable for my use on that date if any major component necessary for the comfortable or safe accommodation of those intending to use the facility should fail or become non-functional prior to the date and time of my planned event. Therefore the City of Isanti cannot and does not guarantee the availability of the facility for my event. In the event of a component failure the rental and deposit fees will be returned to the renter.

Component failures that could cause cancellation of my event include but are not necessarily limited to the heating, ventilation, air conditioning or fire sprinkler systems and major kitchen appliances and equipment.

I, as applicant, assume all risk that my event may have to be cancelled with or without prior notice in case of any such component failure which in the sole judgment of the City of Isanti makes it unsafe, impractical or economically non-feasible to accommodate my event as scheduled. I hereby waive any potential claim of liability against the City of Isanti resulting from any such cancellation and further hereby agree to hold the City of Isanti, its employees, agents and officers harmless from any and all claims or liability for any damages resulting or allegedly resulting to any person or entity as a consequence of the cancellation of my planned event due to the failure or non-functioning of any such component.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide to the Regulations and Terms as provided on the Rental Agreement sheet.

Melissa Bottcher

Applicant Signature

North 65 Chamber of Commerce

Name of Organization/Group

May 26, 2022

Date

Please Make Checks Payable To: City of Isanti

Mail To: **City of Isanti**
Attn: Parks, Recreation and Events Coordinator
PO Box 428
Isanti, MN 55040

For Office Use Only:

Rental Fee:

Rental (7/702) _____

Tax (7/701) _____

Total _____

Check No. _____

Date Received _____

Damage Deposit:

Amount _____

Cash/Cashier's Check _____

Date Received _____

Certificate of Insurance:

Date Received _____

Checkout Form:

Date Received _____

Final Inspection Date _____

Authorize Return of Deposit _____

(Date & Initial) _____

A Community For Generations.
Isanti

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: (763) 762-5754
Fax: (763) 444-5560
www.cityofisanti.us

Community Center Rental Application Form

Date of Application: 5/23/22 **Date of Event:** 7/7/22

3:00pm-10:00pm

Time of Event: _____

Isanti Ambassador Program

Applicant Name: _____

6123100521

Phone Number: _____

isantiambassador@gmail.com

E-mail Address: _____

2 Enterprise Ave NE c4

Address: _____

Isanti MN 55040

City: _____ **State:** _____ **Zip Code:** _____

Type of Event: Hoedown

X 30

Alcoholic Beverages Present: _____**Yes** _____**No** **# in Attendance**_____

LIBILITY REQUIREMENT

I understand that I may have to provide proof of liability insurance in the amount noted within the Rental Information for the Isanti Community Center 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at the Isanti Community Center.

In addition, if said event or function is sponsored by any organization, I hereby represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation/Application, that said organization will indemnify and hold harmless the City of Isanti, it's employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

CLEANING/DAMAGE DEPOSIT

The damage deposit of **$250.00** is due at the date of application.

RENTAL FEES

To reserve your date, the rental fee is due upon approval of the application.

NO GUARANTY OF AVAILABILITY

I understand that even though I have reserved the Community Center for the date and time specified in this application, it is possible that the Community Center may be unavailable for my use on that date if any major component necessary for the comfortable or safe accommodation of those intending to use the facility should fail or become non-functional prior to the date and time of my planned event. Therefore the City of Isanti cannot and does not guarantee the availability of the facility for my event. In the event of a component failure the rental and deposit fees will be returned to the renter.

Component failures that could cause cancellation of my event include but are not necessarily limited to the heating, ventilation, air conditioning or fire sprinkler systems and major kitchen appliances and equipment.

I, as applicant, assume all risk that my event may have to be cancelled with or without prior notice in case of any such component failure which in the sole judgment of the City of Isanti makes it unsafe, impractical or economically non-feasible to accommodate my event as scheduled. I hereby waive any potential claim of liability against the City of Isanti resulting from any such cancellation and further hereby agree to hold the City of Isanti, its employees, agents and officers harmless from any and all claims or liability for any damages resulting or allegedly resulting to any person or entity as a consequence of the cancellation of my planned event due to the failure or non-functioning of any such component.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide to the Regulations and Terms as provided on the Rental Agreement sheet.

Bridget Broda
Applicant Signature

Isanti Ambassador Program
Name of Organization/Group

5/25/22
Date

Please Make Checks Payable To: City of Isanti

Mail To: **City of Isanti**
Attn: Parks, Recreation and Events Coordinator
PO Box 428
Isanti, MN 55040

For Office Use Only:

Rental Fee:
- **Rental (7/702)** _____
- **Tax (7/701)** _____
- **Total** _____
- **Check No.** _____
- **Date Received** _____

Damage Deposit:
- **Amount** _____
- **Cash/Cashier's Check** _____
- **Date Received** _____

Certificate of Insurance:
- **Date Received** _____

Checkout Form:
- **Date Received** _____
- **Final Inspection Date** _____
- **Authorize Return of Deposit** _____

(Date & Initial) _____

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:	DATE:
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**

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

ISANTI RODEO Jubilee Days

7 - 10

July ~~11-14~~

Thursday ★ Parade ★ Fireworks

Friday & Saturday ★ Firefighters Rodeo/Dance

Saturday ★ Walk/Run ★ Kids Free Fun Day
★ Kiddie Parade ★ Games ★ Craft Fair
★ Turtle Races ★ Outhouse Races

Sunday ★ Ambassador Coronation ★

NORTH65CHAMBER.COM 763-689-2505

FOR
Community Signification
2022

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 Parade and Kids Day

Special Event Date(s): July 7 and 9, 2022

Coordinator Name: Melissa Bettendorf

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
Vendor list will be provided after June 15		

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: June 7, 2022
Subject: Resolution 2022-XXX approving the Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5

Overview/Background:
An Interim Use Permit application was submitted for a Tattoo Parlor at 303 Credit Union Dr NE for Idle Hands Tattoo. The previous IUP for Idle Hands Tattoo was given a 3-year term back in 2019 and will expire in June of 2022. This item was discussed at the May 17, 2022 Planning Commission Meeting and was open for a Public Hearing. Representatives for Idle Hands Tattoo attended the meeting and were available for questions from the Planning Commission. There was no public comment on the topic of the Interim Use Permit. The Planning Commission commended the owners of Idle Hands Tattoo for turning in their resubmittal prior to the deadline and following the ordinances. City staff pointed out that the term length of the previous IUP was three years and that this could be extended or shortened upon request of the Planning Commission and Council. The Planning Commission thought that the term length of 3 years made sense for this business and that extending it might be too long in between needing the permit.

The Planning Commission made a motion to approve the Interim Use Permit for a Tattoo Parlor with conditions listed in the May 17, 2022 staff report, the motion passed 7-0.

Request:
Approval of an Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo.

Attachments:

- Resolution
- Findings of fact
- Planning Commission Memo dated 5/17/2022

RESOLUTION 2022-XXX

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A TATTOO PARLOR LOCATED AT 303 CREDIT UNION DR NE, STE 5

WHEREAS, Idle Hands Tattoo (applicant) has requested approval for an Interim Use Permit for a Tattoo Parlor at 303 Credit Union Dr NE, Ste 5 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 May 6, 2022. 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 these zoning district requirements in which a *Tattoo Parlor* is an interim use; and,

WHEREAS, Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request; and

WHEREAS, the proposed use for a Tattoo Parlor meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on June 7, 2022; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Interim Use Permit for a Tattoo Parlor on May 17, 2022.

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 Interim Use Permit for a Tattoo Parlor at 303 Credit Union Dr NE, Ste 5;

BE IT FURTHER RESOLVED that the requested Interim Use Permit be hereby APPROVED subject to the following conditions:

1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.

2) Any other recommendations from the Planning Commission

3) Signed permission of lease from Property Owner shall be provided to City Staff for review

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Interim Use Permit for a Tattoo Parlor – 303 Credit Union Dr NE, Ste 5

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Idle Hands Tattoo for an Interim Use Permit for a Tattoo Parlor located at 303 Credit Union Dr NE, Ste 5

Findings of Fact

1. The applicant is requesting approval of an Interim Use Permit for the property located at 303 Credit Union Dr NE, Ste 5.
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 May 17, 2022 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 May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 3, Interim Use Permits Subdivision 5; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed use shall meet the applicable zoning regulations
   The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.

   B. The proposed use will not adversely impact implementation of the Comprehensive Plan
   The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.

   C. The proposed use will terminate upon a date or event that can be identified with certainty
   The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.

   D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and

The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and
Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

2. Section 21, Article 3, Subd. 6 addresses conditions for approval for an Interim Use Permit. The standards and staff responses *(italicized)* are below:

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;
L. Controlling architectural appearance and functional design of the building or site;
M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 17, 2022. Planning Commission Recommendation: Motion by Collison seconded by Simon to recommend approval of the Interim Use Permit for a Tattoo Parlor located in the B-2 Zoning District at 303 Credit Union Dr NE, Motion passed 7-0.

The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: May 17, 2022

SUBJECT: Interim Use Permit to operate a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5

Overview/Background
The applicant, Idle Hands Tattoo was approved for an Interim Use Permit (IUP) in June of 2019, for a Tattoo Parlor at this proposed location within the B-2 General Business zoning district.
A Tattoo Parlor is considered an Interim Use within this zoning district, meaning that the use is permitted in this location given that the use is approved by the City Council within a specified time frame and given conditions of approval. The approved Interim Use Permit had been granted for a period of three years, and expires on June 30th, 2022. Idle Hands Tattoo has resubmitted an Interim Use Permit application to extend their eligibility for a Tattoo Parlor at this location.

Analysis of Application
Zoning: The subject property is located at 303 Credit Union Dr NE, and is part of the Isanti Mall. This property falls within the "B-2" General Business District. Within the zoning ordinances for this zoning district, a 'Tattoo Parlor' is considered an Interim Use.

Section 21, Article 3, Subd. 5 addresses criteria for granting an Interim Use Permit. The standards for an IUP are listed below with staff comments *Italicized*:

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

A. The proposed use shall meet the applicable zoning regulations
The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.

C. The proposed use will terminate upon a date or event that can be identified with certainty
The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and
Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

Subdivision 6: Conditions of Approval
In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;
L. Controlling architectural appearance and functional design of the building or site;

M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Staff Recommendation
Staff recommends approval with the following conditions:

1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.

2) Any other recommendations from the Planning Commission

3) Signed permission of lease from Property Owner shall be provided to City Staff for review

Attachments
None

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
INTERIM USE PROCEEDINGS

In the matter of "Idle Hands Tattoo", 303 Credit Union Dr NE, Ste 5, Isanti Minnesota

Request: An Interim Use Permit for a Tattoo Parlor in the B-2 Zoning District.

INTERIM USE PERMIT

The above referenced application for an Interim Use Permit was heard before the City of Isanti Planning Commission on May 17, 2022 and the Isanti City Council on June 7, 2022 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 303 Credit Union Dr NE, Ste 5

IT IS HEREBY approved that an Interim Use Permit be granted at the above-described property for a term of 3 years, expiring on June 30th, 2025, subject to the following conditions:

1. Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
2. Any other recommendations from the Planning Commission
3. Signed permission of lease from Property Owner shall be provided to City Staff for review

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
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: June 7, 2022
Subject: Resolution 2022-XXX approving the Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 401 E Dual Blvd NE, Ste 122

Overview/Background:
An Interim Use Permit application was submitted for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122 for Black Moon Tattoo. City Staff was notified that there was a tattoo shop operating within the Dual Square Mall without an Interim Use Permit and notified the owners.

During the May 17, 2022 Planning Commission Meeting, the topic was discussed during the public hearing. The applicant was present at the public hearing and was available for questioning from the Planning Commission. Mayor Johnson read aloud a letter that was submitted to him on behalf of Idle Hands Tattoo, located at 303 Credit Union Dr NE, Ste 5. The letter expressed concern for Black Moon Tattoo operating without the Interim Use Permit and without obtaining other licensing from the state that is necessary for operating a tattoo shop. The letter stated that the owner of Black Moon Tattoo did not do their due diligence when researching proper permitting and licensing. Staff pointed out that one of the conditions of approval for granting the IUP would be for the applicant to obtain the proper state licensing. Staff also mentioned that the length of the terms of the Interim Use Permit can be determined by the Planning Commission and City Council, and that if they feel that there is cause for concern, that they can shorten the length granted in the IUP. The Planning Commission recommended that the business will be given a 1-year term for the permit, and that the tattoo shop will have to stop business operations in this location until the Interim Use Permit is passed at the June 7th City Council Meeting. A cease-and-desist letter has been sent to the applicant and is attached to this memo.

The Planning Commission made a motion to approve the Interim Use Permit for a Tattoo Parlor with conditions listed in the May 17, 2022 staff report, the motion passed 7-0.

Request:
Approval of an Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo.

Attachments:

- Resolution
- Findings of fact
- Interim Use Permit

- Cease and Desist Letter
- Planning Commission Memo dated 5/17/2022

RESOLUTION 2022-XXX

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A TATTOO PARLOR LOCATED AT 401 E DUAL BLVD NE, STE 122

WHEREAS, Black Moon Tattoo (applicant) has requested approval for an Interim Use Permit for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122 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 May 6, 2022. 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 these zoning district requirements in which a *Tattoo Parlor* is an interim use; and,

WHEREAS, Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request; and

WHEREAS, the proposed use for a Tattoo Parlor meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti City Council reviewed the requested Interim Use Permit at its regularly scheduled meeting on June 7, 2022; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Interim Use Permit for a Tattoo Parlor on May 17, 2022.

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 Interim Use Permit for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122;

BE IT FURTHER RESOLVED that the requested Interim Use Permit be hereby APPROVED subject to the following conditions:

1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.

2) Signage to be applied for and reviewed by the city prior to installation.

3) Any other recommendations from the Planning Commission

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Interim Use Permit for a Tattoo Parlor – 303 Credit Union Dr NE, Ste 5

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Idle Hands Tattoo for an Interim Use Permit for a Tattoo Parlor located at 303 Credit Union Dr NE, Ste 5

Findings of Fact

1. The applicant is requesting approval of an Interim Use Permit for the property located at 303 Credit Union Dr NE, Ste 5.
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 May 17, 2022 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 May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 3, Interim Use Permits Subdivision 5; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed use shall meet the applicable zoning regulations
   The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.

   B. The proposed use will not adversely impact implementation of the Comprehensive Plan
   The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.

   C. The proposed use will terminate upon a date or event that can be identified with certainty
   The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.

   D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and

The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and
Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

2. Section 21, Article 3, Subd. 6 addresses conditions for approval for an Interim Use Permit. The standards and staff responses *(italicized)* are below:

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;
L. Controlling architectural appearance and functional design of the building or site;
M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 17, 2022. Planning Commission Recommendation: Motion by Collison seconded by Simon to recommend approval of the Interim Use Permit for a Tattoo Parlor located in the B-2 Zoning District at 303 Credit Union Dr 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
INTERIM USE PROCEEDINGS

In the matter of "Black Moon Tattoo", 401 E Dual Blvd NE, Ste 122, Isanti Minnesota

Request: An Interim Use Permit for a Tattoo Parlor in the B-2 Zoning District.

INTERIM USE PERMIT

The above referenced application for an Interim Use Permit was heard before the City of Isanti Planning Commission on May 17, 2022 and the Isanti City Council on June 7, 2022 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 401 E Dual Blvd NE, Ste 122

IT IS HEREBY approved that an Interim Use Permit be granted at the above-described property for a term of 1 year, expiring on June 30th, 2023, subject to the following conditions:

1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.

2) Signage to be applied for and reviewed by the city prior to installation.

3) Any other recommendations from the Planning Commission

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
City Clerk

May 23, 2022

Black Moon Tattoo
401 E Dual Blvd NE
Isanti, MN 55040

Re: Cease and Desist Tattoo Parlor Operations

Dear Mr. Morton,

On May 17, 2022 the Planning Commission reviewed the Interim Use Permit for Black Moon Tattoo located at 401 E Dual Blvd NE in Isanti, Minnesota.

The Planning Commission discussed the issue of Black Moon Tattoo operating without proper permitting within the City of Isanti, including the required Interim Use Permit from the City of Isanti, as well as an establishment license from the State of Minnesota Department of Health. The Planning Commission determined, with unanimous vote, to require Black Moon Tattoo to stop all operations until proper permitting and licensing has been received and confirmed.

The Planning Commission has recommended the approval of the Interim Use Permit to the City Council. The City Council will make a decision regarding the Interim Use Permit at the City Council meeting to be held on June 7, 2022 at 7:00pm located at Isanti City Hall. If approved, the applicant can forward documentation of the resolution confirming local zoning approval to the Minnesota Department of Health, as required by their establishment licensing as outlined in Minnesota State Statute Chapter 14B. Body Art. Once all required establishment licensing from the State of Minnesota (including a provisional license) has been presented to Community Development staff, Black Moon Tattoo will be able to resume operations as allowed under the Interim Use Permit described in the Zoning Ordinance (Isanti City Ordinance 445) Section 7: Article 2: Subdivision 4.

The Planning Commission has also recommended to Council that the Interim Use Permit expire in one (1) year from the date of approval if approved. At which time the applicant will be required to reapply for an Interim Use Permit from the City of Isanti.

Please let me know if you have any further questions or comments regarding this letter. I can be reached at shillesheim@cityofisanti.us or 763-444-5512.

Sincerely,

Stephanie Hillesheim

Stephanie Hillesheim
Community Development Director

110 1st Ave NW, PO Box 428 * Isanti, MN 55040
763-444-5512 * fax 763-444-5560
www.cityofisanti.us

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: May 17, 2022

SUBJECT: Interim Use Permit to operate a Tattoo Parlor in the B-2 General Business District located at 401 E Dual Blvd NE, Ste 122

Overview/Background
City staff was notified of a tattoo shop operating inside the Dual Square Mall located at 401 E Dual Blvd NE. Staff was able to get ahold of the owners of the shop, and notify them that they will need an interim use permit to operate a tattoo parlor in this location.

The owners of Black Moon Tattoo cooperated with City Staff and submitted an Interim Use Permit in order to be compliant with City Zoning Ordinances. The applicant also submitted a letter to the city which is attached to this memo as an exhibit.

Analysis of Application
Zoning: The subject property is located at 401 E Dual Blvd NE, and is part of the Dual Square Mall. This property falls within the "B-2" General Business District. Within the zoning ordinances for this zoning district, a 'Tattoo Parlor' is considered an Interim Use.

Section 21, Article 3, Subd. 5 addresses criteria for granting an Interim Use Permit. The standards for an IUP are listed below with staff comments *Italicized*:

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

A. The proposed use shall meet the applicable zoning regulations
The proposed Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall does not limit or adversely impact the implementation of the Comprehensive Plan.

C. The proposed use will terminate upon a date or event that can be identified with certainty
The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with other Tattoo Parlor IUP's in the city.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
The Tattoo Parlor will not impose additional future costs on the public since it is within the Dual Square Mall.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and
Black Moon Tattoo has signed a lease with the owners of the Dual Square Mall which will expire at the end of 2022. Black Moon Tattoo will have to renew the lease with the Dual Square Mall in order to keep the proposed Interim Use Permit, IUP's don't transfer with the business if they were to move locations.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Black Moon Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

Subdivision 6: Conditions of Approval
In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;

L. Controlling architectural appearance and functional design of the building or site;
M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's business operations since it is located within the Dual Square Mall and the site has been previously designed to accommodate for tenants in this building. The floor plans show two procedure rooms, a lobby and an office and is not intended to hold many occupants at once, as most clients are encouraged to schedule appointments online or over the phone. The only expected changes to the building or site would be potential signs that are on the building or within the windows of the business. City Staff suggests that the applicant submit a sign permit and follow City Zoning Ordinances Section 16: Signs, if there is any proposed signage added for advertisement of the business.

Staff Recommendation
Staff recommends approval with the following conditions:

1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.

2) Signage to be applied for and reviewed by the city prior to installation.

3) Any other recommendations from the Planning Commission

Attachments
- Applicant Letter
- Floor Plans

I am entirely new to owning a business. I was initially unaware that body art establishments needed a city permit in district B2. I thought I had checked the zoning laws. But, when I submitted my State Establishment License Application, I quickly learned that I was mistaken, and that I needed an interim usage permit from the city. I apologize for doing this in the incorrect order. I want to make sure I'm doing everything properly.

My interest is to operate a "Tattoo Parlor" in suite 122 of the Dual Square Mall, as semi-private tattoo studio, and art studio. That means we would be a small studio that will be open to the public, but we prefer all client inquires and appointments be made online or over the phone. It will only be myself and one other technician. We don't do piercings, or any other body modifications. We will also have our paintings and other artwork on display inside the shop, such as realistic wildlife art that my relatives paint.

My family and I reside locally and have lived in this area most our lives. Hannah, the other artist that will work here, is also an Isanti local as well. I have been tattooing 12 years and have worked in many high-end tattoo studios around the Northern Metro. I've won numerous awards for my art. I have a long list of clients that travel from all over the state, and some from out of state. The other artist that will work along with me will be handling most the requests from new, local patrons.

I am married and have 3 children. I don't fit the negative stereotype that is sometimes associated with tattoo artists, nor will my shop resemble that in any way. My clients are all respectable adults. My focus is on art and professionalism. I believe I will bring a positive business presence to Isanti. I would be happy and willing to participate in any local business events or organizations. I've met many of the nearby business owners and employees. They are all very friendly people, and say they're exited to see a tattoo shop in the building.

My lease for this space with Bullseye Properties expires on 12-31-2022. I haven't decided whether I would want to stay here or move to a bigger space at that time, so I believe it would make sense to request an interim permit until that date. If I wish to stay in this location past that date, I can reapply prior to that time.

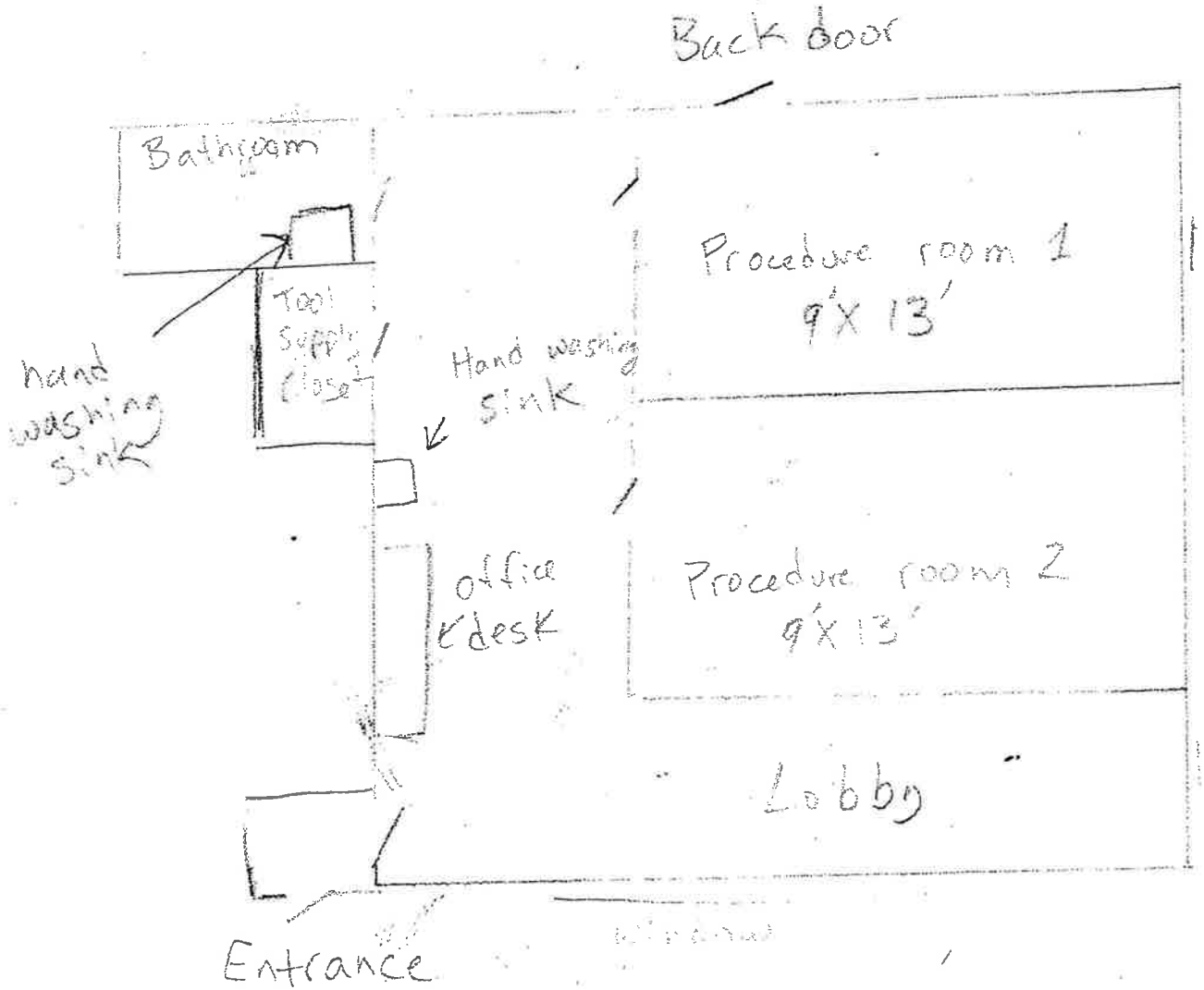
Thank you!

Gabriel Morton

[redacted]

Floor Plan

[illegible] Island, MN 55040, Suite 122



* This is a copy of the floor plan I submitted to the MN Dept of Health

* All walls are semi-gloss washable paint
* Floors are carpeted, except Bathroom and procedure rooms are rolled vinyl flooring

City of Isanti

Gross Payroll	108,217.67
Social Security & Medicare	6,177.43
Public Employees Retirement	10,958.11
Total City Expense	125,353.21

Pay Date 5/27/2022

Pay Period 11 (5/8-5/21/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/18/2022	58368	494	ALLINA HEALTH SYSTEM	603-20200	65.00
05/22	05/18/2022	58369	2030	ARTISAN BEER COMPANY	609-20200	110.70
05/22	05/18/2022	58370	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	519.75
05/22	05/18/2022	58371	53	BELLBOY CORPORATION	609-20200	5,558.15
05/22	05/18/2022	58372	9	BERNICKS PEPSI-COLA	609-20200	2,936.91
05/22	05/18/2022	58373	2319	BREAKTHRU BEVERAGE OF MN	609-20200	29,371.85
05/22	05/18/2022	58374	2487	CAPITOL BEVERAGE SALES	609-20200	865.00
05/22	05/18/2022	58375	1815	CENTURYLINK	609-20200	614.56
05/22	05/18/2022	58376	918	CRYSTAL SPRINGS ICE	609-20200	199.38
05/22	05/18/2022	58377	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,048.19
05/22	05/18/2022	58378	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/22	05/18/2022	58379	3159	ELM CREEK BREWING	609-20200	150.00
05/22	05/18/2022	58380	3140	GARPHISH BREWING COMPANY	609-20200	324.00
05/22	05/18/2022	58381	739	HACH COMPANY	601-20200	1,561.98
05/22	05/18/2022	58382	2697	HILDI INC	609-20200	2,500.00
05/22	05/18/2022	58383	113	ISANTI TIRE & AUTO CARE INC	101-20200	22.00
05/22	05/18/2022	58384	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	936.78
05/22	05/18/2022	58385	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,738.65
05/22	05/18/2022	58386	5	KAWALEK TRUCKING	609-20200	538.40
05/22	05/18/2022	58387	1479	LOFFLER COMPANIES INC	108-20200	238.45
05/22	05/18/2022	58388	2815	LUSK, KEITH	609-20200	147.42
05/22	05/18/2022	58389	17	MCDONALD DISTRIBUTING CO	609-20200	9,286.43
05/22	05/18/2022	58390	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.30
05/22	05/18/2022	58391	1536	MINNESOTA DEED	219-20200	833.33
05/22	05/18/2022	58392	3173	MN DEPT OF ADMINISTRATION	101-20200	125.00
05/22	05/18/2022	58393	2080	MVTL LABORATORIES INC	602-20200	245.35
05/22	05/18/2022	58394	3122	NEW FRANCE WINE COMPANY	609-20200	1,095.00
05/22	05/18/2022	58395	2992	NEXTERA COMMUNICATIONS	609-20200	306.98
05/22	05/18/2022	58396	2018	NORTH FOLK WINERY	609-20200	204.00
05/22	05/18/2022	58397	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,625.70
05/22	05/18/2022	58398	3197	RUUD, JOYCE	101-20200	5.00
05/22	05/18/2022	58399	3199	SHENZHEN EUROASIA CREATIVE DECORATIONS	228-20200	14,040.00
05/22	05/18/2022	58400	2396	SOUTHERN GLAZERS OF MN	609-20200	12,143.33
05/22	05/18/2022	58401	3196	SUN CONTROL OF MINNESOTA INC	920-20200	1,146.00
05/22	05/18/2022	58402	2834	SUN MECHANICAL INC	601-20200	1,680.00
05/22	05/18/2022	58403	1290	THE AMBLE GROUP	101-20200	88.87
05/22	05/18/2022	58404	3125	UNCOMMON LOON BREWING CO	609-20200	588.00
05/22	05/18/2022	58405	42	VIKING COCA-COLA BOTTLING CO	609-20200	413.35
05/22	05/18/2022	58406	1286	VINOCOPIA INC	609-20200	1,361.28
05/22	05/18/2022	58407	4	WATSON CO INC	609-20200	2,617.00
05/22	05/18/2022	58408	3198	WERLEIN, CAROL	101-20200	10.00
05/22	05/18/2022	58409	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,844.00
Grand Totals:						138,462.94

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/26/2022	58413	1387	BJORKLUND COMPANIES LLC	101-20200	214.97
05/22	05/26/2022	58414	1500	BOLTON & MENK INC	601-20200	47,032.50
05/22	05/26/2022	58415	2020	BOYLE, EUGENE	101-20200	2,906.40
05/22	05/26/2022	58416	2487	CAPITOL BEVERAGE SALES	609-20200	163.10
05/22	05/26/2022	58417	1474	CDW GOVERNMENT INC	614-20200	379.98
05/22	05/26/2022	58418	2759	CIVICPLUS	609-20200	2,480.63
05/22	05/26/2022	58419	120	CONNEXUS ENERGY	101-20200	19,331.19
05/22	05/26/2022	58420	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,907.70
05/22	05/26/2022	58421	1941	DELTA DENTAL	861-20200	3,356.40
05/22	05/26/2022	58422	3159	ELM CREEK BREWING	609-20200	412.00
05/22	05/26/2022	58423	1741	FSA TITLE SERVICES	603-20200	47.28
05/22	05/26/2022	58424	162	ISANTI RENTAL INC	101-20200	91.57
05/22	05/26/2022	58425	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,927.09
05/22	05/26/2022	58426	2232	JONAH & THE WHALES	101-20200	3,000.00
05/22	05/26/2022	58427	5	KAWALEK TRUCKING	609-20200	284.60
05/22	05/26/2022	58428	1170	LAND TITLE INC	601-20200	32.74
05/22	05/26/2022	58429	2435	LINDBERG LAW OFFICE PA	601-20200	49.86
05/22	05/26/2022	58430	434	LITTLE FALLS MACHINE INC	101-20200	601.41
05/22	05/26/2022	58431	1479	LOFFLER -131511	108-20200	84.47
05/22	05/26/2022	58432	2208	MINNESOTA EQUIPMENT INC	101-20200	309.52
05/22	05/26/2022	58433	1628	MINNESOTA HOUSING FINANCE	222-20200	6,754.42
05/22	05/26/2022	58434	310	MMBA	609-20200	150.00
05/22	05/26/2022	58435	2080	MVTL LABORATORIES INC	602-20200	480.15
05/22	05/26/2022	58436	3201	NETWORK TITLE	601-20200	21.69
05/22	05/26/2022	58437	3200	OLSON, ALYSSA	101-20200	1,100.00
05/22	05/26/2022	58438	617	PAUSTIS & SONS	609-20200	731.50
05/22	05/26/2022	58439	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,095.70
05/22	05/26/2022	58440	2130	PROGRESSIVE BUILDERS INC	505-20200	6,000.00
05/22	05/26/2022	58441	2625	RESULTS TITLE	601-20200	59.18
05/22	05/26/2022	58442	2518	SEMLER CONSTRUCTION INC	603-20200	3.79
05/22	05/26/2022	58443	2554	SPECIALTY SOLUTIONS	101-20200	1,359.50
05/22	05/26/2022	58444	1361	STAPLES ADVANTAGE	603-20200	96.65
05/22	05/26/2022	58445	73	STAR	609-20200	267.23
05/22	05/26/2022	58446	2156	SUMMIT FIRE PROTECTION	101-20200	24.00
05/22	05/26/2022	58447	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	681.50
05/22	05/26/2022	58448	1290	THE AMBLE GROUP	603-20200	146.23
05/22	05/26/2022	58449	2098	TRADEMARK TITLE SERVICES	601-20200	19.30
05/22	05/26/2022	58450	2944	UNIFIRST CORPORATION	609-20200	705.37
05/22	05/26/2022	58451	42	VIKING COCA-COLA BOTTLING CO	609-20200	543.85
05/22	05/26/2022	58452	4	WATSON CO INC	609-20200	4,383.81
05/22	05/26/2022	58453	2009	WOOD, JOSEPHINE	101-20200	40.95
Grand Totals:						138,278.23

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/01/2022	58454	3202	A TOUCH OF MAGIC	101-20200	895.50
06/22	06/01/2022	58455	692	ARC IRRIGATION LLP	104-20200	543.20
06/22	06/01/2022	58456	2030	ARTISAN BEER COMPANY	609-20200	148.90
06/22	06/01/2022	58457	9	BERNICKS PEPSI-COLA	609-20200	15,231.60
06/22	06/01/2022	58458	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,072.08
06/22	06/01/2022	58459	602	BURNET TITLE	603-20200	64.75
06/22	06/01/2022	58460	1629	CITY OF ISANTI	226-20200	20,204.58
06/22	06/01/2022	58461	918	CRYSTAL SPRINGS ICE	609-20200	498.42
06/22	06/01/2022	58462	8	DAHLHEIMER DISTRIBUTING CO	609-20200	30,981.65
06/22	06/01/2022	58463	3204	DAMAN, LORI	505-20200	250.00
06/22	06/01/2022	58464	2720	DEFIANT DISTRIBUTORS	609-20200	839.50
06/22	06/01/2022	58465	1320	EXECUTIVE TITLE INC	602-20200	13.36
06/22	06/01/2022	58466	2937	EXECUTIVE TITLE SERVICES	601-20200	83.27
06/22	06/01/2022	58467	2933	FALCON NATIONAL BANK	101-20200	2,158.34
06/22	06/01/2022	58468	3140	GARPHISH BREWING COMPANY	609-20200	504.00
06/22	06/01/2022	58469	2830	GDO LAW	101-20200	4,083.33
06/22	06/01/2022	58470	3205	HANSEN, JOSEPH & ROSEANN	603-20200	16.86
06/22	06/01/2022	58471	7	JOHNSON BROTHERS LIQUOR CO	609-20200	31,008.16
06/22	06/01/2022	58472	5	KAWALEK TRUCKING	609-20200	511.80
06/22	06/01/2022	58473	17	MCDONALD DISTRIBUTING CO	609-20200	43,120.00
06/22	06/01/2022	58474	616	MENARDS - CAMBRIDGE	101-20200	531.84
06/22	06/01/2022	58475	2080	MVTL LABORATORIES INC	602-20200	389.53
06/22	06/01/2022	58476	3094	NORTH VALLEY INC	425-20200	245,281.30
06/22	06/01/2022	58477	3149	ORIGIN WINE & SPIRITS	609-20200	486.00
06/22	06/01/2022	58478	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,072.29
06/22	06/01/2022	58479	1455	RAILROAD MANAGEMENT CO	601-20200	626.68
06/22	06/01/2022	58480	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,702.76
06/22	06/01/2022	58481	2341	RED BULL DISTRIBUTION CO INC	609-20200	231.05
06/22	06/01/2022	58482	3120	ROOTSTOCK WINE COMPANY	609-20200	550.08
06/22	06/01/2022	58483	2518	SEMLER CONSTRUCTION INC	505-20200	6,000.00
06/22	06/01/2022	58484	2396	SOUTHERN GLAZERS OF MN	609-20200	17,366.76
06/22	06/01/2022	58485	1361	STAPLES ADVANTAGE	101-20200	106.65
06/22	06/01/2022	58486	73	STAR	101-20200	56.70
06/22	06/01/2022	58487	3144	TAFT STETTINIUS & HOLLISTER LLP	101-20200	2,000.00
06/22	06/01/2022	58488	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	676.50
06/22	06/01/2022	58489	1290	THE AMBLE GROUP	101-20200	10.04
06/22	06/01/2022	58490	42	VIKING COCA-COLA BOTTLING CO	609-20200	341.85
06/22	06/01/2022	58491	1286	VINOCOPIA INC	609-20200	2,430.55
06/22	06/01/2022	58492	4	WATSON CO INC	609-20200	1,725.87
06/22	06/01/2022	58493	3203	WELINSKI, AMANDA	101-20200	53.69
06/22	06/01/2022	58494	780	WINE MERCHANTS	609-20200	1,951.35
06/22	06/01/2022	58495	2872	WINEBOW	609-20200	1,302.75
Grand Totals:						447,123.54

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR PT LIQUOR STORE CLERK II JENNAFER HORGEN

WHEREAS, Liquor Store Clerk II, Jennafer Horgen resigned from employment May 18, 2022; and,

WHEREAS, the effective date of the resignation is May 28, 2022; and,

WHEREAS, Jennafer Horgen is leaving employment in good standing as she did resign 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 Jennafer Horgen is hereby effective May 28, 2022.

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 June 2022.

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 for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: June 7, 2022
Subject: Sale of Forfeiture Property

Background:

The Isanti Police Department has lawfully seized and forfeited the following firearms:

Handguns		
Make	**Model**	**Serial #**
Sturm, Ruger & CO	.22 cal Pistol	170804
Taurus	44 Magnum	01332128
Ruger	LC9	320-93695
Springfield	XD 9mm	US977666
Iver Johnsons Arm & Cycle Works	25 cal	80943
Taurus	44 Magnum	OG299669
Keltec CNC Inc.	P-32	107817
Browning Buck Mark	.22 cal	515MM03693
Springfield	XD9	MG745264
FIE	.22 Revolver	A11353
Premier	22 RF Revolver	163562
Iver Johnsons Arm & Cycle Works	.32 cal Revolver	5231
Smith & Wesson	M&P40	MEP7023
Glock	22	FPH785
Smith & Wesson	.38 Special	DAT1223
Rifles/Shotguns		
Winchester	1300 Defender 12 gauge	L2777861
Harrington & Richardson Inc	32 gauge special	AJ303154
Remington	870 12 gauge	A633270M
Savage	110 7mm Rem.	39003
Remington	1100 12 gauge	N611392M

Mossberg	500A	P845312
Glenfield	75 22cal.	71433029
Maverick	88 12 gauge	MV97387K
Unknown	SB 410 gauge	336649
Marlin	60 22cal.	14375080
MAR	12 gauge	2185
Mossberg	500A 12 gauge	R434210
Springfield	15 22cal.	Unknown
New Haven	283 410 gauge	Unknown
Jay Stevens Arms	12 gauge	Unknown
Benelli	Nova 12 gauge	V245390
Remington	110 22cal.	None
Russia	7.62x54R	9130287045
Mosberg	500E 410	R487936
Marlin	336	7074687
Remington	870 20 gauge	AB504569U
Remington	121 22cal.	100546
Citadel	Boss-25 12 gauge	21-50320
KSG	12 gauge	XX4C19
KSG	12 gauge	XX3W66
KSG	12 gauge	XX1938
Mossberg	590	L193312
Mossberg	500A	R203459

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve sale of forfeited firearms
2. Approve the sale to be made at public auction: K-Bid online
3. Approve proceeds to be deposited in the Isanti Police Department Forfeiture Fund
2. Approve Resolution as written.

Attachments:

- Res 2022-XXX

RESOLUTION 2022-XXX

APPROVING SALE OF FORFIETED PROPERTY AT PUBLIC AUCTION

WHEREAS, The Isanti Police Department lawfully seized and forfeited the following firearms;

Handguns		
Make	**Model**	**Serial #**
Sturm, Ruger & CO	.22 cal Pistol	170804
Taurus	44 Magnum	01332128
Ruger	LC9	320-93695
Springfield	XD 9mm	US977666
Iver Johnsons Arm & Cycle Works	25 cal	80943
Taurus	44 Magnum	OG299669
Keltec CNC Inc.	P-32	107817
Browning Buck Mark	.22 cal	515MM03693
Springfield	XD9	MG745264
FIE	.22 Revolver	A11353
Premier	22 RF Revolver	163562
Iver Johnsons Arm & Cycle Works	.32 cal Revolver	5231
Smith & Wesson	M&P40	MEP7023
Glock	22	FPH785
Smith & Wesson	.38 Special	DAT1223
Rifles/Shotguns		
Winchester	1300 Defender 12 gauge	L2777861
Harrington & Richardson Inc	32 gauge special	AJ303154
Remington	870 12 gauge	A633270M
Savage	110 7mm Rem.	39003
Remington	1100 12 gauge	N611392M
Mossberg	500A	P845312
Glenfield	75 22cal.	71433029
Maverick	88 12 gauge	MV97387K
Unknown	SB 410 gauge	336649
Marlin	60 22cal.	14375080
MAR	12 gauge	2185
Mossberg	500A 12 gauge	R434210
Springfield	15 22cal.	Unknown
New Haven	283 410 gauge	Unknown
Jay Stevens Arms	12 gauge	Unknown
Benelli	Nova 12 gauge	V245390

Remington	110 22cal.	None
Russia	7.62x54R	9130287045
Mosberg	500E 410	R487936
Marlin	336	7074687
Remington	870 20 gauge	AB504569U
Remington	121 22cal.	100546
Citadel	Boss-25 12 gauge	21-50320
KSG	12 gauge	XX4C19
KSG	12 gauge	XX3W66
KSG	12 gauge	XX1938
Mossberg	590	L193312
Mossberg	500A	R203459

And,

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and,

WHEREAS, the vehicles will be sold on public online auction thru K-Bid; and,

WHEREAS, the public notice of sale will be completed to comply with statute; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the sale of such property at public auction and proceeds to be deposited into the Isanti Police Forfeiture Fund [101-42110-442].

This resolution was duly adopted by the Isanti City Council this 7th day of June, 2022.

ATTEST: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

DECLARING ELECTION JUDGE WAGES FOR 2022 ELECTIONS

WHEREAS, a Primary Election shall be held on August 9, 2022 and a General Election on November 8, 2022, and;

WHEREAS, the City of Isanti must appoint election judges for two precincts for the upcoming elections with a declared wage;

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

1. The Head Judge (non-staff) shall be compensated at a rate of $15.00/hr and Election Judges (non-staff) shall be compensated at $14.00/hr.
2. City Staff is authorized to provide snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.

This Resolution is hereby approved by the Isanti City Council this 7th day of June 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

A Community For Generations.
Isanti

MEMO

To: **City Council**
From: Stephanie Hillesheim, Community Development Director
Date: June 1, 2022
Subject: Advertising for Crop Lease Bids for the EDA/City owned land

---

The current leases expire at the end of the 2022 growing season. Staff is requesting permission to advertise for quotes for the remaining EDA/City Owned parcels. Attached is the bid advertisement for the newly platted Isanti Railview North Industrial Park Outlot A and the land adjacent to the WWTP.

Request:
Staff is requesting action on this item.

Attachments:
Advertisement for Request for Lease Bids for EDA/City Owned Land
Map of the Crop Land

CITY OF ISANTI

REQUEST FOR QUOTES FOR LEASE OF EDA/CITY OWNED CROP LAND

The EDA/City of Isanti is accepting quotes for leasing EDA/City owned property for crop farming for the 2023 crop year. Specifications are available upon request from the Community Development Director's Office at Isanti City Hall, 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. 763-444-5512. The City of Isanti Economic Development Authority reserves the authority to waive irregularities and award in the best interest of the City of Isanti. Bids shall be submitted in sealed envelopes addressed to the Community Development Director at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All bids submitted must be clearly marked as "Quote for Leasing EDA/City Crop Land". Bids will be accepted until 11:00 a.m. Wednesday July 20, 2022. The EDA/City reserves the right to accept or reject any and/or all quotes.

Stephanie Hillesheim
Community Development Director

299th Aven
1,815.40 ft
1,288.57 ft
Jackson Street Northeast
Area: 68.85 ac
Perimeter: 10,135.07 ft
660.28 ft
382.80 ft
3,532.37 ft
1,143.40 ft
985.55 ft
3rd Avenue Northwest
Dual Boulevard Northeast

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JUNE 21, 2022 – 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 2022-XXX Approving the Perpetual Easement for the Cambridge-Isanti Bike/Walk Trail

ADD L.6. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North

M. Other Communications

Adjournment

RESOLUTION 2022-XXX

APPROVING THE PERPETUAL EASEMENT FOR THE CAMBRIDGE-ISANTI BIKE/WALK TRAIL

WHEREAS, the City of Isanti maintains the Joint and Cooperative Agreement for the Cambridge-Isanti Bike/Walk Trail; and,

WHEREAS, the easement for the Cambridge-Isanti Bike/Walk Trail must remain in place to protect the trail rights for the future; and,

WHEREAS, the perpetual easement for trail purposes over, under and across that part of Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota, lying west, northwest, north of the following described line:

> Commencing at the southwest corner of said Outlot H; thence on an assumed bearing of South 89 degrees 32 minutes 39 seconds East, along the south line of said Outlot H, a distance of 2.25 feet to the point of beginning of the line to be described; thence North 00 degrees 21 minutes 54 seconds East, a distance of 1047.37 feet; thence North 00 degrees 08 minutes 23 seconds East, a distance of 223.04 feet; thence North 47 degrees 12 minutes 17 seconds East, a distance of 24.36 feet; thence South 89 degrees 28 minutes 06 seconds East, a distance of 355.74 feet; thence South 89 degrees 44 minutes 45 seconds East, a distance of 313.71 feet; thence South 85 degrees 20 minutes 40 seconds East, a distance of 138.02 feet; thence South 89 degrees 34 minutes 46 seconds East, a distance of 462.36 feet; thence North 89 degrees 59 minutes 48 seconds East, a distance of 825.04 feet; thence North 01 degrees 36 minutes 37 seconds East, a distance of 14.92 feet, to the north line of said Outlot H and said line there terminating;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the perpetual trail easement is now in place.

This Resolution was duly adopted by Isanti City Council this 21st day of June 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

BOLTON & MENK
Real People. Real Solutions.

L.6.

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, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment 4
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 contractor for unpaid work to date in the amount of $298,208.66. The winter conditions change order ($9,275) was not included in the original letter of credit balance and there for should not be included in the amount of reduction.

The materials have been found to be in compliance with city standards and all tests have passed to date.

Following city standard retainage practices, we recommend releasing 95% of the eligible items in the amount of $274,486.98.

Once the City receives verification that the owner has paid the engineering invoices to date, we recommend approving the reduction of the Letter of Credit in the amount of **$274,486.98** for materials incorporated into the project. This would hold $14,446.68 in retainage on this reduction 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.

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34378
Date	3/28/2022

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
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0		6,660.00	0.00%	25.00%	0.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0		322,927.50	0.00%	75.00%	0.00
Subgrade preparation	0		14,826.25	0.00%	30.00%	0.00
Clay liner	0		56,821.50	0.00%	15.00%	0.00
Random rip rap class ll	0		4,770.00	0.00%	50.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0		28,116.50	0.00%	30.00%	0.00
12" HDPE pipe sewer	0		6,020.00	0.00%	100.00%	0.00
15" RC pipe sewer	0		25,864.00	0.00%	55.00%	0.00
15" HDPE pipe sewer	0		5,941.00	0.00%	0.00%	0.00
18" HDPE pipe sewer	0		4,888.00	0.00%	25.00%	0.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer	0		30,672.00	0.00%	100.00%	0.00
Manhole	0		16,500.00	0.00%	80.00%	0.00
Catch basin	0		89,900.00	0.00%	60.00%	0.00
12" pipe apron	0		750.00	0.00%	100.00%	0.00
15" pipe apron	0		4,250.00	0.00%	60.00%	0.00
24" pipe apron	0		8,000.00	0.00%	40.00%	0.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.25		173,304.00	25.00%	70.00%	43,326.00
4" PVC sanitary service pipe	0		56,874.00	0.00%	45.00%	0.00
48" Manhole	0.2		84,500.00	20.00%	70.00%	16,900.00
Tracer wire	0.2		9,179.50	20.00%	70.00%	1,835.90

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34378
Date	3/28/2022

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
8"x4" WYE	0.2		13,860.00	20.00%	70.00%	2,772.00
UTILITIES: WATER						
8" C900 PVC watermain	0		170,787.50	0.00%	40.00%	0.00
6" Hydrant	0		45,500.00	0.00%	45.00%	0.00
8" Gate valve and box	0		44,100.00	0.00%	35.00%	0.00
Ductile iron fittings	0		16,086.40	0.00%	25.00%	0.00
1" Type K copper pipe	0		64,986.00	0.00%	25.00%	0.00
Corp	0		13,860.00	0.00%	30.00%	0.00
Curb Stop & Box	0		34,650.00	0.00%	30.00%	0.00
CONCRETE						
Concrete curb & gutter S418	0		115,840.00	0.00%	40.00%	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%	40.00%	0.00
8" Aggregate base (CV) class 5	0		78,561.00	0.00%	45.00%	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
Dewatering Allowance	0		173,000.00	0.00%	65.32%	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 #	34378
Date	3/28/2022

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
CHANGE ORDERS						
CO 3: Winter Conditions / Rip Frost (Dozer) 3/15, 3/16, 3/17	26.5	HRS	350.00	100.00%	100.00%	9,275.00
Sales Tax			6.875%			0.00

Total	$74,108.90
Payments/Credits	$0.00
Balance Due	$74,108.90

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34727
Date	5/31/2022

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
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0.3		6,660.00	30.00%	70.00%	1,998.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0		322,927.50	0.00%	75.00%	0.00
Subgrade preparation	0.7		14,826.25	70.00%	100.00%	10,378.38
Clay liner	0		56,821.50	0.00%	15.00%	0.00
Random rip rap class ll	0		4,770.00	0.00%	50.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0.7		28,116.50	70.00%	100.00%	19,681.55
12" HDPE pipe sewer	0		6,020.00	0.00%	100.00%	0.00
15" RC pipe sewer	0.45		25,864.00	45.00%	100.00%	11,638.80
15" HDPE pipe sewer			5,941.00	100.00%	100.00%	5,941.00
18" HDPE pipe sewer	0.75		4,888.00	75.00%	100.00%	3,666.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer	0		30,672.00	0.00%	100.00%	0.00
Manhole	0.15		16,500.00	15.00%	100.00%	2,475.00
Catch basin	0.25		89,900.00	25.00%	100.00%	22,475.00
12" pipe apron	0		750.00	0.00%	100.00%	0.00
15" pipe apron	0.4		4,250.00	40.00%	100.00%	1,700.00
24" pipe apron	0.6		8,000.00	60.00%	100.00%	4,800.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0		173,304.00	0.00%	92.00%	0.00
4" PVC sanitary service pipe	0.2		56,874.00	20.00%	100.00%	11,374.80
48" Manhole	0.05		84,500.00	5.00%	95.00%	4,225.00
Tracer wire	0		9,179.50	0.00%	95.00%	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 #	34727
Date	5/31/2022

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
8"x4" WYE	0		13,860.00	0.00%	100.00%	0.00
UTILITIES: WATER						
8" C900 PVC watermain	0		170,787.50	0.00%	92.00%	0.00
6" Hydrant	0		45,500.00	0.00%	100.00%	0.00
8" Gate valve and box	0		44,100.00	0.00%	100.00%	0.00
Ductile iron fittings	-0.05		16,086.40	-5.00%	90.00%	-804.32
1" Type K copper pipe	0.2		64,986.00	20.00%	100.00%	12,997.20
Corp	0.3		13,860.00	30.00%	90.00%	4,158.00
Curb Stop & Box	0.3		34,650.00	30.00%	90.00%	10,395.00
CONCRETE						
Concrete curb & gutter S418	0.6		115,840.00	60.00%	100.00%	69,504.00
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%	40.00%	0.00
8" Aggregate base (CV) class 5	0.35		78,561.00	35.00%	80.00%	27,496.35
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
Dewatering Allowance	0		173,000.00	0.00%	65.32%	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 #	34727
Date	5/31/2022

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
CHANGE ORDERS						
CO 3: Winter Conditions / Rip Frost (Dozer) 3/15, 3/16, 3/17	0	HRS	350.00	0.00%	100.00%	0.00
CO 4: Winter Conditions / Rip Frost (Dozer) 3/28, 3/29	0	HRS	350.00	0.00%	100.00%	0.00
Sales Tax			6.875%			0.00

Total	$224,099.76
Payments/Credits	$0.00
Balance Due	$224,099.76

RESOLUTION 2022-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 $274,486.98; and,

WHEREAS, the developer owes engineering fees to the City that must be paid prior to the formal release of the reduction for the LOC;

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 upon payment of engineering fees.

This Resolution was duly adopted by Isanti City Council this 21st day of June 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JUNE 21, 2022 – 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. Presentation of 2022 Isanti Ambassadors and Candidates

G. Approve City Council Minutes
1. June 7, 2022- Regular Meeting of the City Council

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, July 4, 2022 *(In Observance of the 4th of July Holiday)*
2.	City Council Meeting	Tuesday, July 5, 2022 at 7:00 p.m.
3.	Economic Development Authority Meeting	Tuesday, July 5, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant Maddisson Masucci for the Vacant Parks, Recreation and Culture Board Seat

City Administrator Josi Wood
2. Resolution 2022-XXX Authorizing the Purchase of Snow Plow Truck Equipment Package

Community Development Director Stephanie Hillesheim
3. Resolution 2022-XXX Approving a Special Event Permit for the 2022 Isanti Firefighters PRCA Rodeo

L. Approve Consent Agenda
1. Payroll in the Amount of $131,267.36 and Accounts Payable in the Amount of $381,908.32
2. Resolution 2022-XXX Approving a Donation Box at Liquor Store
3. Resolution 2022-XXX Second Amendment to the Development Agreement for Fairway Greens North Phase I
4. Resolution 2022-XXX First Amendment to the Development Agreement for Fairway Greens North Phase II

M. Other Communications
1. May Police Department Report
2. May Code Enforcement Report
3. May Building Inspector Report
4. June Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JUNE 7, 2022 – 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 Stephanie Hillesheim and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Bergley. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Mayor's Employer Celebration Day- June 29, 2022

Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. May 17, 2022- Regular Meeting of the City Council
2. May 17, 2022- Committee of the Whole Meeting

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1.	Committee of the Whole	Tuesday, June 21, 2022 at 5:00 p.m.
2.	City Council Meeting	Tuesday, June 21, 2022 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, June 21, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearing
None

K. Business Items

Community Development Director Stephanie Hillesheim

1. **Resolution 2022-112** Vacating Certain Drainage and Utility Easement Dedicated to the City of Isanti
   Community Development Director Stephanie Hillesheim shared this is a resolution vacating certain drainage and utility easement dedicated to the City of Isanti. This vacation will allow the City of Isanti to plat the industrial lots to meet the needs of the new layout. The Planning Commission approved it at the May 17, 2022 meeting.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

2. **Resolution 2022-113** Approving the Final Plat for Isanti Railview North Industrial Park
   Community Development Director Stephanie Hillesheim shared this is for the approval of the final plat for Isanti Railview North Industrial Park which the EDA currently owns and is requested to be platted for future industrial development.

   Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

3. **Resolution 2022-114** Approving the Preliminary Plat for a Planned Unit Development Labeled Rum River Villas Located at PID 16.111.0600
   Community Development Director Stephanie Hillesheim shared this is a request from Semler Construction for a Preliminary Plat. Generally, it usually comes to a final plat but Semler is waiting until the Spring to start construction. Semler has one (1) year to get a Preliminary Plat extension. The Planning Commission recommended approval on May 17, 2022.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

4. **Resolution 2022-115** Approving a Special Event Permit Application for Cambridge-Isanti Soccer Rec Tournament
   Community Development Director Stephanie Hillesheim shared this is for the Cambridge-Isanti Soccer Recreation Club. The organization is requesting a special event permit for their recreation tournament on June 25, 2022 from 8:00 a.m. to 5:00 p.m. The event will take place at the Soccer Complex.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

5. **Resolution 2022-116** Approving a Special Event Permit Application for 2022 Jubilee Days
   Community Development Director Stephanie Hillesheim shared this is a special event permit request from the North 65 Chamber of Commerce for 2022 Isanti Rodeo Jubilee Days for July 7th from 3:00 p.m. to 10:00 p.m. and July 9th from 7:00 a.m. to 4:00 p.m.

   Mayor Jeff Johnson shared safety concerns about traffic and cars trying to get through the area last year.

   Melissa Bettendorf, North 65 Chamber of Commerce, shared that there is a change this year that when the music begins at 4:00 p.m., the two (2) blocks of Main Street between 2nd and the railroad tracks will be closed to prevent cars from driving through.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

6. **Resolution 2022-117** Approving an Interim Use Permit for a Tattoo Parlor Located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo
   Community Development Director shared this is an Interim Use Permit application from Idle Hands Tattoo. The Planning Commission recommended approval of this application for three (3) years.

   Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion carried unanimously.

7. **Resolution 2022-118** Approving an Interim Use Permit for a Tattoo Parlor Located at 401 E Dual Blvd NE, Ste 122 for Black Moon Tattoo
   Community Development Director Stephanie Hillesheim shared this is a request for an Interim Use Permit for Black Moon Tattoo Parlor. They received a cease and desist letter after the May 17, 2022 Planning Commission meeting and have been cooperating with those requests as well as working with the State for their location license for moving forward with getting permitted from the MN Department of Health. Black Moon Tattoo has provided documentation that the other tattoo artist is licensed by the State of MN. The Planning Commission recommended approval to move forward for one (1) year for an Interim Use Permit once the City has the approved license from the State of MN but this is the first step in getting the approval.

   Motion by Bergley, seconded by Gordon to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $125,353.21 and Accounts Payable in the Amount of $723,864.71
2. **Resolution 2022-119** Accepting Resignation of Liquor Store Clerk II Jennafer Horgen
3. **Resolution 2022-120** Approving Sale of Forfeited Property at Public Auction
4. **Resolution 2022-121** Declaring Election Judge Wages for 2022 Elections
5. Approval for Advertising for Crop Lease Bids for EDA/City Owned Land

   Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

None

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting adjourned at 7:14 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: June 21, 2022

Subject: Interview Applicant for the Vacant Parks, Recreation and Culture Board Seat

---

Background:

Advertisements were placed to seek interested candidates for the vacant Parks, Recreation and Culture Board seat (term expiring December 31, 2022). The City received one application and Interest Disclosure form from Maddison Masucci for the vacant seat. The applicant lives within City limits. The City is required to make certain official appointments to City Boards.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Application
- Parks, Recreation and Culture Board Interview Questions
- Resolution 2022-XXX Amending Resolution 2022-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2022

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:

City Clerk Jaden Strand. PO Box 428, Isanti, MN 55040 or
Jstrand@cityofisanti.us, 763-444-5512

Name: Madisson Masucci 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:

Bachelors of Forest Science, Masters of Natural Sciences and Environmental Education. I currently am the Metro Cooperative Forester for the Minnesota Department of Natural Resources and work with Private Landowners, Communities, and Schools to manage natural areas and educate the public on environmental topics.

Why you are interested on being on the Board?

I have a passion for connecting people with the outdoors and have recreated in many of our natural spaces and parks in Isanti. I love the diversity of outdoor recreation opportunities that we have and would love to contribute to continuing to establish and enhance our city parks and natural areas for the citizens of Isanti.

What is your vision of Isanti?

My vision of Isanti would be a continuation of maintaining our current parks and natural spaces while looking for additional opportunities to expand our park programming to be more accessible and diverse. Increased programming could help our city increase visitors to our parks and encourage more engagement with the parks. I would also like to establish a volunteer network to help with removal of invasive species in our natural areas.

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

Date: June 21, 2022

Subject: Park, Recreation, and Culture Board Interview Questions

---

Park & Recreation Board Member Interview Questions:

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

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

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

4) Do you volunteer within the Isanti Community?

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

RESOLUTION 2022-XXX
Amending Resolution 2022-001

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2022

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 2022:

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 2022:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Open Seat	*(term expiration 12-31-2022)*
Vaughn Ihrke	*(Appointed 1-4-2022; term expiration 12-31-2024)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
Jeffrey Johnson	**Council Representative** (term *expiration 12-31-2022)*
Open Seat	**Student Representative** *(term expiration 12-31-2022)*

4. That the City Council designates the following individuals to the Planning Commission for year 2022:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	(*Appointed 1-4-2022; term expiration 12-31-2022*)
James Gordon	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Paul Bergley	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022*)
Appointed Members:	
Alexander Collins	*(Appointed 1-4-2022; term expiration 12-31-2025)*
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 2022:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	*(Appointed 1-4-2022; term expiration 12-31-2022)*
James Gordon	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Paul Bergley	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Appointed Members:	
Open Seat	*(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 day of June 2022.

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: Matt Sylvester, Public Services Director

Date: June 21, 2022

Subject: Consider Resolution Authorizing the Purchase of Snow Plow Truck Equipment Package

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Background:

The City Council authorized the replacement of a Snow Plow Truck and Equipment in the amount of $218,565.00 when adopting the 2022 budget. This vehicle would be replacing the 2007 Sterling snow plow truck. Council already approved the plow truck at the May 3rd Council meeting and the remaining is the equipment package. Staff received state contract pricing for the snowplow equipment package in the amount of $150,078.00. Due to unforeseen price increases when including the budgeted CIP amount the truck and equipment package are $47,002.64 overbudget. The finance Director will make the necessary budget adjustments with the funding source was identified as Streets (500). Delaying the purchase of the snow plow truck equipment package would result in the new snow plow being inoperable for the 2022-2023 season to wait until next year to purchase the package; J-Craft is projecting the package would be higher if we wait.

Recommendation:

Staff is recommending to accept the quote from J-Craft for the Snow Plow Truck Equipment Package.

Request:

Staff is requesting action on this item.

Attachment:

- Resolution 2022-XXX Authorizing the Purchase of Snow Plow Truck Equipment Package
- J-Craft Quote

RESOLUTION 2022-XXX

AUTHORIZING THE PURCHASE OF SNOW PLOW TRUCK EQUIPMENT PACKAGE

WHEREAS, Public Works is in need of replacing a 2007 Sterling Snow Plow Truck with equipment package; and,

WHEREAS, the Capital Improvement Plan has $218,565.00 available for the purchase; and,

WHEREAS, staff received state contract pricing for the equipment package from J-Craft in the amount of $150,078.00; and,

WHEREAS, due to unforeseen price increases since setting the budget the purchase is $47,002.64 overbudget, and;

WHEREAS, the Finance Director will make the necessary budget adjustments, and;

WHEREAS, a funding source identified as Streets (920) fund balance, increasing budget expenditures to 920-43100-500 capital outlay;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to accept the quote from J-craft for the equipment package in the amount of $150,078.00, to allow the City Administrator to sign the required documentation and allow the Finance Director to make the necessary budget adjustments based on actual final costs with the funding source identified 920-43100-500.

This resolution was duly adopted by the Isanti City Council the 21st day of June 2022.

Attested:

Mayor Jeff Johnson

Jaden Strand
City Clerk

(SEAL)

Quote Response Form

TBEI
Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Travis
PROUDLY MADE IN THE USA

52182 Ember Road
Lake Crystal MN 56055
507-726-2728

End User:
Customer: 101883
MATT SYLVESTER
ISANTI, CITY OF
110 1ST AVENUE N
PO BOX 428
ISANTI MN 55040
USA
Phone: 763-772-5850
Fax: 763-444-5560

Taken By: Brooks Neagle

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
LC00129690	Net 30 Days.	5/26/2022	6/25/2022	CASSEM, MARTY	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00	2458072	MAB*ULTRA-MXR-1006-LR27-ISANTI-INS	25,831.00	25,831.00

Box Make and Model J-CRAFT - ULTRA-MXR

List Truck Type Box Fits Single Axle

Box Style Elliptical Crossmemberless.

Width & Length of Box 96" wide O.D.

Side Panel Description 3/16" Hardox construction, 18" lower radius, fully boxed top rails, without board pockets, with inverted box top rails dirt shedding.

Front Panel Description 3/16" Hardox construction contoured to body, reinforced top rail, with reinforcings at 1/3 points.

Floor Description 1/4" thick Hardox Material, approx 95" wide.

Corner Post Description 7 ga 201 STAINLESS steel, full depth, located at rear of body. 1/4" SS Rear Apron and latching hardware

Under Structure Description Structural I-BEAM longsills (no crossmembers)

Tailgate Description 3/16" Hardox main panel, 10 ga GR-50 reinforcings.
1-1/2" dia top & 1-1/4" bottom pins, Airtrip linkage standard.

Hinge Description Upper gate hinges constructed of 1" thick steel, supported by dual 1/2" ears.

Description of Peripheral Items (Lights, Access Steps, etc.) FMVSS-108 approved (rubber grommet mounted) L.E.D. clearance lights, wiring harness, and L.E.D. cluster of 3 included. Airtrip tailgate linkage, Rear mudflaps included.

Is Installation included in price? Yes__X__ or No____

Is Box Painted? Yes__X__ or No____

Warranty Information 24 Months from "in service" date

Includes:
Add Backup Camera Mount on Drivers Side up on top of Pillar
1.009 -10'6"106ULTRAMXR-LR27-46-36-36
1.1 - Air operated tailgate latch
1.2 - Box Vibrator - Cougar DC 3200
1.7 - Installation of Body
1.8 - Installation of Air Trip
1.9 - Installation of Vibrator
1.10 - Single Axle Painting of Box - Shot Blast entire exterior of body & understructure, Polyurethane Primer, with Polyurethane Top Coat Painted 1 Color with undercoated understructure between longsills only. (Single stage paint only)
1.013 - Interior Step, Installed (1 ea) - Drivers Side Front Corner
1.015 - Grab Handle, installed (1 ea) - Drivers Side Gusset
1.053 - Dual "split" line sander manifolds in rear corner posts - Split in Post for Sander

1.053 - 4 line "Wing" manifolds in rear corner posts - Four in Right Side Filler Plate for Wing lift and Pushbeam
Note: Add Feedback Sensor Hole
1.078 - Cabshield, 1/2 type Stationary Free-Standing style, w/painted carbon steel canopy, shovel holders, & mounts for cabshield mounted reservior, Installed.
1.102 - Fold-A-Way Access ladder (CARBON STEEL) (1 ea) Driver Side Front Corner
1.258 - Frame Paint Black after Equipments Installed
NOTE: NEED TUBES FOR PREWET TANKS
-
Hoist:
Box Hoist Make and Model RUGBY LR-27

Class & type NTEA class 50, Type I underbody

Rated capacity 14.1 ton - 10' body 12.7 ton - 11' body

Maximum PSI operating pressure 2450 PSI

Cylinder bore & stroke 7" dia x 20" Stroke

Piston rod diameter & description 2" dia Hard Chrome Plated

Sub-frame construction Hinge point constructed of 5"angle, with 1" pin supports, 3-1/2"solid block hinges, & 2" dia pins (greasable), and 2 safety props included.

Is installation included in price? Yes_X___ or No____

Warranty Info 24 Months from "in service" date

Includes:
2.1 - Rugby LR27 Hoist
2.2 - Installation Price Include all Parts & Labor
-

EA	1.00	2458184	MAB*HYDRAULICS-ISANTI-9SEC-6100-GEN5-INS	41,763.00	41,763.00

-
9.0 - Hydraulics - Make and Model Force America pump, Force/Parker MCV-ISO Add-A-Fold Valve Series

Cab Controls Description Force America electronic control assembly, (Seat Mount)

Sander Control Description Force America model 6100 manually or programable adjustable Electronic control, w/stand-by, blast, ground-speed interrupt, & liquid hookup.

Pump Drive Description Automatic Transmission Mounted PTO

Pump Type Variable displacement, axial piston type, load-sensing,

Valve Description Closed center load-sensing type, w/mid-inlet, manifold design

Number and type functions 9 functions: D/A Underbody Hoist, D/A Plow Lift,
D/A Plow Angle, D/A Underbody, D/A Wing Toe, D/A Wing Heel,
D/A Wing Pushbeam, Sander Spinner, Sander Auger.

Type of Valve Actuation Elect solenoid, w/manual over-ride

Reservoir Size Selectable, w/filler-breather, sight glass, suction screen, and magnetic plug

Fluid Type ATF (equivalent to Dexron III)

Filter Style Remote mount, or intank w/12 volt DC condition indicator, & return line check valve.

Valve Enclosure Stainless Steel construction, frame mount design, w/removable cover. Valve Enclosure Mounted on Stainless Steel Mounting Brackets.

Hose Recommendation 2" dia suction, 1-1/4" dia return, 1" dia pressure, w/balance to match equipment port sizing. R2 for pressure lines, R1 for return lines, R4 for suction line. Return line manifold included.

Warranty Information 24 Months from "in service" date

Includes:
9.1 - Installation (Hose, plumbing, hardware, labor, etc.) of hydraulics.
9.7 - MCV-ISO VALVE 9 FUNCTIONS INSTALLED
9.22 - MODULAR ULTRA-4-6100 Patrol Commander control, Installed
9.26 - FORCE BRACKET, ARM, DISPLAY MOUNT, PIPING-SCREEN MOUNT
9.27 - SEAT MOUNTED CONTROL BRACKET, INSTALLED (ADDER)
9.32 - IN-TANK mounted filter w/12 volt indicator, installed
9.42 - J-Craft Stationary Cabshield mounted reservoir 30 gal (stainless steel) w/intank filter provision, installed
9.58 - Force TXV92 (5.6 CID) pump, w/ 280 hotshift P.T.O. for Allison Trans application, installed
9.73 - Temp/Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab installed
9.85 - (ADDER) Internal Counter Balance Valve (Intergraded into Valve)
9.88 - (ADDER) Double Acting Plow Float. (Price includes 1959A001 harness)
9.93 - (ADDER) for Auto Reverse Scraper Lift
9.94 - (ADDER) for Pressure Transmitter to Read Scraper Pressure on LCD Screen, installed
9.030 - (ADDER) for optional Harness for Camera (x2)
9.035 - (ADDER) U-2 nitrogen accumulator, Installed
-
Note: No Fuse Panel all Switches in Control and Dash of Truck Gen5 6100
6100 Control Joystick:
Joystick 1 - Body Raise / Lower - PB Detent
Joystick 2 - Plow Raise / Lower & Plow Angle - PB Sander On/Off
Joystick 3 - Wing Toe / Heel - PB Sander Blast
Joystick 4 - Scraper Lift / Wing Pushbar In/Out - No PB
-
6100 Control Switches:
- Air Tailgate
- Vibrator
- PTO
- Low Oil Level Override
- Sander Screen
-
Dash Switches:
- Strobes - On/Off
- Wing Work Light - On/Off
- Sander Work Light - On/Off
- Plow Lights - On/Off
-

EA	1.00	1818419	WHELEN WING STROBE TIR3(WPLOWZ1A) INST	312.00	312.00

-
1.106 - Whelen Amber Wing Strobe Super LED TIR3 w/20' HD TPR (WPLOWZ1A) Installed
Note: Mounted at end of Wing Facing the Back of Truck
-

EA	1.00	2232830	WHELEN-DOT3410D SYSTEM W/TIR3 BL/AM-INST	4,768.00	4,768.00

-
1.114 - WHELEN PACKAGE /J-CRAFT (DOT3410D) (Amber/ Blue) warning light system 410, consisting of:(2) STAINLESS STEEL Micro 400 3 Lamp with 60’ TPR Cable, 400 Series Rear Lightheads with Stainless Steel boxes with side TIR3 (ADD4TIR3). Rear lights include (2) Linear 400 Amber, (2) LED Back Up, and (2) LED BTT. Includes DOT-LED Flasher/Junction box and install kit. - Installed
-

EA	2.00	1852519	WHELEN-LED SPOT LIGHT(P36SLCHG)-INS	304.00	608.00

-
1.152 - Accessory LED work light with disconnect (WHELEN SPOT/FLOOD P36SLCHG)
One Mounted at the back of the truck for the Sander Spinner & One off the Side of the Cabshield on Aluminum Bracket for the Wing
-

EA	1.00	1808860	FENDERS, MIN2260 SGL AXLE INSTALLED	937.00	937.00

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Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Travis
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Quote Response Form

52182 Ember Road
Lake Crystal MN 56055
507-726-2728

End User:
Customer: 101883
MATT SYLVESTER
ISANTI, CITY OF
110 1ST AVENUE N
PO BOX 428
ISANTI MN 55040
USA
Phone: 763-772-5850
Fax: 763-444-5560

Taken By: Brooks Neagle

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
LC00129690	Net 30 Days.	5/26/2022	6/25/2022	CASSEM, MARTY	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
			-		
			1.176 - Fenders, Minimizer, model MIN2260B SGL AXLE black (1pc) Poly fender set, Installed		
			-		
EA	1.00	1930124	PLOW LIGHT-JW SPEAKER HEATED-AL-INST	1,475.00	1,475.00
			-		
			1.139 - Mirror mounted JW Speaker (Heated) Plow light package (Alum brackets) with 4th Leg Installed to Secure Mirror better. Note: Chassis must come with Hood Mirrors for this to work		
			-		
EA	1.00	2303635	BODY UP SWITCH(SWITCH ONLY)-INS	289.00	289.00
			-		
			2.3 - Body "UP" Switch		
			-		
EA	1.00	2205852	HENKE UBS-10'-FIXED-SGL LIFT-12" EXT-INS	15,963.00	15,963.00
			-		
			Fixed Underbody Plow FOLLOWING DETAIL		
			Underbody Plow, Make and Model Henke UBS-FXD (Fixed Underbody)		
			Moldboard description 1" thick x 20" SEF carbon steel x 11', AASHO punched		
			Moldboard cutting edge description UBS11 Carbide Cutting Edge .875X5 DB		
			Moldboard Hydraulic cylinder description One (1) 3" bore D.A. actuating cylinders with 2" nitrited rod. No Reversing Cylinders.		
			Moldboard maximum PSI operating pressure Downpressure relief set at 500 PSI (for actuating cylinders), Downpressure Relief Valve Included.		
			Mounting Hardware 1 3/4" solid cold rolled hinge shaft, three (3) or four (4) 1" hinge-anchor points, and three (3) or four (4) 2 1/4" adjustable mounting legs.		
			Paint UBS painted Satin Black		
			Warranty Information 12 Months from "in service" date		
			Includes: 3.007 - Scraper-10'-1" MB w/Single Lift Cylinder w/12" Bolt on Extension (11' Total) LESS CUTTING EDGES 3.101 - Installation of underbody plow w/single lift cylinder 3.6 - UBS11 Carbide Cutting Edge .875X5 DB		
			-		
EA	1.00	2458193	MAB*HENKE-PPW-10'-RM/RL-15" HYDPB-31"-IN	21,872.00	21,872.00

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LC00129690	Net 30 Days.	5/26/2022	6/25/2022	CASSEM, MARTY	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
			-		
			Wing Plow FOLLOWING DETAIL Wing Plow - Make and Model Henke Postless Plow Wing Rear Lift Where mounted on truck Rear Mount of Chassis Post Structure 23" by 15" HD Parallel Arm Structure with 3" x 10" x 2" Double Acting Lift Cylinder. With Rear Lift for Heel Stow Cylinder. Moldboard description Smooth Rolled 3/16" hi-tensile 50,000psi Steel Plate, Leading end height 31" and discharge end height 31", non-tripping edge. Anti- Chatter Feature. Moldboard cutting edge description See options below for cutting edge Lift height Rear Mount Lift 12.65" of Float & Push Beam Type Single hydraulic push beam with built in accumulator Rear Attached Structure J-Craft Rear Attach (Rear Mount Only) Hydraulic cylinder description 4" x 15" x 2" Double Acting Wing Stow Cylinder with built in Counter Balance Valve. 3" x 10" x 2" Post Cylinder. Paint Postless Wing painted to your color specification (Orange on Rear Face Only SS to remain unpainted) Warranty Information 12 Months from "in service" date Includes: 4.003 Wing 10', Spring Cushion Pushbeam, LESS CUTTING EDGES 4.1 Installation of Wing Plow - w/Standard Bulkhead Couplers 4.4 Leading end height 31" and discharge end height 31" moldboard IN LIEU of the Leading end height 29" and discharge end height 36" Moldboard Quoted. (Non-trip & Full-trip Only) 4.17 Single Hydraulic push-beam 4 x 15 with built in accumulator IN LIEU of Spring Cushioned push-beam (Used on Single Axle Rear Wing) 4.48 Carbide Cutting Edge .75X8X120 -		
EA	1.00	2458200	MAB*HENKE-FLAT PLATE HITCH-QCP-D/A LIFT-	7,445.00	7,445.00

Quote Response Form

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LC00129690	Net 30 Days.	5/26/2022	6/25/2022	CASSEM, MARTY	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
			12.0 - Front Hitch - Make and Model Henke Drop Pin (QCP) with Flat Plate Adapter (Plow Side Only) - Pick Truck Attach PLP Adapter in Options Below Lift cylinder description See Options Below Truck frame mounting requirements 18"-24" front frame extensions. Warranty Info 12 months from “In-Service” date Includes: 5.1 - Installation of Front Hitch 5.5 4 line bulkhead couplers - NOTE: HOSES HOOKED TO MULTI-FASTNER 5.13 - Truck Attach kit, J-Craft Flat Plate Style (PLP FLAT PLATE HITCH SYSTEM) 5.17 - 4" X 10" Double Acting Cylinder 5.23 - Huck Bolt Mounting Plates in lieu of Bolts to frame -		
EA	1.00	2458206	MAB*HENKE-42R12-RW-ECT-SLL-INST	13,927.00	13,927.00

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
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UM	Quantity	Item	Description	Unit Price	Extended Price

-
2-Way Reversible Plow FOLLOWING DETAIL

Two-Way Reversible Snow Plow - Make and Model Henke 2 -Way Reversible Plows

Moldboard height 42"

Moldboard smoothed rolled design at what radius. 21" Radius

Discharge height 42"

Plow Throat depth from vertical to deepest point in. 26"

Moldboard thickness & type of steel 10 gauge Rolled Plate Moldboard with Integral Shield
& 100% fully welded

Type, size and number of vertical reinforcement ribs. Plate, 1/2" x 4" Tapered, Qty. 6

Adjustable cutting edge angles to pavement measured from roadway 3 positions from 10 to 25 degrees
surface through perpendicular back toward truck.

State number of hook up points from moldboard to frame. 5 points with 1" bearing surface in bushings

Type and size of reinforcement of frog at either end. 3/4" x 4" x 4" with 1/2" gussets between bolt holes

Type and size of circle frame 3 1/2" x 3 1/2" x 1/2" rolled angle w/ span 77.3"
Inverted Circle Standard

Size of double acting reversing cylinders. Hydraulic power reverse with (2) 3" x 10" x 2" D.A. cylinders & cushion valve

Size and type of reinforced snow flap 2 ply 12" rubber flap

Type and size of push frame 4” x 4” x 3/8” square steel tube

Cutting Edge (AASHO punched) size. See Below for Cutting Edges

Distance beyond vertical that snow deflectors integral with 26.5" at 10 degree layback
moldboard extends.

Size of adjustable snow shoes See Below for Shoe Options

Weight of plow (less hitch and hydraulics) 1,771 lbs average weight between 10' - 12' plows

Type and number of resettable HD compression spring trip mechanisms. ECT - External compression trip

Painting system with type of paint Commercial Blast, Industrial primer, Plow painted to your color specification (Orange on Rear Face Only SS to remain unpainted)

Warranty Info 12 months from “In-Service” date

Includes:
6.009 ROAD WARRIOR PLOW - 42R12IS-ECT- LESS CUTTING EDGES
6.7 Plow Portion QCP
6.22 Carbide Cutting Edge .75X8X144
6.41 Rod Markers (Pair)
6.42 Jack Stand
6.45 Rubber Shield 12
6.65 Sliding Level Lift (Excluding Husting Hitches)
-

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UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00	1650355	OEM LIGHT END CAPS-INS	350.00	350.00

VERIFY HITCH TO CHASSIS
1.009 - Frame End cap W/OEM Stop-Tail-Turn Light mounts (Required if no rear hitch selected), Installed
-

EA	1.00	2458217	MAB*J-CRAFT 6x4TG-SS-BERM-STD COUPL-IN	7,257.00	7,257.00

-
8.0 Sander - Make and Model J-Craft 6TGS SS Salt Special

Auger size 6" Auger

Type of Sander Stainless Steel Under tailgate type, 6" dia (carbon steel) 4" pitch single auger, direct hydraulic drive, Oversized auger motor for low speed operation & continuous flow, LH Discharge w/POLY self-leveling spinner assembly, Dual over-center locks on hopper cleanout door, mtg brackets and mtg tabs welded to hopper, In Stainless Mill Finish. number of spinners Single Left Hand Spinner

Warranty Information 24 Months from "in service" date

Includes:
8.1 Installation of Sander
8.2 Sander with standard couplers installed
8.8 Exterior spill plates (Removable) made from stainless steel
8.11 Adder for 201 Stainless Steel Berm Chute
-

EA	1.00	2190624	PRECISE-"ARC"-SENSOR-WIRELESS-GEN5-INS	661.00	661.00

-
5.1 - Air and Road Temperature Sensor, Wireless (GEN 5) 1117640 - Installed
-

EA	2.00	1873178	MULTI-FASTER HOSE CPLR SYSTEM 2 PTS INST	886.00	1,772.00

-
9.79 - 2-port 1/2" multi-faster hose coupler system, Installed
One for The Flat Plate Hitch to be Removed and One for the Plow to be Removed
-

EA	2.00	1922962	ADDITIONAL CAMERA, NV-PC-1110-VLI-INST	320.00	640.00

-
1.276 - PC-1110-VLI Series™ Night Vision Camera KIT … (Includes: Camera and 10m AV Cable) Installed.
Wing Camera Mounted off Passenger Side by Wing Work Light Mount
Backup Camera Mounted off Drivers Side Rear Pillar w/hole for Wiring
Both Cameras Wired into GEN5 6100 Screen
-

EA	1.00	2064746	PREWET SYSTEM #LDS-JCR110EGF-DN-INS	4,208.00	4,208.00

Quote Response Form

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UM	Quantity	Item	Description	Unit Price	Extended Price
			-		
			1.241 LDS-JCR-110-EGF Side of Body mount for Elliptical Dump body only. (2) 55 gallon tanks, mtg hardware, plumbing, Electric Gravity Feed valve, and wiring, installed **NOTE NOZZEL TO SPRAY ON SINGLE SPINNER**		
			-		
EA	1.00	2457219	MNDOT STATE CONTRACT PURCHASE (193058)	0.00	0.00
			-		
			After reviewing your equip. needs, and per the State of MN contract number (193058) release number S-863(5) and J-Craft contract number 193058, valid thru TBD, 2023 (6 MONTHS) we offer this for your consideration. Note: 1. This quote is a summary of the State of MN price pages, and detailed spec sheets. 2. Warranty is 24 months from In-Service date.		
			ISO 9001:2008 CERTIFIED J-Craft is certified as a NTEA MVP member.		
			-		
			Municipal Terms of Sale:		
			-		
			If you accept this proposal please sign and date below with PO# if you use one: PO#_____		
			Accepted By (Print):_____		
			Accepted By (Signature):_____		
			Date:_____ Note: If Changes need to be made after PO is submitted we will need a revised PO reflecting the changes. Visit us online at www.j-craftinc.com/		
			-		

Sale Amount:	150,078.00
Freight:	0.00
Sales Tax:	0.00
FET Charges:	0.00
Total Amount:	150,078.00

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Stephanie Hillesheim, Community Development Director
Date: June 16, 2022
Subject: Resolution to Approve Special Event Permit for Isanti Firefighters Rodeo Association

---

Background

Isanti Firefighters Rodeo Association has submitted a special event permit application to host a five-day PRCA Rodeo event to be held at the Isanti Firefighters Rodeo Association Grounds on July 9, 10, 2022. With three days of set-up prior to the event.

No road closures are being requested, but "Slow Crossing" sign on 3rd and 1st Ave are being requested as well as possible orange traffic cones for the cross walk between Isanti Primary School and Unity Park.

Additional parking will be needed for event. A map included with the event requests the use of parking at the following locations: Isanti Primary School, Unity Park and Unity Park Ballfield, BMX blacktop/grass area, Isanti Firefighters Rodeo Grounds, West Side of Police/Fire Station Grass. City Staff did discuss the use of the BMX blacktop and grass area for parking, and due to the use agreement with BMX would recommend against the use of those parking areas for this event.

An outdoor audio system will be used for the announcer of the rodeo for both days, as well as a live band on both Friday and Saturday nights.

Five (5) additional restrooms will be brought in.

The complete application along with departmental review are attached.

Submitted with the Special Event Permit Application was a request for Waiver of fees for the following: $100 cleanup deposit fee and the $50 Temporary Sign Permit Application Fee.

The Isanti Firefighter Rodeo Association is also requesting to waive the proof of written notification to property owners within 350 feet of the event, as they are heavily advertising this large event on social media, paper flyers, radio stations, signs and parade trucks.

Staff Request

City staff is requesting approval of the Isanti Firefighters Rodeo Association Special Event Permit application and attachments.

Attachments

- Resolution No. 2022-XXX
- Special Event Application – Isanti Firefighters Rodeo Association

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2022 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a Special Event application requesting a permit to host the 2022 Isanti Firefighters PRCA Rodeo on the Isanti Rodeo Grounds; and,

WHEREAS, the event is scheduled for July 6 through July 10, 2022; 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 has been submitted separately for this event; 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 2022 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 has been submitted for the event and lists 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 21st day of June 2022.

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 (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:
  - ☑ License (may take up to 60 days to process) (SUBMITTED SEPERATELY)
  - ☐ Fees apply, amounts vary by license type
- ☑ Vendors will be present: FOOD TRUCK
  - ☐ Mobile Food Unit App. (If not assuming vendor liability. Background check required)
  - ☑ 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: 01 June 2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Firefighters Rodeo Association

Contact Person: Erik Kvamme (Parking Co-Chair)

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone _____ Fax _____ Cell (763)923-1043

E-mail: [redacted]

Secondary Contact Person: Lance Thompson (Parking Co-Chair)

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone _____ Cell (763)242-6651 E-mail: [redacted]

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Rodeo

Date(s) of Event: July 6, 7, 8, 9, 10

Hours of Event: 0600 - 0300

Type of Event: [X] 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:

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.

Clean-up Plans – Describe in detail:
Throughout the event we will have parking staff pick up trash. We will also provide trash receptacles throughout our requested parking areas. Post event we would prefer a walk through with the city staff.

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Live entertainment – Describe in detail:
Dance/Live music Friday & Satrurday 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
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

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

Data Practices Advisory
Tennessen Warning – Special Event Permit

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

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, the west side of the police/fire station on the grass, and the BMX blacktop/grass area for parking. We will also be parking vehicles on the west side parking lot of the rodeo grounds, east rodeo grounds lot (old bus lot), and the Isanti primary school. 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 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. BMX blacktop/grass area
4. Isanti Firefighters Rodeo Grounds
5. West Side of Police/Fire Station Grass

Request #2223-443

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 8 2022	-	12:00 AM	11:59 PM	-	IPS Green Space-West end of Parking Lot, IPS-Parking Lots	none	47h 58m	$0.00
Sat, Jul 9 2022	-	12:00 AM	11:59 PM	-	IPS Green Space-West end of Parking Lot, IPS-Parking Lots	none	47h 58m	$0.00
Sun, Jul 10 2022	-	12:00 AM	12:00 PM	-	IPS Green Space-West end of Parking Lot, IPS-Parking Lots	none	24h	$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: _____ 04/18/2022

Notice

Isanti Firefighters Rodeo Association will be having their annual rodeo event the weekend of July 8th and 9th 2022. 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 & Isanti BMX - 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) JK

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☐ NO ☑

(Special Events Holder Initials Here) JK

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 02 MAY 2022

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: Isanti State: MN Zip: 55040	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: [signature] DATE: 02 MAY 2022

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.	*(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

Temporary Sign Permit Site Plan

We would like to place signs along roadways at the starred intersections shown in the map below.

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

City of Isanti

Gross Payroll	113,573.40
Social Security & Medicare	6,282.56
Public Employees Retirement	11,411.40
Total City Expense	131,267.36

Pay Date 6/10/2022

Pay Period 12 (5/22-6/4/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/08/2022	58502	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	2,100.00
06/22	06/08/2022	58503	692	ARC IRRIGATION LLP	104-20200	535.06
06/22	06/08/2022	58504	1485	BECKER, JOSH	101-20200	239.99
06/22	06/08/2022	58505	9	BERNICKS PEPSI-COLA	609-20200	5,368.79
06/22	06/08/2022	58506	3207	BOSTWICK, WILLIMA & MELISSA	603-20200	89.96
06/22	06/08/2022	58507	1198	CENTER POINT ENERGY	601-20200	2,875.08
06/22	06/08/2022	58508	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,993.50
06/22	06/08/2022	58509	1682	FERGUSON WATERWORKS	602-20200	7.94
06/22	06/08/2022	58510	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26
06/22	06/08/2022	58511	134	GOPHER STATE ONE-CALL INC	601-20200	195.75
06/22	06/08/2022	58512	739	HACH COMPANY	601-20200	320.50
06/22	06/08/2022	58513	114	ISANTI COUNTY RECORDER	505-20200	148.00
06/22	06/08/2022	58514	1563	ISANTI ELECTRIC INC	601-20200	7,380.26
06/22	06/08/2022	58515	1479	LOFFLER -131511	108-20200	167.22
06/22	06/08/2022	58516	17	MCDONALD DISTRIBUTING CO	609-20200	14,908.85
06/22	06/08/2022	58517	2978	MILBANK WINWATER WORKS	601-20200	24,940.69
06/22	06/08/2022	58518	2080	MVTL LABORATORIES INC	602-20200	461.44
06/22	06/08/2022	58519	2553	O'REILLY	101-20200	36.38
06/22	06/08/2022	58520	617	PAUSTIS & SONS	609-20200	1,090.00
06/22	06/08/2022	58521	3199	SHENZHEN EUROASIA CREATIVE DECORATIONS	228-20200	7,700.00
06/22	06/08/2022	58522	2001	SHRED-N-GO INC	101-20200	306.28
06/22	06/08/2022	58523	2396	SOUTHERN GLAZERS OF MN	609-20200	192.00
06/22	06/08/2022	58524	1361	STAPLES ADVANTAGE	108-20200	27.78
06/22	06/08/2022	58525	73	STAR	108-20200	22.05
06/22	06/08/2022	58526	96	STREICHERS INC	101-20200	100.00
06/22	06/08/2022	58527	669	SUNSHINE PRINTING	108-20200	60.00
06/22	06/08/2022	58528	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	2,163.00
06/22	06/08/2022	58529	1503	THE AMERICAN BOTTLING COMPANY	609-20200	378.56
06/22	06/08/2022	58530	2944	UNIFIRST CORPORATION	609-20200	23.85
06/22	06/08/2022	58531	1820	URBANS HARDWARE INC	226-20200	91.59
06/22	06/08/2022	58532	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/22	06/08/2022	58533	2027	US INTERNET	603-20200	57.80
06/22	06/08/2022	58534	686	VERIZON WIRELESS	101-20200	1,616.76
06/22	06/08/2022	58535	42	VIKING COCA-COLA BOTTLING CO	609-20200	335.30
06/22	06/08/2022	58536	4	WATSON CO INC	609-20200	1,553.34
06/22	06/08/2022	58537	1922	WEX BANK	101-20200	5,299.49
06/22	06/08/2022	58538	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	7,215.19
Grand Totals:						109,199.66

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/14/2022	58539	1231	ACE SOLID WASTE INC	101-20200	2,357.64
06/22	06/14/2022	58540	2873	ADAPCO LLC	101-20200	2,066.07
06/22	06/14/2022	58541	494	ALLINA HEALTH SYSTEM	603-20200	25.00
06/22	06/14/2022	58542	2030	ARTISAN BEER COMPANY	609-20200	73.80
06/22	06/14/2022	58543	2850	BEAUDRY OIL & PROPANE INC	101-20200	4,474.51
06/22	06/14/2022	58544	1485	BECKER, JOSH	101-20200	52.08
06/22	06/14/2022	58545	53	BELLBOY CORPORATION	609-20200	8,826.90
06/22	06/14/2022	58546	9	BERNICKS PEPSI-COLA	609-20200	3,877.13
06/22	06/14/2022	58547	368	BILLS QUALITY CLEANING	609-20200	712.00
06/22	06/14/2022	58548	2319	BREAKTHRU BEVERAGE OF MN	609-20200	14,377.75
06/22	06/14/2022	58549	1792	CARLOS CREEK WINERY	609-20200	324.00
06/22	06/14/2022	58550	1822	CENTURYLINK BUSINESS SERVICES	101-20200	13.68
06/22	06/14/2022	58551	3083	CLOSING HUB	601-20200	17.70
06/22	06/14/2022	58552	2751	CMS MONITORING	101-20200	60.00
06/22	06/14/2022	58553	918	CRYSTAL SPRINGS ICE	609-20200	831.63
06/22	06/14/2022	58554	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,886.55
06/22	06/14/2022	58555	1320	EXECUTIVE TITLE OF MN LLC	602-20200	13.36
06/22	06/14/2022	58556	1682	FERGUSON WATERWORKS	601-20200	574.56
06/22	06/14/2022	58557	2275	FIRST FINANCIAL TITLE	601-20200	21.18
06/22	06/14/2022	58558	2028	FURTHER	101-20200	33.10
06/22	06/14/2022	58559	2028	FURTHER	861-20200	15.22
06/22	06/14/2022	58560	3140	GARPHISH BREWING COMPANY	609-20200	204.00
06/22	06/14/2022	58561	162	ISANTI RENTAL INC	101-20200	125.71
06/22	06/14/2022	58562	7	JOHNSON BROTHERS LIQUOR CO	609-20200	31,420.11
06/22	06/14/2022	58563	5	KAWALEK TRUCKING	609-20200	764.40
06/22	06/14/2022	58564	1170	LAND TITLE INC	601-20200	14.58
06/22	06/14/2022	58565	1708	LILLEBOE, DAVE	101-20200	436.00
06/22	06/14/2022	58566	1479	LOFFLER COMPANIES INC	108-20200	238.45
06/22	06/14/2022	58567	131	MACQUEEN EQUIPMENT INC	603-20200	1,062.44
06/22	06/14/2022	58568	17	MCDONALD DISTRIBUTING CO	609-20200	22,664.33
06/22	06/14/2022	58569	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.30
06/22	06/14/2022	58570	2978	MILBANK WINWATER WORKS	601-20200	8,688.00
06/22	06/14/2022	58571	1536	MINNESOTA DEED	219-20200	833.33
06/22	06/14/2022	58572	2208	MINNESOTA EQUIPMENT INC	101-20200	397.19
06/22	06/14/2022	58573	176	MN DEPT OF REVENUE	101-20200	44,470.00
06/22	06/14/2022	58574	2842	MN PEIP	861-20200	33,485.48
06/22	06/14/2022	58575	2080	MVTL LABORATORIES INC	602-20200	97.42
06/22	06/14/2022	58576	2992	NEXTERA COMMUNICATIONS	609-20200	307.74
06/22	06/14/2022	58577	1165	NORTHLAND TRUST SERVICES INC	602-20200	22,910.00
06/22	06/14/2022	58578	2553	O'REILLY	101-20200	9.98
06/22	06/14/2022	58579	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,216.04
06/22	06/14/2022	58580	2396	SOUTHERN GLAZERS OF MN	609-20200	19,807.43
06/22	06/14/2022	58581	1361	STAPLES ADVANTAGE	108-20200	113.12
06/22	06/14/2022	58582	73	STAR	101-20200	8.40
06/22	06/14/2022	58583	96	STREICHERS INC	101-20200	50.00
06/22	06/14/2022	58584	2156	SUMMIT FIRE PROTECTION	101-20200	784.00
06/22	06/14/2022	58585	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,363.00
06/22	06/14/2022	58586	42	VIKING COCA-COLA BOTTLING CO	609-20200	630.80
06/22	06/14/2022	58587	1286	VINOCOPIA INC	609-20200	840.21
06/22	06/14/2022	58588	4	WATSON CO INC	609-20200	2,995.84
06/22	06/14/2022	58589	2872	WINEBOW	609-20200	1,822.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						272,708.66

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-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 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 Support Our Troops Drive" at the Isanti Liquor Store from June 22nd, 2022 through July 31st, 2022.

Adopted by the Isanti City Council this 21st day of June 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

9th Annual MMBA "Support OUR Troops" Drive

2022 Support Our Troops Program

- In the continuing effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Anheuser-Busch, is coordinating the *Annual Municipal "Support OUR Troops" Drive* **benefiting your local military personnel and their families.**

- This is an effort to support military personnel in Minnesota. We'll be raising funds for the Folds of Honor organization. Donations will go to support scholarships to families of fallen or wounded soldiers in Minnesota.

About Folds of Honor

ABOUT FOLDS OF HONOR

HONOR THEIR SACRIFICE. EDUCATE THEIR LEGACY.

Folds of Honor is a 501(C)(3) nonprofit organization, rated a four-star charity by Charity Navigator and platinum on GuideStar, that provides educational scholarships to the families of military men and women who have fallen or been disabled while on active duty in the United States armed forces. Our educational scholarships support private educational tuition and tutoring for children in grades K-12, as well as higher education tuition assistance for spouses and dependents. Founded in 2007 by Major Dan Rooney, a PGA Professional and F-16 fighter pilot in the Air Force Reserves who served three tours of duty in Iraq, Folds of Honor is proud to have awarded approximately 24,500 scholarships in all 50 states and some US territories, including over 4,500 in 2019 alone. For more information or to donate in support of a Folds of Honor scholarship, please visit foldsofhonor.org

Additional Details

- The Drive will run from June 15th – July 31st, 2022.

- Each participating MMBA member will collect money. Each member will send a check payable to the Folds of Honor to MMBA office upon conclusion of fundraiser. Please send an email to Kevin Karel and Paul Kaspszak upon completion of fundraiser. Each members collection will be imputed into a tracker to find out total amount raised.

- The member who raises the most, will be asked to join in a ceremony with the Folds of Honor team.

- Wholesalers will provide ***customized*** signage, assist with designing and building displays to fit retailer needs and provide collection bin/box to collect items.
    - Displays should include the Budweiser Patriotic pack along with signage calling attention to the #THANKAVET Program.

- Anheuser-Busch will be donating a $1 per case of Budweiser sold to the national Folds of Honor fundraiser.

BUDWEISER PATRIOTIC GRAPHICS 2022

No brand is more synonymous with America than Budweiser. While many things make America amazing, Freedom supersedes them all. Celebrate the summer and what truly makes America great with Budweiser's limited-edition Freedom packaging.

IGNITE JOB	TARGET CONSUMER
Expand Consumption Occasions	Standard Budweiser Consumer
GROWTH DRIVER	**OCCASION**
Reflective Reward	Social Meals, Casual Get Togethers

Beer Style	Color	Ingredients	ABV	Calories
American-style Lager	Standard Budweiser color	No Change, Standard Budweiser Ingredients	5.0%	145
Flavor Profile	Medium-bodied. Flavorful, crisp American-style lager.			
Features	American flag inspired design, collect all three callout for collectable cans, CPC donation with Folds of Honor Partnership.			

REASONS TO BELIEVE

A Top Driver for consideration is being a brand with traditions and heritage. Patriotic Imagery resonates with Bud Shoppers.

*Source: Kantar Global Brand Guidance, R12 updated 09/2020

The Budweiser Patriotic Graphics have driven current households to buy more and to get new to category buyers to pick up the brand.

*Source: IRI Household Panel Brand Guidance, R12 updated 03/2021

The Freedom Graphics are incredibly important as over 35% of Budweiser sales occur throughout the summer months.

*Source: VIP Budweiser STR May 2021 through August 2021

STR	5/16/2022 - 8/7/2022
Pricing	Core pricing recommended
Packs Available	12 pack 12 oz. can, 18 pack 12 oz. can, 24 pack 12 oz. can, 30 pack 12 oz. can, 25 oz. can
Markets	National

MARKETING SUPPORT

Budweiser will be executing a full 360-campaign including Paid & Organic Social, PR, and Trade. Trade will include items in the T2 Window plus sign making featuring the Folds of Honor Partnership and CPC donation.

Enjoy Responsibly
The alcohol beverage laws of individual states vary regarding the merchandising and promotion of beers. You should be guided accordingly.

© 2022 Anheuser-Busch, Budweiser® Lager Beer, St. Louis, MO

Contact Information for Fundraiser

If you would like to participate in this event, contact the MMBA Office at:

Fax: 763-780-0424
Email: kaspszak@outlook.com
Address: P.O. Box 32966 Minneapolis, MN. 55432

If you have questions about POS, please address with your local Anheuser-Busch Distributor.

If you have any issues contacting your local distributor, please contact Kevin Karel:

Cell: (651) 336-6449
Kevin.Karel@Anheuser-Busch.com

L.3. & L.4.

A Community For Generations.

Isanti

MEMO

To: Mayor Johnson and Members of City Council
From: Stephanie Hillesheim, Community Development Director
Date: April 5, 2022
Subject: Amendment to Fairway Greens North Development Agreements for Phase I and Phase II

The City of Isanti started receiving building permit applications for the Fairway Greens North Phase I development. Through the staff's review of the permits and the requirements of the PUD it has come to our attention that the lot sizes do not allow for the 720 sq. ft. garages required of the R-1 Single Family Residential District. In all other PUDs within the district the garage minimums are set at 600 sq. ft. City Staff recommend amending the Development Agreement to coincide with the precedent set throughout all of the existing PUDs in the R-1 Single Family Residential District which will fit within the setbacks of the lot sizes within the development. We recommend this change for both phases that have been approved for this development.

Additionally, there are few smaller lots platted in the development labeled "villa lots." These homes are required to be slab on grad patio homes. Due to the lot size and setback requirements, we are requesting these lots as identified in the attached resolutions have a minimum garage requirement of 400 sq. ft., which is the standard for lots of this nature throughout the City of Isanti.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve the attached resolutions amending the development agreements for Fairway Greens North Phase I and Phase II.

Attachments:

- Resolution 2022-XXX Second Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Second Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Resolution 2022-XXX First Amendment to the Master Development Agreement for Fairway Greens North (Phase II)
- First Amendment to the Master Development Agreement for Fairway Greens North (Phase II)

RESOLUTION 2022-xxx

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

WHEREAS, the City Council approved the Master Development Agreement with HomePride, Inc., for Fairway Greens North (Phase I) on September 3, 2021; and,

WHEREAS, the miscellaneous provisions identified describes the square footage requirements of the allowed single-family structures as meeting the "R-1" Single Family Residential minimum of 720 square feet as outlined for that district in the Zoning Ordinance; and

WHEREAS, upon further review the garage size requirements should be adjusted to better fit the design and layout of the approved final plat; and,

WHEREAS, the standard garage size minimum for all sing-family residences shall be set at 600 square feet; and

WHEREAS, the standard garage size minimum for all lots identified as "Villa Lots" requiring slab on grade patio construction located in Block 4: Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and located in Block F: Lots 19, 20, 21 shall be 400 square feet;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase I) be hereby **Amended** as to adjust the garage size minimums to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase I).

This Resolution was duly adopted by Isanti City Council this 21st day of June 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand, City Clerk

CITY OF ISANTI
SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and HomePride, Inc., (the "Developer").

Recitals

A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE I) approved by City of Isanti Resolution 21-021 describes the square footage requirements for the allowed single-family structures as meeting the "R-1" Single Family Residential minimum of 720 square feet as outlined in the Zoning Ordinance.

B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase I, the garage size requirements should be adjusted to meet the following requirements for the development:

    i. 600 square feet minimum for all single-family residences located in Phase I in Fairway Greens North.
    ii. The following lots in Fairway Greens North Phase I are slab on grade villa lots and will be required to have garages with a 400 square foot minimum:
        1. Block 4: Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14
        2. Block F: Lots 19, 20, 21

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 recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.
3. This amendment is effective June 21, 2022.
4. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally state

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 June, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____

Notary Public

HomePride Inc.

By: _____

Its: _____

_____

Josh Savageau

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on this _____day of June 2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

_____

Notary Public

This document drafted by:

City of Isanti
110 1st Ave NW
Isanti, MN 55040

RESOLUTION 2022-xxx

FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

WHEREAS, the City Council approved the Development Agreement with HomePride, Inc., for Fairway Greens North (Phase II) on May 3, 2022; and,

WHEREAS, the miscellaneous provisions identified describes the square footage requirements of the allowed single-family structures as meeting the "R-1" Single Family Residential minimum of 720 square feet as outlined for that district in the Zoning Ordinance; and

WHEREAS, upon further review the garage size requirements should be adjusted to better fit the design and layout of the approved final plat; and,

WHEREAS, the standard garage size minimum for all sing-family residences shall be set at 600 square feet; and

WHEREAS, the standard garage size minimum for all lots identified as "Villa Lots" requiring slab on grade patio construction shall be 400 square feet;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase II) be hereby **Amended** as to adjust the garage size minimums to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase II).

This Resolution was duly adopted by Isanti City Council this 21st day of June 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand, City Clerk

CITY OF ISANTI
FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and HomePride, Inc., (the "Developer").

Recitals

A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE I) approved by City of Isanti Resolution 2022-089 describes the square footage requirements for the allowed single-family structures as meeting the "R-1" Single Family Residential minimum of 720 square feet as outlined in the Zoning Ordinance.

B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase II, the garage size requirements should be adjusted to meet the following requirements for the development:

    i. 600 square feet minimum for all single-family residences located in Phase II in Fairway Greens North.
    ii. Alternatively, the parcels that require slab on grade construction and identified as "Villa Lots" in Fairway Greens North Phase II will be required to have garages with a 400 square foot minimum.

C.

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 recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.
3. This amendment is effective June 21, 2022.
4. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally state

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 June, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____

Notary Public

HomePride Inc.

By: _____

Its: _____

_____

Josh Savageau

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on this _____day of June 2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

_____

Notary Public

This document drafted by:

City of Isanti

110 1st Ave NW
Isanti, MN 55040

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

May 2022

Reported Crime	Month to Date	Year to Date
Theft	7	38
Assault	2	11
Vandalism/Damage to Property	1	9
Narcotics	1	15
Burglary	1	4
Domestics	3	17
Crim Sex	1	4
Robbery	0	0
Loud Party/Disturbance	7	29
Medical	39	188
Permit to Purchase	9	49
Security Check / Extra Patrol	414	2,404

Traffic Offenses	Month to Date	Year to Date
No Insurance	11	64
DUI	0	5
Accidents	9	56
Hit & Run	1	5
Warrant P/U	4	24
Speed	6	36
DAR/DAS	18	101
Administrative Citations (Including Speed)	6	27

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	105,283	490	2,568
Ford Explorer 224	In the Shop	In the Shop	In the Shop
Ford F150 225	Not Available	Not Available	Not Available
Chevy Impala 223	103,893	270	1,178
Dodge Durango 226	46,546	1,432	4,201
Dodge Durango 227	54,560	1,270	6,116
Dodge Durango 228	33,743	1,385	6,101
Chevy Tahoe 229	20,735	1,547	6,169
Dodge Charger 230	8,919	1,453	6,946

CEZT REPORT MAY 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41							
NEW CASES THIS MONTH		3	0	6	10	22							
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7							
NEW CASES + CARRIED FWD		6	3	7	12	29							
CLOSED THIS MONTH		3	2	5	5	19							
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10							
CAN - Prohibited Animals/**87.1**						2							
CCV - Comm Vehicle storage/**227-9/10**					1								
CDO - Dogs		2		2		1							
CPA - Park & Store/**227-8**					7	16							
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1								
Nuisance Junk/Rubbish/**216-2-L**		1				4							
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				1		1							
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **445-Sec 15-Sub Sec 5 C4a**													
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
NEW CRIMINAL CITATIONS ISSUED THIS MONTH						1							
ACTIVE CRIMINAL CITATIONS END OF MONTH	1	1	1										
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16							
ABATED PROPERTIES THIS MONTH													

M.2.

CITY OF ISANTI MONTHLY REPORT

May 2022

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	6	25	$0.00	$0.00	$20.00	$32.00	$880.00	$2,400.00		
DECK	9	11	$0.00	$0.00	$9.00	$11.00	$2,700.00	$3,300.00		
LL FINISH	4	11	$0.00	$0.00	$6.00	$10.00	$1,038.00	$3,138.00		
REMODEL / ADDITION	1	5	$75,000.00	$85,000.00	$37.50	$42.50	$1,485.00	$2,217.70		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	27	98	$0.00	$0.00	$27.00	$51.00	$3,003.00	$10,507.00		
SINGLE DWELLINGS	12	36	$2,687,554.76	$8,251,760.25	$1,312.06	$2,129.90	$33,030.40	$105,648.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	18	68	$0.00	$0.00	$18.00	$30.00	$1,350.00	$5,100.00		
PLUMBING	15	56	$0.00	$0.00	$15.00	$28.00	$1,330.00	$4,504.00		
RESIDENTIAL TOTAL	**92**	**310**	**$2,762,554.76**	**$8,336,760.25**	**$1,444.56**	**$2,334.40**	**$44,816.40**	**$136,815.60**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$705.74	$0.00	$12,619.20		
REMODEL / ADDITION	0	2	$0.00	$1,500.00	$0.00	$0.75	$0.00	$879.00		
PLUMBING	4	8	$0.00	$12,500.00	$19.45	$29.70	$603.50	$1,037.00		
MECHANICAL	0	2	$0.00	$0.00	$0.00	$0.00	$0.00	$290.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	8	15	$0.00	$0.00	$175.25	$177.25	$2,872.00	$3,439.00		
COMMERCIAL TOTAL	**12**	**29**	**$0.00**	**$1,725,477.00**	**$194.70**	**$913.44**	**$3,475.50**	**$18,264.20**		
RESIDENTIAL/COMMERCIAL TOTAL	**104**	**339**	**$2,762,554.76**	**$10,062,237.25**	**$1,639.26**	**$3,247.84**	**$48,291.90**	**$155,079.80**	**$80,316.00**	**$261,027.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 5/31/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	26	0	0	0	$52,616.00	$3,668.73	$0.00
2015	18	1	0	0	$283,705.00	$5,209.22	$7,983.00
2016	24	0	0	0	$80,003.00	$3,610.48	$0.00
2017	36	4	0	0	$716,154.00	$13,243.40	$24,666.00
2018	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	38	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
2021	339	36	0	2	$10,062,237.25	$155,079.80	$261,027.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	79	$3,069,173.27	$41,330.00
May	104	$2,762,554.76	$48,291.90
June	4	$0.00	$540.00
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	339	$10,062,237.25	$155,079.80

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.4.

MEMORANDUM

Date: June 15, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is scheduled to be completed in August.

2) **Brookview South 1-4 Addition Rehabilitation**
This project is scheduled to be completed this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
This project is substantially complete. Turf establishment will be completed this month.

5) **Fairway Greens North Development**
The contractor will pave the first lift of pavement this month. Curb & gutter is also scheduled on 2nd Addition this month.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **Rum River Villas Development**
We have reviewed the submitted plans and provided comments.

8) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

9) **Main Street Reconstruction**
The dead sod has been replaced and is being watered by the contractor.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JULY 5, 2022 – 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 21, 2022- Regular Meeting of the City Council
2. May 17, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, July 19, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 19, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 19, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Community Development Director Stephanie Hillesheim
1. Resolution 2022-XXX Approving Site Plans for RK Unlimited Welding Located at 605 E Dual Blvd NE
2. Resolution 2022-XXX Approving Site Plans and a Conditional Use Permit for Gopher State Storage Located at 501 W Dual Blvd NE

L. Approve Consent Agenda
1. Second Quarter Payroll for Council/Boards/Commissions in the Amount of $8,471.25, Payroll in the Amount of $128,850.38 and Accounts Payable in the Amount of $194,608.66
2. Resolution 2022-XXX Accepting Letter of Resignation for Full-Time Maintenance Technician II Employee Nathan Hanson
3. Resolution 2022-XXX Approving Temporary On-Sale Liquor License for Thunder Brothers Brewery for the 2022 Isanti Street Dances
4. Resolution 2022-XXX Approving Improvement to Pre-existing Driveway Downtown Located at 16 Main Street West

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JUNE 21, 2022 – 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: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker

D. Public Comment

Thomas Bowen, 610 South Brookview Lane, shared that he would like to see the City allow for metal roofs as quality of them have come along way.

Recommendation from City Council is to bring to Planning Commission for further review and discussion.

E. Adopt Agenda

ADDENDUM:
ADD L.5. Resolution 2022-128 Approving the Perpetual Easement Agreement for the Cambridge-Isanti Bike/Walk Trail
ADD L.6 Resolution 2022-129 Authorizing a Reduction in the Letter of Credit for Fairway Greens North

A motion was made by Lundeen, seconded by Bergley to approve agenda with the modifications listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award

1. Presentation of 2022 Isanti Ambassadors and Candidates
Isanti Ambassador Gabby Holboy and Candidates Sophia Williams and Joselyn Victor introduced themselves and encouraged all to attend the spaghetti feed on July 10th.

G. Approve City Council Minutes

1. June 7, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. CITY OFFICES CLOSED	Monday, July 4, 2022 *(In Observance of the 4th of July Holiday)*
2. City Council Meeting	Tuesday, July 5, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, July 5, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Councilor Lundeen shared that he missed the last Fire District meeting.

City Administrator Josi Wood updated the Council that the study that was performed by an independent party on behalf of the Sheriff's Department to put communication equipment on the water tower came back good. It needed to be verified that new equipment on the water tower would not negatively impact the equipment that is already on there. Wood further stated that this will be moving forward and the communication company will be pulling a permit soon with anticipation the work will be completed when the funding works for the County.

Mayor Johnson asked Councilor Gordon if there were any updates on Union negotiations.

Councilor Gordon shared there was not anything to report at this time.

J. Public Hearings

None

K. Business Items

1. Interview Applicant Madisson Masucci for the Vacant Parks, Recreation and Culture Board Seat
    a. **Resolution 2022-122** Amending Resolution 2022-001 Designating Committees and Representative City Commissions and Advisory Boards For Year 2022

Applicant Madisson Masucci was interviewed by Mayor Johnson. Masucci was asked questions specific to Parks, Recreation and Culture.

A motion was made by Bergley to appoint Madisson Masucci to the Parks, Recreation and Culture Board, seconded by Gordon. Motion carried unanimously.

City Administrator Josi Wood

2. **Resolution 2022-123** Authorizing the Purchase of Snow Plow Truck Equipment Package

City Administrator Josi Wood shared that City Council authorized to purchase a snow plow truck with equipment to replace the 2007 Sterling snow plow truck within the 2022 CIP budget. Council had already approved the plow truck at the May 3rd City Council meeting and this is to equip the truck with the necessary equipment. However, with unforeseen costs being higher than anticipated the cost for the truck and equipment are over budget by approximately $47,000.00. It is anticipated that the cost will continue to rise versus dropping down. Staff's recommendation is to move forward and purchase the equipment.

Motion by Bergley, seconded by Lundeen to approve resolution as presented. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

3. **Resolution 2022-124** Approving a Special Event Permit for the 2022 Isanti Firefighters PRCA Rodeo

Community Development Director Stephanie Hillesheim shared Isanti Firefighters Rodeo Association submitted a special event permit application to host their annual event on the Rodeo Grounds. Additional parking will be needed for the event. A map included with the event requests the use of parking at the following locations: Isanti Primary School, Unity Park and Unity Park Ballfield, BMX blacktop/grass area, Isanti Firefighters Rodeo Grounds, West Side of Police/Fire Station Grass. City Staff did discuss the use of the BMX blacktop and grass area for parking, and due to the use agreement with BMX would recommend against the use of those parking areas for this event. An outdoor audio system will be used for the announcer of the rodeo both days, as well as a live band on both Friday and Saturday nights. Five additional restrooms will be brought in.

Submitted with the special event permit application was a request for waiver of the fees for the following: $100.00 cleanup deposit fee and the $50.00 temporary sign permit application fee.

IFRA also requested to waive the proof of written notification to property owners within 350 feet of the event, as they are heavily advertising this large event on social media, paper flyers, radio stations, sign and parade trucks.

Motion to approve the special event permit with additional conditions that IFRA may use the grass area adjacent to the Isanti Indoor Arena for parking at no cost, but all damage to the grass must be repaired by IFRA at no cost to the City of Isanti. IFRA must request permission to use the paved parking lot at the Isanti Indoor Arena from Rum River BMX for the event and access to the grass area by Lundeen, seconded by Bergley. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $131,267.36 and Accounts Payable in the Amount of $381,908.32
2. **Resolution 2022-125** Approving a Donation Box at Liquor Store
3. **Resolution 2022-126** Second Amendment to the Development Agreement for Fairway Greens North Phase I
4. **Resolution 2022-127** First Amendment to the Development Agreement for Fairway Greens North Phase II
5. **Resolution 2022-128** Approving the Perpetual Easement for the Cambridge-Isanti Bike/Walk Trail
6. **Resolution 2022-129** Authorizing a Reduction in the Letter of Credit for Fairway Greens North

A motion was made by Lundeen, seconded by Bergley to approve consent agenda. Motion carried unanimously.

M. Other Communications

1. May Police Department Report
2. May Code Enforcement 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 carried unanimously.

Meeting adjourned at 7:14 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 21, 2022 – 5:00 P.M.
CITY HALL

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

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 Stephanie Hillesheim, Chief of Police Travis Muyres, Finance Director Mike Betker and City Engineer Jason Cook

D. Public Comment
None

E. Committee Meeting Items

1. Agenda Request *(Scott Boecker)*
Scott Boecker shared that he received a citation from the Code Enforcement Officer for parking on the grass at his property. Boecker continued to share that the previous owners had semi-trailers parked in that location and requested to do the same if he put down gravel.

Consensus from Committee is for staff to draft a resolution for City Council consideration with language to include that Mr. Boecker will put down gravel within a month and that impervious surface improvements need to be made if the property is ever under new ownership.

2. Public Works Updates
Crews ran into a delay filling pothole this Spring. The asphalt plants where they normally get the fine material used to fill shallower potholes were doing upgrades and stopped making it for most of May.

Staff will be out painting the curb lines with yellow traffic paint this year. The white traffic paint used to paint crosswalks, stop bars and parking lots is unavailable and on backorder through vendors.

The 2022 Lighting In-fill will be completed soon. Connexus Energy has called in locates for them.

All of the streets have been swept as part of Spring clean-up. The street sweeper had a main broom pump go bad and has been getting repaired. The repair has been completed and will be back out in preparation for Jubilee Days.

A storm drain on Railroad Ave between Palomino Rd and Pond Street has not been draining correctly. The storm drain repair will be completed during this year's Pavement Management Project.

There is another storm drain on the Southside of the Rum River BMX building that is creating some sink holes near the storm pond. That repair will be completed this summer.

The lift station pumps have been ordered and PW is waiting on the contractor to install.

The Air Release Valves have been ordered and should be received mid-July.

It was discovered that an airline is leaking from the blower building to the aeration ponds. This is likely a gasket that is failing due to heat from the blowers. PW is waiting on quotes to have that repair made.

The water meter change out continues to be on hold. PW is waiting to receive the data collectors for the fixed network. Once it is received and installed, residents can be notified and start the water meter changeout.

Hydrant Flushing went very well this Spring. PW will be changing the map for next year with the growth that has taken in certain areas.

The Community Garden had a makeover this Spring with the addition of more raised garden beds. Black dirt was added to the plots and a fresh layer of mulch was added to all the walking areas.

PW is waiting for some grading to take place at the Archery Range. Once that is completed the Archery Range will start to take form.

PW crews have been prepping for the first street dance that took place last Saturday.

3. Parking on Unity Blvd Discussion *(Jimmy Gordon)*
Councilor Jimmy Gordon shared parking concerns as it gets tight on Unity Blvd with ball games, etc.in this area.

Consensus from Committee is to draft an Ordinance amendment that addresses no parking along the North side of Unity Blvd with language to include allowance of the staging or picking up or dropping off of students and post for the required 10 days and bring to City Council for consideration.

4. Filling Pools Discussion *(Jimmy Gordon)*
   Councilor Jimmy Gordon shared that Cambridge allows residents to call the City and Public Works will come out and read the meter prior to filling a pool and then PW will go out and read the meter after filling the pool and only charge them for water and not sewer.

   Consensus from Committee is to revisit this in twelve (12) months when new meter reading equipment is installed and bring back to Committee of the Whole for further discussion.

5. Dynamic Sign Discussion *(Steve Lundeen)*
   Councilor Lundeen shared some townships such as Athens have a dynamic sign in their community.

   City staff requested Committee share their timeline, aggregate cost and consensus to being preliminary planning of potential sites.

   Consensus from Committee is to secure a piece of property for the sign with a timeline of three (3) years and an aggregate cost of $150,000.00 or less.

6. East Central Regional Library Link Sign Discussion *(Paul Bergley)*
   Councilor Bergley shared that Friends of the Isanti Area Library have requested a sign on the front door with times of operation of the Library in City Hall.

   Committee further discussed if there should be a library sign on the outside of the room as the room is currently labeled as a conference room.

   Consensus from Committee is for staff to work with Friends of the Isanti Area Library to post a decal on the front door of City Hall and sign for outside the Library room provided by Friends of the Isanti Area Library.

7. Volleyball Court in Bluebird Park *(Mayor Johnson)*
   Mayor Johnson shared residents have inquired about a potential Volleyball Court in Bluebird Park by the Basketball Court.

   No was no further recommendation from Committee.

8. Outdoor DNR Grant Update
   Community Development Director Stephanie Hillesheim updated the Committee that the City received notification that Isanti will be receiving $300,000.00 from the State of Minnesota for the Splash Park and Bathroom Project in Bluebird Park. This amount covers half of the project costs.

9. Hwy 65 Overlay *(Jimmy Gordon)*

Councilmember Gordon shared businesses in the Hwy 65 Overlay District such as Isanti Ready-Mix, Knife River, John Deere Dealership and Strike Funeral Home are unable to expand their businesses and asked for discussion if the area should change to a B-2 District.

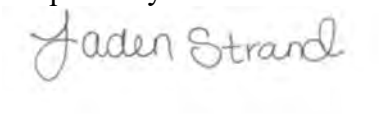
Consensus from Committee is to leave the zoning district as is and take each business on a case by case basis if they look to expand.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting was adjourned at 6:20 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: July 5, 2022
Subject: Resolution 2022-XXX approving the Site Plan Review for a Light Manufacturing Building for RK Unlimited Welding at 605 East Dual Blvd NE

Overview/Background:
Site Plans were submitted for a Light Manufacturing Building for RK Unlimited Welding at 605 East Dual Blvd NE. This item was discussed at the June 21, 2022 Planning Commission Meeting. The applicants representing RK Unlimited Welding were present at the meeting and available for questions from the Planning Commission. The applicants explained that they are currently located in Ham Lake and that they plan on expanding their business with hiring 10-15 new employees and moving their operations to Isanti. There was no one else present to speak at the public hearing. The Planning Commission made a motion to approve site plans with conditions listed in the June 21st, 2022 staff report and City Engineer's Memo dated June 3, 2022, the motion passed 5-0.

Staff recommends approval of the Industrial building located at 605 East Dual Blvd NE with the following conditions:

1. The site shall provide at least 3 handicap accessible parking stalls per ADA requirements
2. A trash enclosure shall be provided on site plans and reviewed by city staff for location, building materials, lighting etc. The trash enclosure shall follow City Zoning Ordinances Section 14, Subd. 3.
3. Wainscoting shall be placed on the east and south sides of the building and shall follow Section 8, Subd. 13 of the City's Zoning Ordinances for exterior building materials
4. Landscaping Plans shall be submitted for review by city staff and follow Section 15 of the City's Zoning Ordinances
5. All lighting features on site shall be downlit and follow Section 14, Subd 5 Outdoor Lighting Design Standards
6. A downlit freestanding light pole shall be installed for the parking area in the middle of the site
7. 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

8. 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.
9. All conditions/comments listed in the City Engineer's memos dated 6/3/2022 shall be addressed

Request:

Approval of Site Plans with conditions of approval for an Industrial building for RK Unlimited Welding at 605 E Dual Blvd NE.

Attachments:

- Planning Commission Memo dated 6/21/2022
- Resolution

RESOLUTION 2022-XXX

APPROVING THE SITE PLANS FOR A MANUFACTURING BUILDING FOR RK UNLIMITED WELDING LOCATED AT 605 EAST DUAL BLVD NE

WHEREAS, RK Unlimited (applicant) has requested approval for site plans of a manufacturing building for Unlimited Welding 605 East Dual Blvd NE in the City of Isanti (PID 16.157.0030); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which *Light Manufacturing* and *Warehousing* are permitted uses; 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 a light manufacturing building on June 21, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on July 5, 2022;

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. The site shall provide at least 3 handicap accessible parking stalls per ADA requirements
2. A trash enclosure shall be provided on site plans and reviewed by city staff for location, building materials, lighting etc. The trash enclosure shall follow City Zoning Ordinances Section 14, Subd. 3.
3. Wainscoting shall be placed on the east and south sides of the building and shall follow Section 8, Subd. 13 of the City's Zoning Ordinances for exterior building materials
4. Landscaping Plans shall be submitted for review by city staff and follow Section 15 of the City's Zoning Ordinances
5. All lighting features on site shall be downlit and follow Section 14, Subd 5 Outdoor Lighting Design Standards
6. A downlit freestanding light pole shall be installed for the parking area in the middle of the site
7. 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
8. 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.

9. All conditions/comments listed in the City Engineer's memos dated 6/3/2022 shall be addressed

This Resolution is hereby approved by the Isanti City Council this 5th day of July 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: June 21, 2022

SUBJECT: Site Plan Review for an Industrial building located at 605 E Dual Blvd NE for RK Unlimited Welding

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Request: The applicant, RK Unlimited Welding is requesting site plan approval for an Industrial building located at 605 E Dual Blvd NE.

Overview/Background: The applicant proposes to construct a 30,000 sq ft building on a 5.01-acre vacant lot located at 605 E Dual Blvd NE in the City's Industrial Park. This is a shovel ready site and was once part of a 15.03-acre parcel until it was split into three separate 5.01-acre parcels.

These parcels are currently zoned I-1 Industrial Park District in which "Light Manufacturing" and "Warehousing" are permitted uses. The proposed building is intended to be 30,000 sq ft and include offices, a conference and break room, six bathrooms and a large 25,000 square foot warehousing space. The site is proposed to provide 52 total parking stalls.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Setbacks – Principal Building

Minimum Front Yard Setback	There shall be a front yard having a depth of not less than thirty (30) feet between building and the street right-of-way line.
Minimum Side Yard Setback	There shall be two (2) side yards, one on each side of a building. Each side yard shall be not less than fifteen feet in width.
Minimum Rear Yard Setback	30 feet

The proposed buildings will be located over 30 ft from the front property line and will be setback over the required 15 ft minimum for the sides. The rear of the building will be at least 30 ft from the north property line. The proposed building will meet all required setbacks for the I-1 zoning district.

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.

Impervious surfaces on site will include the building, paved bituminous parking lot and concrete sidewalk surfaces. The total impervious area proposed on site is 93,700 square ft and total lot area is 218,160 square ft (93,700 / 218,160 = 43% impervious surface). The site will consist of roughly 57% green space and the impervious surface requirements will be met.

If future development or paving occurs on the site, the impervious surface maximum of 75% shall be considered again at the time of site plan review.

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 driving surfaces are proposed to be surfaced with a Bituminous Material. 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 perimeter of the parking lot and paved area on site and proposes to end on the west. The city engineer addresses the curbing in their memo that it will have to extend around the full perimeter of the site.

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:

REQUIRED PARKING SPACES
OFFICE: 1 SPACE PER 250 SF - 5100 SF / 250 = 20 SPACES
WAREHOUSE: 1 SPACE PER 1500 SF - 24900 SF / 1500 = 17 SPACES

Based on the proposed use and total square footage of the proposed building, 37 parking spaces are required for the 30,000 square foot building. Three stalls are required to be handicap accessible based on the total number of proposed parking stalls. The site plans for the building shows 52 parking stalls total, in which two parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use but will have to add 1 more handicap accessible parking space to be compliant with ADA standards (1 space per 25 parking stalls).

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.

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 for the parking areas in front of the proposed building. Stall dimensions are shown as 9 feet in width and 20 feet in length and follow this requirement. The drive aisle widths around both parking areas are proposed at 24 feet. Based on the parking lot chart above, these drive aisle widths will need to be at minimum 26 feet. Staff suggests reducing the parking stall lengths from 20 ft to 19 ft on both sides to gain 2 more feet for the drive aisle width.

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 photometrics plan was submitted for review of foot candle readings on site which measures intensity of proposed lighting upon neighboring properties. The photometrics plan meets the outdoor lighting standards for foot candle readings in that they do not exceed 5 foot candles measured at the street curb line or non-residential property line nearest the light source.

The photometric plan shows two 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. Based on the lighting plan, there is a 0.0-foot candle reading over the interior parking stalls on the site. Staff requires a downlit freestanding light pole be installed to illuminate these parking stalls for safety.

All light sources proposed on site will have to meet criteria listed in Section 14, Subd. 5 of the City Zoning Ordinances.

Building Design and Construction

Exterior Building Materials

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 sidewall 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 mostly include prefinished metal panels for the roofing and siding of the building. According to architectural plans, there is no proposed wainscoting to complement the metal panels for the exterior of the building. The wainscoting should be placed on the two sides that are facing the roadways, on the south and east of the building. Wainscoting is required to be one-third of the sidewall height and consist of face brick, natural stone, or decorative concrete block. Colors for the building materials were not specified on architectural plans but will need to complement surrounding structures in the Industrial 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 outside mechanical equipment is proposed it shall be displayed on site and landscaping plans to review the location and screening from adjacent properties.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

   The exterior elevations on the south of the building show two garage doors that may be used for loading. The building orientation will be facing south toward the road and the east of the site will be facing East Dual Blvd. There are existing trees on the southwest of the site that will shield the building and loading area

from the business to the west of the site. There are no surrounding residential areas near the site and will not have to be shielded from view.

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.

Landscaping plans were missing from the submittal package and were not submitted for review at this time. The City Landscaping Ordinance requires that the site have at least 1 tree per 50 ft of lot frontage. There is roughly 800 ft of street frontage on this corner lot (800 / 50 = 16 trees minimum). Trees should be various species and be in accordance with the City Tree Lists. All other areas on site that are disturbed by construction must include sod. All landscaping plans shall be consistent with Section 15 of the City Zoning Ordinances and submitted to staff to review compliance.

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.

There are no trash enclosures proposed on plans submitted. The location of the trash enclosure shall be designated on site plans for the review of city staff. Architectural plans of the trash enclosure shall also be submitted to ensure the building materials meet city ordinances. The trash enclosure will need to be illuminated for the safety of employees and the submitted photometrics plans will be reviewed to ensure proper lighting is used for the location of the enclosure. The trash enclosure will be reviewed to the standards set in Section 14, Subd. 3 of the City's Zoning Ordinances.

Signs

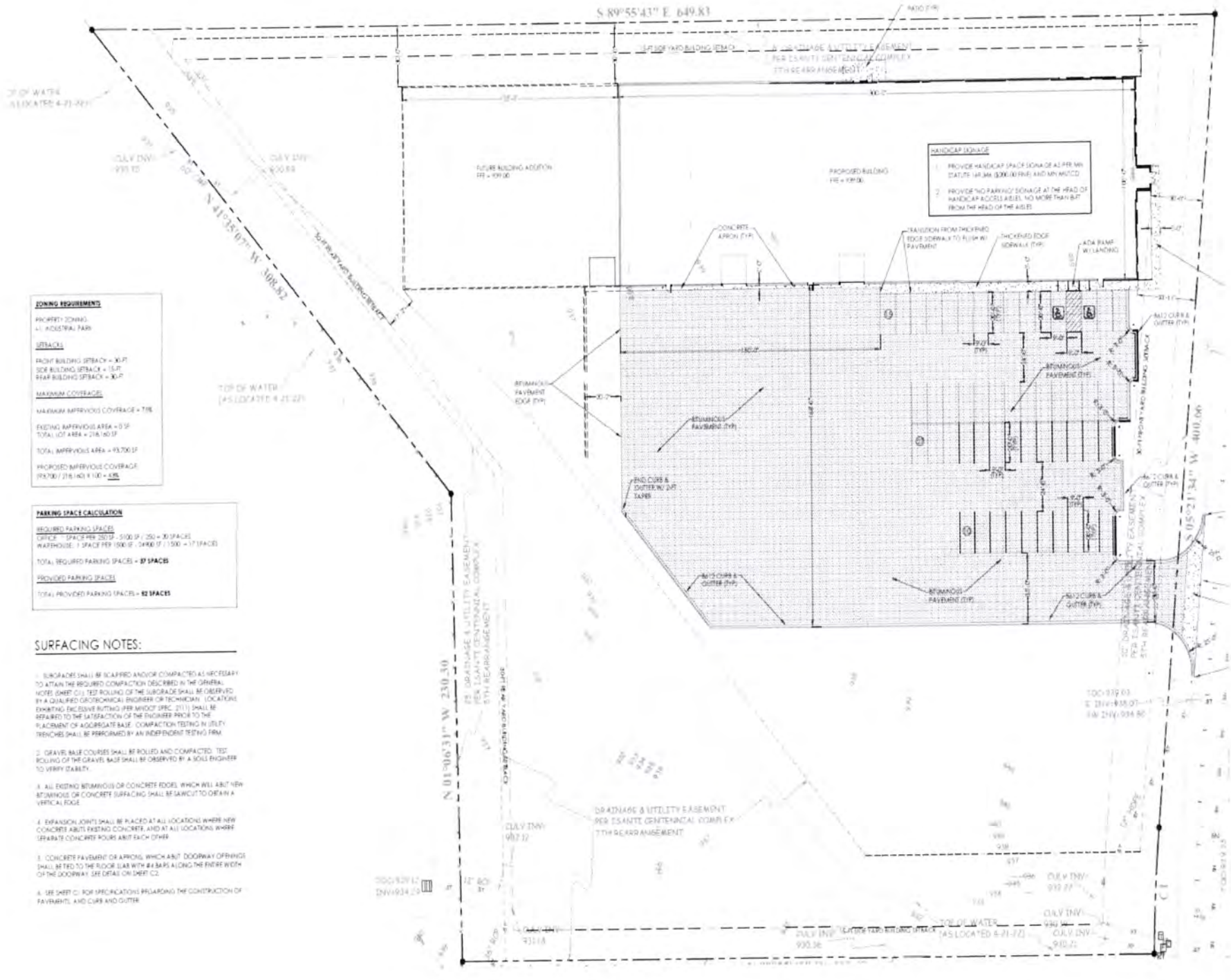
Signs will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

Staff Recommendation: Staff recommends approval of the Industrial building located at 605 East Dual Blvd NE with the following conditions:

1. The site shall provide at least 3 handicap accessible parking stalls per ADA requirements
2. A trash enclosure shall be provided on site plans and reviewed by city staff for location, building materials, lighting etc. The trash enclosure shall follow City Zoning Ordinances Section 14, Subd. 3.
3. Wainscoting shall be placed on the east and south sides of the building and shall follow Section 8, Subd. 13 of the City's Zoning Ordinances for exterior building materials
4. Landscaping Plans shall be submitted for review by city staff and follow Section 15 of the City's Zoning Ordinances
5. All lighting features on site shall be downlit and follow Section 14, Subd 5 Outdoor Lighting Design Standards
6. A downlit freestanding light pole shall be installed for the parking area in the middle of the site
7. 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
8. 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.
9. All conditions/comments listed in the City Engineer's memos dated 6/3/2022 shall be addressed

Attachments:

- Site Plans
- Floor Plans
- Exterior Elevations
- City Engineer's Memo Dated 6/3/2022
- Fire Chief Memo Dated 6/15/2022



ZONING REQUIREMENTS

PROPERTY ZONING:
I-1 INDUSTRIAL PARK

SETBACKS

FRONT BUILDING SETBACK = 30.0'
SIDE BUILDING SETBACK = 15.0'
REAR BUILDING SETBACK = 30.0'

MAXIMUM COVERAGE:

MAXIMUM IMPERVIOUS COVERAGE = 75%

EXISTING IMPERVIOUS AREA = 0 SF
TOTAL LOT AREA = 218,160 SF

TOTAL IMPERVIOUS AREA = 93,700 SF

PROPOSED IMPERVIOUS COVERAGE:
(93,700 / 218,160) X 100 = 43%

PARKING SPACE CALCULATION

REQUIRED PARKING SPACES:
OFFICE - 1 SPACE PER 250 SF - 5100 SF / 250 = 20 SPACES
WAREHOUSE - 1 SPACE PER 1500 SF - 24900 SF / 1500 = 17 SPACES

TOTAL REQUIRED PARKING SPACES = **37 SPACES**

PROVIDED PARKING SPACES:

TOTAL PROVIDED PARKING SPACES = **82 SPACES**

SURFACING NOTES:

1. SUBGRADE SHALL BE SCARIFIED AND/OR COMPACTED AS NECESSARY TO ATTAIN THE REQUIRED COMPACTION DESCRIBED IN THE GENERAL NOTES (SHEET C1). TEST ROLLING OF THE SUBGRADE SHALL BE OBSERVED BY A QUALIFIED GEOTECHNICAL ENGINEER OR TECHNICIAN. LOCATIONS EXHIBITING EXCESSIVE RUTTING (PER MNDOT SPEC. 2111) SHALL BE REPAIRED TO THE SATISFACTION OF THE ENGINEER PRIOR TO THE PLACEMENT OF AGGREGATE BASE. COMPACTION TESTING IN UTILITY TRENCHES SHALL BE PERFORMED BY AN INDEPENDENT TESTING FIRM.

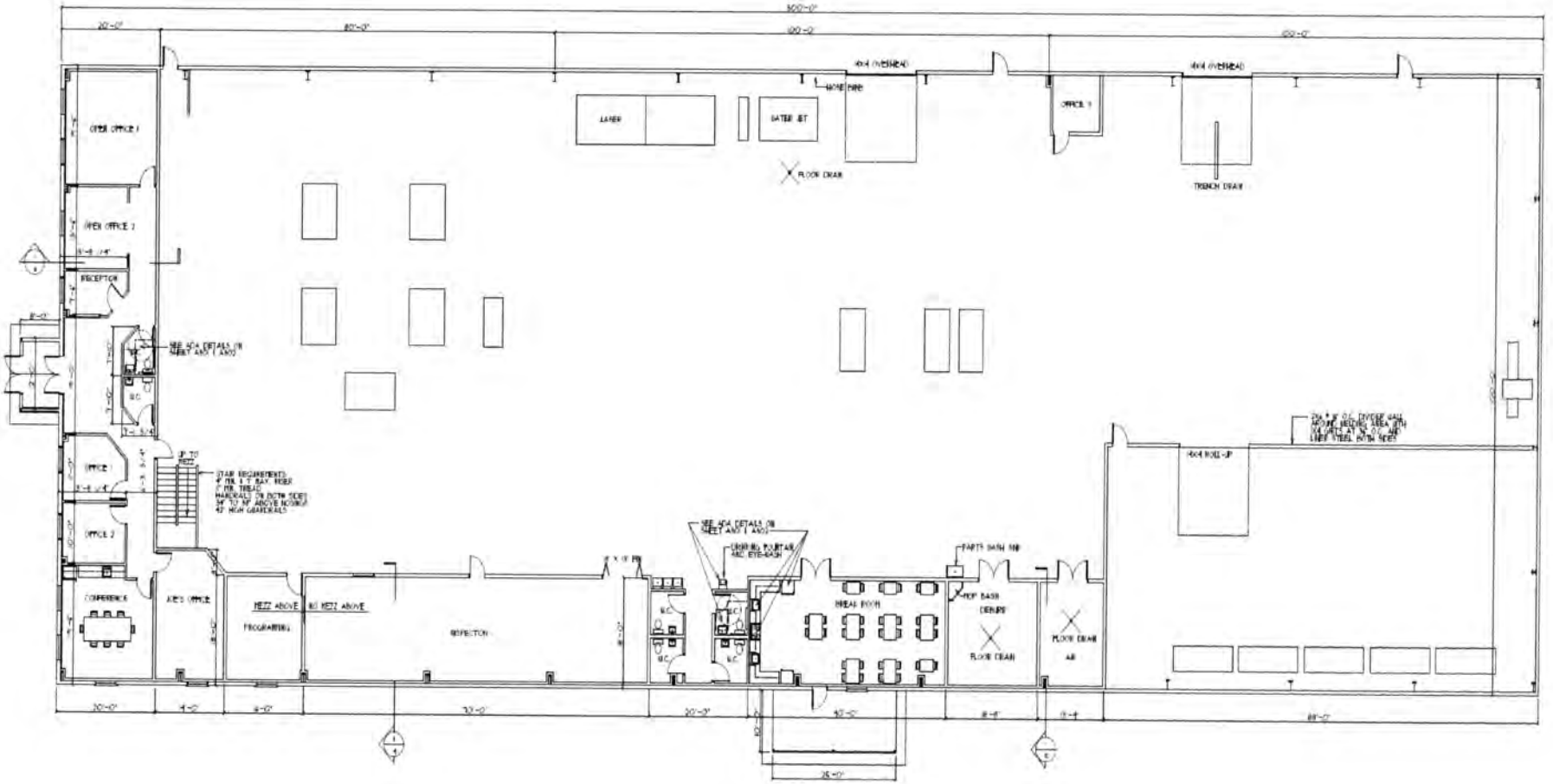
2. GRAVEL BASE COURSES SHALL BE ROLLED AND COMPACTED. TEST ROLLING OF THE GRAVEL BASE SHALL BE OBSERVED BY A SOILS ENGINEER TO VERIFY STABILITY.

3. ALL EXISTING BITUMINOUS OR CONCRETE EDGES WHICH WILL ABUT NEW BITUMINOUS OR CONCRETE SURFACING SHALL BE SAWCUT TO OBTAIN A VERTICAL EDGE.

4. EXPANSION JOINTS SHALL BE PLACED AT ALL LOCATIONS WHERE NEW CONCRETE ABUTS EXISTING CONCRETE, AND AT ALL LOCATIONS WHERE SEPARATE CONCRETE POURS ABUT EACH OTHER.

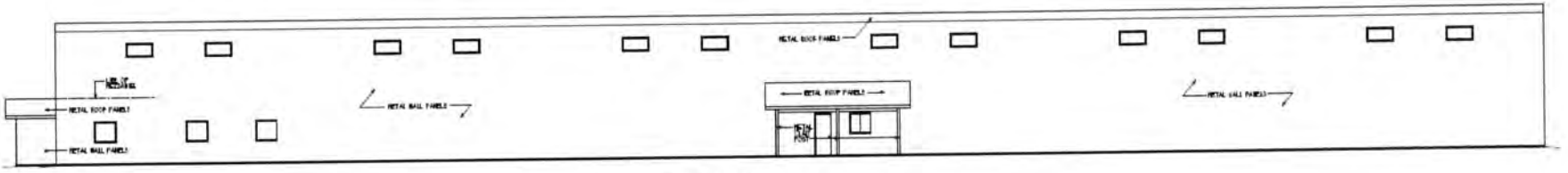
5. CONCRETE PAVEMENT OR APRONS, WHICH ABUT DOORWAY OPENINGS SHALL BE TIED TO THE FLOOR SLAB WITH #4 BARS ALONG THE ENTIRE WIDTH OF THE DOORWAY. SEE DETAIL ON SHEET C2.

6. SEE SHEET C1 FOR SPECIFICATIONS REGARDING THE CONSTRUCTION OF PAVEMENTS, AND CURB AND GUTTER.

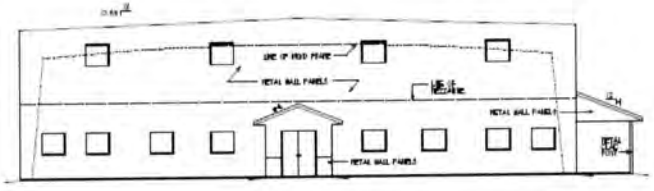


FLOOR PLAN

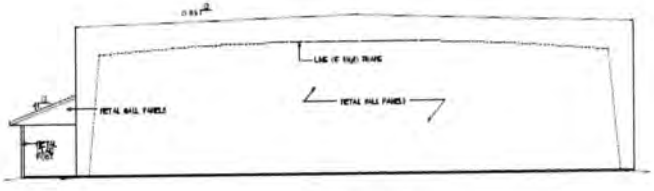
SCALE: 3/32" = 1'-0"



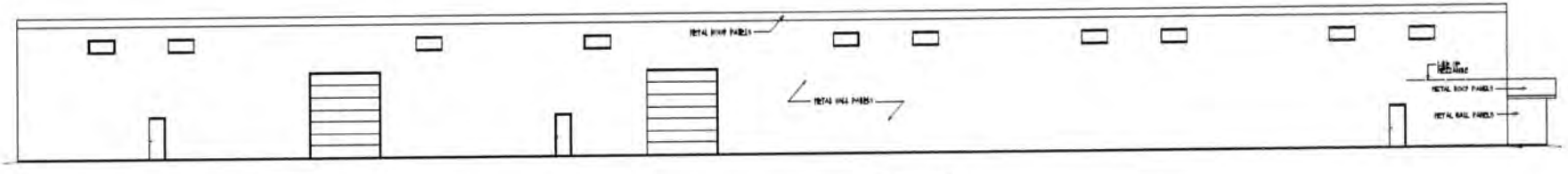
NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION



SOUTH ELEVATION

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 3, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: RK Unlimited Welding – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Unlimited Welding & Fabrication" with a preliminary check set date of 5/26/2022.

The plan includes the construction of a new building, parking lot and a storm sewer system with two ponds.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet CS 1 of 1 Site Plan:
    a. Curb & gutter shall be constructed around the full perimeter of the new pavement including the west side of the site. Either build the full parking lot now, or curb along the edge of the proposed limits of this phase.
    b. Construct valley gutter on East Dual Boulevard – (see attached detail)
2. Sheet C 3 of 6 – Grading & Drainage Plan:
    a. The storm water ponds will need to have an impervious liner to ensure no infiltration occurs and the dead storage is maintained.
    b. Submit engineered wall design to ensure future building expansion footing depth and wall anchoring will not conflict, Or will the wall not be constructed until the future building expansion occurs at which point it could be designed at that time.
3. Sheet C 4 of 6 – SWPPP Notes:
    a. Submit pond maintenance plan.
    b. Submit NPDES Permit to City prior to beginning work.
    c. Submit City SWPPP checklist (attached)
4. Sheet C 5 of 6 – SWPPP - Plan View:
    a. All turf establishment outside of the proposed pond embankment slopes shall be sod, not seed, per City standard.
5. Sheet C 6 of 6 – Utility Plan:

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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

a. Connect to existing sanitary sewer stub to avoid cutting into street – (see attached record drawing)

6. Sheet A010 – Site Plan & Details
    a. Large "future parking and drive" area appears to be over existing ditch and drainage & utility easement. Confirm this is not needed for the future building expansion, or describe plan to maintain ditch flow with future parking expansion.

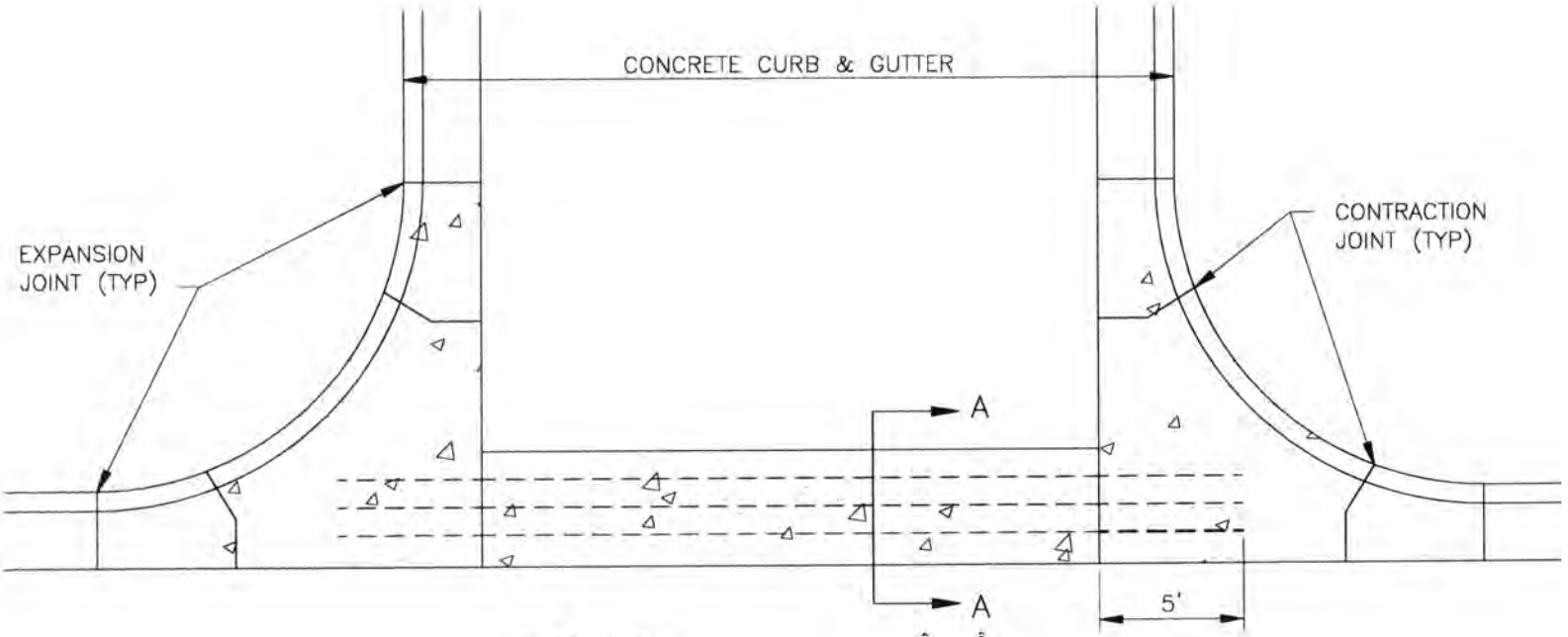
Stormwater Modeling:

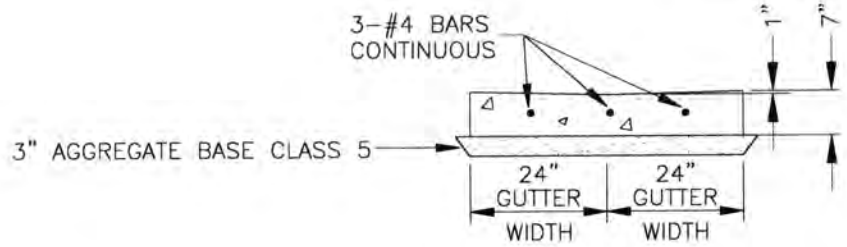
1. Submit subcatchment maps for the existing and proposed models.
2. Confirm proposed ponds are sized for the ultimate build out of the site, not just the first phase.
3. Use Atlas-14 storm event modeling.
4. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.

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





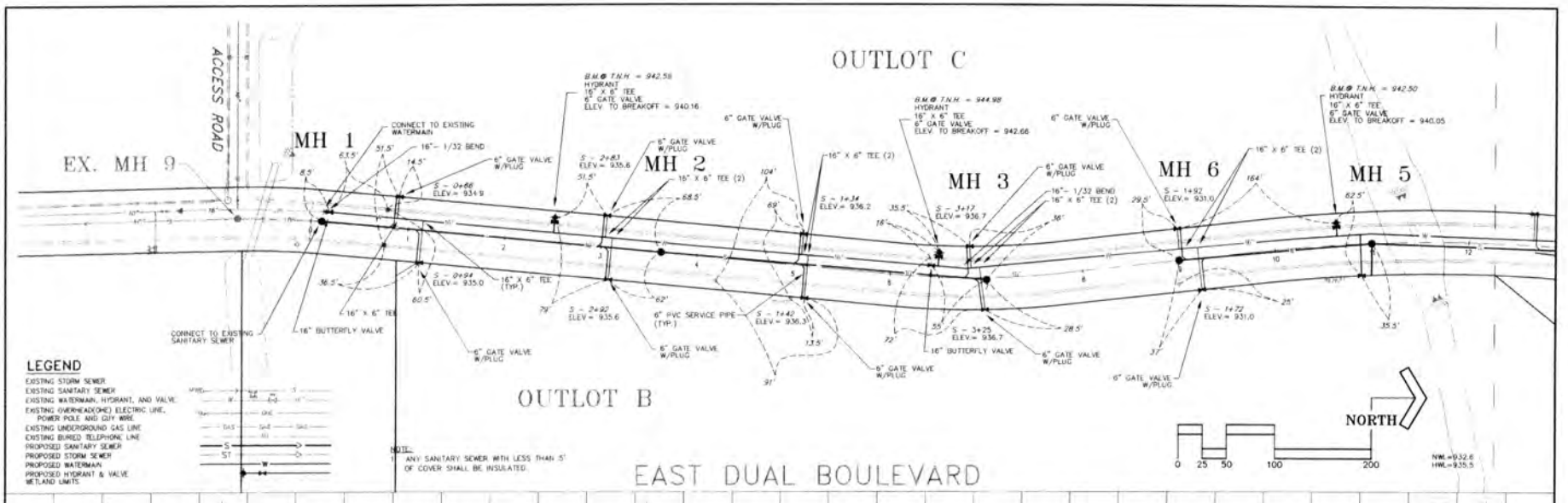
NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5

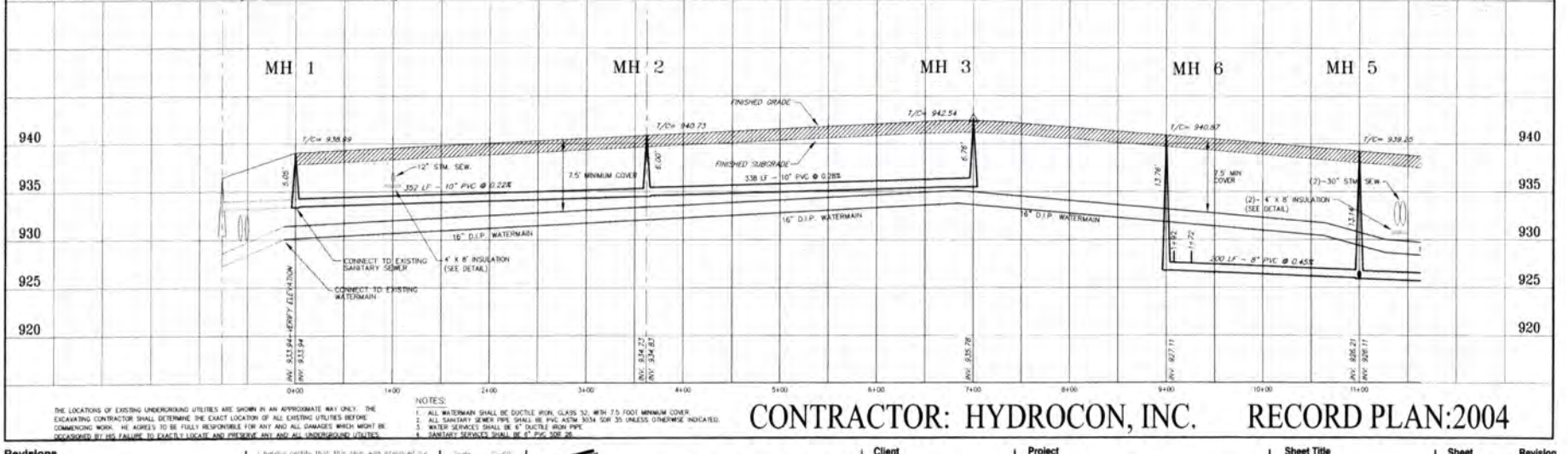
SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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





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	09/17/05	AFK	RECORD PLAN REVISION

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: [signature] 10205
Name: JEFFREY C. ROOS
Date: 3/10/03 License # 10205

Scale: 1"=50'
Designed: VLK
Drawn: MRD
Date: 1/15/03
Checked: DLK
Approved: JCR

MFRA
McCombs Frank Roos Associates, Inc.

Engineering • Planning • Surveying

15050 23rd Avenue North • Plymouth, Minnesota • 55447
phone: 763/476-6010 • fax: 763/476-8532
E-Mail: mfra@mfra.com

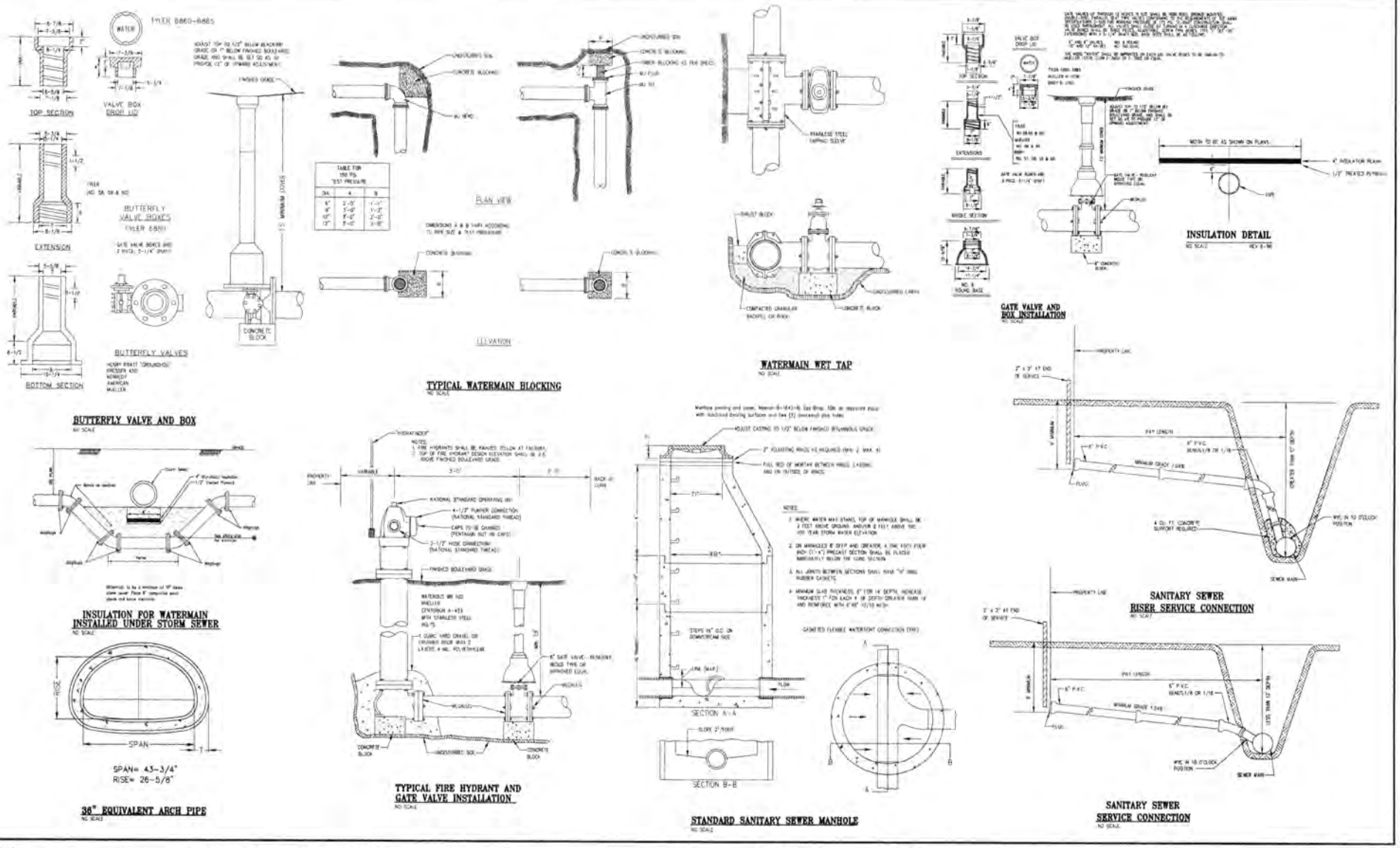
Client
City of Isanti
Isanti, MN

Project
2003 Centennial Industrial Park
Street & Utility Improvements
Isanti, MN

Sheet Title
Utility Plan
Plan & Profile

Sheet 7/19 **Revision** A

MFRA FILE NO.: 13938



TYPICAL WATERMAIN BLOCKING
NO SCALE

WATERMAIN WET TAP
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 W. Roos
Name: JEFFREY W. ROOS
Date: 3/10/03 License #: 10208

Scale	
Designed	DLK
Drawn	MRD
Date	1/15/03
Checked	DLK
Approved	JWR

MFRA
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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

June 15, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: 605 East Dual Blvd

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed welding and fabrication business to be built on parcel 161570030.

Isanti Fire supports the conditions outlined in the 5/26/2022 civil plans ensuring that all construction complies with City of Isanti fire codes; per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

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: July 5, 2022
Subject: Resolution 2022-XXX approving the Site Plan Review and Conditional Use Permit for Gopher State Storage located at 501 W Dual Blvd NE

Overview/Background:
Site Plans and a Conditional Use Permit were submitted for a Self-Storage Facility for Gopher State Storage at 501 W Dual Blvd NE. This item was discussed at the June 21, 2022 Planning Commission Meeting. It was explained that a Conditional Use Permit is needed for a self-storage facility in the I-1 Industrial Park District. The applicant, John Henry of State Storage Group was present at the meeting and available for questions from the Planning Commission. The applicant explained the locations of other storage facilities that the group owns and the reputation that they have built around the area. The applicant mentioned a few modifications to the plans submitted regarding the storage unit location along the railroad tracks and the stormwater pond soils. Staff requested that these be submitted for their review. There was no one else from the public present to speak on this item. Motion was made to approve the Conditional Use Permit and Site Plans by Lundeen seconded by Bergley, motion passed 5-0.

Staff recommends approval of the conditional use permit and site plans for the self-storage facility located at 501 W Dual Blvd NE with the following conditions:

1. The applicants shall submit a site photometrics plan and the lighting designs used shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
2. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances.
3. Landscaping shall follow Section 15, Subd. 5 of the City Zoning Ordinances for Turf Requirements.
4. Applicant shall apply for all permits associated with the building of the self-storage facilities including but not limited to a building permit, mechanical permit, plumbing permit and electrical permit.
5. A trash enclosure shall be included on site and reviewed by City Staff for the location and architecture of the enclosure. The trash enclosure shall follow Section 14, Subdivision 3 for Refuse and Trash Receptacle Enclosure standards.
6. Any comments requested in the City Engineer's Memo, dated June 3, 2022.

Request:
Approval of Site Plans with conditions of approval for an Industrial building for RK Unlimited Welding at 605 E Dual Blvd NE.

Attachments:

- Planning Commission Memo dated 6/21/2022
- Resolution
- Findings of Fact and Conclusion

RESOLUTION 2022-XXX

APPROVING THE SITE PLANS AND CONDITIONAL USE PERMIT FOR A SELF-STORAGE FACILITY FOR GOPHER STATE STORAGE LOCATED AT 501 WEST DUAL BLVD NE

WHEREAS, Gopher State Storage (applicant) has requested approval for site plans and a Conditional Use Permit of a self-storage facility at 501 West Dual Blvd NE in the City of Isanti (PID 16.053.0080); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which *Self-Storage* is a conditional 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 Self-Storage 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 the self-storage building on June 21, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on July 5, 2022;

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 self-storage facility in the I-1 Industrial Park District;

BE IT FURTHER RESOLVED that the requested Site Plans and Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. The applicants shall submit a site photometrics plan and the lighting designs used shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
2. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances.
3. Landscaping shall follow Section 15, Subd. 5 of the City Zoning Ordinances for Turf Requirements.

4. Applicant shall apply for all permits associated with the building of the self-storage facilities including but not limited to a building permit, mechanical permit, plumbing permit and electrical permit.
5. A trash enclosure shall be included on site and reviewed by City Staff for the location and architecture of the enclosure. The trash enclosure shall follow Section 14, Subdivision 3 for Refuse and Trash Receptacle Enclosure standards.
6. Any comments requested in the City Engineer's Memo, dated June 3, 2022.

This Resolution is hereby approved by the Isanti City Council this 5th day of July 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Self-Storage Facilities – 501 W Dual Blvd NE

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Gopher State Storage for a Conditional Use Permit for Self-Storage Facilities located at 501 W Dual Blvd NE.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Self-Storage Facilities for the property located at 501 W 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 June 21, 2022 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 June 9, 2022. 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 I-1 Industrial Park District 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 proposed use is adding self-storage to the site, the storage units meet the purpose and intent of the zoning ordinances found in the Industrial Park District.

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public

The establishment will not be detrimental or endanger the public and will provide additional storage opportunities for residents, enhancing the look of the community in residential neighborhoods.

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 is not intended to diminish or impair surrounding property values in the Industrial Park Zoning District.

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 surrounding areas are already developed and the proposed self-storage facility shouldn't have an effect on the 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.
Self-Storage facilities need minimal city services for operations. The utility plans show hook ups available at the street if needed, and the site currently has electric for the existing building on the southwest corner.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The zoning criteria for the Industrial District will be met for the proposed use of self-storage.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The proposed self-storage facility meets the performance standards specified in this article.

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 for self-storage was designed for access and circulation. Staff suggests that the drive aisle on the west of the site be widened from the proposed 24 ft to at least 27 ft to meet city standards for circulation. The site will not feature designated parking stalls, but the drive aisles will be wide enough to park cars in front of units while maintaining proper circulation.

   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 the storage units 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.
   There are no off-street parking stalls provided on site for the self-storage facility since there will be loading and unloading areas in front of separate storage units. The proposed widths of the drive aisles for these parking/loading areas are consistent 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 widths provided for drive aisle lanes in between buildings are adequate for circulation and are in compliance with Section 17 of the City's Zoning Ordinances. There are no residential areas that abut the site, and the position of the parcel is shielded from surrounding businesses.

   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 I-1 properties 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 landscaping plan submitted will have enough trees and plantings on site to meet the landscaping ordinances set in Section 15 of the City's Zoning Ordinances. The landscaping plan shows the area around the curbing is proposed to be seeded. The city's turf requirements impose a regulation that these areas be sodded.

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.
A site photometrics plan has not yet been submitted for review of lighting designs, locations and foot candle readings. A photometrics plan shall be submitted to staff to review compliance with Section 14 of the City's Zoning Ordinances.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This site has been reviewed for stormwater management and comments for the site can be found in the City Engineer's Memo dated June 3, 2022.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The proposed self-storage buildings are similar in appearance to surrounding buildings and other self-storage facilities within the city. The proposed building appearance is compliant with the City's Zoning Ordinances.

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.
Proposed site plans do not indicate a location for a trash enclosure. Plans will need to show where a trash enclosure will be located on site and reviewed by city staff for approval. The enclosure shall follow Section 14, Subdivision 3 for Refuse and Trash Receptacle Enclosure standards.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow 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.
This site is located in the I-1 zoning district and does not abut 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 I-1 Industrial Park 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 June 21, 2022. 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.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: June 21, 2022

SUBJECT: Site Plan Review and Conditional Use Permit for Gopher State Storage located at 501 W Dual Blvd NE

Request: The applicant, State Storage Shafer, LLC is requesting Site Plan and Conditional Use Permit (CUP) approval for self-storage facilities located at 501 W Dual Blvd NE.

Overview/Background:
The City of Isanti received a site plan and conditional use permit application for a self-storage facility located at 501 W Dual Blvd NE in the Industrial Park District. The site currently has an existing building used as storage on the southwest corner and also holds a fiber optic tower just north of this building. Plans show that the applicant will coordinate with the private utility company to relocate electric fiber and gas.

A Conditional Use Permit is needed for "self-storage facilities" to operate in the I-1 Industrial Park District. CUP standards are set in Section 21 of the Zoning Ordinances and shall be followed to approve the CUP.

The site plans propose four buildings of various lengths and sizes. The buildings are planned to be 7,600 sq ft, 9400 sq ft, 11,600 sq ft, and 10,200 sq ft for a total of 38,800 sq ft of storage space. Based on the exterior elevation plans and garage door counts, there will be roughly 67 separate storage units.

Analysis of Application: The site plan for the storage units shall comply with the following requirements for the I-1 Industrial Park District:

Setbacks – Principal Building

Front Yard There shall be a front yard having a depth of not less than thirty (30) feet between building and the street right-of-way line.

Side Yard There shall be two (2) side yards, one on each side of a building. Each side yard shall be not less than fifteen feet in width.

Rear Yard There shall be a rear yard not less than thirty (30) feet in depth.

The orientation of the buildings will be vertical running north and south. This lot is unique based on the access point being on the southeast corner of the site, where West Dual Blvd turns into North Dual Blvd. The eastern most building maintains at least a 30 ft setback from the entrance/property line and a side setback of 15 ft from the east. The building on the far west of the site will be setback at least 30 ft from the property line near the BNSF rail line. The buildings as proposed will meet all setback requirements in the I-1 Industrial Park District.

Impervious Surface Coverage

The total ground area covered by all structures and uses (permitted, accessory, and conditional, including parking lots) on the lot shall not exceed seventy-five (75%) percent.

The site plans show a proposed impervious area total of roughly 62%. This total makes up the self-storage buildings and proposed bituminous surface. A large majority of the pervious surface will be for the stormwater pond on the north end of the site and grassed areas around the perimeter of the curbing.

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 driving lanes on site are proposed to be a bituminous surface and are 30 ft in width. The driving lane on the far west of the site is currently proposed at 24 ft in width. City staff requires that this driving lane be widened to at least 27 ft to meet proper site circulation standards.

Fencing and Screening

Fencing and Screening for industrial uses shall be accomplished through the use of either a screening fencing or planning screen, which meets the requirements as stipulated within Section 15 of this Ordinance. The Planning Commission shall review and make a recommendation with final approval granted by the City Council.

There is a chain link fence proposed around the perimeter of the curbed area on site. The site is naturally shielded from surrounding businesses by the existing tree line along the west of the site. The location around the curve of W Dual Blvd along with added landscaping around the entrance makes the self-storage facility fairly hidden from the road and will be largely shielded from the business to the south. More intense shielding would be needed if the site was surrounded by a residential district, but the surrounding uses include the rail line, and two other Industrial businesses.

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.

A photometric plan was not submitted at the time of the application. A photometrics plan shall be provided to city staff to review lighting designs used on site and the locations of the lights. Lighting designs should follow City Ordinance Section 14, Subdivision 5 Outdoor Lighting Standards.

Building Design and Construction

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.

Exterior building materials include corrugated steel on all sides and the roofs of the storage units. The floors are wooden ribbed planks that are situated on the frame. The proposed new buildings match the existing self-storage buildings in the Industrial Park Zoning District.

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 site landscaping plan provides a total of 33 new trees of multiple varieties including oaks, arborvitaes, and spruce. Based on the 1 tree per 10,000 square foot standard, the applicants would be required to provide at least 17 trees on the property:

(163,049 sq ft lot / 10,000 sq ft tree requirement = 16.3 trees) Calculation rounds up to 17 trees.

The applicants have provided enough trees and plantings on site to meet the landscaping ordinance.

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.

According to the site landscaping plan, the area that is surrounding the curbing is proposed to be seeded. The city's turf requirements found in Section 15 of the Zoning Ordinances require areas disturbed by construction to be sodded.

Conditional Use Permit.

Self-storage 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 site is guided I-1 Industrial Park District and Self-storage is consistent with industrial development.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   The proposed use is adding self-storage to the site, the storage units meet the purpose and intent of the zoning ordinances found in the Industrial Park District.

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
   The establishment will not be detrimental or endanger the public and will provide additional storage opportunities for residents, enhancing the look of the community in residential neighborhoods.

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 is not intended to diminish or impair surrounding property values in the Industrial Park Zoning 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 surrounding areas are already developed and the proposed self-storage facility shouldn't have an effect on the 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.
   Self-Storage facilities need minimal city services for operations. The utility plans show hook ups available at the street if needed, and the site currently has electric for the existing building on the southwest corner.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The zoning criteria for the Industrial District will be met for the proposed use of self-storage.

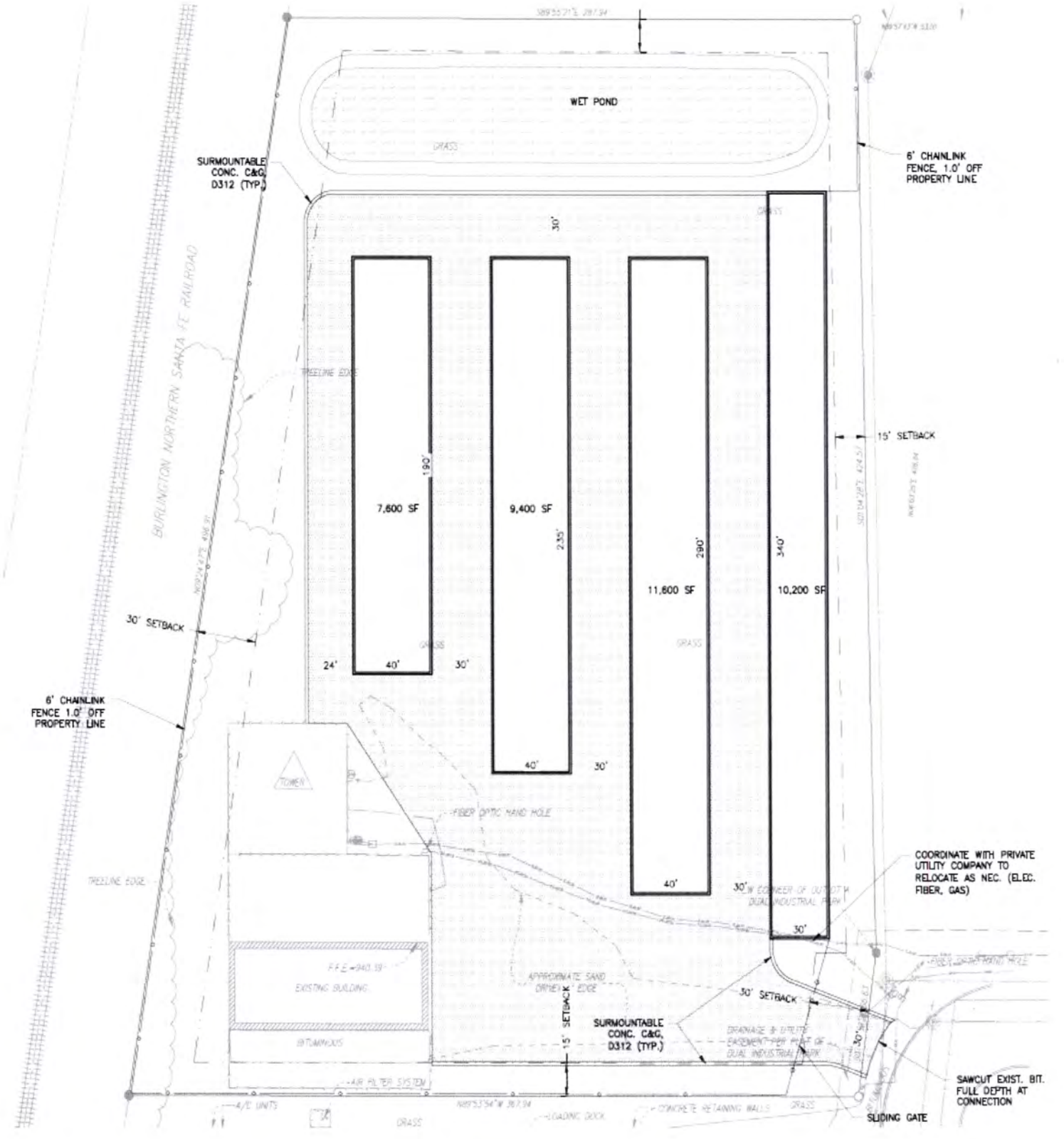
8. The conditional use complies with the general and specific performance standards as specified by within this Article.
The proposed self-storage facility meets the performance standards specified in this article.

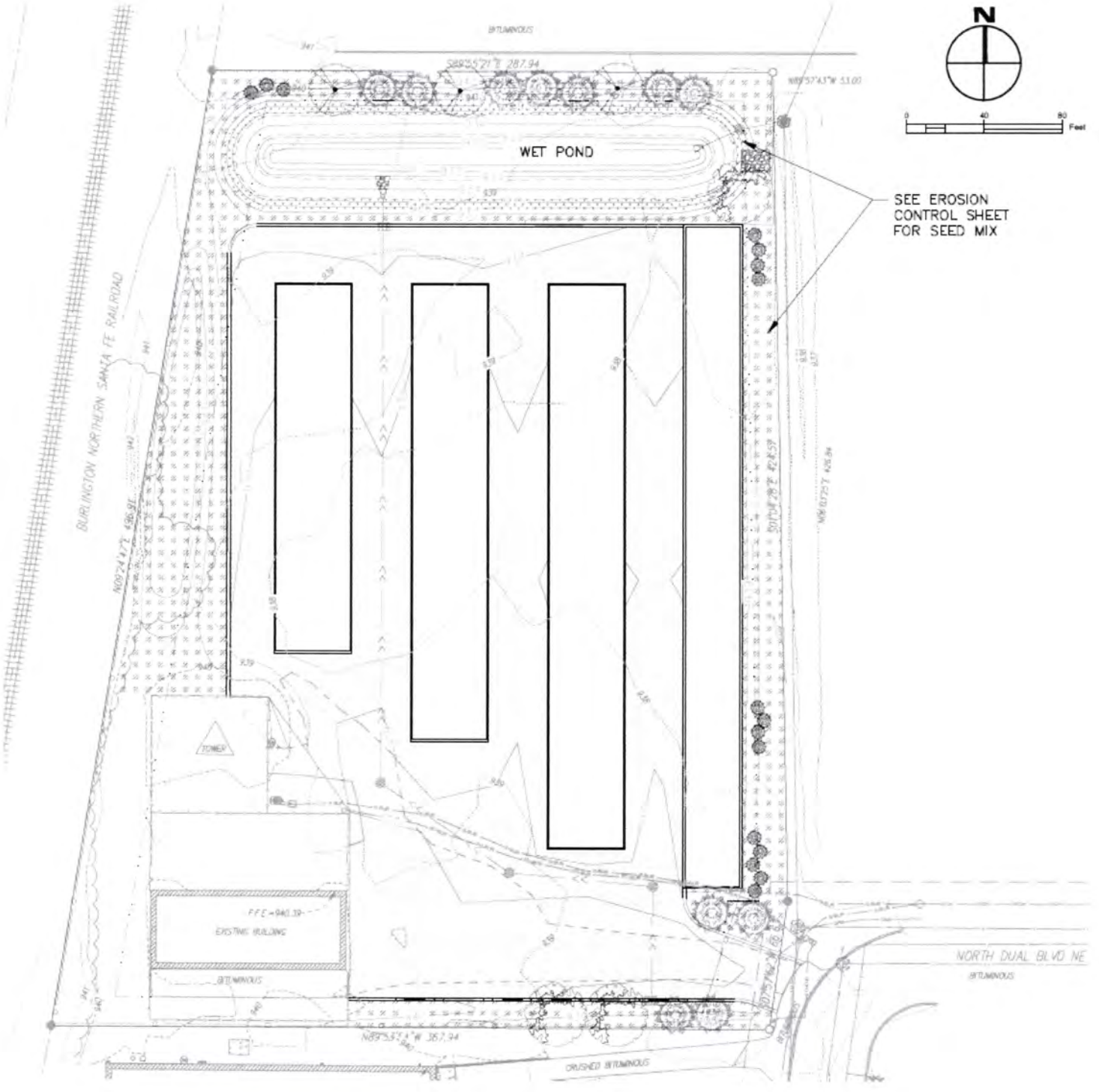
Staff Recommendation: Staff recommends approval of the Site Plan and Conditional Use Permit for the self-storage facilities with the following conditions:

1. The applicants shall submit a site photometrics plan and the lighting designs used shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
2. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances.
3. Landscaping shall follow Section 15, Subd. 5 of the City Zoning Ordinances for Turf Requirements.
4. Applicant shall apply for all permits associated with the building of the self-storage facilities including but not limited to a building permit, mechanical permit, plumbing permit and electrical permit.
5. A trash enclosure shall be included on site and reviewed by City Staff for the location and architecture of the enclosure. The trash enclosure shall follow Section 14, Subdivision 3 for Refuse and Trash Receptacle Enclosure standards.
6. Any comments requested in the City Engineer's Memo, dated June 3, 2022.

Attachments:

- Site Plans
- Landscaping Plans
- Exterior Elevations
- Engineering Memo dated June 3, 2022


WET POND
GRASS
SURMOUNTABLE CONC. C&G, D312 (TYP.)
6' CHAINLINK FENCE, 1.0' OFF PROPERTY LINE
BURLINGTON NORTHERN SANTA FE RAILROAD
TREELINE EDGE
30'
190'
235'
290'
340'
7,600 SF
9,400 SF
11,600 SF
10,200 SF
15' SETBACK
30' SETBACK
24'
40'
30'
6' CHAINLINK FENCE 1.0' OFF PROPERTY LINE
TOWER
FIBER OPTIC HAND HOLE
COORDINATE WITH PRIVATE UTILITY COMPANY TO RELOCATE AS NEC. (ELEC. FIBER, GAS)
F.F.E.=940.39'
EXISTING BUILDING
BITUMINOUS
APPROXIMATE SAND DRIVEWAY EDGE
SURMOUNTABLE CONC. C&G, D312 (TYP.)
A/C UNITS
AIR FILTER SYSTEM
LOADING DOCK
CONCRETE RETAINING WALLS
SAWCUT EXIST. BIT. FULL DEPTH AT CONNECTION
SLIDING GATE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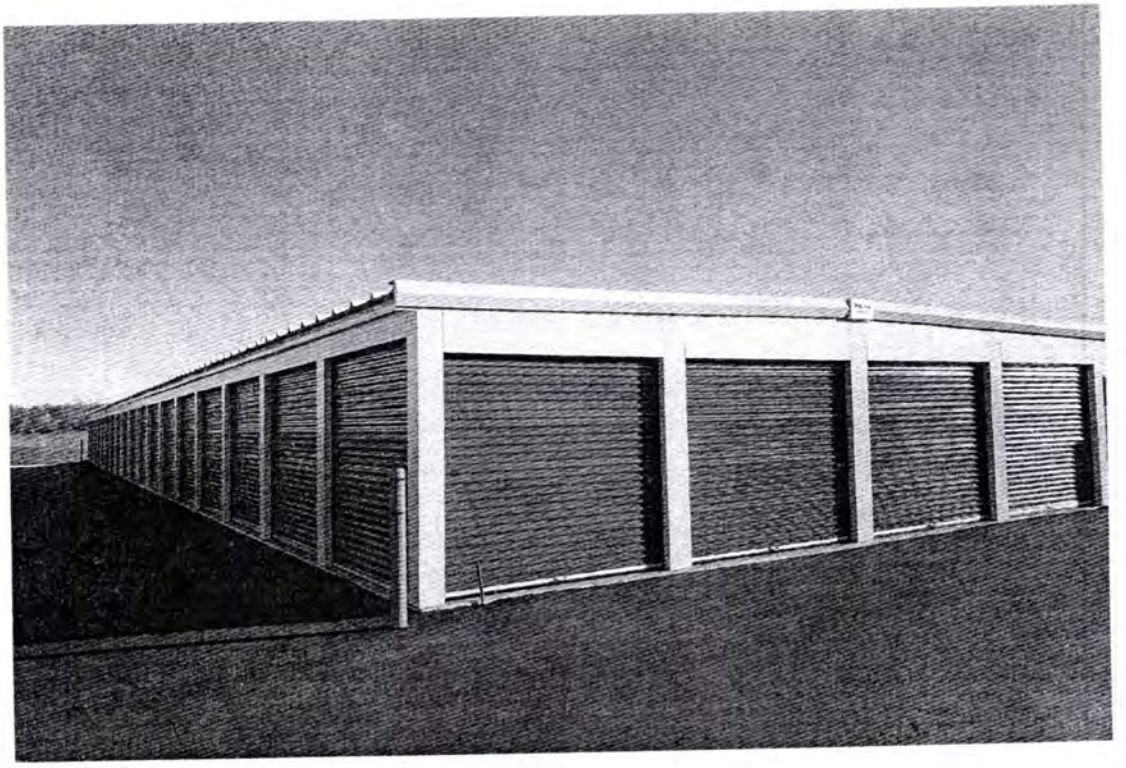
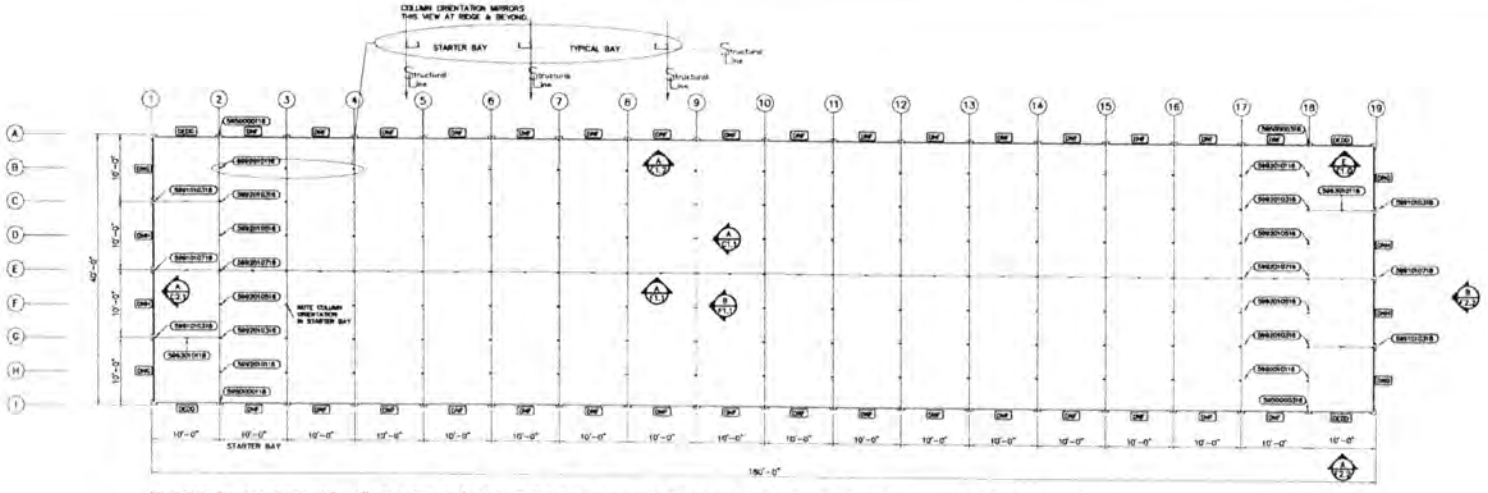
BITUMINOUS
NORTH DUAL BLVD NE
BITUMINOUS
CRUSHED BITUMINOUS





FLOOR PLAN FOR 9'-4" EAVE, 1/4:12 PITCH, MINI STORAGE BUILDING #2 & #3 1/8" = 1'-0"

DOOR SCHEDULE

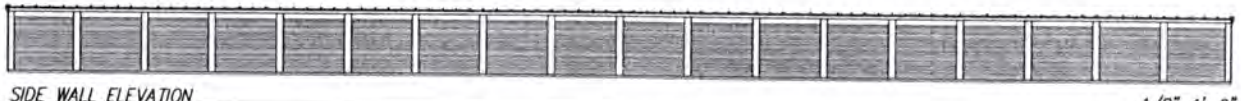
QTY	CODE	TYPE	SIZE	ROUGH OPENING	MANUF	DESCRIPTION
4	DEDO	ROLL-UP	8'-8" x 8'-0"	8'-8" x 8'-0"	TRAC-RITE/eq.	NON-OPERATIONAL DOOR, 944
32	DNF	ROLL-UP	9'-0" x 8'-0"	9'-0" x 8'-0"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
4	DNG	ROLL-UP	8'-8" x 7'-6"	8'-8" x 7'-6"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
4	DNH	ROLL-UP	9'-0" x 7'-6"	9'-0" x 7'-6"	TRAC-RITE/eq.	ROLL-UP DOOR, 944

ROLL-UP DOORS MEET ASTM E330

DOOR SIZES MAY VARY DUE TO ENGINEERING ISSUES

END WALL ELEVATION

END WALL ELEVATION



SIDE WALL ELEVATION 1/8"=1'-0"

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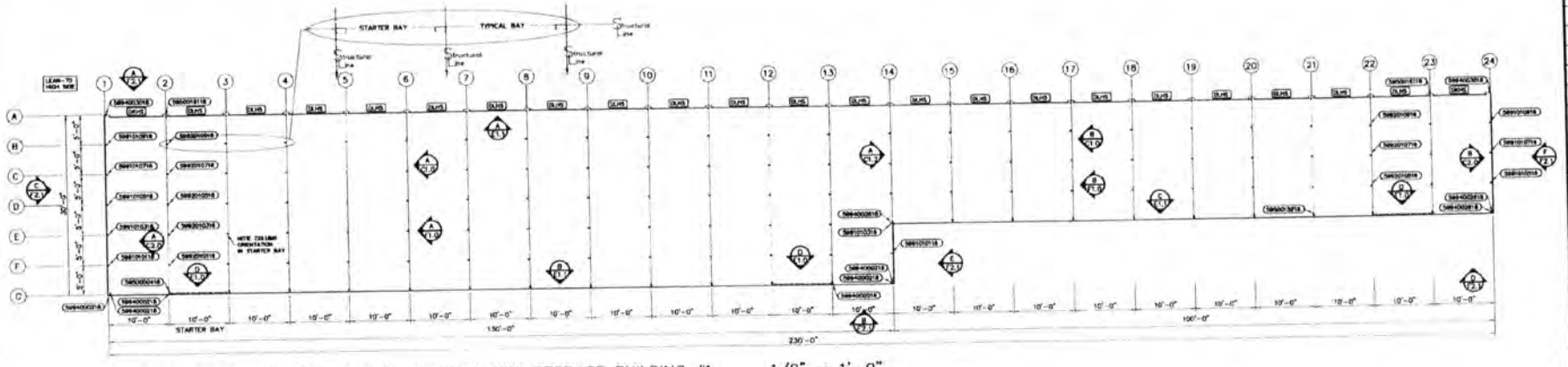
TBS

JOHN HENRY
MINI-B STORAGE
SHADOW LAKE
SHAFER, MN

FLOOR PLAN BUILDINGS #2 & #3

7/16/2020
BRM
1/8" = 1'-0"
52483

A2



FLOOR PLAN FOR 9'-4" EAVE, 1/4:12 PITCH, MINI STORAGE BUILDING #1 1/8" = 1'-0"

DOOR SCHEDULE

QTY	CODE	TYPE	SIZE	ROUGH OPENING	MANUF	DESCRIPTION
2	DKHS	ROLL-UP	8'-8" x 8'-7"	8'-8" x 8'-7.5"	TRAC-RITE/eq.	ROLL-UP DOOR, 944
21	DLHS	ROLL-UP	9'-0" x 8'-7"	9'-0" x 8'-7.5"	TRAC-RITE/eq.	ROLL-UP DOOR, 944

ROLL-UP DOORS MEET ASTM E330

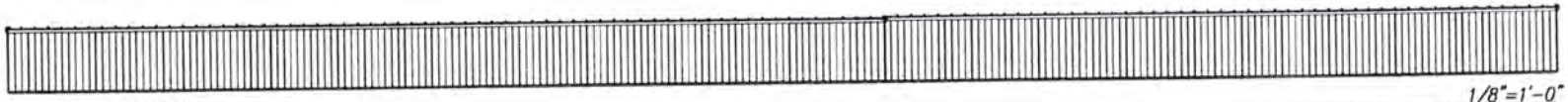
DOOR SIZES MAY VARY DUE TO ENGINEERING ISSUES

END WALL ELEVATION

END WALL ELEVATION

1/8"=1'-0"

SIDE WALL ELEVATION



1/8"=1'-0"

SIDE WALL ELEVATION

REVISION

TRACRITE BUILDING SYSTEMS, INC.

JOHN HENRY
HWY 9 STORAGE
QUANDAM LAKE
SHAPER, MN

FLOOR PLAN BUILDING #1

7/16/2020

BRM

1/8" = 1'-0"

52483

A1

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 3, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Gopher State Storage – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Gopher State Storage" with a signature date of May 27, 2022.

The plan includes the construction of 4 new storage buildings, paved drive lanes and a storm sewer system with a pond.

An existing and proposed stormwater model was also submitted.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C2.01 Site Layout:
    a. Western most drive lane shall be a minimum of 27' face of curb to building face to allow vehicle movements around stopped cars and fire truck access around buildings.
    b. Curb & gutter shall be constructed around the full perimeter of the new pavement including the SW area of the site.
    c. Reconstruct the existing driveway apron onto North Dual Boulevard to convey the storm water from the proposed curb & gutter draining to the street.
    d. General Comment: Relocating fiber optic lines can be difficult. This may delay construction or not be cost effective, may want to consider shortening the eastern most building to avoid the conflict.
2. Sheet C5.01 – Grading & Drainage Plan:
    a. Verify water will not be trapped on adjacent driveway to the south where proposed contour 938 appears to dam off low area onto adjacent property with no outlet.
    b. The storm water pond will need to have an impervious liner to ensure no infiltration occurs and the dead storage is maintained.
3. Sheet C6.01 – Erosion Control Plan:
    a. All turf establishment outside of the proposed pond embankment slopes shall be sod, not seed, per City standard.

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Suite 206
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4. Sheet C6.02 – SWPPP Narrative:
    a. Submit pond maintenance plan.
    b. Submit NPDES Permit to City prior to beginning work.
    c. Submit City SWPPP checklist (attached)

Stormwater Modeling:

1. No Comments.

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

City of Isanti

Gross Payroll	7,869.25
Social Security & Medicare	602.00
Total City Expense	8,471.25

Pay Date 6/30/2022

Pay Period: Q2CCPay22 (4/1-6/30/22)

City of Isanti

Gross Payroll	111,171.47
Social Security & Medicare	6,290.03
Public Employees Retirement	11,388.88
Total City Expense	128,850.38

Pay Date 6/24/2022

Pay Period 13 (6/5-6/18/22)

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06/22	06/21/2022	58606	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	499.93
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06/22	06/21/2022	58608	1536	MINNESOTA DEED	219-20200	833.33
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Grand Totals:						107,586.25

Dated: _____

Mayor: _____

City Council: _____

_____

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City Recorder: _____

Report Criteria:
Report type: Summary
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06/22	06/28/2022	58637	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,274.61
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06/22	06/28/2022	58639	3118	KLOCKOW BREWING COMPANY INC	609-20200	594.00
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Grand Totals:						87,022.41

RESOLUTION 2022-XXX

ACCEPTING LETTER OF RESIGNATION FOR FULL-TIME MAINTENANCE TECHNICIAN II EMPLOYEE NATHAN HANSON

WHEREAS, Public Works Employee Nate Hanson has submitted a letter of resignation to the City of Isanti on June 21, 2022; and,

WHEREAS, the effective date of this resignation is July 5, 2022; and,

WHEREAS, Nate Hanson 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 Nate Hanson is hereby accepted effective July 5, 2022.

2. That Human Resources and Public Services Director are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of July 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING TEMPORARY ON-SALE LIQUOR LICENSE FOR THUNDER BROTHERS BREWERY FOR THE 2022 ISANTI STREET DANCES

WHEREAS, the City has received Temporary On-Sale Liquor License application from Thunder Brothers Brewery for the 2022 Isanti Street Dances held on July 16, 2022, August 13, 2022 and September 17, 2022 on Main Street, adjacent to the intersection of Main Street and 1st Avenue; and,

WHEREAS, the applicant has paid the required application fees for Temporary On-Sale Liquor Licenses as set forth in the Fee Schedule; and,

WHEREAS, Thunder Brothers Brewery has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, Approval from the State of Minnesota Alcohol and Gambling Enforcement Division is required; and,

WHEREAS, the applicant has successfully passed a background investigation;

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

1. Thunder Brothers Brewery application for an On-Sale Liquor Licenses for the Isanti Street Dances scheduled for July 16, 2022, August 13, 2022 and September 17, 2022 are approved.

This Resolution is hereby approved by the Isanti City Council this 5th day of July 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO

To: Mayor Johnson and Members of City Council
From: Stephanie Hillesheim, Community Development Director
Date: July 5, 2022
Subject: Resolution 2022-XXX Approving Improvements to Pre-existing Driveway/Parking Area Downtown Located at 16 Main Street West

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At the Committee of the Whole meeting held on June 21, 2022 Scott Boecker owner of My Jungle Gym on Main Street in Isanti, after receiving notice from the City of Isanti regarding a formal complaint, requested that his parking area be recognized as an existing parking space. The Committee recommended through consensus that this parking area has in fact been place since at least 1965 as an improved graveled parking area and that Mr. Boecker should have a specified timeline to repair the parking area with gravel as was previously in place. After further research City staff concur that a normal Zoning Permit be applied for, which can be administratively approved once all necessary attachments are received.

Request:
Staff is requesting action on the accompanying resolution on this matter.

Attachments:
- Resolution 2022-XXX Approving Improvements to Pre-existing Driveway/Parking Area Downtown Located at 16 Main Street West
- Zoning Permit Application

RESOLUTION 2022-XXX

APPROVING IMPROVEMENTS TO PRE-EXISTING DRIVEWAY/PARKING AREA DOWNTOWN LOCATED AT 16 MAIN STREET WEST

WHEREAS the City received an anonymous complaint about vehicles parked in the grass at 16 Main Street West; and,

WHEREAS, Council confirmed that the parking area/driveway located at the rear of the property was previously improved with Class 5 and pre-existing for a number of years; and,

WHEREAS, the Council requires the property owner to repair the driveway/parking area within 60 days of this approval; and,

WHEREAS, a Zoning Permit application will be required for the improvements; and,

WHEREAS, the current and future property owners will be required to maintain the driveway/parking area as identified on the permit to prevent weeds and grass from protruding the surface; and,

WHEREAS, parking area must be improved to meet updated City requirements if/when substantial site improvements are made on the property;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve to allow Class 5 to be installed to repair the pre-existing driveway/parking area at 16 Main Street West.

This Resolution is hereby approved by the Isanti City Council this July 5, 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 19, 2022
(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. **2023 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 19th 2022

Subject: Budget Work Session – Operating Budgets

General Notes and Assumptions

- All wages include a projected COLA for 2022 and include the necessary step increases, where applicable.
- Health Insurance is based on 2022 premiums plus 15%.
- Worker's compensation rates are based on 2022 rates and include a 25% inflationary factor.
- Property, liability, and volunteer insurance premiums are based on 2022 rates and include a 10% inflationary factor.
- Dental Insurance is based on 2022 premiums, plus 5%.
- Life/AD&D Insurance is based on 2022 premiums, plus 0%.
- Addition to Fund Balance is currently budgeted in the amount of $179,898.
- Taxable Market Value is estimated to increase 26%

Budget Work Session

July 19th 2022

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Water Fund Operating Budget Summary (601)	Pg. 10
Sewer Fund Operating Budget Summary (602)	Pg. 11
Stormwater Fund Operating Budget Summary (603)	Pg. 12
Liquor Fund Operating Budget Summary (609)	Pg. 13
Debt Service Funds Summary (929 thru 932)	Pg. 14

2023 Budget Schedule

Tuesday, July 19, 2022 **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)

Wednesday, August 3, 2022 **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 6, 2022 **Preliminary Budget and Levy Meeting**

-Set 2023 Final Budget and Levy Meeting Date
-Adopt 2023 Preliminary Budget
-Adopt 2023 Preliminary Levy

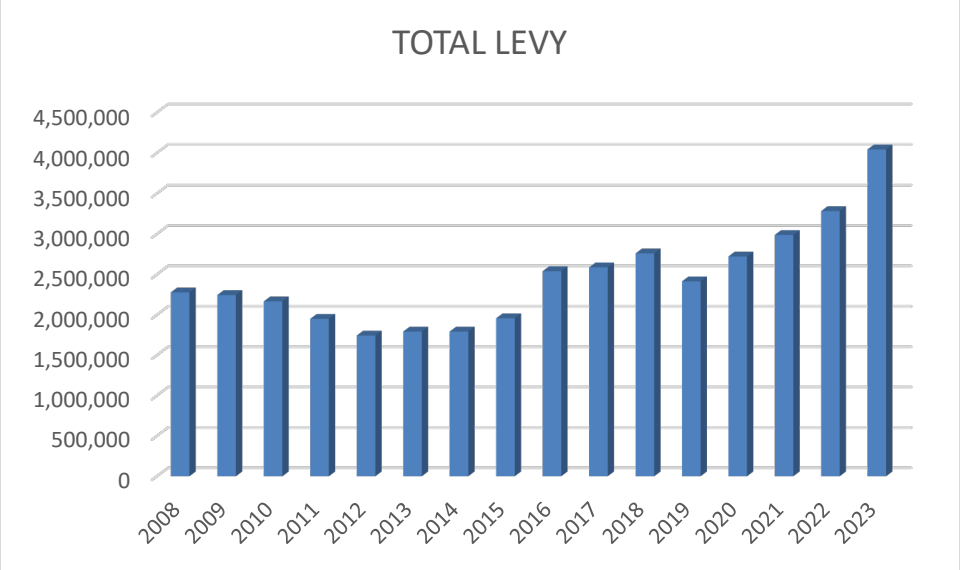
Tuesday, December 6, 2022 **Final Budget and Levy Meeting**

-Final 2023 Budget and Levy Presentation
-Public Comment
-Adopt 2023 Final General Fund and EDA Budgets
-Adopt Debt Levy Variance (If Needed)
-Adopt 2023 Final Levy
-Adopt 2023 Final Enterprise Fund Budgets
-Approve Cost of Living Adjustment for Non-Union Employees

Tax Levy

Proposed 2023 Total Levy **$ 4,042,954**

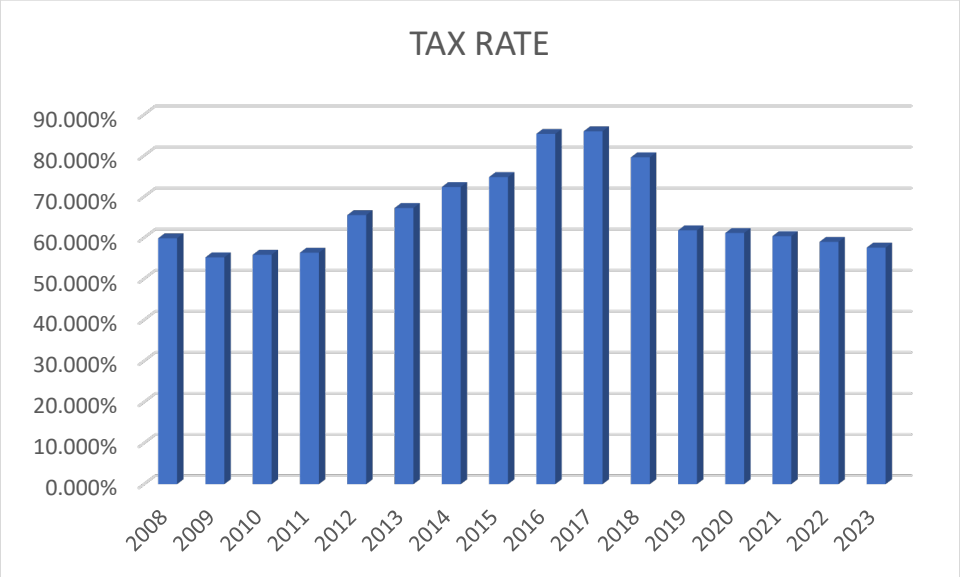
LEVY	2023	2022	CHANGE FROM PRIOR	
GENERAL FUND LEVY (101)	$ 2,875,000	$ 2,150,000	33.72%	$ 725,000
CAPITAL MAINT. LEVY (920)	$ 465,500	$ 451,900	3.01%	$ 13,600
STREET CONST. LEVY (425)	$ 307,000	$ 295,000	4.07%	$ 12,000
EDA LEVY (108)	$ 122,375	$ 98,038	24.82%	$ 24,338
ABATEMENT LEVY (101)	$ 14,112	$ 13,763	2.54%	$ 349
DEBT SERVICE LEVY	$ 258,967	$ 273,150	-5.19%	$ (14,183)
TOTAL LEVY	**$ 4,042,954**	**$ 3,281,851**	**23.19%**	**$ 761,104**



Tax Rate

Projected 2023 Tax Rate **57.611%**

	2023	2022	CHANGE FROM PRIOR
TAX RATE	**57.611%**	**59.012%**	**-2.37%**
AVG. TAX RATE - 2008-2022	66.702%		
% ABOVE (+) / BELOW (-) AVG.	-13.63%		

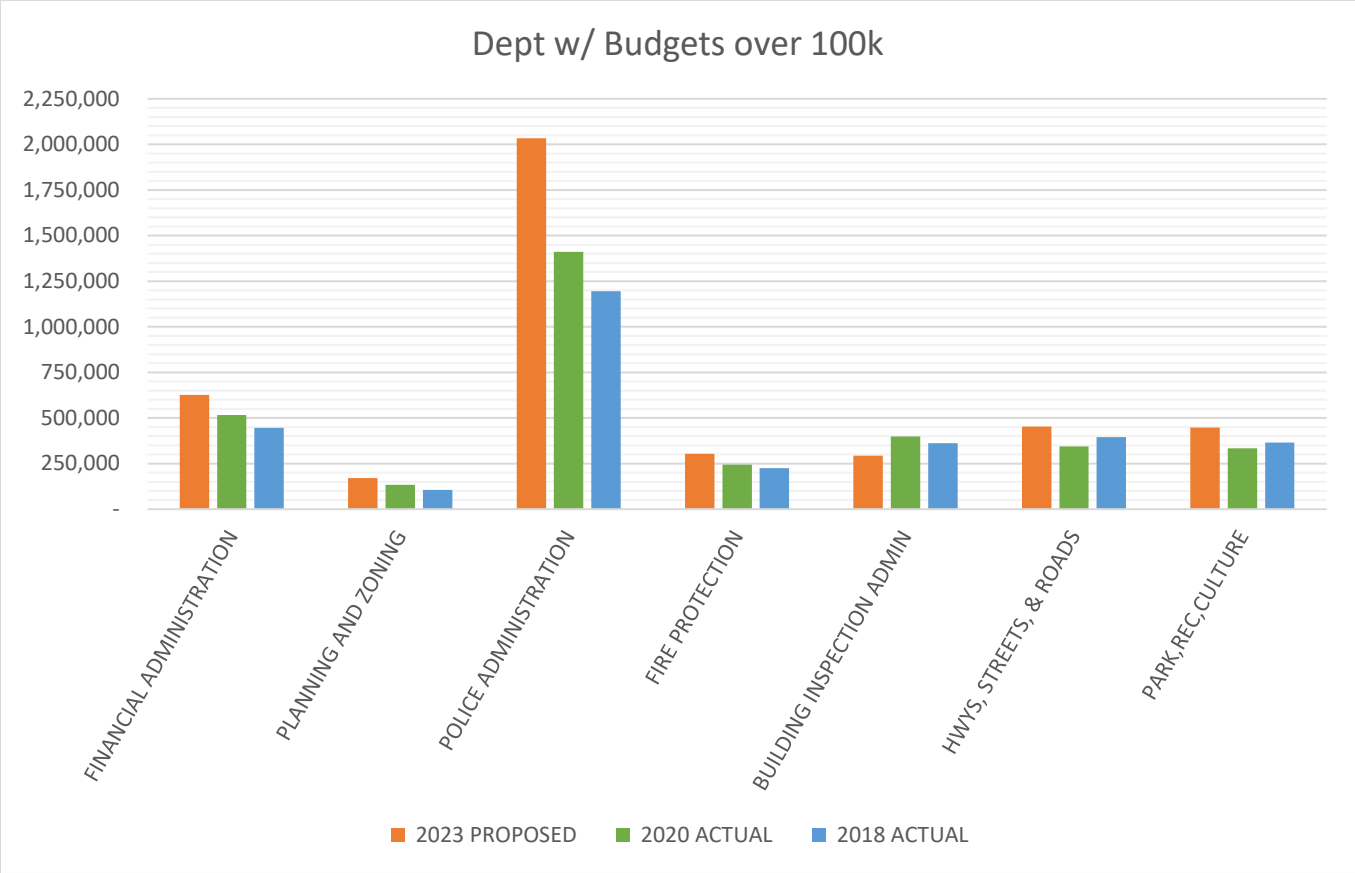


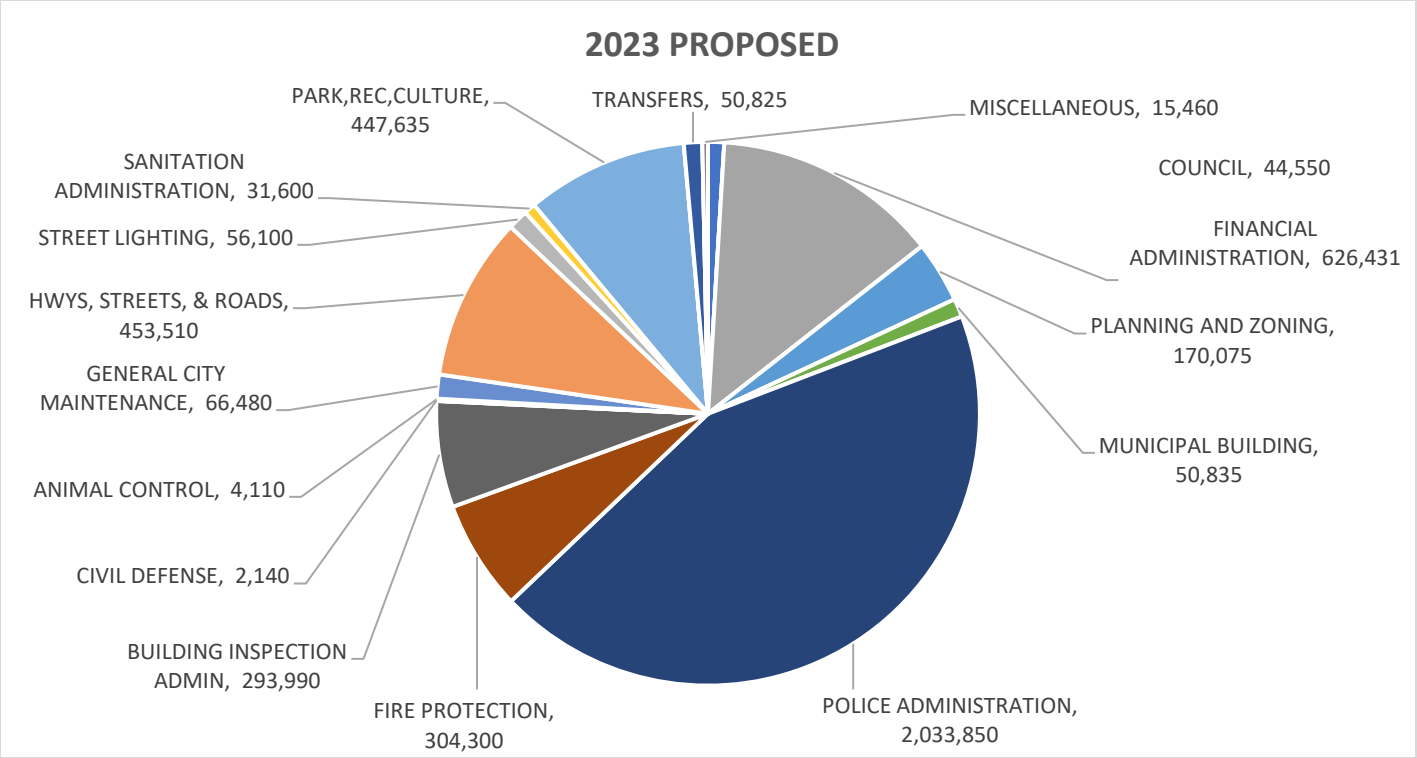
Tax Rate = Total Levy / Market Value

General Fund Operating Budget Summary (101)

Title / Detail	2023 PROPOSED
Unreserved Fund Balance	$ (179,898)
TAXES	2,910,412
LICENSES/PERMITS	285,525
INTERGOVERNMENTAL	1,025,277
CHARGES FOR SERVICES	188,925
FINES AND FORFEITURES	35,800
MISCELLANEOUS	35,850
TRANSFERS IN	350,000
GENERAL FUND REVENUES	**4,651,891**
COUNCIL	44,550
ELECTIONS	-
FINANCIAL ADMINISTRATION	626,431
SPECIAL PROJECTS	-
PLANNING AND ZONING	170,075
MUNICIPAL BUILDING	50,835
POLICE ADMINISTRATION	2,033,850
FIRE PROTECTION	304,300
BUILDING INSPECTION ADMIN	293,990
CODE ENFORCEMENT	-
CIVIL DEFENSE	2,140
ANIMAL CONTROL	4,110
GENERAL CITY MAINTENANCE	66,480
HWYS, STREETS, & ROADS	453,510
STREET LIGHTING	56,100
SANITATION ADMINISTRATION	31,600
PARK,REC,CULTURE	447,635
DEBT SERVICE (GENERAL)	-
TRANSFERS	50,825
IMPROVEMENT FUNDS	-
MISCELLANEOUS	15,460
GENERAL FUND EXPENDITURES	**4,651,891**
NET INCOME / (LOSS)	**(0)**

* Detail provided within attached budget


Dept w/ Budgets over 100k
2,250,000
2,000,000
1,750,000
1,500,000
1,250,000
1,000,000
750,000
500,000
250,000
-
FINANCIAL ADMINISTRATION
PLANNING AND ZONING
POLICE ADMINISTRATION
FIRE PROTECTION
BUILDING INSPECTION ADMIN
HWYS, STREETS, & ROADS
PARK,REC,CULTURE
2023 PROPOSED
2020 ACTUAL
2018 ACTUAL


2023 PROPOSED
PARK,REC,CULTURE, 447,635
TRANSFERS, 50,825
MISCELLANEOUS, 15,460
SANITATION ADMINISTRATION, 31,600
COUNCIL, 44,550
STREET LIGHTING, 56,100
FINANCIAL ADMINISTRATION, 626,431
HWYS, STREETS, & ROADS, 453,510
PLANNING AND ZONING, 170,075
GENERAL CITY MAINTENANCE, 66,480
MUNICIPAL BUILDING, 50,835
ANIMAL CONTROL, 4,110
CIVIL DEFENSE, 2,140
BUILDING INSPECTION ADMIN, 293,990
FIRE PROTECTION, 304,300
POLICE ADMINISTRATION, 2,033,850

EDA Fund Operating Budget Summary (108)

	Title / Detail	PROPOSED 2023 BUDGET
TOTAL	**EDA REVENUES**	**134,175**
TOTAL	**EDA EXPENDITURES**	**110,670**
NET INCOME / (LOSS)		**23,505**

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 ($5,000) is in engineering fees. Increased interest in Shovel-Ready industrial sites and a lack of available 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 2023 BUDGET
TOTAL	**WATER FUND REVENUES**	**1,675,500**
TOTAL	**WATER FUND EXPENDITURES**	**2,711,026**
NET INCOME / (LOSS)		**(1,035,526)**
NET CASH FLOW / (LOSS)		**(615,526)**

Water Sales of $1,400,000 is projected for 2023, based on our most recently completed and approved rate study and observed actuals.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2022 capital improvement plan. Adjustments to that number, if any will be presented at the August budget work session.

Expenditures include $449,000 in principal and $75,800 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 2023 BUDGET
TOTAL	**SEWER FUND REVENUES**	**1,740,000**
TOTAL	**SEWER FUND EXPENDITURES**	**1,977,944**
NET INCOME / (LOSS)		**(237,944)**
NET CASH FLOW / (LOSS)		**356,038**

Sewer Sales of $1,397,400 is projected for 2023, based on our most recently completed and approved rate study and observed actuals.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2022 capital improvement plan. Adjustments to that number, if any will be presented at the August budget work session.

Expenditures include $380,000 in principal and $43,820 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 2023 BUDGET
TOTAL	**STORM WATER FUND REVENUES**	**310,300**
TOTAL	**STORM WATER FUND EXPENDITURES**	**226,866**
NET INCOME / (LOSS)		**83,434**
NET CASH FLOW / (LOSS)		**158,434**

Storm Water Sales of $308,000 is projected for 2023, based on our recently completed and approved rate study and observed actuals.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2022 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 2023 BUDGET
TOTAL	**MUNICIPAL LIQUOR FUND REVENUES**	**5,143,265**
TOTAL	**MUNICIPAL LIQUOR FUND EXPENDITURES**	**5,140,060**
NET INCOME / (LOSS)		**3,205**
NET CASH FLOW / (LOSS)		**78,205**

Sales of $5,116,000 and Cost of Goods Sold of 3,718,600 is based on our original project projections and observed actuals since the new store opened. 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 that will reflect actual materials and prices in construction.

Expenditures include $190,000 in principal and $60,200 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 2023 BUDGET
TOTAL	**2010B GO IMPR BOND REVENUES**	**-**
TOTAL	**2010B GO IMPR BOND EXPENDITURES**	**-**
NET INCOME / (LOSS)		**-**
TOTAL	**2011A IMPROVEMENT BOND REVENUES**	**-**
TOTAL	**2011A IMPROVEMENT BOND EXPENDITURES**	**-**
NET INCOME / (LOSS)		**-**
TOTAL	**2021A GO ABATEMENT BOND REVENUES**	**210,730**
TOTAL	**2021A GO ABATEMENT BOND EXPENDITURES**	**192,650**
NET INCOME / (LOSS)		**18,080**
TOTAL	**2014B GO IMPR BOND REVENUES**	**48,437**
TOTAL	**2014B GO IMPR BOND EXPENDITURES**	**46,910**
NET INCOME / (LOSS)		**1,527**

2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments were made in 2021. Revenues were generated exclusively from the debt service levy which ended in 2020. Fund 929 was closed to Funds 101 and 920.

2011A Improvement Bond Fund (930) will no longer be a budgeted Fund. Final debt service payments will be made in 2022. Revenues were generated from the debt service levy, which ended in 2021 and from transfers out of the Water and Sewer Funds.

2021A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Previously known as the 2014A GO Tax Abatement Bonds, that issue was refunded in 2021. 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		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ	EQ	Unreserved Fund Balance		$ (179,898)	45,003	(37,418)			
101-31000	R		General Property Taxes		$ 2,889,112	2,163,763	1,894,132	1,862,071	1,837,298	1,796,472
101-31001	R		General Prop Taxes-Delinq		$ 19,100	20,500	20,300	15,856	21,118	42,685
101-31801	R		Tax Forfeited Sales		$ 900	1,600	2,000	5	-	1,891
101-31900	R		Penalties and Interest DelTax		$ 1,300	1,800	1,700	270	1,331	3,337
		TOTAL	**TAXES**		**2,910,412**	**2,187,663**	**1,918,132**	**1,878,203**	**1,859,747**	**1,844,384**
101-32100	R		Business Licenses/Permits		$ 13,250	13,000	12,500	2,350	13,985	13,435
101-32200	R		Non-Business Licenses/Permits		$ 7,725	8,500	8,500	3,925	11,490	7,750
101-32210	R		Building Permit Fee		$ 150,000	200,000	175,000	197,056	235,980	174,440
101-32211	R		Plan Check Fee-Bldg.Permit		$ 70,000	110,000	98,000	93,582	131,611	97,651
101-32212	R		Plumbing Fee-Bldg.Permit		$ 10,500	13,750	12,500	12,206	11,869	12,241
101-32213	R		Mechanical Fee-Bldg.Permit		$ 9,000	13,250	13,250	12,934	13,359	13,181
101-32214	R		Fireplace Fee-Bldg.Permit		$ -	-	-	-	-	-
101-32215	R		Septic Fee		$ -	-	-	-	-	-
101-32216	R		S/W Connection Fee		$ 2,250	3,000	3,000	3,038	3,563	3,075
101-32217	R		Sprinkler Fee		$ -	200	250	-	-	-
101-32218	R		License Verification Fee		$ 1,500	1,500	1,000	1,190	2,280	920
101-32219	R		Electrical Permit		$ 18,000	22,000	23,000	21,981	21,059	21,506
101-32240	R		Animal Licenses		$ 2,500	2,500	3,000	2,565	2,520	2,970
101-32250	R		Special Vehicle Permit		$ 800	800	800	925	900	950
		TOTAL	**LICENSES/PERMITS**		**285,525**	**388,500**	**350,800**	**351,751**	**448,614**	**348,118**
101-33100	R		Federal Grants and Aids		$ 21,000	40,800	79,667	83,667	417,121	8,102
101-33400	R		State Grants and Aids		$ -	-	-	-	-	-
101-33401	R		Local Government Aid		$ 835,277	799,088	780,176	780,176	740,876	635,435
101-33403	R		LGA-Market Value Credit		$ -	-	150	35	70	164
101-33404	R		PERA Rate Increase Aid		$ -	1,205	1,205	-	-	1,205
101-33416	R		Police Training Reimbursement		$ -	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		$ 75,000	75,000	69,000	69,272	73,844	67,155
101-33422	R		Other State Aid Grants		$ -	-	-	2,807	-	-
101-33423	R		POST Training Aid		$ 10,000	6,500	6,000	10,304	6,586	5,965
101-33424	R		Police State Aid		$ 84,000	81,000	72,000	71,242	49,618	71,750
101-33600	R		County Grants		$ -	-	-	-	-	-
101-33601	R		Regional Grants		$ -	-	-	-	-	-
101-33610	R		County Grants/Aid for Hwy		$ -	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,025,277**	**1,003,593**	**1,008,198**	**1,017,502**	**1,288,115**	**789,776**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-34000	R		Charges for Services		$ -	-	-	-	58	516
101-34100	R		General Gov t Charges for Svcs		$ 1,250	2,000	3,000	1,135	997	2,058
101-34101	R		Rent Revenue		$ -	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		$ 12,250	13,000	13,000	10,380	13,085	12,940
101-34104	R		Plan Check Fee		$ -	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		$ -	-	-	-	-	-
101-34106	R		Advertising Revenue		$ 1,600	1,400	1,500	-	1,400	3,813
101-34110	R		Land Rent		$ 1,250	1,000	1,000	1,335	1,140	1,260
101-34112	R		Dog Rm/Bd Charges		$ -	-	-	-	-	-
101-34113	R		Community Ctr Rent Revenue		$ 16,000	15,000	12,000	11,763	5,664	17,196
101-34114	R		Copy Machine Copy Sales		$ 75	50	75	98	36	85
101-34115	R		Lease Revenue		$ 66,700	77,100	76,280	74,506	74,373	98,528
101-34200	R		Police Charges for Services		$ 500	750	1,000	141	738	1,513
101-34202	R		Security Services		$ -	-	-	-	-	-
101-34203	R		Accident Reports		$ -	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		$ -	1,500	1,500	(1,738)	(1,124)	1,495
101-34206	R		School Dist Resource Officer		$ 83,500	81,500	85,520	77,324	26,050	80,756
101-34211	R		PD Charges for Scvs		$ -	-	-	-	6	-
101-34212	R		Nuisance Abatement		$ -	-	3,000	(1,000)	749	3,973
101-34300	R		PW Other Charges for Scvs		$ 1,000	1,000	750	800	2,055	652
101-34304	R		Street Cut Charges		$ 4,250	4,250	4,000	4,205	4,130	4,635
101-34305	R		Snow Removal		$ -	-	-	-	-	-
101-34306	R		Weed/Grass Removal		$ -	-	-	45	-	109
101-34700	R		Park Rental Fees		$ 250	500	500	200	105	585
101-34750	R		Rec Program Fees		$ 250	300	300	125	(4)	313
101-34780	R		Park Fees		$ 50	50	50	60	30	40
101-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**188,925**	**199,400**	**203,475**	**179,380**	**129,488**	**230,468**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-35000	R		Fines and Forfeits		$ 50	100	50	-	220	56
101-35102	R		Parking Fines		$ 250	1,250	1,500	100	620	1,600
101-35104	R		Other Fines		$ -	-	-	-	-	-
101-35105	R		Highway Fines		$ 30,000	30,000	35,500	27,344	24,676	35,566
101-35106	R		Dog Impound Fee		$ -	-	-	-	-	-
101-35107	R		NSF Fines		$ -	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		$ -	-	-	-	-	-
101-35110	R		Storage Fees		$ -	-	-	320	-	-
101-35120	R		AdministrativeTraffic Citation		$ 5,500	7,500	14,000	5,520	7,200	14,120
101-35130	R		Administrative Citation		$ -	-	2,000	-	40	1,160
		TOTAL	**FINES AND FORFEITURES**		**35,800**	**38,850**	**53,050**	**33,284**	**32,756**	**52,502**
101-36100	R		Special Assessments		$ -	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		$ 750	1,000	1,000	1	1,026	955
101-36201	R		Refunds & Reimbursements		$ 15,000	12,500	7,000	19,285	17,880	9,099
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		$ 20,000	30,000	20,000	558	40,126	63,792
101-36230	R		Contributions and Donations		$ -	7,750	7,750	-	100	-
101-36231	R		Community Center Contributions		$ -	-	-	-	-	-
101-37460	R		General Penalty		$ 100	150	100	5	744	22
101-37840	R		Cash Over - (Short)		$ -	-	-	1	(0)	-
101-37843	R		Bank Charges		$ -	-	-	(20)	245	-
101-37844	R		Error Adjustment		$ -	-	-	(39)	(221)	21
101-39102	R		Sale of Property		$ -	-	-	-	-	649
101-39103	R		Insurance Proceeds		$ -	-	-	5,872	4,681	-
		TOTAL	**MISCELLANEOUS**		**35,850**	**51,400**	**35,850**	**25,662**	**68,470**	**74,537**
101-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
101-39203	R		Transfer from Other Fund		$ 350,000	360,481	486,400	486,400	451,176	369,150
		TOTAL	**TRANSFERS IN**		**350,000**	**360,481**	**486,400**	**486,400**	**451,176**	**369,150**
101-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,651,891**	**4,274,890**	**4,018,487**	**3,972,182**	**4,278,366**	**3,708,935**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		$ 24,900	24,927	24,927	23,077	23,477	25,327
101-41110-120	E		Employer Contrib Ret General		$ 1,900	1,907	1,907	1,765	1,796	1,938
101-41110-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		$ -	-	-	-	-	-
101-41110-200	E		Office Supplies (GENERAL)		$ 800	750	250	808	786	143
101-41110-208	E		Training and Instruction		$ 2,500	2,500	2,500	-	724	693
101-41110-220	E		General Supplies		$ 50	-	-	22	15	13
101-41110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41110-305	E		Technology		$ 4,500	1,000	1,000	833	903	861
101-41110-351	E		Legal Notices Publishing		$ 2,250	2,000	1,500	2,289	3,277	825
101-41110-361	E		General Liability Ins		$ 20	50	5	2	6	29
101-41110-433	E		Dues and Subscriptions		$ 7,630	6,930	6,630	6,881	9,053	6,169
			League of Minnesota Cities	$ 7,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		$ -	-	-	-	-	26
41110		**TOTAL**	**COUNCIL**		**44,550**	**40,064**	**38,719**	**35,679**	**40,038**	**36,025**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		$ -	7,250	-	-	7,222	-
101-41200-200	E		Office Supplies (GENERAL)		$ -	100	-	-	76	-
101-41200-208	E		Training and Instruction		$ -	250	-	-	35	-
101-41200-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		$ -	100	-	-	-	-
101-41200-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41200-439	E		Election Expenses		$ -	3,000	200	1,436	2,698	154
41200		**TOTAL**	**ELECTIONS**		**-**	**10,700**	**200**	**1,436**	**10,030**	**154**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		$ 368,900	350,115	327,953	327,430	295,551	266,374
101-41500-101	E		PT Salaries & Wages		$ 5,500	5,050	4,900	2,818	2,852	-
101-41500-102	E		Full-Time Employees OT		$ -	-	-	-	-	26
101-41500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41500-112	E		Contracted Services		$ 1,750	3,995	10,248	3,850	33,099	11,871
			Codification Maint. Fee	$ 1,000						
			City Code Update (30%)	$ 750						
101-41500-120	E		Employer Contrib Ret General		$ 56,300	53,403	50,034	48,821	43,932	39,286
101-41500-130	E		Employer Paid Ins General		$ 80,700	72,783	61,733	63,789	51,440	44,618
101-41500-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	25
101-41500-151	E		Worker s Comp Insurance		$ 3,400	4,618	2,842	3,618	2,785	1,536
101-41500-200	E		Office Supplies (GENERAL)		$ 5,000	4,000	3,500	5,675	4,061	3,491
			Miscellaneous	$ 13,000						
			15% to EDA, PRC, P/Z, BLD INSP	$ (8,000)						
101-41500-202	E		Duplicating and copying supply		$ 3,200	3,080	1,870	4,183	2,980	1,473
			Copier Lease	$ 6,500						
			Paper / Supplies	$ 1,500						
			15% to P/Z, PRC, EDA	$ (4,800)						
101-41500-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41500-208	E		Training and Instruction		$ 11,450	11,235	11,235	5,189	1,043	8,176
			City Clerk Training	$ 1,350						
			General HR Training	$ 1,250						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. 2 x Dept Heads	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 675						
			MNGFOA Conference - Asst Fin Dir	$ 675						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		$ 150	75	250	404	77	73
101-41500-300	E		Professional Srvs (GENERAL)		$ 50,100	50,225	50,224	46,080	41,159	75,783
			City Attorney	$ 40,000						
			Safety Training (6.25%)	$ 100						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-41500-301	E		Audit & Accounting Services		$ 13,300	15,000	17,540	15,850	16,688	15,875
			Annual Financial Audit	$ 30,375						
			AUP (Agreed Upon Procedures)	$ 5,000						
			12.5% B.I., Water, Sewer, Storm, Liquor	$ (22,125)						
101-41500-303	E		Engineering Fees		$ -	-	-	-	233	-
101-41500-305	E		Technology		$ 13,000	9,239	6,627	6,277	6,559	6,551
			Anti Spam Software	$ 300						
			NEOGOV portal	$ 675						
			PEAK AGENDA MANAGEMENT	$ 540						
			WB IT Solutions (15%)	$ 7,200						
			Laserfiche Support (25%)	$ 3,200						
			Civic Plus Support (10%)	$ 260						
			Civic Systems Support (5.80%)	$ 770						
101-41500-320	E		Communications (GENERAL)		$ 1,100	1,092	1,548	1,417	1,643	1,803
			Verizon	$ 1,100						
101-41500-322	E		Postage		$ 1,370	1,260	5,090	1,162	5,699	4,423
			Mailing - Isantian	$ 75						
			PO Box Fee	$ 135						
			Postage 1,400 @ $0.60	$ 840						
			Certified Letters	$ 320						
101-41500-335	E		Auto Expense		$ 1,000	1,000	110	-	-	1
			City Hall Vehicle(s)	$ 1,000						
101-41500-351	E		Legal Notices Publishing		$ 400	500	300	178	972	66
101-41500-361	E		General Liability Ins		$ 6,390	2,200	2,100	2,181	2,170	2,321
101-41500-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	2
101-41500-433	E		Dues and Subscriptions		$ 2,621	2,600	2,507	1,645	1,419	3,290
			MN City/Cty Management Assoc	$ 160						
			MN Clerks & Finance Officers Assoc	$ 50						
			SHRM Membership	$ 230						
			ICMA	$ 1,206						
			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	800	729	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**		**626,431**	**592,270**	**561,411**	**541,295**	**515,328**	**490,416**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		$ -	-	-	-	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		$ -	-	-	-	1,382	3,984
101-41501-120	E		Employer Contrib Ret General		$ -	-	-	-	5,301	12,869
101-41501-130	E		Employer Paid Ins General		$ -	-	-	-	6,103	17,526
101-41501-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		$ -	-	-	-	545	823
101-41501-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		$ -	-	-	-	-	52
101-41501-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41501-208	E		Training and Instruction		$ -	-	-	-	-	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		$ -	-	-	248	-	-
101-41501-322	E		Postage		$ -	-	-	-	-	-
101-41501-335	E		Auto Expense		$ -	-	-	-	-	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		$ -	-	-	118	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**		**-**	**-**	**-**	**367**	**56,125**	**130,053**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		$ 88,400	82,844	80,478	78,588	71,271	30,081
101-41910-101	E		Part Time Salaries and Wages		$ 3,250	2,525	2,450	-	-	-
101-41910-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41910-112	E		Contracted Services		$ -	4,550	4,550	-	-	10,648
101-41910-120	E		Employer Contrib Ret General		$ 13,200	12,383	12,110	11,679	10,415	4,308
101-41910-130	E		Employer Paid Ins General		$ 16,300	14,867	13,815	14,357	12,886	3,354
101-41910-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	11	-
101-41910-151	E		Worker s Comp Insurance		$ 800	1,082	689	878	725	578
101-41910-200	E		Office Supplies (GENERAL)		$ 2,000	1,250	1,250	1,263	828	814
			15% from Admin	$ 2,000						
101-41910-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,197	834	728
			15% from Admin	$ 1,200						
101-41910-208	E		Training and Instruction		$ 2,000	2,000	2,000	159	5	687
			MN APA Conference	$ 1,500						
			Continuing Education	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		9,500	9,500	6,000	1,037	5,180	3,748
101-41910-301	E		Auditing and Acct g Services		$ -	-	-	-	-	-
101-41910-303	E		Engineering Fees		$ 7,000	4,500	3,000	6,573	5,480	4,773
101-41910-305	E		Technology		$ 6,380	5,164	3,712	3,707	3,563	3,040
			WB IT Solutions (10%)	$ 4,800						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Civic Systems Support (5.80%)	$ 770						
101-41910-310	E		Annexation Payments		$ 18,200	16,400	17,600	18,486	20,827	21,250
			Annex. Pmt to Township - A-2457(OA)-32	$ 12,600						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 5,600						
101-41910-320	E		Communications (GENERAL)		$ 300	258	264	307	1,124	528
			Verizon - 50% CDD Phone	$ 300						
101-41910-322	E		Postage		$ 25	50	50	-	-	2
101-41910-335	E		Auto Expense		$ 500	500	55	-	-	1
			10% from Admin	$ 500						
101-41910-351	E		Legal Notices Publishing		$ 300	300	300	204	210	116
101-41910-361	E		General Liability Ins		$ 20	50	10	6	15	76
101-41910-433	E		Dues and Subscriptions		$ 450	350	350	-	-	-
			MN APA Membership	$ 200						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		$ 250	750	900	46	-	787
			Isanti County Recorder / Misc.	$ 250						
101-41910-500	E		Capital Expenditures		$ -	-	-	-	-	1,113
41910		**TOTAL**	**PLANNING AND ZONING**		**170,075**	**160,478**	**150,093**	**138,485**	**133,373**	**86,632**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41941			**MUNICIPAL BUILDING**							
101-41941-100	E		Wages & Salaries General		$ -	-	-	-	-	32
101-41941-112	E		Contracted Services		$ 1,960	1,310	960	1,879	1,015	1,161
			Alarm Monitoring	$ 610						
			Shred-N-Go	$ 1,350						
101-41941-120	E		Employer Contrib Ret General		$ -	-	-	-	-	5
101-41941-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)		$ 3,500	1,750	5,250	3,660	1,309	2,214
			Misc. Supplies	$ 2,000						
			Flags	$ 1,500						
101-41941-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41941-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41941-305	E		Technology		$ 7,200	6,750	8,065	7,961	7,656	7,428
			NEOGOV portal	$ 675						
			PEAK AGENDA MANAGEMENT	$ 540						
			WB IT Solutions (15%)	$ 7,200						
101-41941-320	E		Communications (GENERAL)		$ 5,760	3,870	3,164	4,398	4,743	2,852
			Midco	$ 1,260						
			Landline Service	$ 900						
			City Hall Phone System Maint. (90%)	$ 3,600						
101-41941-361	E		General Liability Ins		$ 4,640	2,500	2,410	2,582	2,447	2,153
101-41941-380	E		Utilities		$ 18,500	14,300	12,120	16,793	13,489	11,436
101-41941-401	E		Maint & Repairs - Bldgs.		$ 9,275	7,660	7,685	12,318	7,493	9,499
			Janitorial Services	$ 4,500						
			Rug Service	$ 1,800						
			Garbarge/Recycling Services	$ 250						
			Fire Suppresion Inspection	$ 225						
			Miscellaneous	$ 2,500						
101-41941-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-41941-410	E		Rentals		$ -	-	-	-	-	-
101-41941-500	E		Capital Expenditures		$ -	-	-	-	-	17,454
101-41941-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**		**50,835**	**38,140**	**39,654**	**49,593**	**38,153**	**54,234**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42110			**POLICE ADMINISTRATION**							
101-42110-100	E		Wages & Salaries General		$ 1,063,000	981,414	930,655	845,610	700,265	630,007
101-42110-101	E		Part Time Salaries and Wages		$ 94,500	92,779	90,517	68,317	80,707	137,166
101-42110-102	E		Full-Time Employees OT		$ 30,000	30,000	40,000	70,036	68,383	55,024
			Incidental OT	$ 11,000						
			Rodeo/Jubliee OT	$ 9,000						
			Training OT	$ 10,000						
101-42110-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42110-112	E		Contracted Services		$ -	-	-	370	220	3,375
101-42110-113	E		Uniform Pay		$ 17,800	12,857	11,757	17,684	24,033	19,228
101-42110-114	E		Crime Prevention		$ 750	750	2,000	1,859	774	434
101-42110-118	E		Salary Contingency		$ -	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		$ 213,900	198,697	191,216	180,819	156,308	147,846
101-42110-130	E		Employer Paid Ins General		$ 213,600	194,242	185,071	163,756	140,844	132,382
101-42110-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	2,135
101-42110-151	E		Worker s Comp Insurance		$ 122,100	120,410	85,262	108,551	49,889	38,694
101-42110-200	E		Office Supplies (GENERAL)		$ 4,000	3,825	3,800	4,467	3,336	3,990
101-42110-207	E		Computer Supplies		$ -	-	-	-	16	60
101-42110-208	E		Training and Instruction		$ 17,940	17,940	17,000	17,207	17,501	15,347
			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		$ 1,900	3,410	2,710	2,789	3,244	2,877
			Copy Machine Lease	$ -						
			Radar Calibration	$ 300						
			Misc Small Tools/Equipment	$ 800						
			Misc Investigator Equipment	$ 800						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42110-300	E		Professional Srvs (GENERAL)		$ 70,050	68,200	66,492	59,371	51,833	52,744
			Prosecution ($4,333/month)	$ 52,000						
			Safety Training (12.5%)	$ 200						
			Attorney/Abatement/Hearings	$ 1,000						
			LEADS ONLINE	$ 2,100						
			Hearing Testing	$ 500						
			Bi-Annual Body Camera Audit	$ -						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 2,250						
101-42110-305	E		Technology		$ 20,630	15,947	15,208	30,247	9,471	13,838
			LETG Software Maintenance and Support	$ 9,300						
			WB IT Solutions (10%)	$ 7,800						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			County RMS Maint.	$ 700						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 950						
			Civic Systems Support (5.45%)	$ 770						
			Anti Spam Software	$ 300						
101-42110-320	E		Communications (GENERAL)		$ 11,530	11,615	10,854	8,911	6,332	5,653
			Verizon	$ 9,100						
			Landline Service	$ 1,800						
			Long Distance	$ 30						
			BCA Connection	$ 600						
101-42110-321	E		Cell Phone Reimbursement		$ -	-	-	-	-	-
101-42110-335	E		Auto Expense		$ 51,450	42,050	32,760	44,022	39,171	33,837
			Fuel/Washes	$ 40,000						
			PW Labor	$ 1,250						
			GEO Tab	$ 2,700						
			Repairs	$ 7,500						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42110-336	E		PD Reserves		$ 1,300	1,200	1,200	1,151	1,113	782
101-42110-351	E		Legal Notices Publishing		$ 300	300	300	276	807	801
101-42110-361	E		General Liability Ins		$ 65,310	39,500	33,010	38,972	34,629	30,073
101-42110-380	E		Utilities		$ 12,000	7,700	7,340	7,730	7,272	6,927
101-42110-401	E		Maint & Repairs - Bldgs.		$ 7,610	6,540	6,790	4,625	5,662	12,800
			Janitorial Services	$ 2,850						
			Rug Service	$ 400						
			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	1,000	20	1,479	1,729
101-42110-433	E		Dues and Subscriptions		$ 13,180	13,075	8,665	7,075	8,266	695
			Lexipol Annual Subscription	$ 5,810						
			Post License $90/Officer every 3 years	$ 360						
			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
101-42110-501	E		Replacement Fund		$ -	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-42110-721	E		Contingency Fund		$ -	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**		**2,033,850**	**1,863,451**	**1,743,607**	**1,683,863**	**1,411,553**	**1,397,350**
42280			**FIRE PROTECTION**							
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	2,800	-
101-42280-380	E		Utilities		$ 3,900	3,600	3,620	3,709	3,351	3,416
101-42280-390	E		Public Safety Expense		$ 300,400	270,000	254,370	250,263	238,078	231,246
101-42280-401	E		Maint & Repairs - Bldgs.		$ -	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**		**304,300**	**273,600**	**257,990**	**253,972**	**244,229**	**234,663**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		$ 146,200	136,807	122,956	127,931	37,111	48,018
101-42401-101	E		Part Time Salaries and Wages		$ 40,500	37,995	-	18,473	-	-
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		$ 20,400	24,400	18,400	21,966	344,135	272,916
			Rum River Construction Consultants	$ 6,000						
			Electrical Inspector	$ 14,400						
101-42401-120	E		Employer Contrib Ret General		$ 28,400	26,584	18,628	21,539	5,157	7,458
101-42401-130	E		Employer Paid Ins General		$ 33,100	29,992	27,099	24,411	6,626	7,829
101-42401-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	31	-
101-42401-151	E		Worker s Comp Insurance		$ 1,700	2,387	1,102	1,404	342	616
101-42401-200	E		Office Supplies (GENERAL)		$ 2,000	1,500	-	440	531	625
			15% from Admin	$ 2,000						
101-42401-202	E		Duplicating and copying supply		$ 1,200	1,155	-	-	-	489
			15% from Admin	$ 1,200						
101-42401-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42401-208	E		Training and Instruction		$ 2,000	1,700	-	115	0	115
			Annual Institute (CE)	$ 1,500						
			Miscellaneous	$ 500						
101-42401-210	E		Operating Supplies (GENERAL)		$ 200	250	100	158	105	199
101-42401-300	E		Professional Srvs (GENERAL)		$ 1,000	1,000	-	290	660	2,709
101-42401-301	E		Auditing and Acct g Services		$ 4,425	5,000	-	-	-	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42401-303	E		Engineering Fees		$ -	250	-	-	-	-
101-42401-305	E		Technology		$ 10,050	7,187	4,021	4,480	2,326	2,530
			PSN Monthly eBill (20%)	$ 140						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			WB IT Solutions (10%)	$ 4,800						
			Civic Systems Support (22.24%)	$ 4,300						
101-42401-320	E		Communications (GENERAL)		$ 1,100	1,060	26	582	151	446
			Verizon - 10% CDD PH. & B.O. Ph, Ipad	$ 1,100						
101-42401-335	E		Auto Expense		$ 500	500	55	537	28	592
			10% from Admin	$ 500						
101-42401-351	E		Legal Notices Publishing		$ 600	50	50	629	552	66
101-42401-361	E		General Liability Ins		$ 350	300	270	277	279	352
101-42401-380	E		Utilities		$ -	-	-	-	-	1,271
101-42401-401	E		Maint & Repairs - Bldgs.		$ -	-	-	9	5	1,051
101-42401-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		$ 265	265	-	145	-	-
			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**		**293,990**	**278,382**	**192,707**	**223,386**	**398,040**	**351,585**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		$ -	-	7,509	7,407	6,675	32,077
101-42402-101	E		Part Time Salaries and Wages		$ -	-	-	-	-	-
101-42402-106	E		Wages & Salaries Admin		$ -	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		$ -	-	1,138	1,120	996	5,169
101-42402-130	E		Employer Paid Ins General		$ -	-	1,307	1,361	1,230	3,486
101-42402-151	E		Worker s Comp Insurance		$ -	-	67	86	71	311
101-42402-200	E		Office Supplies (GENERAL)		$ -	-	50	9	121	30
101-42402-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42402-208	E		Training and Instruction		$ -	-	-	-	0	61
101-42402-300	E		Professional Srvs (GENERAL)		$ -	-	1,000	2	2	1,332
101-42402-305	E		Technology		$ -	-	786	395	762	1,016
101-42402-320	E		Communications		$ -	-	26	274	562	538
101-42402-322	E		Postage		$ -	-	125	110	149	38
101-42402-335	E		Auto Expense		$ -	-	-	273	288	332
101-42402-351	E		Legal Notices Publishing		$ -	-	75	14	6	44
101-42402-361	E		General Liability Ins		$ -	-	300	318	312	317
101-42402-494	E		Property Management		$ -	-	-	-	221	-
101-42402-500	E		Capital Expenditures		$ -	-	-	-	-	1,113
42402		**TOTAL**	**CODE ENFORCEMENT**		**-**	**-**	**12,383**	**11,369**	**11,393**	**45,863**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		$ 2,140	2,140	2,140	2,140	2,140	4,280
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		$ -	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,140**	**2,140**	**2,140**	**2,140**	**4,280**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		$ 4,000	3,000	3,000	3,000	3,000	1,440
101-42700-210	E		Operating Supplies (GENERAL)		$ 100	-	-	-	70	124
101-42700-219	E		Disposal-Animal		$ -	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-42700-322	E		Postage		$ -	-	-	-	-	-
101-42700-361	E		General Liability Ins		$ 10	5	1	0	1	3
101-42700-417	E		Uniform Rentals		$ -	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**4,110**	**3,095**	**3,091**	**3,000**	**3,071**	**1,568**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		$ 28,800	25,322	24,092	23,683	19,148	17,493
101-43010-102	E		Full-Time Employees OT		$ -	-	-	30	-	12
101-43010-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43010-113	E		Clothing Replacement		$ 25	40	50	17	34	43
101-43010-120	E		Employer Contrib Ret General		$ 4,400	3,836	3,650	3,535	2,793	2,609
101-43010-130	E		Employer Paid Ins General		$ 8,800	7,862	6,892	6,882	4,941	4,601
101-43010-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		$ 2,300	3,120	1,952	2,486	2,035	2,080
101-43010-208	E		Training and Instruction		$ -	50	50	-	-	47
101-43010-212	E		Motor Fuels		$ -	-	-	-	-	-
101-43010-220	E		General Supplies		$ 450	450	450	-	458	493
101-43010-222	E		Gen l Operating Expense		$ 3,600	3,930	3,140	869	1,075	688
			Torch Gas	$ 200						
			Towel/Rug Service	$ 900						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		$ 500	450	500	355	670	-
101-43010-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-43010-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43010-305	E		Technology		$ -	-	-	-	-	57
101-43010-320	E		Communications (GENERAL)		$ -	-	-	2	7	9
101-43010-351	E		Legal Notices Publishing		$ -	-	-	-	-	6
101-43010-361	E		General Liability Ins		$ 1,560	1,400	1,280	1,376	1,305	1,219
101-43010-380	E		Utilities		$ 11,650	10,700	11,970	10,845	10,091	11,290
101-43010-400	E		Ground Maintenance		$ 550	-	350	516	-	360
101-43010-401	E		Maint & Repairs - Bldgs.		$ 3,000	3,000	3,380	2,398	2,482	1,833
			Garbarge/Recycling Services	$ 2,500						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		$ 470	460	370	399	420	343
			Annual Lift Inspection	$ 470						
101-43010-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-43010-410	E		Rentals		$ -	-	-	-	-	-
101-43010-417	E		Uniform Rentals		$ 375	375	310	257	366	244
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**		**66,480**	**60,995**	**58,436**	**53,649**	**45,824**	**43,426**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43100			**HWYS, STREETS, & ROADS**							
101-43100-100	E		Wages & Salaries General		$ 147,900	129,965	123,650	121,555	130,298	117,247
101-43100-101	E		Part Time Salaries and Wages		$ 5,900	5,655	5,490	3,046	2,639	2,729
101-43100-102	E		Full-Time Employees OT		$ 20,000	20,000	20,000	10,232	11,701	24,030
101-43100-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		$ (1,750)	(1,000)	(1,750)	(2,238)	(525)	(638)
101-43100-112	E		Contracted Services		$ -	-	-	-	-	-
101-43100-113	E		Clothing Replacement		$ 200	200	250	89	173	219
101-43100-120	E		Employer Contrib Ret General		$ 26,300	23,576	22,595	20,227	20,830	20,931
101-43100-130	E		Employer Paid Ins General		$ 45,000	40,335	35,359	38,084	37,640	36,817
101-43100-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		$ 14,800	20,052	12,381	15,762	10,791	13,121
101-43100-208	E		Training and Instruction		$ 350	500	500	346	35	342
101-43100-212	E		Motor Fuels		$ 27,000	22,500	20,000	18,984	13,042	20,414
101-43100-220	E		General Supplies		$ 17,500	17,500	15,500	10,944	10,982	6,582
			Mosquito Spray - Promethium	$ 7,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		$ 1,000	1,000	500	701	1,757	510
101-43100-229	E		Gravel		$ 4,000	3,500	3,500	1,165	4,306	6,912
101-43100-230	E		Salt/Sand		$ 70,000	50,000	50,000	36,856	37,047	57,435
101-43100-231	E		Street Maintenance		$ 9,000	16,325	9,700	5,749	8,026	9,172
			Isanti Tshp Road Maint.							
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		$ 3,500	3,500	1,000	965	1,373	1,237
			Road Temp Sensor	$ 1,000						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		$ 470	720	662	225	681	1,618
			Safety Training (12.5%)	$ 200						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		$ 25,000	27,500	25,000	18,068	25,168	16,609
101-43100-305	E		Technology		$ 810	704	642	660	619	378
			Civic Systems Support (5.80%)	$ 770						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		$ 2,210	2,162	2,240	2,183	2,505	2,598
			Verizon	$ 2,000						
			Landline Service	$ 200						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		$ 150	150	-	-	23	139
101-43100-361	E		General Liability Ins		$ 4,360	4,300	3,820	4,137	3,932	4,163
101-43100-380	E		Utilities		$ -	-	-	-	-	-
101-43100-400	E		Grounds Maintenance		$ 650	750	750	229	1,219	342
101-43100-401	E		Maint & Repairs - Bldgs.		$ 1,750	1,250	1,000	1,097	1,713	1,004
101-43100-404	E		Repairs/Maint Machinery/Equip		$ 25,000	30,000	28,000	18,167	16,546	25,350
101-43100-410	E		Rentals		$ 300	300	300	195	-	72
101-43100-417	E		Uniform Rentals		$ 2,000	2,500	1,750	1,554	2,281	1,553
101-43100-433	E		Dues and Subscriptions		$ 110	110	110	158	64	106
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		$ -	-	-	-	-	-
101-43100-500	E		Capital Expenditures		$ -	-	-	-	-	24,426
101-43100-511	E		Land Acquisition		$ -	-	-	-	-	-
101-43100-531	E		Improvement-Land		$ -	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**453,510**	**424,054**	**382,949**	**329,138**	**344,865**	**395,418**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43160-361	E		General Liability Ins		$ 600	700	-	6,419	4,032	-
101-43160-380	E		Utilities		$ 55,500	52,800	51,130	52,015	49,779	48,239
101-43160-500	E		Capital Expenditures		$ -	-	-	-	-	-
43160		**TOTAL**	**STREET LIGHTING**		**56,100**	**53,500**	**51,130**	**58,434**	**53,811**	**48,239**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		$ 6,700	5,864	5,579	5,485	4,442	4,056
101-43210-101	E		Part Time Salaries and Wages		$ 10,300	9,944	9,655	8,772	7,997	7,592
101-43210-102	E		Full-Time Employees OT		$ 500	500	500	309	-	434
101-43210-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43210-112	E		Contracted Services		$ -	-	-	-	-	-
101-43210-113	E		Clothing Replacement		$ 10	10	15	4	8	10
101-43210-120	E		Employer Contrib Ret General		$ 2,700	2,471	2,384	1,535	1,260	1,250
101-43210-130	E		Employer Paid Ins General		$ 2,000	1,815	1,592	1,588	1,144	1,358
101-43210-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		$ 1,500	1,766	1,168	1,487	1,061	392
101-43210-208	E		Training and Instruction		$ -	-	-	-	-	11
101-43210-212	E		Motor Fuels		$ 1,600	1,300	1,200	1,168	803	1,256
101-43210-220	E		General Supplies		$ -	-	-	-	2	13
101-43210-300	E		Professional Srvs (GENERAL)		$ 750	750	750	398	242	380
			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		$ 10	5	2	1	2	12
101-43210-400	E		Ground Maintenance		$ 5,500	2,000	2,000	2,864	6,044	270
			Brush	$ 1,500						
			Compost Screening	$ 4,000						
101-43210-417	E		Uniform Rentals		$ 30	25	30	22	19	24
101-43210-500	E		Capital Expenditures		$ -	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**31,600**	**26,450**	**24,875**	**23,633**	**23,023**	**17,060**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
45300			**PARK,REC,CULTURE**							
101-45300-100	E		Wages & Salaries General		$ 168,300	155,446	145,092	134,099	143,637	128,082
101-45300-101	E		Part Time Salaries and Wages		$ 22,400	21,688	25,822	16,220	9,224	13,949
101-45300-102	E		Full-Time Employees OT		$ 1,300	1,250	1,250	1,140	2,217	1,726
101-45300-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-45300-112	E		Contracted Services		$ 10,160	8,320	7,670	7,965	6,270	5,425
			Janitorial Services	$ 1,800						
			Portable Restrooms	$ 8,360						
101-45300-113	E		Clothing Replacement		$ 100	100	130	47	92	117
101-45300-120	E		Employer Contrib Ret General		$ 29,000	26,902	25,999	21,709	22,297	20,425
101-45300-130	E		Employer Paid Ins General		$ 53,700	35,735	28,420	29,440	27,170	25,702
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		$ 15,300	18,335	11,373	14,480	11,366	11,319
101-45300-200	E		Office Supplies (GENERAL)		$ 2,100	1,600	1,100	1,636	743	1,086
			15% from Admin	$ 2,000						
			Miscellaneous	$ 100						
101-45300-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,289	825	569
			15% from Admin	$ 1,200						
101-45300-208	E		Training and Instruction		$ 1,750	1,750	1,750	420	325	1,107
			PW Tech Pesticide Licensing	$ 250						
			Professional Development	$ 1,500						
101-45300-210	E		Operating Supplies (GENERAL)		$ 2,000	2,000	2,000	2	1,739	1,816
101-45300-212	E		Motor Fuels		$ 2,900	2,400	2,300	2,124	1,405	2,198
101-45300-220	E		General Supplies		$ 2,750	2,500	3,000	2,438	3,420	1,458
101-45300-226	E		Signs		$ 750	750	500	168	1,453	210
101-45300-240	E		Small Tools and Minor Equip		$ 1,500	1,300	1,000	1,433	1,063	712
101-45300-300	E		Professional Srvs (GENERAL)		$ 700	750	692	141	900	1,138
			Safety Training (12.5%)	$ 200						
			Attorney	$ 500						
101-45300-303	E		Engineering Fees		$ 2,000	2,000	1,500	2,166	1,500	1,378
101-45300-305	E		Technology		$ 3,575	2,914	2,157	2,165	2,228	2,147
			WB IT Solutions (5%)	$ 2,400						
			NEOGOV portal	$ 225						
			PEAK AGENDA MANAGEMENT	$ 180						
			Civic Systems Support (5.80%)	$ 770						
101-45300-320	E		Communications (GENERAL)		$ 2,030	2,041	1,808	1,972	2,620	2,063
			Verizon	$ 500						
			Landline Service	$ 1,500						
			Long Distance	$ 30						
101-45300-322	E		Postage		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-45300-340	E		Advertising		$ 3,500	2,000	1,250	248	2,876	1,736
101-45300-351	E		Legal Notices Publishing		$ 300	250	250	276	248	317
101-45300-361	E		General Liability Ins		$ 16,190	19,500	19,440	18,746	17,305	16,077
101-45300-380	E		Utilities		$ 23,000	18,200	17,590	19,403	17,129	16,595
101-45300-400	E		Ground Maintenance		$ 17,500	17,000	15,000	6,693	7,631	15,824
			Tree Planting	$ 5,000						
			Legacy Park Lime Agg	$ 5,000						
101-45300-401	E		Maint & Repairs - Bldgs.		$ 9,360	9,170	9,190	8,794	8,196	7,344
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 1,500						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 3,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		$ 8,000	8,000	8,000	7,303	8,373	4,823
101-45300-410	E		Rentals		$ 350	500	100	179	1,536	-
101-45300-417	E		Uniform Rentals		$ 1,000	1,200	850	746	1,072	754
101-45300-433	E		Dues and Subscriptions		$ 2,505	2,199	2,199	1,769	849	1,440
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 200						
			GMPT	$ 150						
			Music License (ASCAP)	$ 190						
			MPLC	$ 625						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		$ 3,340	3,340	3,340	3,340	3,475	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		$ 11,875	11,875	4,875	5,007	5,133	1,571
101-45300-494	E		Property Management		$ -	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		$ 7,200	6,400	6,000	6,000	6,108	3,851
			Fireworks	$ 7,200						
101-45300-498	E		Farmers Market		$ -	2,200	3,000	548	2,084	2,088
101-45300-499	E		Street Dance		$ 20,000	16,150	16,150	18,371	10,556	14,686
101-45300-500	E		Capital Expenditures		$ -	-	-	-	-	6,833
101-45300-520	E		Buildings and Structures		$ -	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**447,635**	**406,920**	**371,307**	**338,477**	**333,074**	**319,906**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		$ -	-	-	-	-	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		**-**	**-**	**-**	**-**	**-**	**-**
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-49000-720	E		Operating Transfers		$ 50,825	25,765	28,944	-	-	152,284
			TIF 9 Loan Repay (100 Dahlin Ave - Demo)	$ 25,060						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**50,825**	**25,765**	**28,944**	**-**	**-**	**152,284**
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		$ 460	410	420	294	272	264
			General Liability Ins	$ 310						
			Janitorial Services	$ 150						
101-49110-437	E		Other Miscellaneous		$ -	-	-	-	350,531	-
101-49110-490	E		Donations-Organizations		$ -	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		$ 15,000	14,475	13,432	14,692	12,380	-
			Hotel Project - Tax Abatement	$ 15,000						
101-49110-612	E		Interest Expense		$ -	-	-	-	-	341
101-49110-615	E		Business Subsidy		$ -	-	-	-	-	-
101-49110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	123,624
101-49110-730	E		Designated Reserve		$ -	-	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**15,460**	**14,885**	**13,852**	**14,986**	**363,183**	**124,229**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,651,891**	**4,274,889**	**3,933,488**	**3,762,902**	**4,027,252**	**4,008,386**
101		**NET INC**	**NET INCOME / (LOSS)**		**(0)**	**1**	**84,999**	**209,280**	**251,114**	**(299,451)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		$ 122,375	98,038	86,201	86,201	79,802	62,565
108-31410	R		Lodging Tax		$ -	-	-	-	-	-
108-33601	R		Regional Grants		$ -	-	-	-	-	-
108-33621	R		Cable Franchise Fee		$ 6,700	6,660	7,090	6,592	6,535	20,031
108-34110	R		Land Rent		$ 5,000	6,000	6,000	7,087	5,965	6,000
108-34901	R		Assignment&Assumption Agreemen		$ -	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		$ -	500	-	(276)	377	4
108-36210	R		Interest Earnings		$ 100	250	726	(56)	2,407	2,973
108-36220	R		Farmers Market		$ -	-	-	2,930	2,210	2,563
108-36225	R		Street Dance		$ -	-	-	2,925	4,025	5,225
108-36230	R		Contributions and Donations		$ -	-	-	-	-	-
108-39102	R		Sale of Property		$ -	-	-	-	1	-
108-39203	R		Transfer from Other Fund		$ -	-	-	-	-	87,124
108		**TOTAL**	**EDA REVENUES**		**134,175**	**111,448**	**100,017**	**105,402**	**101,322**	**186,485**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-46500-100	E		Wages & Salaries General		$ 46,100	43,347	42,811	41,035	39,530	27,625
108-46500-101	E		Part Time Salaries and Wages		$ 3,250	2,450	2,450	4,012	-	2,213
108-46500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
108-46500-112	E		Contracted Services		$ -	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		$ 6,700	6,297	6,403	6,237	5,611	4,109
108-46500-130	E		Employer Paid Ins General		$ 10,900	9,780	8,724	9,367	8,511	1,309
108-46500-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	9	-
108-46500-151	E		Worker s Comp Insurance		$ 400	543	352	448	357	793
108-46500-200	E		Office Supplies (GENERAL)		$ 2,000	1,500	1,000	1,234	737	822
			15% from Admin	$ 2,000						
108-46500-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,166	817	541
			15% from Admin	$ 1,200						
108-46500-208	E		Training and Instruction		$ 2,450	2,450	2,450	652	2,404	853
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		$ 10,000	10,000	10,000	3,209	8,465	768
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		$ 10,000	5,000	500	15,289	9,091	213
108-46500-305	E		Technology		$ 4,895	4,694	3,562	3,235	2,635	1,663
			WB IT Solutions (5%)	$ 2,400						
			NEOGOV portal	$ 225						
			PEAK AGENDA MANAGEMENT	$ 180						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			Civic Systems Support (5.80%)	$ 770						
108-46500-320	E		Communications (GENERAL)		$ 840	636	563	752	1,222	524
			Verizon - 40% CDD Phone	$ 200						
			Midco	$ 140						
			Landline Service	$ 100						
			City Hall Phone System Maint. (10%)	$ 400						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108-46500-335	E		Auto Expense		$ -	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing		$ 500	500	250	412	534	105
108-46500-361	E		General Liability Ins		$ 10	10	20	9	21	111
108-46500-380	E		Utilities		$ 3,100	2,300	1,460	2,433	2,133	1,380
108-46500-401	E		Maint & Repairs - Bldgs.		$ 500	435	690	-	-	-
			Janitorial Services	$ 500						
108-46500-433	E		Dues and Subscriptions		$ 1,800	1,748	1,648	940	1,145	1,145
			EDAM Membership	$ 300						
			North 65 Chamber of Commerce	$ 525						
			GPS 45:93	$ 850						
			Intl Council of Shopping Centers	$ 125						
108-46500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
108-46500-494	E		Property Management		$ -	-	-	-	-	-
108-46500-495	E		Marketing		$ 6,025	6,025	5,225	2,156	5,856	7,900
			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		$ -	-	-	-	-	-
108-46500-531	E		Improvement-Land		$ -	-	-	-	-	-
108-46500-602	E		Loan Payment		$ -	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)		$ -	10,481	136,400	136,400	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**		**110,670**	**109,351**	**225,018**	**228,985**	**108,227**	**71,225**
108		**NET INCOME / (LOSS)**			**23,505**	**2,097**	**(125,001)**	**(123,583)**	**(6,905)**	**115,261**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		$ -	290,000	-	-	-	-
601-33439	R		PERA Pension Other Revenue		$ -	-	-	202	277	206
601-34115	R		Lease Revenue		$ -	-	-	-	-	-
601-34400	R		Collector Street Fee		$ -	-	-	-	-	-
601-35107	R		NSF Fines		$ 500	500	500	640	60	420
601-36100	R		Special Assessments		$ -	-	-	337	29	15
601-36200	R		Miscellaneous Revenues		$ 5,000	7,500	7,000	5,243	195	7,022
601-36201	R		Refunds & Reimbursements		$ 500	500	500	2,230	1,147	491
601-36203	R		Loan Proceeds		$ -	-	-	-	-	-
601-36210	R		Interest Earnings		$ 5,000	-	15,000	2,453	39,525	66,496
601-36261	R		Contributions - Developer		$ -	-	-	139,000	637,500	-
601-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
601-37100	R		Water Sales		$ 1,400,000	1,209,832	1,244,220	1,304,213	1,212,666	1,042,835
601-37151	R		Water Access Charge (WAC)		$ 200,000	200,000	225,000	233,093	288,773	214,190
601-37152	R		Water Reconnection Chg		$ 8,000	8,000	8,000	4,900	1,400	8,030
601-37153	R		Misc. Charges		$ -	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		$ -	-	-	-	-	-
601-37160	R		Water Penalty		$ 25,000	28,632	25,000	25,083	4,076	26,661
601-37228	R		Utility Trunk Fee		$ 31,500	20,500	20,000	41,552	41,850	26,089
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		$ -	-	1,589	-	-	-
601-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,675,500**	**1,765,464**	**1,546,809**	**1,758,946**	**2,227,497**	**1,392,456**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601			**WATER FUND**							
601-49400-100	E		Wages & Salaries General		$ 187,500	137,871	130,958	133,303	108,012	105,749
601-49400-101	E		PT Salaries & Wages		$ 5,000	-	-	-	-	-
			Intern (50/50 - W/S)	$ 5,000						
601-49400-102	E		Full-Time Employees OT		$ 13,000	13,000	13,000	12,522	12,786	13,092
601-49400-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin		$ 64,400	61,195	57,362	60,934	59,931	38,525
601-49400-112	E		Contracted Services		$ 17,595	24,530	22,783	4,958	4,742	14,807
			Leaks/Breaks/Repairs	$ 10,000						
			ESRI GIS Access	$ 315						
			Generator Service Agreement	$ 2,530						
			Backflow Testing	$ 4,000						
			City Code Update (30%)	$ 750						
601-49400-113	E		Clothing Replacement		$ 200	200	225	77	152	191
601-49400-114	E		Crime Prevention		$ -	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General		$ 30,500	22,939	21,892	22,171	18,433	16,209
601-49400-128	E		Employer Contrib Ret Admin		$ 9,800	9,300	8,719	7,736	7,783	7,022
601-49400-129	E		Pension Expense		$ -	-	-	(849)	7,678	(7,351)
601-49400-130	E		Employer Paid Ins General		$ 52,600	38,386	34,071	39,318	28,971	28,012
601-49400-138	E		Employer Paid Ins Admin		$ 17,000	15,271	13,382	11,153	10,757	10,435
601-49400-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	-
601-49400-150	E		OPEB Expense		$ -	-	-	7,121	(2,420)	3,926
601-49400-151	E		Worker s Comp Insurance		$ 13,500	16,074	10,750	13,687	9,900	9,812
601-49400-208	E		Training and Instruction		$ 2,900	2,900	2,900	1,047	2,041	1,665
			Training and Instruction	$ 2,500						
			Civic Systems Symposium - Util. Clerk	$ 400						
601-49400-211	E		S/W Billing Supplies		$ 1,200	2,295	1,575	937	904	2,269
601-49400-212	E		Motor Fuels		$ 4,200	3,500	3,500	3,201	2,235	3,736
601-49400-220	E		General Supplies		$ 13,500	9,500	10,000	10,979	9,653	6,060
601-49400-221	E		Chemicals		$ 40,000	30,000	29,000	38,175	38,452	22,193
601-49400-232	E		Water Meters		$ 50,000	50,000	30,000	48,030	49,108	21,417
601-49400-240	E		Small Tools and Minor Equip		$ 1,800	1,500	1,000	736	1,171	571
601-49400-300	E		Professional Srvs (GENERAL)		$ 1,820	2,070	2,012	783	608	2,011
			Safety Training (12.5%)	$ 200						
			City Attorney	$ 1,000						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 350						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601-49400-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
601-49400-303	E		Engineering Fees		$ 5,000	15,000	10,000	1,877	1,377	4,764
601-49400-305	E		Technology		$ 13,700	12,735	6,281	6,000	5,359	4,477
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,990						
			Meter Technology Service/Support (50%)	$ 4,500						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			WB IT Solutions (10%)	$ 4,800						
			Anti Spam Software	$ 40						
601-49400-320	E		Communications (GENERAL)		$ 3,510	3,500	3,554	3,161	3,556	3,595
			Landline Service	$ 1,300						
			Long Distance	$ 10						
			Verizon	$ 2,200						
601-49400-322	E		Postage		$ 4,500	5,000	5,500	3,779	3,636	5,019
601-49400-351	E		Legal Notices Publishing		$ 350	350	300	201	378	253
601-49400-361	E		General Liability Ins		$ 17,450	11,400	10,340	10,949	10,608	10,876
601-49400-380	E		Utilities		$ 66,500	64,600	56,410	60,668	60,968	53,217
601-49400-400	E		Ground Maintenance		$ 250	500	500	12	18	-
601-49400-401	E		Maint & Repairs - Bldgs.		$ 2,500	5,500	5,000	965	2,557	4,383
601-49400-404	E		Repairs/Maint Machinery/Equip		$ 12,000	11,000	16,500	5,391	12,700	8,587
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 11,000						
601-49400-405	E		Depreciation (GENERAL)		$ 420,000	405,000	400,000	418,996	402,078	399,782
601-49400-410	E		Rentals		$ -	-	-	-	-	38
601-49400-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
601-49400-417	E		Uniform Rentals		$ 1,500	1,500	1,200	1,017	1,402	950
601-49400-433	E		Dues and Subscriptions		$ 6,070	4,370	4,370	8,072	3,887	3,831
			Gopher State One-Call Locates	$ 1,600						
			American Water Works Assocation	$ 210						
			WTF Hazardous Chemical	$ 25						
			Annual Water Use Report	$ 4,000						
			MN Rurual Water Assn (50%)	$ 125						
			APWA (25%)	$ 110						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601-49400-437	E		Other Miscellaneous		$ 700	625	500	570	518	479
			Railroad Pipeline Permit	$ 700						
601-49400-438	E		Bank Charges		$ -	-	-	-	-	-
601-49400-492	E		Testing-Waste/Water		$ 2,500	2,000	2,000	2,000	1,025	1,134
601-49400-494	E		Property Management		$ -	-	-	-	-	-
601-49400-500	E		Capital Expenditures		$ 1,079,690	601,680	480,190	(284)	5,555	10,848
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		$ 449,000	434,000	423,000	-	-	398,000
			2007 GO Revenue Note, PFA	$ 59,000						
			2008 GO Revenue Note, PFA	$ 290,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 35,000						
			2013A GO Refunding - Water	$ 40,000						
601-49400-610	E		Interest		$ -	-	-	-	-	-
601-49400-611	E		Bond Interest		$ 75,800	87,819	99,553	95,957	107,305	118,748
			2007 GO Revenue Note, PFA	$ 6,470						
			2008 GO Revenue Note, PFA	$ 57,010						
			2010A GO Utility Revenue Bonds - Water	$ 1,850						
			2011 GO Water Revenue Bonds, PFA	$ 5,135						
			2013A GO Refunding - Water	$ 5,310						
601-49400-620	E		Fiscal Agent s Fees		$ 700	685	685	689	687	685
601-49400-621	E		Bond Discount		$ -	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		$ -	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		$ -	4,564	4,429	4,429	4,534	4,333
601-49400-701	E		Equipment/Bldg Payments		$ -	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		$ -	-	-	-	-	-
601-49400-720	E		Operating Transfers		$ 18,366	58,278	40,000	40,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 18,366						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**2,711,026**	**2,175,637**	**1,967,826**	**1,084,429**	**1,003,294**	**1,337,527**
601		**NET INCOME / (LOSS)**			**(1,035,526)**	**(410,173)**	**(421,017)**	**674,516**	**1,224,203**	**54,929**
601		**NET CASH FLOW / (LOSS)**			**(615,526)**	**(5,173)**	**(21,017)**	**1,099,785**	**1,631,539**	**451,286**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		$ -	361,000	-	-	-	-
602-33439	R		PERA Pension Other Revenue		$ -	-	-	258	348	258
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		$ -	-	-	308	6	2
602-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
602-36201	R		Refunds & Reimbursements		$ 2,500	1,600	1,600	4,649	1,549	1,660
602-36210	R		Interest Earnings		$ 5,000	15,000	25,000	3,395	60,218	103,189
602-36261	R		Contributions - Developer		$ -	-	-	157,400	510,000	-
602-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
602-37153	R		Misc. Charges		$ -	-	-	-	-	-
602-37200	R		Sewer Sales		$ 1,397,400	1,354,659	1,575,000	1,370,992	1,484,500	1,376,571
602-37228	R		Utility Trunk Fee		$ 38,500	25,100	20,000	50,785	51,150	40,887
602-37251	R		Sewer Access Charge (SAC)		$ 290,600	276,800	300,000	292,541	359,090	272,131
602-37252	R		Sewer Reconnection Chg		$ -	-	-	-	-	-
602-37260	R		Swr Penalty		$ 6,000	6,000	5,750	4,915	1,059	5,724
602-37843	R		Bank Charges		$ -	-	-	-	-	-
602-39102	R		Sale of Property		$ -	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
602-39201	R		Transfer from General Fund		$ -	-	1,589	-	-	-
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)
602		**TOTAL**	**SEWER FUND REVENUES**		**1,740,000**	**2,040,159**	**1,928,939**	**1,885,243**	**2,467,919**	**1,907,470**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		$ 237,900	182,209	173,142	176,041	141,775	138,569
602-49450-101	E		PT Salaries & Wages		$ 5,000	-	-	-	-	-
			Intern (50/50 - W/S)	$ 5,000						
602-49450-102	E		Full-Time Employees OT		$ 13,000	13,000	13,000	11,406	11,883	12,456
602-49450-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		$ 64,400	61,195	57,362	60,934	58,781	46,773
602-49450-112	E		Contracted Services		$ 5,865	7,800	6,053	4,591	4,544	4,177
			Leaks/Breaks/Repairs	$ 1,500						
			ESRI GIS Access	$ 315						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 750						
602-49450-113	E		Clothing Replacement		$ 250	275	300	108	211	266
602-49450-120	E		Employer Contrib Ret General		$ 38,100	29,657	28,283	28,164	23,179	20,398
602-49450-128	E		Employer Contrib Ret Admin		$ 9,800	9,300	8,719	7,767	7,783	8,850
602-49450-129	E		Pension Expense		$ -	-	-	179	9,567	(10,678)
602-49450-130	E		Employer Paid Ins General		$ 68,000	52,150	46,137	51,011	37,965	36,216
602-49450-138	E		Employer Paid Ins Admin		$ 17,000	15,271	13,382	11,152	10,758	11,702
602-49450-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	-
602-49450-150	E		OPEB Expense		$ -	-	-	8,910	(3,549)	4,559
602-49450-151	E		Worker s Comp Insurance		$ 17,700	21,723	14,167	18,037	13,460	11,518
602-49450-208	E		Training and Instruction		$ 3,650	3,650	3,650	4,159	1,158	1,315
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		$ 1,200	2,295	1,575	937	904	2,269
602-49450-212	E		Motor Fuels		$ 4,200	3,500	3,500	2,909	2,035	2,806
602-49450-220	E		General Supplies		$ 6,000	4,500	6,000	5,917	4,310	4,163
602-49450-221	E		Chemicals		$ 70,000	60,000	70,000	62,025	47,425	43,694
602-49450-240	E		Small Tools and Minor Equip		$ 2,050	1,750	1,000	1,404	1,667	776
602-49450-260	E		Hauling		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)		$ 1,820	2,070	1,668	971	1,076	2,383
			Safety Training (12.5%)	$ 200						
			City Attorney	$ 500						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 850						
602-49450-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
602-49450-303	E		Engineering Fees		$ 8,500	8,500	6,500	1,656	7,971	6,997
602-49450-305	E		Technology		$ 13,700	12,735	6,281	6,000	5,359	4,534
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,990						
			Meter Technology Service/Support (50%)	$ 4,500						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			WB IT Solutions (10%)	$ 4,800						
			Anti Spam Software	$ 40						
602-49450-320	E		Communications (GENERAL)		$ 3,260	3,270	3,104	3,154	3,120	3,180
			Landline Service	$ 1,050						
			Long Distance	$ 10						
			Verizon	$ 2,200						
602-49450-322	E		Postage		$ 4,500	5,000	5,500	3,735	3,573	5,019
602-49450-351	E		Legal Notices Publishing		$ 250	250	150	25	390	150
602-49450-361	E		General Liability Ins		$ 38,050	23,900	21,560	23,011	21,933	19,382
602-49450-380	E		Utilities		$ 255,000	260,400	254,000	236,579	245,701	239,625
602-49450-400	E		Ground Maintenance		$ 500	500	1,000	109	-	-
602-49450-401	E		Maint & Repairs - Bldgs.		$ 5,100	5,100	5,000	2,978	3,044	3,572
			Garbarge/Recycling Services	$ 1,590						
			Miscellaneous	$ 3,510						
602-49450-404	E		Repairs/Maint Machinery/Equip		$ 30,000	30,000	20,000	5,299	37,395	34,649
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 29,000						
602-49450-405	E		Depreciation (GENERAL)		$ 600,000	575,000	565,000	587,500	571,025	564,320
602-49450-410	E		Rentals		$ -	-	-	1,538	-	-
602-49450-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
602-49450-417	E		Uniform Rentals		$ 1,750	1,750	1,600	1,414	1,949	1,370

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602-49450-433	E		Dues and Subscriptions		$ 1,735	1,735	1,735	1,807	1,689	1,706
			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		$ 9,500	5,000	6,000	6,367	3,947	4,150
602-49450-494	E		Property Management		$ -	-	-	-	-	-
602-49450-500	E		Capital Expenditures		$ 930	372,392	56,560	6,844	15,649	6,049
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		$ 380,000	375,000	365,000	-	-	260,000
			2010A GO Utility Revenue Bonds - Sewer	$ 40,000						
			2014B GO Bonds - Sewer portion	$ 110,000						
			2016A GO Sewer Revenue Bonds, PFA	$ 230,000						
602-49450-611	E		Bond Interest		$ 43,820	51,973	59,561	58,940	66,124	72,040
			2010A GO Utility Revenue Bonds - Sewer	$ 2,960						
			2014B GO Bonds - Sewer portion	$ 6,560						
			2016A GO Sewer Revenue Bonds, PFA	$ 34,300						
602-49450-620	E		Fiscal Agent s Fees		$ 500	300	802	301	303	305
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	35,431	36,273	39,190
602-49450-710	E		Transfer Debt from Government		$ -	-	-	-	-	-
602-49450-720	E		Operating Transfers		$ 16,507	58,278	35,000	35,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 16,507						
602		**TOTAL**	**SEWER FUND EXPENDITURES**		**1,977,944**	**2,296,896**	**1,896,089**	**1,472,253**	**1,398,612**	**1,605,614**
602		**NET INCOME / (LOSS)**			**(237,944)**	**(256,737)**	**32,850**	**412,990**	**1,069,307**	**301,856**
602		**NET CASH FLOW / (LOSS)**			**356,038**	**312,245**	**591,832**	**1,003,562**	**1,640,332**	**746,993**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 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		$ -	-	-	41	91	86
603-36100	R		Special Assessments		$ -	-	-	125	72	40
603-36200	R		Miscellaneous Revenues		$ -	-	750	-	-	746
603-36201	R		Refunds & Reimbursements		$ 50	50	50	56	26	15
603-36210	R		Interest Earnings		$ 500	1,000	1,000	564	7,164	12,012
603-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
603-37300	R		Stormwater Sales		$ 308,000	402,000	382,600	389,958	367,688	347,823
603-37360	R		Stormwater Penalty		$ 1,750	1,750	1,750	1,783	279	1,670
603-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**310,300**	**404,800**	**386,150**	**392,528**	**375,320**	**362,392**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		$ 51,900	31,787	30,195	30,731	40,777	44,380
603-49500-102	E		Full-Time Employees OT		$ 1,000	1,000	1,000	7	-	885
603-49500-108	E		Wages & Salaries Admin		$ -	-	-	-	-	-
603-49500-112	E		Contracted Services		$ 320	1,000	418	430	-	-
			ESRI GIS Access	$ 70						
			City Code Update (10%)	$ 250						
603-49500-113	E		Clothing Replacement		$ 50	50	50	18	35	45
603-49500-120	E		Employer Contrib Ret General		$ 8,000	4,986	4,744	4,490	6,075	6,947
603-49500-128	E		Employer Contrib Ret Admin		$ -	-	-	-	-	-
603-49500-129	E		Pension Expense		$ -	-	-	(12,616)	(6,435)	9,993
603-49500-130	E		Employer Paid Ins General		$ 14,900	8,889	7,885	7,859	9,937	9,627
603-49500-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
603-49500-150	E		OPEB Expense		$ -	-	-	(1,414)	(613)	2,260
603-49500-151	E		Worker s Comp Insurance		$ 3,300	3,335	2,179	2,774	2,320	4,499
603-49500-208	E		Training and Instruction		$ 1,600	1,900	1,900	104	478	414
			Civic Systems Symposium - Util. Clerk	$ 100						
			MS4 Training	$ 1,500						
603-49500-211	E		S/W Billing Supplies		$ 300	510	350	208	206	504
603-49500-212	E		Motor Fuels		$ 1,800	1,500	1,400	1,460	1,003	1,570
603-49500-220	E		General Supplies		$ 1,000	1,000	400	592	395	414
603-49500-230	E		Salt/Sand		$ 3,500	4,000	4,300	-	181	3,293
603-49500-231	E		Street Maintenance		$ -	-	-	-	-	-
603-49500-240	E		Small Tools and Minor Equip		$ 1,300	1,000	700	265	728	263
603-49500-300	E		Professional Srvs (GENERAL)		$ 5,690	5,815	18,064	7,429	4,199	11,102
			City Attorney	$ 500						
			MS4 Stormwater Permit Application	$ -						
			Engineering - MS4 Assistance	$ 5,000						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (6.25%)	$ 100						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
603-49500-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
603-49500-303	E		Engineering Fees		$ 10,000	10,000	20,000	4,738	8,098	7,509
603-49500-305	E		Technology		$ 1,180	1,017	924	953	894	373
			PSN Monthly eBill (10%)	$ 70						
			Civic Systems Support (7.92%)	$ 1,070						
			Anti Spam Software	$ 40						
603-49500-322	E		Postage		$ 1,000	1,100	1,220	830	794	1,152
603-49500-351	E		Legal Notices Publishing		$ 250	250	200	-	-	173
603-49500-361	E		General Liability Ins		$ 340	300	260	272	273	374
603-49500-380	E		Utilities		$ 5,400	4,900	4,710	4,800	4,648	4,444
603-49500-400	E		Ground Maintenance		$ 2,500	5,000	10,000	-	-	570
603-49500-404	E		Repairs/Maint Machinery/Equip		$ 10,000	6,500	5,900	7,977	8,662	7,390
603-49500-405	E		Depreciation (GENERAL)		$ 75,000	70,000	41,000	73,452	62,905	41,000
603-49500-410	E		Rentals		$ -	-	-	-	-	-
603-49500-417	E		Uniform Rentals		$ 325	325	300	226	303	270
603-49500-433	E		Dues and Subscriptions		$ 1,100	1,100	1,100	686	704	636
			MS4 Stormwater Permit	$ 400						
			MCSC Membership	$ 700						
603-49500-437	E		Other Miscellaneous		$ 2,000	-	-	-	-	-
			Public Outreach Education	$ 2,000						
603-49500-495	E		Rain Garden		$ 5,000	5,000	5,000	-	-	-
603-49500-500	E		Capital Expenditures		$ 11,857	36,404	223,100	5,608	3,602	6,083
603-49500-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)		$ 1,829	-	65,000	65,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 1,829						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**		**226,866**	**213,668**	**456,684**	**210,842**	**154,339**	**169,345**
603		**NET INCOME / (LOSS)**			**83,434**	**191,132**	**(70,534)**	**181,686**	**220,980**	**193,047**
603		**NET CASH FLOW / (LOSS)**			**158,434**	**261,132**	**(29,534)**	**241,108**	**276,837**	**246,300**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 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		$ -	-	-	388	561	420
609-34101	R		Rent Revenue		$ -	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		$ -	-	-	1,000	243	40
609-36201	R		Refunds & Reimbursements		$ -	-	-	712	249	297
609-36202	R		Loan Payments		$ -	-	-	-	-	-
609-36210	R		Interest Earnings		$ 1,500	4,000	4,000	1,747	8,812	12,475
609-36230	R		Contributions and Donations		$ -	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		$ 1,804,000	1,422,635	1,029,670	1,380,092	1,282,972	1,004,560
609-37812	R		Beer Sales -Off Sale		$ 2,425,000	2,256,636	1,669,770	2,136,813	2,088,277	1,629,040
609-37813	R		Wine Sales -Off Sale		$ 621,000	428,722	302,990	404,009	381,693	295,602
609-37815	R		Other Merchandise -Off Sale		$ 241,000	230,931	167,810	211,849	202,184	163,716
609-37816	R		Ice Sales		$ 25,000	21,865	17,600	23,903	22,441	17,172
609-37840	R		Cash Over - (Short)		$ -	-	-	-	-	-
609-37841	R		Refunds		$ -	(4,500)	(4,000)	498	(2,300)	(3,320)
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	25,765	-	-	-
609-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**5,143,265**	**4,386,054**	**3,213,605**	**4,161,010**	**3,985,132**	**3,120,004**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		$ 225,100	250,206	214,599	155,409	168,390	200,267
609-49750-101	E		Part Time Salaries and Wages		$ 110,000	21,848	51,435	100,096	73,255	35,744
609-49750-102	E		Full-Time Employees OT		$ -	-	-	19,136	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		$ 53,100	50,362	47,151	50,387	48,788	41,165
609-49750-112	E		Contracted Services		$ -	-	-	156	7,684	-
609-49750-120	E		Employer Contrib Ret General		$ 50,100	40,560	40,304	42,381	37,470	34,024
609-49750-128	E		Employer Contrib Ret Admin		$ 8,100	7,658	7,172	6,274	6,462	5,698
609-49750-129	E		Pension Expense		$ -	-	-	(13,494)	9,600	23,606
609-49750-130	E		Employer Paid Ins General		$ 73,200	65,715	51,807	51,693	48,797	49,227
609-49750-138	E		Employer Paid Ins Admin		$ 11,900	10,722	9,123	6,908	6,843	6,811
609-49750-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	78	-
609-49750-150	E		OPEB Expense		$ -	-	-	1,871	(5,051)	13,013
609-49750-151	E		Worker s Comp Insurance		$ 16,900	21,041	12,785	16,277	13,926	11,130
609-49750-200	E		Office Supplies (GENERAL)		$ 2,000	4,000	4,600	7,411	5,775	4,515
609-49750-208	E		Training and Instruction		$ 2,675	2,375	1,875	-	3	987
			MMBA Conference	$ 2,300						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-210			Operating Supplies		$ 6,000					
609-49750-251	E		Liquor For Resale		$ 1,255,400	983,300	709,460	1,001,648	875,425	692,158
609-49750-252	E		Beer For Resale		$ 1,843,000	1,701,700	1,281,990	1,641,318	1,597,858	1,250,724
609-49750-253	E		Wine For Resale		$ 413,000	288,500	196,900	296,802	245,646	192,097
609-49750-257	E		Ice For Resale		$ 11,800	10,100	8,350	12,346	10,824	8,142
609-49750-259	E		Other For Resale		$ 173,800	170,500	120,390	147,827	144,718	117,455
609-49750-260	E		Hauling		$ 21,600	14,300	10,400	15,914	12,416	10,148
609-49750-300	E		Professional Srvs (GENERAL)		$ 850	1,100	492	1,774	620	969
			Safety Training (12.5%)	$ 200						
			Miscellaneous	$ 650						
609-49750-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		$ 11,660	9,626	5,907	11,309	6,071	5,592
			WB IT Solutions (10%)	$ 4,800						
			Laserfiche Support (13%)	$ 800						
			Civic Plus Support (5.0%)	$ 130						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Civic Systems Support (5.80%)	$ 770						
			Anti Spam Software	$ 30						
			RITE POS Subscription	$ 4,320						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
609-49750-320	E		Communications (GENERAL)		$ 3,720	2,341	2,308	3,336	2,367	2,249
			Verizon	$ 500						
			Nextera Phone Service	$ 720						
			Midco Internet	$ 2,500						
609-49750-322	E		Postage		$ -	-	-	23	-	-
609-49750-340	E		Advertising		$ 13,000	8,730	7,000	5,980	4,771	6,125
609-49750-351	E		Legal Notices Publishing		$ 1,000	500	500	1,713	934	166
609-49750-361	E		General Liability Ins		$ 8,590	3,600	3,300	3,484	3,369	3,184
609-49750-364	E		Dram Shop		$ 4,400	3,800	3,140	3,647	2,988	3,019
609-49750-380	E		Utilities		$ 27,600	27,600	15,100	19,118	14,827	14,243
609-49750-400	E		Ground Maintenance		$ 300	300	300	75	125	194
609-49750-401	E		Maint & Repairs - Bldgs.		$ 6,580	4,910	3,860	4,731	5,211	4,325
			Janitorial Services	$ 950						
			Rug Service	$ 2,500						
			Garbarge/Recycling Services	$ 1,630						
			Miscellaneous	$ 1,500						
609-49750-404	E		Repairs/Maint Machinery/Equip		$ 2,500	2,500	3,500	28	1,251	771
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 1,500						
609-49750-405	E		Depreciation (GENERAL)		$ 75,000	20,000	21,245	18,928	20,034	21,245
609-49750-431	E		Over/Short		$ -	-	-	(72)	56	(50)
609-49750-433	E		Dues and Subscriptions		$ 4,210	3,060	3,060	2,554	2,112	2,895
			MMBA	$ 3,700						
			Buyer's Card MOOFSL	$ 20						
			Music License (ASCAP) & Streaming	$ 340						
			Tobacco License	$ 150						
609-49750-437	E		Other Miscellaneous		$ 350	-	-	-	-	4
609-49750-438	E		Bank Charges		$ 96,000	69,500	50,960	68,544	68,983	49,717
609-49750-443	E		Check Recovery Fee		$ -	-	-	-	-	-
609-49750-490	E		Donations-Organizations		$ -	-	-	-	-	-
609-49750-493	E		Alarm System		$ 2,000	500	1,120	871	1,389	818
609-49750-500	E		Capital Expenditures		$ -	-	-	-	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		$ 190,000	155,000		-		
609-49750-611	E		Bond Interest		$ 60,200	94,774		34,337		
609-49750-621	E		Bond Discount		$ -	-		58,553		
609-49750-720	E		Operating Transfers		$ 350,000	350,000	350,000	747,150	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**		**5,140,060**	**4,405,728**	**3,244,518**	**4,550,405**	**3,808,655**	**3,174,635**
609		**NET INCOME / (LOSS)**			**3,205**	**(19,674)**	**(30,913)**	**(389,394)**	**176,477**	**(54,631)**
609		**NET CASH FLOW / (LOSS)**			**78,205**	**326**	**(9,668)**	**(382,089)**	**201,060**	**3,233**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		$ -	-	-	-	85,000	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
929-36210	R		Interest Earnings		$ -	-	-	244	11,714	27,084
929-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
929-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**244**	**96,714**	**278,991**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		$ -	-	400	156	382	382
929-47000-601	E		Debt Srv Bond Principal		$ -	-	375,000	375,000	365,000	290,000
929-47000-611	E		Bond Interest		$ -	-	12,000	12,000	22,950	31,215
929-47000-620	E		Fiscal Agent s Fees		$ -	-	500	-	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**-**	**-**	**387,900**	**387,156**	**388,827**	**322,092**
929		**NET INCOME / (LOSS)**			**-**	**-**	**(387,900)**	**(386,912)**	**(292,113)**	**(43,101)**
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		$ -	-	9,367	9,367	7,805	8,909
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		$ -	-	-	16,166	17,348	27,066
930-36210	R		Interest Earnings		$ -	250	1,000	(30)	1,687	4,473
930-39203	R		Transfer from Other Fund		$ -	41,050	39,860	39,860	40,807	43,523
930-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
930-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**-**	**41,300**	**50,227**	**65,363**	**67,648**	**83,970**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		$ -	500	500	189	418	456
930-47000-601	E		Debt Srv Bond Principal		$ -	90,000	85,000	85,000	85,000	80,000
930-47000-611	E		Bond Interest		$ -	1,215	3,578	3,578	5,681	7,537
930-47000-620	E		Fiscal Agent s Fees		$ -	500	500	495	495	495
930-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**-**	**92,215**	**89,578**	**89,262**	**91,594**	**88,488**
930		**NET INCOME / (LOSS)**			**-**	**(50,915)**	**(39,351)**	**(23,899)**	**(23,947)**	**(4,518)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
931			**2021A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		$ 210,630	223,821	222,036	222,036	225,501	223,611
931-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
931-36210	R		Interest Earnings		$ 100	500	1,000	(102)	1,230	3,110
931-39310	R		Proceeds GO Bond		$ -	-	-	1,445,000	-	-
931		**TOTAL**	**2021A GO ABATEMENT BOND REVENUES**		**210,730**	**224,321**	**223,036**	**1,666,934**	**226,731**	**226,721**
931			**2021A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	400	42,985	382	382
931-47000-601	E		Debt Srv Bond Principal		$ 165,000	165,000	165,000	165,000	160,000	155,000
931-47000-611	E		Bond Interest		$ 27,250	44,813	48,113	48,113	51,363	54,512
931-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
931		**TOTAL**	**2021A GO ABATEMENT BOND EXPENDITURES**		**192,650**	**210,213**	**213,513**	**256,097**	**211,745**	**209,894**
931		**NET INCOME / (LOSS)**			**18,080**	**14,108**	**9,523**	**1,410,837**	**14,986**	**16,827**
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		$ 48,337	49,329	50,227	50,227	51,006	51,692
932-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
932-36210	R		Interest Earnings		$ 100	125	200	(31)	179	569
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**		**48,437**	**49,454**	**50,427**	**50,196**	**51,185**	**52,261**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	400	156	382	382
932-47000-601	E		Debt Srv Bond Principal		$ 45,000	45,000	45,000	45,000	45,000	45,000
932-47000-611	E		Bond Interest		$ 1,510	2,408	3,206	3,206	3,904	4,500
932-47000-620	E		Fiscal Agent s Fees		$ -	-	-	-	-	-
932-47000-621	E		Bond Discount		$ -	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
932-47000-720	E		Operating Transfers		$ -	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**46,910**	**47,808**	**48,606**	**48,363**	**49,286**	**49,882**
932		**NET INCOME / (LOSS)**			**1,527**	**1,646**	**1,821**	**1,834**	**1,899**	**2,379**

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JULY 19, 2022 – 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. 2022 Jubilee Parade Mayor's Choice Trophy *(Polaris Battalion)*

G. Approve City Council Minutes
1. July 5, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting	Wednesday, August 3, 2022 at 7:00 p.m.
2. Budget Work Session	Wednesday, August 3, 2022 *(Immediately following the City Council Meeting)*
3. Economic Development Authority Meeting	Wednesday, August 3, 2022 *(Immediately following the Budget Work Session)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
<u>City Administrator Josi Wood</u>
1. ORD-XXX Amending Chapter 227; Parking and Storage

<u>Community Development Director Stephanie Hillesheim</u>
2. Resolution 2022-XXX Approving a Special Event Permit Application for Rum River BMX for the State BMX Finals

L. Approve Consent Agenda
1. Payroll in the Amount of $135,192.49 and Accounts Payable in the Amount of $672,636.98
2. Resolution 2022-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 21, 2022
3. Resolution 2022-XXX Authorizing Financial Planning Agreement for Tax Increment Finance Districts 9 and 10

M. Other Communications

1. June Police Department Report
2. June Code Enforcement Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JULY 5, 2022 – 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: Paul Bergley

Staff Present: City Administrator Josi Wood, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
ADDENDUM:
ADD K.3. Resolution 2022-135 Approving Agreement with Isanti County Agricultural Society

A motion was made by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. June 21, 2022- Regular Meeting of the City Council
2. May 17, 2022- Committee of the Whole Meeting

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. Committee of the Whole	Tuesday, July 19, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 19, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 19, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings

None

K. Business Items

Community Development Director Stephanie Hillesheim

1. **Resolution 2022-130** Approving Site Plans for RK Unlimited Welding Located at 605 E Dual Blvd NE

   Community Development Director Stephanie Hillesheim shared a Resolution to approve the Site Plan for a light manufacturing building for RK Unlimited Welding at 605 E Dual Blvd NE. This was presented the Planning Commission on June 21st. It will be approximately a 30,000 square foot building located in one of the existing shovel ready sites in the Industrial Park.

   Motion by Lundeen, seconded by Collison to approve Resolution as presented. Motion carried unanimously.

2. **Resolution 2022-131** Approving Site Plans and a Conditional Use Permit for Gopher State Storage Located at 501 W Dual Blvd NE

   Community Development Director Stephanie Hillesheim shared a Resolution to approve Site Plans and a Conditional Use Permit for Gopher State Storage located at 501 W Dual Blvd NE. This was presented at the June 21st Planning Commission meeting.

   Motion by Lundeen, Seconded by Gordon to approve Resolution as presented. Motion carried unanimously.

Chief of Police Travis Muyres

3. **Resolution 2022-135** Approving Agreement with Isanti County Agricultural Society

   Chief of Police Travis Muyres shared this is for discussion and possible agreement with Isanti County Agriculture Society. Muyres continued to share that he had been approached by Isanti County Agricultural Society in regards to the City of Isanti providing police services for the Isanti County Fair. The Isanti County Agricultural Society is looking for police services for approximately six (6) hours each fair day. Muyres further shared that the City of Isanti has the staffing to cover the Fair and the rate is $85.00 per hour.

   Councilor Collison asked how many officers that are being requested.

   Chief Muyres responded 2 Police Officers for 6 hours a night.

   Collison asked if the duties will be shared with Cambridge Police Department.

   Chief Muyres responded no.

   Motion by Lundeen, seconded by Collison. Motion carried unanimously.

L. Approve Consent Agenda

1. Second Quarter Payroll for Council/Boards/Commissions in the Amount of $8,471.25, Payroll in the Amount of $128,850.38 and Accounts Payable in the Amount of $194,608.66

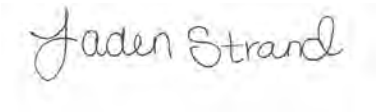
2. **Resolution 2022-132** Accepting Letter of Resignation for Full-Time Maintenance Technician II Employee Nathan Hanson
3. **Resolution 2022-133** Approving Temporary On-Sale Liquor License for Thunder Brothers Brewery for the 2022 Isanti Street Dances
4. **Resolution 2022-134** Approving Improvement to Pre-existing Driveway Downtown Located at 16 Main Street West

A motion was made by Lundeen, seconded by Collison to approve consent agenda. Motion carried unanimously.

M. Other Communications

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 7:28 p.m.
Respectfully Submitted,



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: July 19, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

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Background:
Discussion was held at the May 17, 2022 Committee of the Whole meeting in regards to parking on 1st Ave NW. Recommendation from Committee was to move forward with an Ordinance amendment with language to include no parking on both sides of the street.

Discussion was held at the June 21, 2022 Committee of the Whole meeting in regards to parking on Unity Blvd. Recommendation from Committee was to move forward with an Ordinance amendment that addresses no parking along the North side of Unity Blvd with language to include allowance of staging for the pick up and drop off of students.

The attached Ordinance amendment includes both the recommended changes to Chapter 227; Parking and Storage and has been posted for the required 10 days.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 753, ADOPTED ON FEBRUARY 16, 2021 AND ORDINANCE NO. 749, ADOPTED ON JANURARY 5, 2021 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance 753 and Ordinance 749, Codified in Chapter 227 of the City Code, are hereby amended as follows:

Chapter 227

PARKING AND STORAGE
ARTICLE II
General Parking Regulations

§ 227-2. Parking regulations.

C. Parking, stopping, and standing provisions.

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

(t) Along the north side of Unity Blvd with the exception for staging to pick up or drop off of students.

(u) Along either side of 1st Ave NW within Bluebird Park.

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 19th day of July 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

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

Memo for Council Action

To: Mayor Johnson and Members of City Council
From: Jordan Clementson, Parks, Recreation, & Events Coordinator
Date: July 13th, 2022
Subject: Resolution Approving Special Event Application for Rum River BMX State Finals 2022

Background:
Rum River BMX is hosting the Minnesota BMX State Finals August 19-21, 2022. Friday 4:00-9:00pm, Saturday 1:00-6:00pm, and Sunday 9:00am-5:00pm.

No street closures or security needed. The event will be open to the public. An estimated 1,000-1,200 people will be in attendance. Overflow parking will be needed in Bluebird Park and the soccer field lots. No parking signs will be posted in restricted areas. There will be paid camping allowed in the field south of the Isanti Indoor Arena per the agreement between Rum River BMX and the City.

Four (4) Additional portable restrooms will be brought in.

Rum River BMX will have a roll off dumpster and has volunteers that will clean up the grounds after the event.

The complete application along with departmental review are attached.

Submitted with the Special Event Permit Application was a request for equipment, including six (6) barricades and thirty (30) "No Parking" signs.

Staff Requests
City staff is requesting approval of the Rum River BMX 2022 State Finals Event Permit application and attachments.

Attachment:
Resolution 2022-XXX
Special Event Permit Application from Rum River BMX 2022 State Finals
Special Event Equipment Request

RESOLUTION 2022-XXX

APPROVING SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER BMX STATE FINALS 2022

WHEREAS, Rum River BMX has submitted a Special Event application requesting a permit to host the MN State BMX Finals 2022; and,

WHEREAS, a three-day event is scheduled to take place at the Isanti Indoor Arena from Friday, August 19 through Sunday, August 21; and,

WHEREAS, the estimated number of people to be in attendance each day is 1,000; 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, or Soccer Field parking lot 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 MN BMX State Finals 2022 hosted by Rum River BMX.

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 19th day of July, 2022.

_____
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

Special Event Equipment Request Form

Event Name: Minnesota BMX State Finals

Date(s) of Event: August 19th, 20th, & 21st 2022

Contact Person: Jay Bossen [redacted] or jay@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: August 18th 2022

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: 30 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

rcd 7/6/2022

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: 7/6/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Jay Bossen

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: jay@rumriverbmx.com

Secondary Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: ___-___-___ Cell [redacted] E-mail: larry@rumriverbmx.com

EVENT INFORMATION

Event Name: Minnesota State Series Finals

Date(s) of Event: August 19th,20th, & 21st

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.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. 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.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track only to cover the cost of the event. 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:

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Police Chief
_____ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

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 Parkway Northwest
1st Avenue Northwest
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies

Isanti Parks

From: Matt Sylvester
Sent: Thursday, July 7, 2022 12:22 PM
To: Isanti Parks
Subject: RE: BMX Special Event Application 8/19-8/21

I approve.

Thanks!

Matt Sylvester
City of Isanti
Public Services Director
Office (763) 762-5757
Work (763)444-0459
Cell (763) 772-5850

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, July 7, 2022 9:59 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: BMX Special Event Application 8/19-8/21

Hey all,

Attached is a special event application that was received for the BMX State Finals taking place August 19-21 at the Indoor Arena. Please send me a response with comments or approval by Wednesday, July 13th. This will be going to CC on July 19th.

Thank you!
Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, July 7, 2022 2:28 PM
To: Isanti Parks
Subject: RE: BMX Special Event Application 8/19-8/21

Jordan,

Isanti Fire approves the BMX track August 19-21 SEP application as presented.

Thank you.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, July 7, 2022 9:59 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: BMX Special Event Application 8/19-8/21

Hey all,

Attached is a special event application that was received for the BMX State Finals taking place August 19-21 at the Indoor Arena. Please send me a response with comments or approval by Wednesday, July 13th. This will be going to CC on July 19th.

Thank you!
Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Josi Wood
Sent: Monday, July 11, 2022 10:22 AM
To: Isanti Parks
Subject: RE: BMX Special Event Application 8/19-8/21

Approved.

Thank you,
Josi

Josi Wood, MPA
City Administrator
City of Isanti
Direct Phone: 763-762- 5756
Mobile: 612-270-6188
City Hall: 763-444-5512
Web: www.cityofisanti.us
Email: jwood@cityofisanti.us
110 1st Ave NW, Isanti, MN 55040

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, July 7, 2022 9:59 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: BMX Special Event Application 8/19-8/21

Hey all,

Attached is a special event application that was received for the BMX State Finals taking place August 19-21 at the Indoor Arena. Please send me a response with comments or approval by Wednesday, July 13th. This will be going to CC on July 19th.

Thank you!
Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

City of Isanti

Gross Payroll	117,433.60
Social Security & Medicare	6,791.09
Public Employees Retirement	10,967.80
Total City Expense	135,192.49

Pay Date 7/8/2022

Pay Period 14 (6/19-7/2/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/06/2022	58665	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	870.00
07/22	07/06/2022	58666	1231	ACE SOLID WASTE INC	101-20200	1,023.15
07/22	07/06/2022	58667	2932	ALLIANT FINANCE LLC	505-20200	9,000.00
07/22	07/06/2022	58668	692	ARC IRRIGATION LLP	101-20200	367.50
07/22	07/06/2022	58669	9	BERNICKS PEPSI-COLA	609-20200	6,174.34
07/22	07/06/2022	58670	1500	BOLTON & MENK INC	425-20200	47,744.50
07/22	07/06/2022	58671	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,349.94
07/22	07/06/2022	58672	1198	CENTER POINT ENERGY	601-20200	1,008.02
07/22	07/06/2022	58673	1629	CITY OF ISANTI	101-20200	16,139.18
07/22	07/06/2022	58674	120	CONNEXUS ENERGY	101-20200	23,156.37
07/22	07/06/2022	58675	1472	CRAWFORDS EQUIPMENT INC	101-20200	306.38
07/22	07/06/2022	58676	918	CRYSTAL SPRINGS ICE	609-20200	1,197.80
07/22	07/06/2022	58677	8	DAHLHEIMER DISTRIBUTING CO	609-20200	43,838.72
07/22	07/06/2022	58678	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26
07/22	07/06/2022	58679	3069	FIRST RATE OUTDOORS LLC	101-20200	150.00
07/22	07/06/2022	58680	2028	FURTHER	861-20200	89,729.17
07/22	07/06/2022	58681	3140	GARPHISH BREWING COMPANY	609-20200	240.00
07/22	07/06/2022	58682	2830	GDO LAW	101-20200	4,083.33
07/22	07/06/2022	58683	134	GOPHER STATE ONE-CALL INC	601-20200	197.10
07/22	07/06/2022	58684	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,300.48
07/22	07/06/2022	58685	1479	LOFFLER -131511	108-20200	100.20
07/22	07/06/2022	58686	17	MCDONALD DISTRIBUTING CO	609-20200	13,819.21
07/22	07/06/2022	58687	310	MMBA	609-20200	2,700.00
07/22	07/06/2022	58688	2080	MVTL LABORATORIES INC	602-20200	279.06
07/22	07/06/2022	58689	3149	ORIGIN WINE & SPIRITS	609-20200	939.99
07/22	07/06/2022	58690	617	PAUSTIS & SONS	609-20200	642.50
07/22	07/06/2022	58691	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,291.40
07/22	07/06/2022	58692	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	3,443.97
07/22	07/06/2022	58693	2341	RED BULL DISTRIBUTION CO INC	609-20200	296.10
07/22	07/06/2022	58694	3120	ROOTSTOCK WINE COMPANY	609-20200	498.96
07/22	07/06/2022	58695	2396	SOUTHERN GLAZERS OF MN	609-20200	212.32
07/22	07/06/2022	58696	626	THE WINE COMPANY	609-20200	487.00
07/22	07/06/2022	58697	2944	UNIFIRST CORPORATION	609-20200	995.53
07/22	07/06/2022	58698	686	VERIZON WIRELESS	101-20200	1,616.60
07/22	07/06/2022	58699	42	VIKING COCA-COLA BOTTLING CO	609-20200	747.80
07/22	07/06/2022	58700	1286	VINOCOPIA INC	609-20200	1,249.40
07/22	07/06/2022	58701	4	WATSON CO INC	609-20200	4,153.58
07/22	07/06/2022	58702	1922	WEX BANK	101-20200	6,206.69
07/22	07/06/2022	58703	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
07/22	07/06/2022	58704	2872	WINEBOW	609-20200	468.00
Grand Totals:						306,108.55

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/13/2022	58707	2504	ANCONA TITLE & ESCROW	601-20200	20.85
07/22	07/13/2022	58708	2030	ARTISAN BEER COMPANY	609-20200	927.60
07/22	07/13/2022	58709	598	ASPEN MILLS INC	101-20200	145.90
07/22	07/13/2022	58710	3215	B A DEVELOPMENT	505-20200	4,519.00
07/22	07/13/2022	58711	2655	B J BAAS BUILDERS INC	505-20200	8,000.00
07/22	07/13/2022	58712	53	BELLBOY CORPORATION	609-20200	4,099.69
07/22	07/13/2022	58713	9	BERNICKS PEPSI-COLA	609-20200	10,814.21
07/22	07/13/2022	58714	2609	BETKER, MIKE	101-20200	120.43
07/22	07/13/2022	58715	368	BILLS QUALITY CLEANING	609-20200	712.00
07/22	07/13/2022	58716	2319	BREAKTHRU BEVERAGE OF MN	609-20200	12,823.20
07/22	07/13/2022	58717	602	BURNET TITLE	601-20200	41.67
07/22	07/13/2022	58718	1822	CENTURYLINK BUSINESS SERVICES	101-20200	14.19
07/22	07/13/2022	58719	1985	CIVIC SYSTEMS LLC	609-20200	7,066.00
07/22	07/13/2022	58720	918	CRYSTAL SPRINGS ICE	609-20200	994.20
07/22	07/13/2022	58721	8	DAHLHEIMER DISTRIBUTING CO	609-20200	34,658.00
07/22	07/13/2022	58722	2244	DEZURIK INC - BIN# 135058	602-20200	18,124.00
07/22	07/13/2022	58723	3218	DHI HOLDINGS LLC	601-20200	14.51
07/22	07/13/2022	58724	3159	ELM CREEK BREWING	609-20200	154.00
07/22	07/13/2022	58725	2275	FIRST FINANCIAL TITLE	603-20200	12.41
07/22	07/13/2022	58726	2028	FURTHER	101-20200	33.90
07/22	07/13/2022	58727	3140	GARPHISH BREWING COMPANY	609-20200	264.00
07/22	07/13/2022	58728	739	HACH COMPANY	601-20200	330.95
07/22	07/13/2022	58729	160	HAWKINS INC	601-20200	15,740.50
07/22	07/13/2022	58730	114	ISANTI COUNTY RECORDER	101-20200	276.00
07/22	07/13/2022	58731	188	ISANTI COUNTY SHERIFF	101-20200	220.80
07/22	07/13/2022	58732	270	ISANTI READY MIX INC	603-20200	240.00
07/22	07/13/2022	58733	1613	ISANTI RETAIL MEATS LLC	108-20200	738.75
07/22	07/13/2022	58734	113	ISANTI TIRE & AUTO CARE INC	101-20200	22.00
07/22	07/13/2022	58735	7	JOHNSON BROTHERS LIQUOR CO	609-20200	42,559.85
07/22	07/13/2022	58736	5	KAWALEK TRUCKING	609-20200	1,252.80
07/22	07/13/2022	58737	1773	KLERSY,SCOT	602-20200	27.83
07/22	07/13/2022	58738	1170	LAND TITLE INC	601-20200	156.56
07/22	07/13/2022	58739	2676	LEVEL CONTRACTING	505-20200	15,000.00
07/22	07/13/2022	58740	2435	LINDBERG LAW OFFICE PA	601-20200	122.90
07/22	07/13/2022	58741	3219	LONGTIN, MARTIN	602-20200	3.20
07/22	07/13/2022	58742	17	MCDONALD DISTRIBUTING CO	609-20200	43,298.88
07/22	07/13/2022	58743	194	MN DEPT OF HEALTH	601-20200	5,722.00
07/22	07/13/2022	58744	176	MN DEPT OF REVENUE	101-20200	46,997.00
07/22	07/13/2022	58745	2842	MN PEIP	861-20200	36,113.20
07/22	07/13/2022	58746	3212	MOMENTUM	609-20200	3,100.00
07/22	07/13/2022	58747	3119	MOOSE LAKE BREWING CO. LLC	609-20200	144.00
07/22	07/13/2022	58748	2080	MVTL LABORATORIES INC	602-20200	441.44
07/22	07/13/2022	58749	3217	NEUSHWANDER, RICK	601-20200	6.78
07/22	07/13/2022	58750	2992	NEXTERA COMMUNICATIONS	609-20200	434.56
07/22	07/13/2022	58751	1279	NOVAK-FLECK INC	505-20200	15,000.00
07/22	07/13/2022	58752	3200	OLSON, ALYSSA	101-20200	742.50
07/22	07/13/2022	58753	2553	O'REILLY	101-20200	9.58
07/22	07/13/2022	58754	2288	PARTNERS TITLE	601-20200	12.22
07/22	07/13/2022	58755	2353	PERFORMANCE DOCK & LIFT	101-20200	24.00
07/22	07/13/2022	58756	44	PHILLIPS WINE & SPIRITS INC	609-20200	12,981.98
07/22	07/13/2022	58757	2625	RESULTS TITLE	601-20200	35.05
07/22	07/13/2022	58758	3216	SCHOLZEN, KATHRYN	601-20200	23.09
07/22	07/13/2022	58759	2174	SCR INC ST CLOUD	609-20200	359.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/13/2022	58760	1361	STAPLES ADVANTAGE	101-20200	187.77
07/22	07/13/2022	58761	73	STAR	101-20200	354.80
07/22	07/13/2022	58762	3213	SWEET SIREN	101-20200	1,750.00
07/22	07/13/2022	58763	1354	TAPES PLUS ADVERTISING INC	609-20200	295.00
07/22	07/13/2022	58764	1290	THE AMBLE GROUP	602-20200	179.21
07/22	07/13/2022	58765	1503	THE AMERICAN BOTTLING COMPANY	609-20200	352.40
07/22	07/13/2022	58766	3125	UNCOMMON LOON BREWING CO	609-20200	324.00
07/22	07/13/2022	58767	1820	URBANS HARDWARE INC	101-20200	76.86
07/22	07/13/2022	58768	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
07/22	07/13/2022	58769	3187	US BANK ST PAUL CM-9690	609-20200	1,800.00
07/22	07/13/2022	58770	2027	US INTERNET	603-20200	57.80
07/22	07/13/2022	58771	427	VESSCO INC	601-20200	90.64
07/22	07/13/2022	58772	42	VIKING COCA-COLA BOTTLING CO	609-20200	430.50
07/22	07/13/2022	58773	1286	VINOCOPIA INC	609-20200	2,305.50
07/22	07/13/2022	58774	4	WATSON CO INC	609-20200	2,309.82
07/22	07/13/2022	58775	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	429.00
07/22	07/13/2022	58776	780	WINE MERCHANTS	609-20200	824.00
07/22	07/13/2022	58777	3214	WOLF CONTRACTING	505-20200	9,000.00
Grand Totals:						366,528.43

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR AUGUST 21, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on August 21, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 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, Jay Bossen, 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: August 21, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 19th day of July 2022.

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: July 19th 2022
Subject: Authorizing Financial Planning Agreement for TIF Districts 9 & 10

Background:
Tax Increment Finance (TIF) District 9 (Fund 409) has accumulated $169,593.20 of increment revenue since its creation in 2005. This District is still generating increment. District 9 is a "Redevelopment District" under state statute.

TIF District 10 (Fund 410) has accumulated $57,523.57 of increment revenue since its creation in 2008. District 10 is no longer generating increment. District 10 is an "Economic Development District" under state statute.

All types of TIF Districts carry with them special rules and prescribed eligible uses for the increment that the district generates. However, a lack of ongoing institutional knowledge about each district and numerous changes in state statute since their establishment has left staff unable to make recommendations for the use of the increment that are conclusively compliant with state statute.

Recommendation:
Northland Securities, Inc., has provided a proposal to make recommendations about possible uses for the increment. Fees for service would not exceed $1,600 per district and would be billed at a rate of $200 per hour. This type of consulting is an eligible use of increment revenue and would be paid for as such.

Request:
Staff is recommending approval of the attached agreement by resolution.

Attachments:
- Res 2022-XXX AUTHORIZING FINANCIAL PLANNING AGREEMENT FOR TAX INCREMENT FINANCE DISTRICTS 9 AND 10
- Agreement for Services signed by Northland Securities, Inc.

RESOLUTION 2022-XXX

AUTHORIZING FINANCIAL PLANNING AGREEMENT FOR TAX INCREMENT FINANCE DISTRICTS 9 AND 10

WHEREAS, Northland Securities, Inc. has submitted a written proposal to provide financial planning for Tax Increment Finance (TIF) districts 9 and 10; and,

WHEREAS, the services rendered will provide recommendations related to the use of tax increment; and,

WHEREAS, TIF district 9 has a cash balance of $169,593.20 and TIF district 10 has a cash balance of $57,523.57; and,

WHEREAS, the City of Isanti seeks to enter into this agreement to provide for a better understanding of the possible uses of existing increment, if any, as allowed by state statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, to enter into an agreement with Northland Securities, Inc., to undertake the following tasks:

1. Review original TIF Plans and subsequent adopted modifications to confirm status of the District.
2. Complete an analysis of the available balance of tax increment derived from property and tax increment derived from other sources (i.e., real estate proceeds, lease revenue, interest income, etc.).
3. Determine whether further modification is required for the Districts and what amount, if any, of tax increment revenue may be available for potential expenditure on eligible projects.

This Resolution was duly adopted by Isanti City Council this 19th day of July 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN
THE CITY OF ISANTI, MN
AND
NORTHLAND SECURITIES, INC.
FINANCIAL PLANNING FOR TAX INCREMENT FINANCING DISTRICTS

This Agreement made and entered into by and between the City of Isanti, Minnesota (hereinafter "Client" or "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the Client desires to use the services of NSI for financial planning assistance related the City's Tax Increment Financing Districts (the "Districts").

WHEREAS, the Project is intended solely for financial planning and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue.

WHEREAS, NSI desires to furnish services to the Client as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

Northland will assist the Client with financial planning for the Districts and provide recommendations related to the use of tax increment.

NSI will undertake the following tasks:

1. Review original TIF Plans and subsequent adopted modifications to confirm status of the District.
2. Complete an analysis of the available balance of tax increment derived from property and tax increment derived from other sources (i.e., real estate proceeds, lease revenue, interest income, etc.).
3. Determine whether further modification is required for the Districts and what amount, if any, of tax increment revenue may be available for potential expenditure on eligible projects.

Following our review, NSI will provide the Client with a memorandum explaining findings and recommendations.

COMPENSATION

For the services specified, NSI will be paid an amount not to exceed $1,600 per TIF District evaluated. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of $200/hour plus reimbursable expenses for travel, printing and mailing. Northland will bill on a monthly basis for services performed and actual reimbursable expenses.

The Client may at its discretion authorize NSI to undertake additional tasks, including meeting attendance, drafting of modifications to TIF Plan(s) for the District(s), beyond the tasks listed above. Additional planning services will be billed monthly at a rate of $200 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

ASSIGINED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Jessica Green and/or Tammy Omdal.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the Client and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the Client and the services provided by Northland are based on current State Law. The parties agree that the Minnesota property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The Client recognizes and accepts that future property values, tax levies and tax rates may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the Client or NSI. In the event of early termination by the Client, NSI shall provide the Client with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated compensation or hourly rates should early termination occur.

Dated this __ day of July, 2022.

Northland Securities, Inc.

By:

Jessica L. Green

Managing Director of Public Finance

City of Isanti, MN

By: _____

_____

Title

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

June 2022

Reported Crime	Month to Date	Year to Date
Theft	6	44
Assault	3	14
Vandalism/Damage to Property	2	11
Narcotics	4	19
Burglary	0	4
Domestics	2	19
Crim Sex	0	4
Robbery	0	0
Loud Party/Disturbance	9	38
Medical	44	232
Permit to Purchase	4	53
Security Check / Extra Patrol	355	2,759

Traffic Offenses	Month to Date	Year to Date
No Insurance	11	75
DUI	0	5
Accidents	6	62
Hit & Run	0	5
Warrant P/U	6	30
Speed	9	45
DAR/DAS	26	127
Administrative Citations (Including Speed)	9	36

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	105,692	409	2,977
Ford Explorer 224	In the Shop	In the Shop	In the Shop
Ford F150 225	56,589	934	4,756
Chevy Impala 223	104,343	450	1,628
Dodge Durango 226	47,795	1,249	5,450
Dodge Durango 227	55,278	718	6,834
Dodge Durango 228	35,129	1,386	7,487
Chevy Tahoe 229	22,409	1,674	7,843
Dodge Charger 230	10,443	1,524	8,470

CEZT REPORT JUNE 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49						
NEW CASES THIS MONTH		3	0	6	10	22	8						
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10						
NEW CASES + CARRIED FWD		6	3	7	12	29	18						
CLOSED THIS MONTH		3	2	5	5	19	17						
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1						
CAN - Prohibited Animals/**87.1**						2							
CCV - Comm Vehicle storage/**227-9/10**					1								
CDO - Dogs		2		2		1	2						
CPA - Park & Store/**227-8**					7	16	1						
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4						
Nuisance Junk/Rubbish/**216-2-L**		1				4	3						
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				1		1	1						
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1							
ACTIVE CITATIONS END OF MONTH	1	1	1				1						
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10						
ABATED PROPERTIES THIS MONTH							2						

M.2.

CITY OF ISANTI MONTHLY REPORT

June 2022

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	28	51	$0.00	$0.00	$28.00	$58.00	$2,240.00	$4,480.00		
DECK	4	14	$0.00	$0.00	$4.00	$14.00	$982.50	$3,982.50		
LL FINISH	1	12	$0.00	$0.00	$1.00	$11.00	$300.00	$3,438.00		
REMODEL / ADDITION	1	6	$170,000.00	$255,000.00	$85.00	$127.50	$2,508.00	$4,725.70		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	16	113	$0.00	$0.00	$15.00	$65.00	$1,844.00	$12,271.00		
SINGLE DWELLINGS	2	39	$486,849.54	$8,938,097.98	$243.42	$2,373.32	$5,578.00	$113,351.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	5	74	$0.00	$0.00	$5.00	$35.00	$375.00	$5,550.00		
PLUMBING	2	59	$0.00	$0.00	$2.00	$30.00	$188.00	$4,786.00		
RESIDENTIAL TOTAL	**59**	**368**	**$656,849.54**	**$9,193,097.98**	**$383.42**	**$2,713.82**	**$14,015.50**	**$152,585.10**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$705.74	$0.00	$12,619.20		
REMODEL / ADDITION	1	3	$10,000.00	$11,500.00	$5.00	$5.75	$198.00	$1,077.00		
PLUMBING	1	9	$0.00	$12,500.00	$5.00	$34.70	$150.00	$1,187.00		
MECHANICAL	1	3	$91,112.00	$91,112.00	$45.56	$45.56	$2,255.02	$2,545.02		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	5	20	$3,688.00	$3,688.00	$4.00	$181.25	$2,821.41	$6,260.41		
COMMERCIAL TOTAL	**8**	**37**	**$104,800.00**	**$1,830,277.00**	**$59.56**	**$973.00**	**$5,424.43**	**$23,688.63**		
RESIDENTIAL/COMMERCIAL TOTAL	**67**	**405**	**$761,649.54**	**$11,023,374.98**	**$442.98**	**$3,686.82**	**$19,439.93**	**$176,273.73**	**$13,386.00**	**$281,106.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 6/30/2022**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	26	0	0	0	$52,616.00	$3,668.73	$0.00
2015	18	1	0	0	$283,705.00	$5,209.22	$7,983.00
2016	24	0	0	0	$80,003.00	$3,610.48	$0.00
2017	36	4	0	0	$716,154.00	$13,243.40	$24,666.00
2018	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	38	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
2021	405	39	0	2	$11,023,374.98	$176,273.73	$281,106.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	79	$3,069,173.27	$41,330.00
May	104	$2,762,554.76	$48,291.90
June	67	$761,649.54	$19,439.93
July	3	$199,488.19	$2,294.00
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	405	$11,023,374.98	$176,273.73

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 13, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is scheduled to begin in July and be completed in August.

2) **Brookview South 1-4 Addition Rehabilitation**
This project is scheduled to be completed this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
This project is substantially complete. Turf establishment will be completed this month.

5) **Fairway Greens North Development**
The contractor will pave the first lift of pavement on 2nd addition this month. The sanitary sewer and watermain are installed, and they continue to construct the ponds and sidewalks.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

8) **Main Street Reconstruction**
The dead sod has been replaced and the project is ready for final payment.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 3, 2022
(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. **2023 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 3rd 2022

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Sewer Fund Operating Budget Summary (602)	Pg. 7
Stormwater Fund Capital Budget (603)	Pg. 7
Liquor Fund Capital Budget (609)	Pg. 8
Technology Fund Capital Budget (614)	Pg. 9

2023 Budget Schedule

Tuesday, July 19, 2022 **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)

Wednesday, August 3, 2022 **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 6, 2022 **Preliminary Budget and Levy Meeting**

-Set 2023 Final Budget and Levy Meeting Date
-Adopt 2023 Preliminary Budget
-Adopt 2023 Preliminary Levy

Tuesday, December 6, 2022 **Final Budget and Levy Meeting**

-Final 2023 Budget and Levy Presentation
-Public Comment
-Adopt 2023 Final General Fund and EDA Budgets
-Adopt Debt Levy Variance (If Needed)
-Adopt 2023 Final Levy
-Adopt 2023 Final Enterprise Fund Budgets
-Approve Cost of Living Adjustment for Non-Union Employees

General Fund Capital Budget Summary (920)

Department	Expense	2023
Administration	Employee Accommodations	$ 839
Police	Squad Vehicle - 223 - 2011 Impala	$ 68,950
Police	Lighting / Electrical Fixtures	$ 19,572
Police	Flooring Police Station	$ 12,300
Police	Interior Paint - PD Share Only	$ 3,180
Police	Chairs Police Station	$ 7,160
Police	Phone System	$ 10,610
Streets	2007 F-250	$ 39,393
Streets	18 ft Felling Trailer	$ 10,130
Streets	12 ft Felling Trailer	$ 7,316
Streets	2008 JD 748 Tractor w/ mower-blower	$ 22,510
Streets	1998 Ford 545D Tractor (3 pt hitch)	$ 61,900
Streets	2013 Bobcat Snow Blower	$ 11,255
Streets	2008 Boss 1 Ton 10 ft Straight Blade	$ 10,130
Streets	Sign Replacement	$ 4,371
Streets	Wire Feed Welder	$ 5,628
Streets	Pressure Washer	$ 5,305
Street Lighting	Street Light Pole Replacement (65 City Owned)	$ 9,004
Street Lighting	Street Light Infill	$ 12,306
ICC	Handicap Door Actuators	$ 6,753
PRC	Bluebird Park - Restrooms	$ 218,545
PRC	Bluebird Park - Splash Pad	$ 218,545
PRC	Riverside Park - Playground Equipment	$ 7,000
PRC	C-I Bike/Walk Trail Contribution	$ 7,500
PRC	Kabota Mower	$ 7,203
PRC	Kabota Mower	$ 7,203

Additions to Capital Improvement Plan

- PD Building Furnishing Updates (2023)

Updates to Capital Improvement Plan

- City Hall A/C Units (2024)
- ICC A/C Units (2024)
- Riverside Park Playground Equipment – Rehab to extend Life (2023)
- Welder – Price Update (2023)

Street Construction Fund Capital Budget Summary (425)

&

Pavement Management Fund Capital Budget Summary (440)

Department	Expense	2023
425	Heritage & E Dual Intersection	$ 400,000
440	2023 Pavement Management	$ 285,825

- Fund 425 Street project will be paid with 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	2023	
Water	Computing/Technology Devices	$	930
	Well House No. 1 Air Conditioner	$	1,740
	Well House No. 1 Unit Heater	$	1,160
	Well House No. 2 Unit Heater	$	1,160
	Well House No. 3 Well Pump No. 3	$	115,930
	Well House No. 3 Unit Heater	$	1,160
	Well House No. 3 Air Conditioning	$	1,740
	Well House No. 3 VFD	$	13,910
	Well House No. 3 - Chlorine Room Unit Heater	$	1,160
	Well House No. 3 - Chemical Room Unit Heater	$	1,160
	Tank Room Influent Flow Meter - PIN-FMM	$	8,690
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	$	4,060
	Tank Room Backwash Supply Flow Meter - BWD - FMM	$	5,800
	Mechanical Room Unit Heater No. 4	$	1,160
	Tank Room Radiant Heater No. 1	$	6,960
	Tank Room Radiant Heater No. 2	$	6,960
	Tank Room Radiant Heater No. 3	$	6,960
	Tank Room Radiant Heater No. 4	$	6,960
	Backwash Recycle Pump	$	8,690
	Chlorine Generation Room Brine Booster Pump No. 1	$	2,900
	Chlorine Generation Room Brine Booster Pump No. 2	$	2,900
	Chlorine Generation Room Water Softeners	$	2,320
	Chlorine Generation Room Chlorine Analyzer	$	4,640
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	$	1,160
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	$	4,640
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	$	4,640
	Chlorine Generation Room Unit Heater No. 2	$	1,160
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	$	5,800
	Chemical Feed Room Permanganate Pump No. 1	$	6,960
	Chemical Feed Room Permanganate Tank Mixer No. 1	$	1,740
	Chemical Feed Room Unit Heater No. 3	$	1,160
	Reclaim Area Sludge Pump	$	4,640
	Reclaim Area Backwash Recycle Pump	$	8,110
	Reclaim Area Backwash Recycle Pump motor	$	4,640
	Mechanical Room Air Compressors	$	5,800
	Tank Room Unit Heater No. 1	$	2,320
	Mechanical Room Water Heater	$	1,740
	WTP Vestibule Cabinet Heater No. 1	$	580
	Water Tower Recirculation Pump No. 1	$	2,900
	Water Tower Coating	$	811,490
	Air dryer for compressor	$	580
	Heater for office	$	580
	Contribution to General Fund (920) Capital Purchases	$	18,336
	TOTAL	**$**	**1,098,026**

Sewer Fund Capital Budget Summary (602)

- Currently only Computing/Technology is Scheduled - $930

Storm Water Fund Capital Budget Summary (603)

Department	Expense	2023
Stormwater	Computing/Technology Devices	$ 930
Stormwater	Contribution to General Fund (920) Capital Purchases	$ 1,829
Stormwater	Infrastructure Maintenance	$ 10,927
	TOTAL	$ 13,686

Liquor Fund Capital Budget Summary (609)

Expense	Useful life	Project Year	Estimated Cost in 2022
Beer Cave Access Door	25 yr useful life	2046	$ 3,500
Beer Cave Automatic Door	10 yr useful life	2031	$ 7,800
Beer Cave Paneling	35 yr useful life	2056	$ 25,000
Beer Cave Refrigeration	15 yr useful life	2036	$ 11,000
Bituminous (Sealcoat)	8 yr useful life	2029, -37, -55	$ 8,000
Bituminous (Mill & Overlay)	26 yr useful life	2047	$ 35,000
Bituminous (Reconstruct)	50 yr useful life	2071	$ 80,000
Building HVAC (AC Units)	20 yr useful life	2041	$ 18,400
Building HVAC (Furnaces)	20 yr useful life	2041	$ 18,400
Building HVAC (Air Exchange)	20 yr useful life	2041	$ 5,000
Drop Ceiling Panels	25 yr useful life	2046	$ 25,000
Electrical Fixtures	30 yr useful life	2051	$ 2,500
Exterior Bench/Garbage	10 yr useful life	2031	$ 2,000
Exterior Doors (Auto.)	10 yr useful life	2031	$ 10,000
Exterior Doors (Std.)	15 yr useful life	2036	$ 3,000
Exterior Lighting (Building)	30 yr useful life	2051	$ 4,500
Exterior Lighting (Parking Lot)	30 yr useful life	2051	$ 21,000
Exterior Signage	25 yr useful life	2046	$ 10,315
Fire Alarm System	20 yr useful life	2041	$ 2,500
Fire Suppression System	20 yr useful life	2041	$ 46,000
Floor Scrubber	10 yr useful life	2031	$ 3,000
Front Counter	40 yr useful life	2061	$ 20,000
Garbage Enclosure (Gate)	15 yr useful life	2036	$ 2,500
Gutters	40 yr useful life	2061	$ 12,500
Ice Chests (Interior/Exterior)	10 yr useful life	2031	$ 7,000
Ice Maker/Bagger	10 yr useful life	2031	$ 10,000
Interior Doors	30 yr useful life	2051	$ 5,000
Interior Lighting	30 yr useful life	2051	$ 30,300
Interior Paint	25 yr useful life	2046	$ 12,500
Loading Dock Railings	30 yr useful life	2051	$ 6,500
Loading Dock Self Leveler (Air Bag Lift)	7 yr useful life	2031	$ 4,000
Loading Dock Self Leveler (Hinges)	25 yr useful life	2046	$ 6,000
Overhead Doors	30 yr useful life	2051	$ 8,000
Phone System	7 yr useful life	2028	$ 1,500
Plumbing Fixtures	30 yr useful life	2051	$ 5,500
Rail Cooler Access Doors	25 yr useful life	2046	$ 7,000
Rail Cooler Doors	15 yr useful life	2036	$ 25,000
Rail Cooler Paneling	35 yr useful life	2056	$ 60,000
Rail Cooler Refrigeration	15 yr useful life	2036	$ 44,000
Roof (Standing Seam Metal)	80 yr useful life	2101	$ 100,300
Sales Floor Shelving	25 yr useful life	2046	$ 100,000
Security/Camera System	10 yr useful life	2031	$ 20,000
Shopping Carts	5 yr useful life	2026	$ 2,700
Siding	40 yr useful life	2061	$ 80,000
Snow Guards (Roof)			$ 12,000
Snow Melt Boiler	40 yr useful life	2061	$ 16,000
Store Expansion (North End)	N/A	2041	$ 500,000
Television	5 yr useful life	2026	$ 650
Windows	40 yr useful life	2061	$ 10,000

Technology Fund Capital Budget Summary (614)

Department	Expense	2023
ALL	Misc. Software Programs	4,861.00
ALL	Computer Displays/Misc. Components	1,126.00
ALL	Desktop Printers	563.00
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	1,857.00
BUILDING INSPECTION	CITY HALL SURFACE	1,857.00
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	1,857.00
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00

- Computing and Network Devices are scheduled for replacement every 5 years

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, AUGUST 3, 2022 – 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 19, 2022- Regular Meeting of the City Council
2. July 19, 2022- Committee of the Whole Meeting
3. July 19, 2022- Budget Work Session

H. Announcements

1. Committee of the Whole	Tuesday, August 16, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 16, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 16, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

<u>City Administrator Josi Wood</u>
1. ORD-XXX Amending Chapter 227; Parking and Storage

<u>Community Development Director Stephanie Hillesheim</u>
2. ORD-XXX Amending the City Zoning Code, Ordinance Section 6, Articles 1, 2, 3, 4, 5 & 6 Under "Special Regulations"
3. Resolution 2022-XXX Approving Site Plans and Conditional Use Permit for a Dairy Queen Restaurant with Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

<u>Parks, Recreation and Events Coordinator Jordan Clementson</u>
4. Resolution 2022-XXX Approving Amendment to the 2022 Budget

L. Approve Consent Agenda

1. Payroll in the Amount of $131,142.25 and Accounts Payable in the Amount of $965,928.02
2. Resolution 2022-XXX Appointing Election Judges for the 2022 Primary Election
3. Resolution 2022-XXX Awarding Quote for the Lease of City of Isanti Owned Crop Land
4. Resolution 2022-XXX Approving Donation Box at Liquor Store
5. Resolution 2022-XXX Accept Quote for Dell Poweredge T440 Server

M. Other Communications

N. Closed Session

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JULY 19, 2022 – 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 Stephanie Hillesheim, Public Services Director Matt Sylvester, Assistant Finance Director Pam Dahlheimer, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Jay Bossen, Patrick Ausmus and Melissa Burch

D. Public Comment
None

E. Adopt Agenda
REVISED AGENDA:
Add L.4. Approving the Sole Use of the South Isanti Indoor Arena Restrooms and Warming House to the Rum River BMX Association and Discontinue Use of those for Public Use

Motion by Lundeen, seconded by Bergley to approve agenda with the revision listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. 2022 Jubilee Parade Mayor's Choice Trophy *(Polaris Battalion)*
Mayor Johnson presented the 2022 Mayor's Choice Trophy to Polaris Battalion followed by a photo.

G. Approve City Council Minutes
1. July 5, 2022- Regular Meeting of the City Council
Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements
1. City Council Meeting — Wednesday, August 3, 2022 at 7:00 p.m.
2. Budget Work Session — Wednesday, August 3, 2022

(Immediately following the City Council Meeting)

3. Economic Development Authority Meeting — Wednesday, August 3, 2022 *(Immediately following the Budget Work Session)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. ORD-XXX Amending Chapter 227; Parking and Storage
City Administrator Josi Wood shared that discussion was held on May 17th at the Committee of the Whole meeting in regards to no parking on 1st Ave NW. The recommendation from the Committee was to move forward with an ordinance amendment which would prohibit parking on both sides of the street.

Discussion was held at the June 21st Committee of the Whole meeting in regards to parking on the north side of Unity Blvd but allow for staging for the bus or pick up or drop off of students.

The ordinance amendment presented reflects both recommendations.

Patrick Ausmus and Melissa Burch, 218 Unity Blvd, shared their wishes to have no parking on the south side of Unity Blvd instead of the proposed north side.

Motion by Lundeen, seconded by Gordon to revise the ordinance amendment to reflect no parking on the south side and post for the required 10 days and bring back to City Council for consideration. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

2. Resolution 2022-136 Approving a Special Event Permit Application for Rum River BMX for the State BMX Finals
Community Development Director Stephanie Hillesheim shared that this is an application from Rum River BMX to host the Minnesota BMX State Finals on August 19th through the 21st. Friday 4:00 p.m.- 9:00 p.m., Saturday 1:00 p.m.- 6:00 p.m. and Sunday 9:00 a.m.- 5:00 p.m. No street closures or security needed, the event will be open to the public with an estimated 1,000-1,200 people in attendance. Overflow parking will be needed in Bluebird Park and the Soccer Fields. No parking signs will be posted in restricted areas. There will be paid camping allowed in the field south of the Isanti Indoor Arena per the agreement between RRBMX and the City. Four (4) additional portable restrooms will be brought in along with a roll off dumpster. Volunteers will clean up after the event.

Motion by Lundeen, seconded by Collison to approve the resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $135,192.49 and Accounts Payable in the Amount of $672,636.98

2. **Resolution 2022-137** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 21, 2022
3. **Resolution 2022-138** Authorizing Financial Planning Agreement for Tax Increment Finance Districts 9 and 10
4. Approving the Sole Use of the South Isanti Indoor Arena Restrooms and Warming House to the Rum River BMX Association and Discontinue Use of those for Public Use

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. June Police Department Report
2. June Code Enforcement Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

A motion was made by Collison, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting adjourned at 7:21 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, JULY 19, 2022 – 5:00 P.M.
CITY HALL

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

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, Public Services Director Matt Sylvester, Chief of Police Travis Muyres, Parks, Recreation and Events Coordinator Jordan Clementson, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker and Assistant Finance Director Pam Dahlheimer

D. Public Comment
None

E. Committee Meeting Items

1. Isanti Indoor Arena Restroom Request
Isanti Indoor Arena requested to take over responsibilities of the bathroom and warming house room attached to the building and close themto the public.

Recommendation from Committee is to close the use of the bathrooms and warming house room to the public and hand over responsibilities to Rum River BMX and bring to City Council later in the night for formal approval.

Committee further recommended staff work with RRBMX to discuss the possibility of RRBMX purchasing of the building.

2. Rental Inspection Timeline Discussion
City staff asked for consideration for revising Chapter 256-7 of City Code to change the annual expiration date of rental licenses to June 1st of each year, allowing for more time to conduct inspections in better weather.

Staff would also review all of Chapters 253 and 256 referencing Rental Inspections and Licensing to ensure any additional recommendations for change will be made at the same time.

Recommendation from Committee to change rental license expiration date to June 1st of each year and for staff to review all of Chapters 253 and 256 and bring to an upcoming City Council meeting for approval.

3. Police Updates and Discussion
Chief Muyres shared patrol shifts are from 4:00 a.m. to 4:00 p.m. The Chief, Lieutenant, Investigator and SRO primarily work day hours and assist patrol with priority calls. Night shift is scheduled with 2 officers on each shift. Day shift is scheduled one officer per shift.

When Isanti Police respond to a priority call procedure is to have minimum of 2 officers respond. When there is only one Isanti officer on duty the Isanti County Sheriff's Office assists.

In 2021 Isanti Police requested mutual aid assistance from Isanti County on 39 incidents. The average response time in 2021 to a priority call for Isanti Police was 3.8 minutes and the average response time in 2021 to a priority call for Isanti County was 9.2 minutes.

The Police Department has had one vacant position since January and went through two hiring processes, two background investigations however, has not hired for the position yet. Muyres said it is still being decided whether to post for the position now or wait until Union negotiations are over.

In addition, the Police Department is budgeted to add one officer in 2024 and one in 2028.

Finance Director Mike Betker recommended to stay with the plan of adding an officer in 2024 and one officer in 2028.

Committee had no further recommendation.

4. City Hall Entrance Apron Update
City Administrator Josi Wood updated the Committee that the cement apron leading into the City Hall parking lot is going to be replaced and the entrance will be closed Thursday through Sunday to cure.

5. THC Discussion
City Administrator Josi Wood shared that with the new laws that came about effective July 1st from the end of the 2022 legislative session for new edible and beverages that contain THC products. The Board of Pharmaceuticals is regulating it however, there were not a lot of things put in place on how local governments and cities shall regulate it. The League of MN Cities is working to help cities know what the options are.

Staff asked for discussion if the Committee would like staff to research to consider regulation like is done with tobacco or alcohol sales or if Committee would like a moratorium. A moratorium would give Council a year to put something in place.

Recommendation from Committee is to bring forward a moratorium draft to allow for more research on options in regards to regulation.

6. Tree Planting
   Councilor Steve Lundeen shared that a lot of other cities are doing things to promote trees.

   There was discussion with no further recommendation.

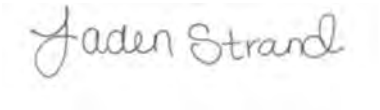
7. Street Dance
   There was discussion regarding the last street dance with no further recommendation.

F. Adjournment

Motion by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting was adjourned at 6:15 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 19, 2022
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 7: 22p.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 Stephanie Hillesheim, Public Services Director Matt Sylvester, Assistant Finance Director Pam Dahlheimer, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion carried unanimously.

F. Work Session Items

1. 2023 Budget Schedule

The July 19, 2022 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 3, 2022 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 6, 2022 Preliminary Budget and Levy Meeting includes:

- Set 2023 Final Budget and Levy Meeting Date
- Adopt 2023 Preliminary Budget
- Adopt 2023 Preliminary Levy

The December 6, 2022 Final Budget and Levy Meeting includes:

- Final 2023 Budget and Levy Presentation
- Public Comment
- Adopt 2023 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If Needed)
- Adopt 2023 Final Levy
- Adopt 2023 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. **Tax Levy / Tax Rate**
    - The proposed 2023 Total Levy is $4,042.954.00 and the total Levy is going up to 23.19%.
    - The projected tax rate for 2023 is 57.611% with a change of 2.37% from 2022.

3. **General Fund Operating Budget (101)**
    - The proposed 2023 General Fund Revenue is $$4,651,891.00.
    - The proposed 2023 Unreserved Fund Balance is 179,989.00.
    - The proposed 2023 General Fund Expenditures is $4,651,891.00.

4. **EDA Fund Operating Budget (108)**
    - The EDA Revenues has a proposed budget of $134,175.00.
    - The EDA Expenditures has a proposed balanced budget of $110,670.00

5. **Water Fund Operating Budget (601)**
    - Water Fund has a proposed net income loss of $1,035,526.00 and a net cash flow loss of $615,526.00.

6. **Sewer Fund Operating Budget (602)**
    - Sewer Fund has a proposed net cash flow of $356,038.00.

7. **Stormwater Fund Operating Budget (603)**
    - Stormwater has a proposed net cash flow of $158,434.00.

8. **Liquor Fund Operating Budget (609)**
    - Proposed Municipal Liquor Fund Revenues is $5,143,265.00.

- Proposed Municipal Liquor Fund Expenditures is $5,140,060.00.

9. Debt Service Funds Summary (929 thru 932)

- 2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments were made in 2021. Revenues were generated exclusively from the debt service levy which ended in 2020. Fund 929 was closed to Funds 101 and 920.
- 2011A Improvement Bond Fund (930) will no longer be a budgeted Fund. Final debt service payments will be made in 2022. Revenues were generated from the debt service levy, which ended in 2021 and from transfers out of the Water and Sewer Funds.
- 2021A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Previously known as the 2014A GO Tax Abatement Bonds, that issue was refunded in 2021. 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.

Adjournment

A motion was made by Lundeen, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 7:56 p.m.
Respectfully Submitted,

Jaden Strand

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: August 3, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

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Background:
Discussion was held at the May 17, 2022 Committee of the Whole meeting in regards to parking on 1st Ave NW. Recommendation from Committee was to move forward with an ordinance amendment with language to include no parking on both sides of the street.

Discussion was held at the June 21, 2022 Committee of the Whole meeting in regards to parking on Unity Blvd. Recommendation from Committee was to move forward with an ordinance amendment that addresses no parking along the north side of Unity Blvd with language to include allowance of staging for the pick up and drop off of students.

An ordinance amendment was presented at the July 19, 2022 City Council meeting for consideration with the above recommended changes. Two citizens spoke sharing their wishes to have no parking on the south side of Unity Blvd rather than the proposed north side. City Council recommended to revise the proposed ordinance amendment to include no parking on the south side of Unity Blvd instead and post for the required 10 days.

The attached ordinance amendment includes both the recommended changes to Chapter 227; Parking and Storage and has been posted for the required 10 days.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 753, ADOPTED ON FEBRUARY 16, 2021 AND ORDINANCE NO. 749, ADOPTED ON JANURARY 5, 2021 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance 753 and Ordinance 749, Codified in Chapter 227 of the City Code, are hereby amended as follows:

Chapter 227

PARKING AND STORAGE
ARTICLE II
General Parking Regulations

§ 227-2. Parking regulations.

C. Parking, stopping, and standing provisions.

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

(t) Along the south side of Unity Blvd with the exception for staging to pick up or drop off of students.

(u) Along either side of 1st Ave NW within Bluebird Park.

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 3rd day of August 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 7-20-2022
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor and City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: August 3, 2022

SUBJECT: Ordinance Amending the City Zoning Ordinance Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'.

Request: Request by resident, Thomas Bowen, for amendment to City Ordinance 445, Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'. Said request is to include metal as an acceptable roofing material.

Overview/Background
At the June 21, 2022 Committee of the Whole meeting the Council directed staff to revise the Zoning Ordinance to allow metal as an acceptable roofing material for residential structures.

As required by State Statute, to amend the zoning ordinance a public hearing was called at the July 19, 2022 Planning Commission Meeting, no public comment was made. The Planning Commission recommends metal should be considered an acceptable roofing material in residential districts and should be added to the aforementioned Zoning Ordinance Section 6 Articles.

Staff Recommendation
Staff recommends approval of the amendment to the City Zoning Ordinance Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'.

Attachments
- Ordinance XXX

ORDINANCE NO. XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 6 RESIDENTIAL DISTRICTS, ARTICLE ONE "R-1" SINGLE FAMILY RESIDENTIAL DISTRICT; ARTICLE TWO "R-2" SINGLE FAMILY RESIDENTIAL DISTRICT; ARTICLE THREE "R-3A" LOW DENSITY MULTIPLE FAMILY DISTRICT; ARTICLE FOUR "R-3B" MEDIUM DENSITY MULTIPLE FAMILY DISTRICT; ARTICLE FIVE "R-4" MULTIPLE DWELLING DISTRICT; ARTICLE SIX "R-1A" RESIDENTIAL RURAL DISTRICT, SPECIAL REGULATIONS

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Article One "R-1" Single Family Residential District Subdivision 7 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

II. AMENDMENTS

Ordinance No. 445, Zoning, Article Two "R-2" Single Family Residential District Subdivision 7 shall be hereby amended as follows:

C. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

III. AMENDMENTS

Ordinance No. 445, Zoning, Article Three "R-3A" Low Density Multiple Family District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

IV. AMENDMENTS

Ordinance No. 445, Zoning, Article Four "R-3B" Medium Density Multiple Family District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

V. AMENDMENTS

Ordinance No. 445, Zoning, Article Five "R-4" Multiple Family Dwelling District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

VI. AMENDMENTS

Ordinance No. 445, Zoning, Article Six "R-1a" Residential Rural District Subdivision 7 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

VII. EFFECTIVE DATE

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

Adopted by the City Council this 3rd day of August, 2022.

_____
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: Ryan Saltis, Community Development Specialist
Date: August 3rd, 2022
Subject: Resolution 2022-XXX Approving Site Plans Review and Conditional Use Permit for a Dairy Queen Restaurant With a Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

Background: A presentation was given at the July 19, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans and conditional use permit for the proposed Dairy Queen restaurant with a drive thru and outdoor patio located at 280 5th Ave NE. Discussion was had between Planning Commission Members regarding building materials and appearance, signage, maneuverability of vehicles, and general site design. The owner, James was present at the meeting and available for questions. Planning Commission members asked when the restaurant is planning to open and how many employees will be hired. The owner responded by saying that DQ corporate has set a deadline for opening in November of 2023, but they hope to start in the fall of 2022 and finish in the Spring of 2023. The number of employees is expected to be roughly 50-75 between full and part time workers. The Planning Commission asked if the requested conditions of approval could be met. The applicant said that the conditions requested by city staff can be met and are reasonable. 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 Dairy Queen restaurant with drive-thru facilities and an outdoor patio with conditions at the July 19, 2022 Planning Commission meeting. Motion for approval with conditions passed 7-0.

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

APPROVING THE SITE PLANS AND CONDITIONAL USE PERMIT FOR A DAIRY QUEEN RESTAURANT WITH DRIVE-THRU FACILITIES AND OUTDOOR PATIO LOCATED AT 280 5TH AVE NE

WHEREAS, Marcus Construction (applicant) has requested approval for site plans of a Dairy Queen Building and a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio at 280 5th Ave NE in the City of Isanti (PID 16.126.0060); 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 *Restaurant, Drive-Thru Facility and Outdoor Patio* are conditional uses; 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 uses for a Restaurant, Drive-Thru Facility and Outdoor Patio meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Dairy Queen Site Plans and Conditional Use Permit for a Restaurant, Drive-Thru Facility and Outdoor Patio on June 19, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans and Conditional Use Permit at its regularly scheduled meeting on August 3, 2022;

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 Dairy Queen Restaurant with Drive-Thru Facilities and an Outdoor Patio;

BE IT FURTHER RESOLVED that the requested Site Plans and Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. A landscaping plan shall be provided for review by City Staff and shall meet all criteria listed in Section 15 of the City's Zoning Ordinances.
2. One freestanding pylon sign is permitted on site, if the applicants would like a second pylon sign near the entrance, it must be approved by the City Council

3. If the freestanding sign near 5th Ave NE is approved by the City Council, it must be located at least 10 ft from property lines
4. The dynamic sign shall follow regulations found in Section 16, Subdivision 6 of the City's Zoning Ordinances
5. A trash receptacle shall be placed within the outdoor seating area
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 7/7/2022.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Marcus Construction for a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio located at 280 5th Ave NE.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and an Outdoor Patio for the property located at 280 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 July 19, 2022 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. *Restaurants, Drive-Thru Facilities, and Outdoor Patios are Conditional Uses 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 uses 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 uses 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 restaurant.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The conditional uses meet this requirement and follow the regulations set in the B-2 Zoning District.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional uses meet this requirement in which Drive-Thru Facilities and Outdoor Patio regulations are set in Section 13, Article 2 of the City's Zoning Ordinances.*

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 restaurant and 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 12 vehicles in the drive-thru lanes, as well as two waiting stalls to prevent traffic conflicts. The drive-thru and by-pass lanes 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 is provided in accordance with section 17 of the City's Zoning Ordinances.*

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 and will provide a by-pass lane around the perimeter. 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 outdoor patio area, along 5th Ave NE and around proposed signs. These plantings are 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 northwest 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 has submitted a sign package 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 July 19, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Bergley, seconded by Lundeen to recommend approval of the Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio at 280 5th Ave NE.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: July 19, 2022

SUBJECT: Site Plan Review and CUP Approval for a Dairy Queen building with a drive-thru and outdoor patio area located at 280 5th Ave NE

Request: The applicant, Marcus Construction is requesting site plan and CUP approval for a proposed building with a drive thru and outdoor patio area located at 280 5th Ave NE for a Dairy Queen restaurant.

Overview/Background: The applicant would like to construct a building on a 1.1-acre vacant lot located just south of the Alina Clinic. This parcel is currently zoned B-2 General Business and is also within the Highway 65 Corridor Overlay District. A "Restaurant", "Drive-Thru" and "Outdoor Patio" are all Conditional Uses in the B-2 General Business District.

The building is proposed to be 3225 square feet and will consist of an indoor dining area, two kitchen spaces, bathrooms, an office and a breakroom. An outdoor patio of roughly 750 square feet is proposed for use during seasons that would allow for customers to sit outside. The site is designed to accommodate twelve cars stacked in the drive-thru area, with a designated bypass lane running parallel to the drive-thru lane. There will be two drive-thru ordering lanes that will merge into one after ordering. Thirty-three parking stalls are displayed on the site plans, with twenty-four standard parking stalls, 3 bus parking stalls, 2 curbside pickup stalls, two drive-thru wait stalls and two handicap accessible stalls.

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 roughly 48,000 square feet or 1.1 acres in size. The proposed building on site is about 3,225 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 6.7% of the total lot size.

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 ft 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 intends on having 73% impervious surface on site. The landscaping requirement of 25% of the total lot area as green space will be met.

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:

Commercial Uses

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

Based on this number of required parking spaces standard and the use of the commercial building, the site will have a sufficient amount of parking stalls on site. The site plans indicate 33 parking stalls total, in which twenty-four are standard parking stalls, three are bus parking

stalls, two are curbside pickup stalls, two are drive-thru wait stalls and two are handicap accessible stalls. The site plans meet the required number of parking spaces for the development.

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
75 degrees	9 feet	9 feet	20 feet	23 feet	24 feet
60 degrees	9 feet	10 feet	22 feet	18 feet	24 feet
45 degrees	9 feet	12 feet	25 feet	13 feet	24 feet

The site features both 90-degree parking and 45-degree parking stalls and will follow the required stall dimensions of 9 feet in width and 19 feet in length. The 45 degree-parking stalls will be lengthened to 22 ft. The drive aisle widths are proposed at 26 feet and meet the requirement for one-way vehicle circulation.

Handicapped Parking Requirements

The number of handicapped parking stalls required shall be in accordance with the following table:

Total Number of Parking Spaces in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1

A. Each designated handicapped space shall be eight (8) feet in width with an adjacent five (5) foot wide access aisle. Total space width of thirteen (13) feet.

B. A designated van accessible space shall be eight (8) feet in width with an adjacent access aisle totaling eight (8) feet in width. Total space width of sixteen (16) feet.

C. Designated handicapped spaces shall be provided along an accessible route located as near as possible to an accessible entrance.

D. Each space shall contain signage with the international symbol of accessibility. Indicating that a permit is required and notifying of a two hundred (200) dollar maximum fine for violation.

The two designated handicapped stalls are proposed at 9 ft in width and will have a 9 ft wide access aisle in between the two stalls. The handicap stalls are located near the building and will have an accessible sidewalk with a curb ramp in the access aisle. Accessible parking signs are proposed in front of both handicap parking stalls.

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 will have more than 20 parking stalls, the development is required to include at least 2 bike parking spaces. Bicycle parking is not indicated on submitted plans and will be a condition of approval for the site. City staff will review the location of the bike racks and proximity to the building in accordance with the standards set in Section 17, Subdivision 14 of the City's Zoning Ordinances.

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 light and heavy-duty bituminous pavement. 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 most criteria listed in Section 14 of the City Zoning Ordinance. Some foot candle readings exceed the maximum 5 ft candles measured at a non-residential property line, but is not foreseen to impact the surrounding areas in which the light projects. Seven total downlit light poles are proposed to be placed around the parking areas and curbing.

Visibility

No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.

There is proposed signage near the south curb cut near 5th Ave NE. It is not expected that this proposed location of this sign would cause visibility issues for traffic movement since it is directionally a one-way street with vehicles entering the site from 5th Ave NE.

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.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide yellow striping will be used across the site for designated parking stalls.

Curb Cuts

The curb cuts proposed along 5th Avenue NE 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.

12. Mechanical equipment

    a. Ground equipment shall be screened per Section 14, Subdivision 4 Mechanical Equipment.

    b. Rooftop mechanical equipment, and head-houses for elevators and stairs, shall be concealed from public view.

B. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

Exterior building materials include EIFS Stucco and metal panels in various colors. EIFS panels will be mostly neutral in color, with accent panels of the restaurants signature colors of orange, blue and maroon. Exterior building material colors in the Highway 65 District are to be complimentary of other buildings within the district; the blue and orange siding colors do not specifically match any surrounding buildings in the district but could be acceptable with flexibility and approval from the Planning Commission and City Council. Flexibility has been given for businesses in this district to keep their signature look so that it is recognizable. The exterior of the building has varied detailing with materials, colors and textures on all sides and is architecturally appealing.

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 any outdoor mechanical equipment is proposed, the location must be reviewed by City Staff for the location and screening from surrounding properties.

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 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.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   The refuse and garbage receptacle will be completely screened from 5th Ave NE architecturally with a painted fence.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site does not surround a residential area.

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.

   A landscaping plan was not submitted with the application. A landscaping plan will need to be submitted to City Staff to review tree and planting locations, types and number of trees. The landscaping plan shall meet all landscaping criteria listed in Section 15 of the City's Zoning Ordinances. The City Landscaping Ordinance requires that the site have at least 8 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage).

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 have the south elevation as the main storefront/entrance and will also have the east elevation as an entrance for the patio area. The east elevation of the building will face Highway 65 and have signage similar in appearance to the front of the restaurant.

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.
   An administrative permit will not be needed for the outdoor seating area, as a CUP has been applied for and is being reviewed as part of this submittal.

B. Seating and furniture shall enhance the appearance of the business.
Outdoor seating arrangements will enhance the appearance of the restaurant. Renderings of the outdoor patio area show Adirondack chairs and a fireplace, creating an environment that is consistent with the area and surrounding businesses.

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 outdoor seating area will be accessible by an ADA accessible sidewalk from the parking area. The business will not serve alcoholic beverages and will not have to be completely closed off with the only access being from the inside of the building.

D. Seating shall be located and designed so as not to interfere with pedestrian and vehicular circulation.
The seating area will be positioned on the east side of the building and will not interfere with traffic or pedestrian circulation. The patio area will be in between the building and drive-thru lanes.

E. Seating areas shall be equipped with trash receptacles and shall be periodically reviewed for litter pick up.
A trash receptacle is not labeled on site plans but will need to be included for the seating area.

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.
Audio for the seating area is unknown but is not expected that it will be audible from adjacent property lines or played past 10 p.m.

G. Lighting shall be permitted to the extent that it only illuminates the designated seating area.
Downlit lights are provided according to exterior elevations and will not exceed 1 foot candle around this area according to photometrics 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.

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.

J. Any proposed outdoor seating plan over fifty (50) seats shall be reviewed as 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 on the northwest corner of the site and will be screened architecturally from 5th Ave NE and the surrounding property to the north. The colors of the enclosure are consistent with the principal building on site. The trash enclosure is proposed to be illuminated with a light pole to the east 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.

Mechanical equipment is not displayed on site plans. If any exterior mechanical equipment is proposed, it shall be labeled on the site plans and reviewed for location and screening.

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 windows will be located on the north side of the building and will not be directly 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 three drive-thru windows and two designated queuing lanes, with a bypass lane running parallel to the drive thru lane on the north side of the building. Staff believes that having more than one drive-thru window will speed up the drive-thru process and allow the business to have separate stations for money collection and food handling.

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 to access and exit the site. These curb cuts will not be used exclusively to enter the drive thru lanes. Traffic will circulate through the parking area to get to the queuing 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 lanes will be able to accommodate 12 cars, with 2 additional waiting stalls ahead of the drive-thru windows.

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 south side of the building. Car piling near the drive-thru lane is not expected to impact vehicles coming in and out of parking stalls. The building will have two queuing lanes and three drive-thru windows to minimize wait times.

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.

A landscaping plan was not submitted with the application. A landscaping plan will need to be submitted to City Staff to review tree and planting locations, types and number of trees. The landscaping plan shall meet all landscaping criteria listed in Section 15 of the City's Zoning Ordinances.

Signs

The site proposes wall signage on three sides of the building with the DQ logo and two freestanding pylon signs near Highway 65 and 5th Ave NE. These signs will need to follow criteria listed in both the B-2 General Business District as well as the Highway 65 Overlay District. According to the sign regulations found in Section 16 of the City's Zoning Ordinances, each site is allowed only one freestanding sign. The sign package for DQ is proposed to have one freestanding pylon sign facing Hwy 65 and another pylon sign facing 5th Ave NE. Since the sign package is completed with the submittal of the site plans, the Planning Commission and City Council can make recommendation to allow for two freestanding signs on site. Staff believes that two signs on this lot are reasonable since there are two road frontages. The sign plans show a dynamic sign with an electronic message board. Dynamic signs are permitted in the B-2 and TH 65 Overlay Zoning Districts. Specific regulations shall be followed for a dynamic sign found in Section 16, Subdivision 6 of the City's Zoning Ordinances. Menu boards for the drive thru are not proposed to exceed 60 square feet.

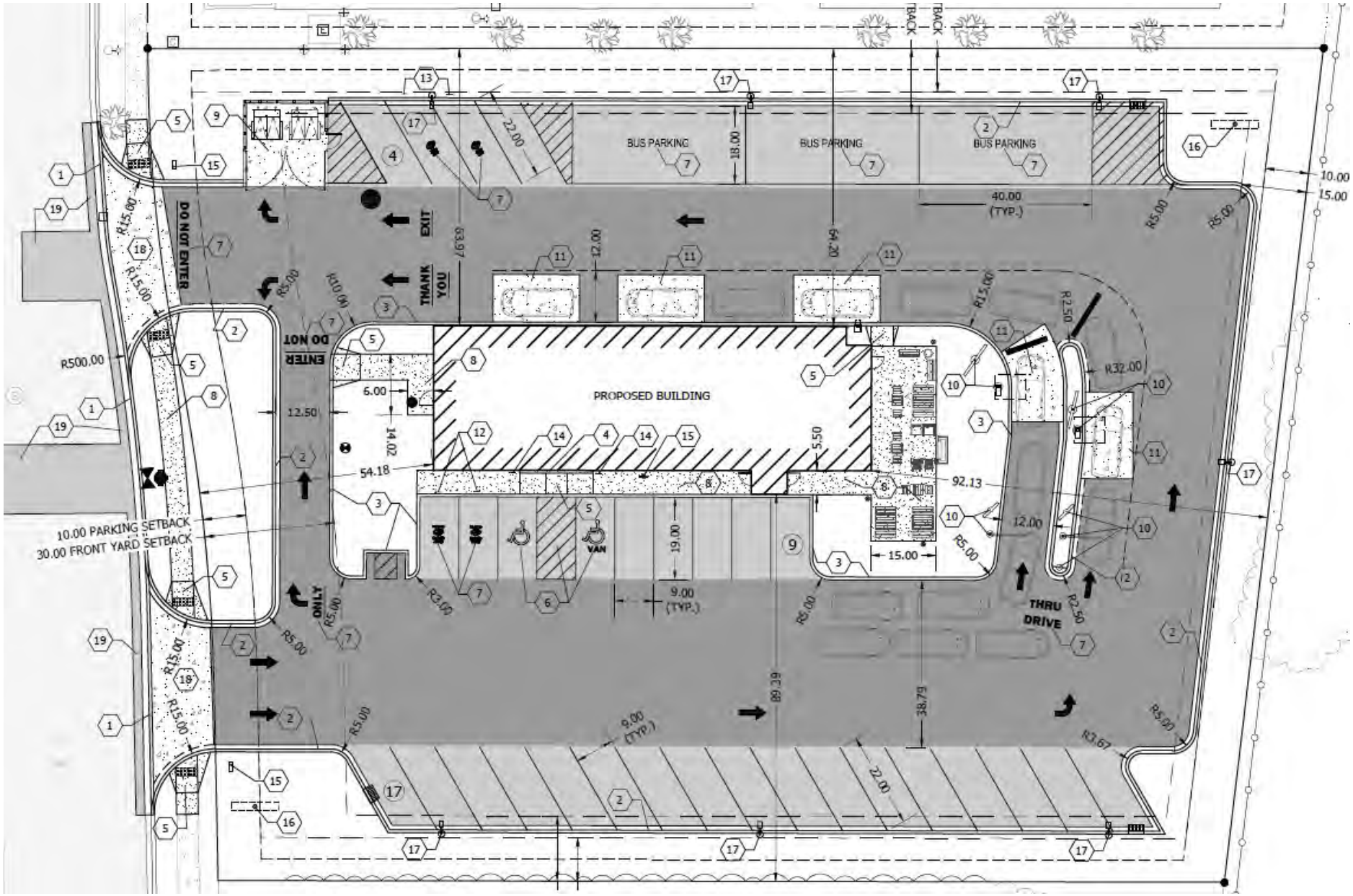
Staff Recommendation: Staff recommends approval of the proposed Dairy Queen building site plans and Conditional Use Permit located at 280 5th Ave NE with the following conditions:

Conditions:

- The site is required to provide at least 2 bike parking stalls in accordance with Section 17, Subd. 14 of Isanti's Zoning Ordinances
- A landscaping plan shall be provided for review by City Staff and shall meet all criteria listed in Section 15 of the City's Zoning Ordinances.
- One freestanding pylon sign is permitted on site, if the applicants would like a second pylon sign near the entrance, it must be approved by the City Council
- If the freestanding sign near 5th Ave NE is approved by the City Council, it must be located at least 10 ft from property lines
- The dynamic sign shall follow regulations found in Section 16, Subdivision 6 of the City's Zoning Ordinances
- A trash receptacle shall be placed within the outdoor seating area
- 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.
- All other conditions listed in the City Engineer's memo, dated 7/7/2022.

Attachments:

- Site Plans
- Floor Plan and Exterior Elevations
- Sign Plans
- Engineer's Memo Dated 7/7/2022
- Fire Chief's Memo


BUS PARKING
BUS PARKING
BUS PARKING
PROPOSED BUILDING
DO NOT ENTER
EXIT
THANK YOU
DO NOT ENTER
ONLY
VAN
THRU DRIVE
10.00 PARKING SETBACK
30.00 FRONT YARD SETBACK
R500.00
40.00 (TYP.)
9.00 (TYP.)
54.18
92.13
89.39
38.79
64.20
22.00
18.00
12.50
14.02
19.00
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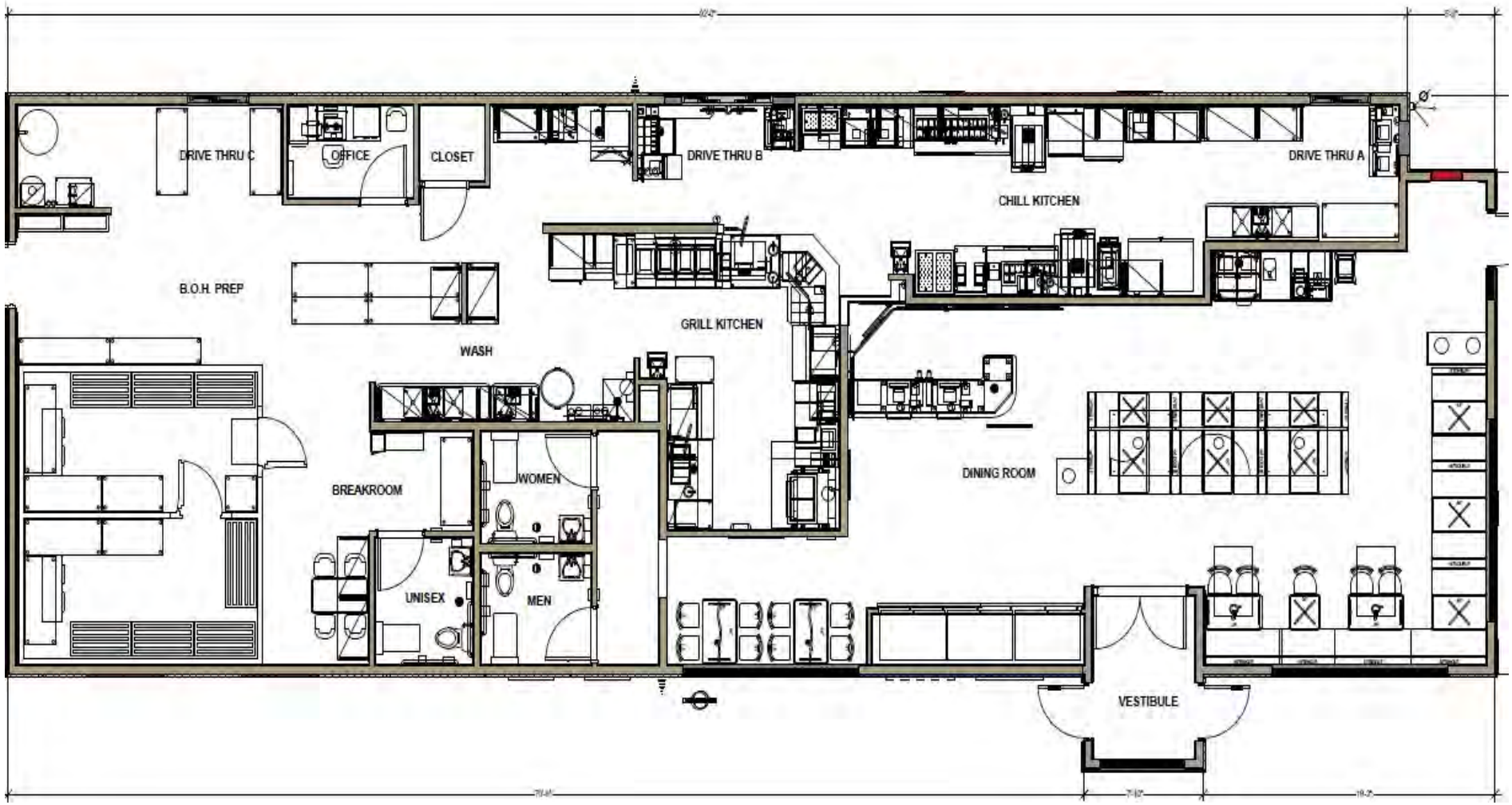
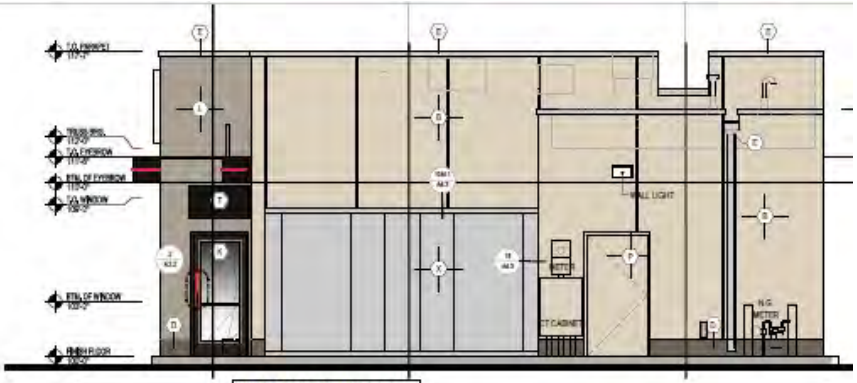
12.00
5.50
6.00
10.00
15.00


DRIVE THRU C
OFFICE
CLOSET
DRIVE THRU B
DRIVE THRU A
CHILL KITCHEN
B.O.H. PREP
GRILL KITCHEN
WASH
BREAKROOM
WOMEN
DINING ROOM
UNISEX
MEN
VESTIBULE

NOTE: THE DQ RED SPOON HANDLES HAVE SPECIAL INSTALLATION REQUIREMENTS. ALUM. STOREFRONT MFG. MUST COORD. LOCK & HANDLE, LOCATION & HEIGHTS

FRONT ELEVATION

SCALE: 1/4" = 1'-0"



NOTE: THE DQ RED SPOON HANDLES HAVE SPECIAL INSTALLATION REQUIREMENTS. ALUM. STOREFRONT MFG. MUST COORD. LOCK & HANDLE, LOCATION & HEIGHTS

2 REAL ELEVATION

A3.1 SCALE: 1/4" = 1'-0"

3 ENTRANCE ELEVATION

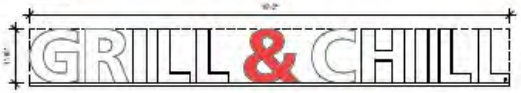
A3.1 SCALE: 1/4" = 1'-0"

A DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 46.4 SF RECTANGULAR = 65.3 SF

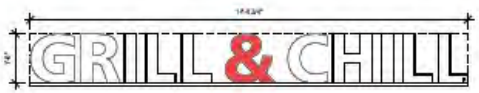
B DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 33.1 SF RECTANGULAR = 46.7 SF

C DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 19.6 SF RECTANGULAR = 27.6 SF

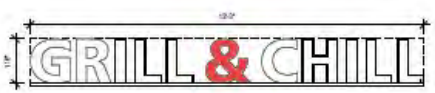
D DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 9.3 SF RECTANGULAR = 13.5 SF



101 1'-10" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 14.78 SF RECTANGULAR AREA: 29.64 SF



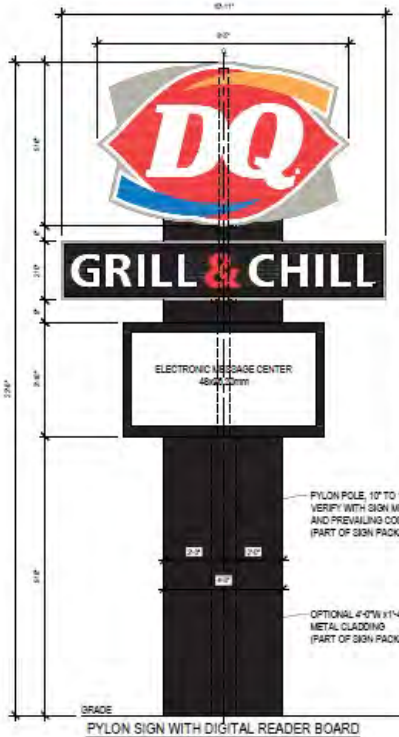
102 1'-8" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 12.22 SF RECTANGULAR AREA: 24.55 SF



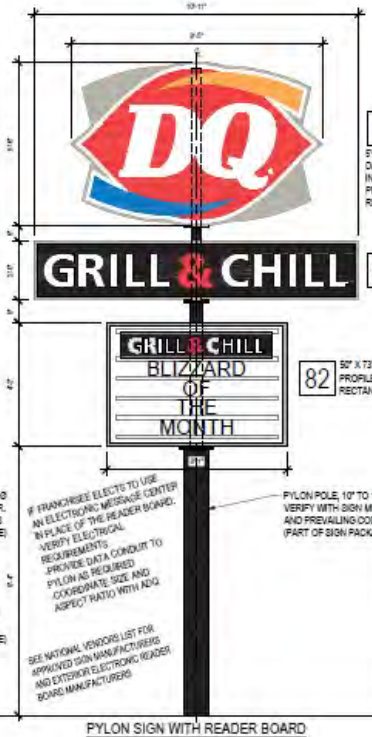
103 1'-6" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 9.90 SF RECTANGULAR AREA: 19.88 SF

104 1'-0" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 5.99 SF RECTANGULAR AREA: 12.03 SF

2 A3.3 BUILDING SIGNAGE
SCALE: 1/2" = 1'-0"



PYLON SIGN WITH DIGITAL READER BOARD



H 5'-6"x9'-5" (NOMINAL)
DAIRY QUEEN LOGO DOUBLE SIDED
INTERNALLY ILLUMINATED
PROFILE = 33.1 SF
RECTANGULAR = 46.7 SF

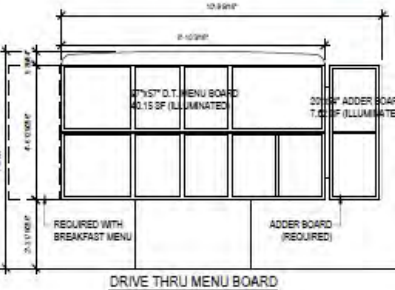
PYLON SIGN WITH READER BOARD

33 16" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 9.72 SF

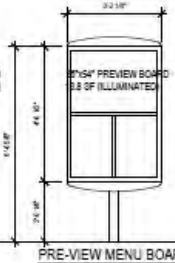
32 20" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 15.14 SF

31 24" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 21.83 SF

30 28" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 32.13 SF



DRIVE THRU MENU BOARD



PRE-VIEW MENU BOARD (OPTIONAL)

WALL MOUNTED EXTERIOR PROMO BOARD

DIRECTIONAL SIGN (OPTIONAL)

1 SITE SIGNAGE

DESIGN INTENT

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 7, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Dairy Queen – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Dairy Queen Grill & Chill" with a signature date of June 24, 2022.

The plan includes the construction of a new building, parking lot and a storm sewer system that connects to a regional pond.

We have reviewed the submitted documents and have the following comments:

1. Sheet C102 Removals Plan:
    a. Preserve large pines where possible along the south property line.
    b. Avoid cutting into the drive lanes on 5th Avenue, see comments on hydrant lead below.
    c. Cut a minimum 2-foot bit patch width along the curb.
2. Sheet C201 Civil Site Plan:
    a. Use the heavy duty pavement section on 5th Avenue.
    b. Clarify which "directional sign" will be used at the entrance and exit.
    c. Construct both entrances with the attached valley gutter detail. Add detail to plans.
    d. General Comment (not a requirement): allowing 90-degree parking on a one way road can be confusing and cause accidents. The single lane along the west side of the building would also not be need to exist if all angled parking were used.
3. Sheet C401 – Utility Plan:
    a. Call out a Neenah R-3347-A casting to replace the existing casting on the existing catch basin that will now fall in the driveway. Revise on C602 table as well.
    b. We do not want additional taps made onto the waterline, nor the full street being cut into and closed, therefor, show removing the existing hydrant and valve, adding 2 45-degree bends and reinstalling the hydrant and valve on the south side of the new exit, centered in the boulevard.

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c. A large portion of the site in the NW area drains to the street, this needs to be collected on site. Move STMH-1 to the connection point of the existing storm stub and add a new Catch basin next to the trash enclosure.

4. Sheet 501 – Erosion Control Plan:
    a. All turf establishment shall be sod, not seed, per City standard.
5. Sheet C6.02 – SWPPP Narrative:
    a. Submit NPDES Permit to City prior to beginning work.
    b. Submit City SWPPP checklist (attached)

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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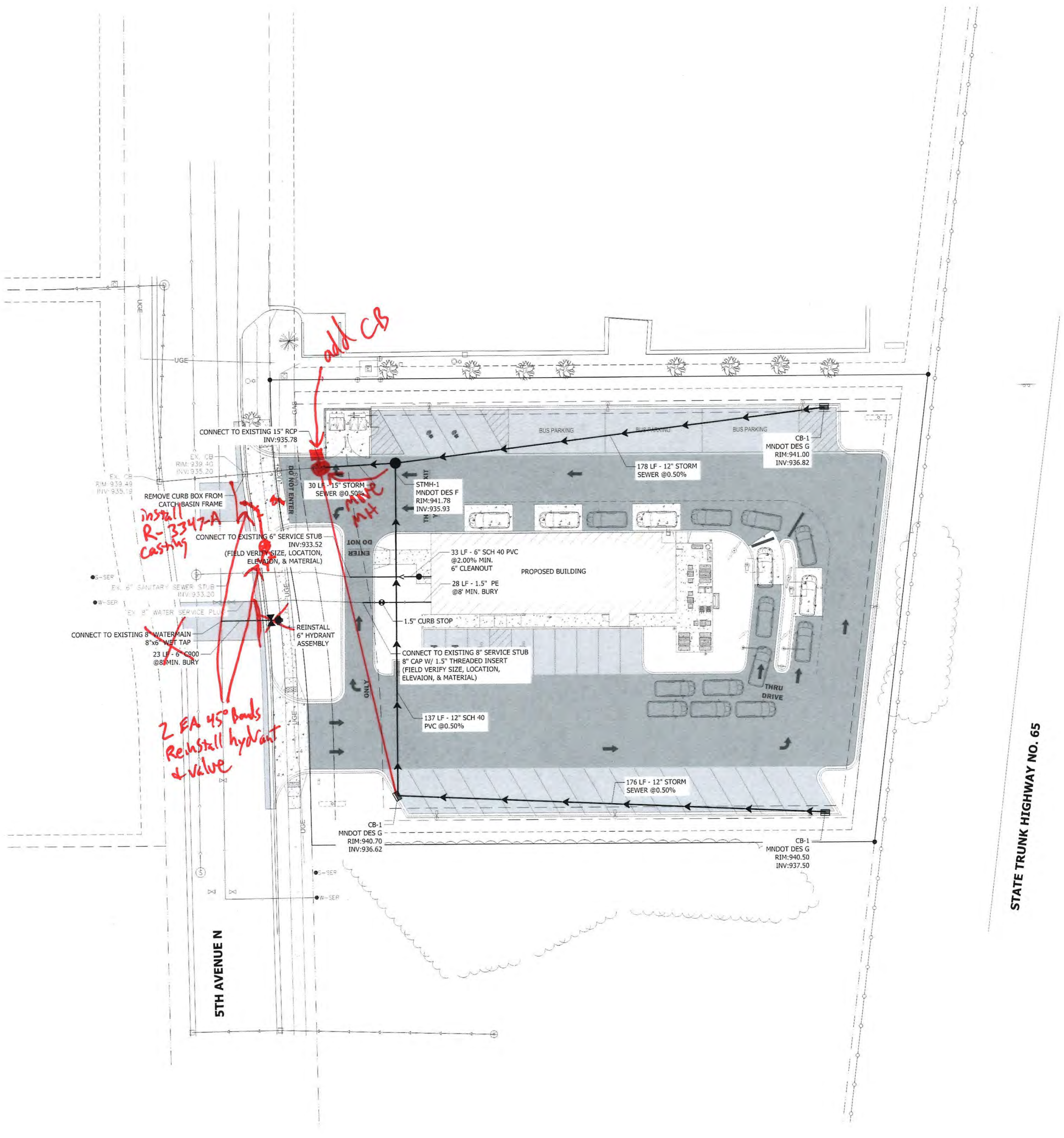

NOTES:

1. THE LOCATIONS AND ELEVATIONS OF THE EXISTING UTILITIES SHOWN HEREIN ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/ OR RECORDS. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING LOCATION AND ELEVATION TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION.
2. CONTRACTOR SHALL VERIFY AND COORDINATE BUILDING UTILITY CONNECTION SIZES, LOCATIONS, AND ELEVATIONS WITH PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS.
3. ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
4. ALL WATER PIPING SHALL BE BURIED A MINIMUM OF 8'.
5. SEE WATER DETAILS FOR ADDITIONAL INFORMATION.
6. A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH SANITARY SEWER OR STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTIONS WITHIN 10 FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
7. SANITARY SEWER CLEANOUTS SHALL BE PROVIDED WITHIN 5' OF THE BUILDING FOR UNIT'S CONNECTION.
8. SANITARY SEWER CLEANOUT SPACING SHALL NOT EXCEED 90'.
9. SANITARY SEWER SERVICES SHALL HAVE A MINIMUM OF 2.00% GRADE.
10. SEE SANITARY SEWER DETAILS FOR ADDITIONAL INFORMATION.
11. ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA RULES, PART 7560.0150
12. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE MINNESOTA STATE PLUMBING CODE.
13. ALL PIPING SHALL BE TESTED IN ACCORDANCE WITH THE MINNESOTA STATE PLUMBING CODE.
14. ALL IMPROVEMENTS SHALL REMAIN VISIBLE FOR INSPECTION .
15. GOPHER STATE ONE CALL DAMAGE PREVENTION SYSTEM FOR BURIED UTILITIES. 1-800-252-1166

UTILITY LEGEND

= EXISTING HYDRANT	= PROPOSED HYDRANT
= EXISTING CURB STOP	= PROPOSED CURB STOP
= EXISTING GATE VALVE	= PROPOSED GATE VALVE
= EXISTING SANITARY MANHOLE	= PROPOSED SANITARY MANHOLE
= EXISTING CLEANOUT	= PROPOSED CLEANOUT
= EXISTING STORM MANHOLE	= PROPOSED STORM MANHOLE
= EXISTING CATCH BASIN	= PROPOSED CATCH BASIN
= EXISTING CULVERT APRON	= PROPOSED CULVERT APRON
= EXISTING WATER LINE	= PROPOSED WATER LINE
= EXISTING SANITARY LINE	= PROPOSED SANITARY LINE
= EXISTING STORM LINE	= PROPOSED STORM LINE

0' 20' 40'

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DESIGN TREE
engineering | land surveying
St Cloud | Alexandria | Rogers
(320) 274-9151

DAIRY QUEEN GRILL & CHILL

280 5TH AVE N, ISANTI, MN 55040

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.

PRINTED NAME: MICHAEL J. GERBER

DATE: 06/24/2022 LICENSE #: 56653

Set:

Drawn By: MJG
Date: 06/24/2022
Job Number: 11422002

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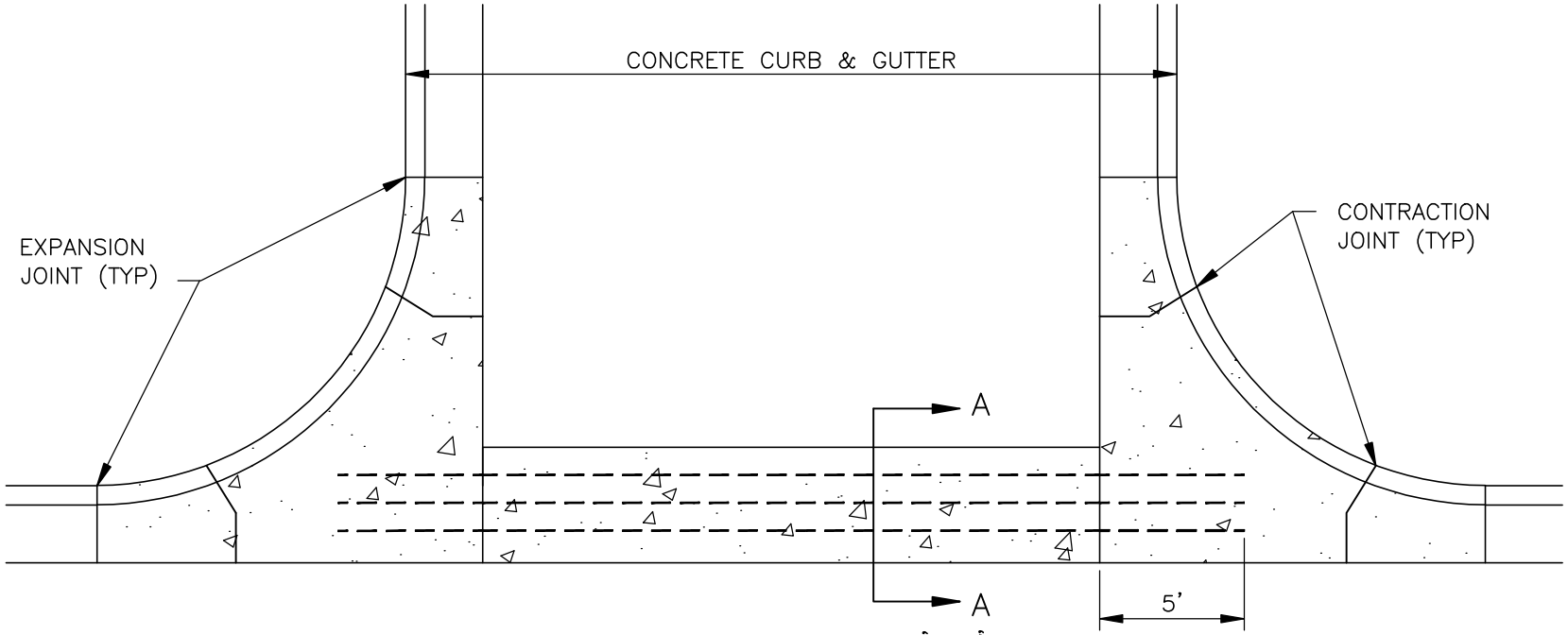
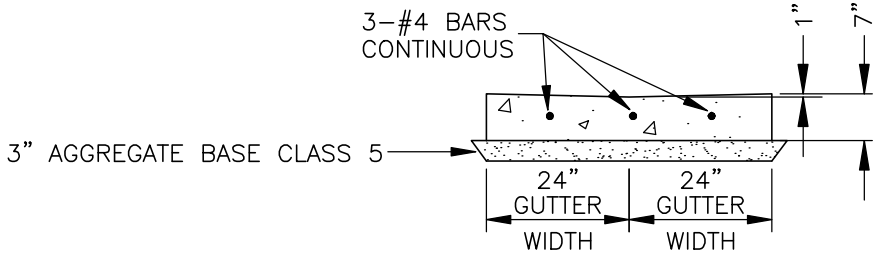
THIS SHEET MAY BE A REDUCED COPY. THE BAR BELOW IS 2" LONG ON A FULL SIZE SHEET. DRAWING SCALES APPLY TO FULL SIZE SHEETS.

1	CITY SITE REVIEW
	Date

UTILITY PLAN

C401





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

SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

July 15, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: Dairy Queen

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Dairy Queen Grill & Chill by American Dairy Queen, constructed by Marcus Construction on PID 116.126.0060.

Isanti Fire supports the continuation as presented in the July 5, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code*.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

A Community For Generations.
Isanti

Memo for City Council

To. Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation & Events Coordinator
Date: August 3, 2022
Subject: Resolution 2022-XXX Amendment to the 2022 Budget

Background:
In spring of 2022 the City of Isanti decided to stop running the Isanti Family Farmers Market to allow a private group to host a new market in Isanti called the Neighborhood Market. Since the city is no longer running a farmers' market, city staff would like to make an adjustment to the City of Isanti 2022 Budget.

We are requesting to move the $2,200.00 in the Farmers Market account 101-45300-498 into the Recreation Program account 101-45300-491. The $2,200.00 can be used to supplement remaining Parks events and programs in 2022. Events that we would consider giving a boost to would be the Family Summer Entertainment Series on August 9th and 30th in the Bluebird Park Amphitheater as well as Family Day at Legacy Park on September 25th.

We are considering adding bounce house rentals for the Family Summer Event Series. Currently the events are 1 hour in duration and we'd like to add activities to help draw people into the park before the main performance each night. For Family Day we would like to purchase small pumpkins and paint kits to handout to kids. They will bring them home to decorate. When completed they can submit a photo of their completed pumpkin to the city Facebook page to enter in a contest for a chance to win a prize.

Request:
Staff is requesting action on this item.

Attachment:

- Resolution 2022-XXX - PARKS - BUDGET - Amendment to the 2022 Budget

RESOLUTION NO. 2022-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2022 BUDGET

WHEREAS, on December 7, 2021 the City Council approved the City of Isanti 2022 Budget; and,

WHEREAS, the 2022 budget includes $2,200.00 for the Isanti Family Farmers Market; and,

WHEREAS, the Isanti Family Farmers Market was taken over as a private venture by The Neighborhood Market in the spring of 2022. The City of Isanti no longer has involvement in the market; and,

WHEREAS, the $2,200.00 will be moved into the Recreation Program fund to be used on upcoming programs and events for the remainder of 2022; and,

WHEREAS, the Isanti City Council authorizes the following amendment to the 2022 budget.

	CURRENT	PROPOSED	CHANGE
101-45300-498	$ 2,200.00	$ 0.00	$ (2,200.00)
101-45300-491	$ 11,875.00	$ 14,075.00	$ 2,200.00

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2022 budget.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August, 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	113,166.77
Social Security & Medicare	6,378.03
Public Employees Retirement	11,597.45
Total City Expense	131,142.25

Pay Date 7/22/2022

Pay Period 15 (7/3-7/16/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/19/2022	58778	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	790.00
07/22	07/19/2022	58779	2863	AMAZON CAPITAL SERVICES	228-20200	1,589.94
07/22	07/19/2022	58780	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	554.60
07/22	07/19/2022	58781	53	BELLBOY CORPORATION	609-20200	4,239.15
07/22	07/19/2022	58782	9	BERNICKS PEPSI-COLA	609-20200	3,196.18
07/22	07/19/2022	58783	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
07/22	07/19/2022	58784	2956	CAMBRIDGE ISANTI ICE ARENA CORP	609-20200	500.00
07/22	07/19/2022	58785	2487	CAPITOL BEVERAGE SALES	609-20200	586.50
07/22	07/19/2022	58786	1815	CENTURYLINK	602-20200	531.60
07/22	07/19/2022	58787	1736	COMM OF MMB TREAS DIV	101-20200	420.00
07/22	07/19/2022	58788	918	CRYSTAL SPRINGS ICE	609-20200	427.90
07/22	07/19/2022	58789	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,044.60
07/22	07/19/2022	58790	1941	DELTA DENTAL	861-20200	3,516.80
07/22	07/19/2022	58791	833	DIAMOND VOGEL PAINT	101-20200	2,245.00
07/22	07/19/2022	58792	2478	EAST CENTRAL ENERGY	101-20200	43.85
07/22	07/19/2022	58793	739	HACH COMPANY	601-20200	165.96
07/22	07/19/2022	58794	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
07/22	07/19/2022	58795	2611	J ROBINSON CONSTRUCTION LLC	505-20200	6,000.00
07/22	07/19/2022	58796	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,924.50
07/22	07/19/2022	58797	5	KAWALEK TRUCKING	609-20200	183.20
07/22	07/19/2022	58798	3221	LKO PRODUCTIONS LLC	101-20200	2,000.00
07/22	07/19/2022	58799	1479	LOFFLER COMPANIES INC	108-20200	238.45
07/22	07/19/2022	58800	3117	MAVERICK WINE LLC	609-20200	1,575.26
07/22	07/19/2022	58801	17	MCDONALD DISTRIBUTING CO	609-20200	21,156.80
07/22	07/19/2022	58802	2953	MIDCONTINENT COMMUNICATIONS	609-20200	315.21
07/22	07/19/2022	58803	1536	MINNESOTA DEED	219-20200	833.33
07/22	07/19/2022	58804	2116	MINUTEMAN PRESS	101-20200	990.00
07/22	07/19/2022	58805	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	413,612.05
07/22	07/19/2022	58806	2080	MVTL LABORATORIES INC	601-20200	394.53
07/22	07/19/2022	58807	2553	O'REILLY	101-20200	23.97
07/22	07/19/2022	58808	617	PAUSTIS & SONS	609-20200	845.75
07/22	07/19/2022	58809	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,624.60
07/22	07/19/2022	58810	3120	ROOTSTOCK WINE COMPANY	609-20200	1,045.05
07/22	07/19/2022	58811	1892	SIGNS BY JILL	101-20200	1,254.00
07/22	07/19/2022	58812	2396	SOUTHERN GLAZERS OF MN	609-20200	34,243.87
07/22	07/19/2022	58813	3209	SUMMER LAKES BEVERAGE LLC	609-20200	535.50
07/22	07/19/2022	58814	2156	SUMMIT FIRE PROTECTION	101-20200	24.00
07/22	07/19/2022	58815	2598	T.A. SCHIFSKY & SONS INC	101-20200	227.25
07/22	07/19/2022	58816	1290	THE AMBLE GROUP	101-20200	131.19
07/22	07/19/2022	58817	42	VIKING COCA-COLA BOTTLING CO	609-20200	486.40
07/22	07/19/2022	58818	1286	VINOCOPIA INC	609-20200	264.00
07/22	07/19/2022	58819	4	WATSON CO INC	609-20200	2,537.06
07/22	07/19/2022	58820	2009	WOOD, JOSEPHINE	101-20200	64.38
Grand Totals:						604,802.71

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/27/2022	58824	2030	ARTISAN BEER COMPANY	609-20200	385.80
07/22	07/27/2022	58825	9	BERNICKS PEPSI-COLA	609-20200	2,636.74
07/22	07/27/2022	58826	2020	BOYLE, EUGENE	101-20200	2,843.20
07/22	07/27/2022	58827	2319	BREAKTHRU BEVERAGE OF MN	609-20200	3,804.28
07/22	07/27/2022	58828	1474	CDW GOVERNMENT INC	614-20200	803.44
07/22	07/27/2022	58829	120	CONNEXUS ENERGY	101-20200	21,143.24
07/22	07/27/2022	58830	918	CRYSTAL SPRINGS ICE	609-20200	729.50
07/22	07/27/2022	58831	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,248.98
07/22	07/27/2022	58832	3100	DW COMPANIES LLC	920-20200	2,500.00
07/22	07/27/2022	58833	1866	EDINA REALTY TITLE	601-20200	33.88
07/22	07/27/2022	58834	3159	ELM CREEK BREWING	609-20200	246.00
07/22	07/27/2022	58835	3222	ENGLUND, DANA	101-20200	295.28
07/22	07/27/2022	58836	1320	EXECUTIVE TITLE INC	601-20200	61.32
07/22	07/27/2022	58837	1320	EXECUTIVE TITLE OF MN LLC	602-20200	45.16
07/22	07/27/2022	58838	912	FASTENAL COMPANY	101-20200	373.34
07/22	07/27/2022	58839	114	ISANTI COUNTY RECORDER	101-20200	92.00
07/22	07/27/2022	58840	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,208.57
07/22	07/27/2022	58841	2647	JOHNSON CONTROLS	101-20200	1,195.48
07/22	07/27/2022	58842	5	KAWALEK TRUCKING	609-20200	326.20
07/22	07/27/2022	58843	3172	LAMAR COMPANIES	609-20200	250.00
07/22	07/27/2022	58844	2762	LEGACY SECURITY TECHNOLOGY INC	108-20200	112.25
07/22	07/27/2022	58845	2727	LEGACY TITLE	601-20200	69.44
07/22	07/27/2022	58846	2727	LEGACY TITLE	601-20200	98.56
07/22	07/27/2022	58847	17	MCDONALD DISTRIBUTING CO	609-20200	16,998.15
07/22	07/27/2022	58848	616	MENARDS - CAMBRIDGE	226-20200	547.93
07/22	07/27/2022	58849	2500	METRO SALES INC	101-20200	92.84
07/22	07/27/2022	58850	3224	MICHAUD DISTRIBUTION	609-20200	1,238.40
07/22	07/27/2022	58851	2978	MILBANK WINWATER WORKS	601-20200	66,693.40
07/22	07/27/2022	58852	2080	MVTL LABORATORIES INC	602-20200	292.26
07/22	07/27/2022	58853	3226	NATOLE, NICHOLAS	601-20200	204.06
07/22	07/27/2022	58854	3122	NEW FRANCE WINE COMPANY	609-20200	679.83
07/22	07/27/2022	58855	3094	NORTH VALLEY INC	425-20200	132,528.93
07/22	07/27/2022	58856	3149	ORIGIN WINE & SPIRITS	609-20200	256.00
07/22	07/27/2022	58857	44	PHILLIPS WINE & SPIRITS INC	609-20200	959.05
07/22	07/27/2022	58858	3148	R & B HOMES LLC	505-20200	27,000.00
07/22	07/27/2022	58859	2341	RED BULL DISTRIBUTION CO INC	609-20200	214.90
07/22	07/27/2022	58860	2518	SEMLER CONSTRUCTION INC	505-20200	21,000.00
07/22	07/27/2022	58861	2396	SOUTHERN GLAZERS OF MN	609-20200	3,272.31
07/22	07/27/2022	58862	315	ST PAUL STAMP WORKS	101-20200	34.60
07/22	07/27/2022	58863	1361	STAPLES ADVANTAGE	609-20200	56.31
07/22	07/27/2022	58864	73	STAR	101-20200	309.43
07/22	07/27/2022	58865	3209	SUMMER LAKES BEVERAGE LLC	609-20200	472.50
07/22	07/27/2022	58866	2614	SW WOLD CONSTRUCTION INC	505-20200	6,000.00
07/22	07/27/2022	58867	1290	THE AMBLE GROUP	602-20200	4.60
07/22	07/27/2022	58868	3223	THESING, DAKOTA	505-20200	250.00
07/22	07/27/2022	58869	2076	TITLE SPECIALIST INC	601-20200	75.33
07/22	07/27/2022	58870	3125	UNCOMMON LOON BREWING CO	609-20200	240.00
07/22	07/27/2022	58871	42	VIKING COCA-COLA BOTTLING CO	609-20200	323.55
07/22	07/27/2022	58872	4	WATSON CO INC	609-20200	1,768.10
07/22	07/27/2022	58873	780	WINE MERCHANTS	609-20200	368.00
07/22	07/27/2022	58874	2626	WW GOETSCH	602-20200	742.17

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						361,125.31

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

APPOINTING ELECTION JUDGES FOR THE 2022 PRIMARY ELECTION

WHEREAS, the Primary Election shall be held on August 9, 2022; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on August 9, 2022:

Allen Garber	Kayla Saltis
Connie Anderson	Laureen Simons
David Rysted	Leroy Johnson
Dan Balk	Leslie Knudson
Dean Fleming	Margaret Engquist
Ed Honzik	Pamela Dahlheimer
Elaine Fischer	Ryan Saltis
Glenn Farrell	Tabitha Peltier
Jaden Strand	Margaret Johnson
Jodi Anderson	Pamela Van Buren
Katie Grotte	Megan Drews

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. Election Judges (non-staff) shall be compensated at $14.00/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MEMO

A Community For Generations.
Isanti

To: City Council

From: Mason Voshell, Economic Development Intern

Date: August 3, 2022

Subject: Resolutions 2022-XXX Awarding Quote for the Lease of City/EDA Owned Crop Land

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Background:

On June 1st the Council/EDA Directed Staff to publicly advertise for crop lease quotes for crop year 2023 for EDA owned land. City Staff opened the quotes at 11 AM on July 20, 2022 and read them aloud. The quotes were as follows:

Parcel A – 67 acres "more or less"
Wayne Calander, Calander Farms $6,800.00/year
This is $2,163.85 less than the 2022 lease. Staff is in the process of obtaining an updated appraisal for this parcel. The lease agreement will have a clause about selling the land. Mr. Calander's quote for the 2023 crop year would put that land valuing at $101.49 per acre. In 2022 Mr. Calander was awarded Parcel A, he paid $8,963.85 for the year, this put the land valuing at $108.39 per acre.

Based on the quotes received staff recommends the following awards:
Parcel A – 67 acres "more or less"
Wayne Calander, Calander Farms $6,800/year

Requested Action:

Staff recommends adoption of the attached resolutions and staff to execute the lease.

Attachments:

1) Resolution 2022-XXX

RESOLUTION 2022-XXX

AWARDING QUOTE FOR THE LEASE OF CITY OF ISANTI OWNED CROP LAND

WHEREAS, the City of Isanti has determined that certain property currently owned by the City of Isanti and the City of Isanti Economic Development Authority will not be needed in the near future for the intended public use; and,

WHEREAS, the City Council and EDA have identified the property to be leased/rented for crop production on the map attached Exhibit A as Parcel A for 67 acres "more or less", north and east of the City of Isanti Wastewater Treatment Facility and Public Works site, located to the east of 3rd Avenue North on the western boundary of lots 1, 2, 3, and 4 of Isanti Railview North Industrial Park, and south of 299th Avenue; and,

WHEREAS, the City Council and EDA advertised and obtained one quote from parties interested in farming the above stated property for the production of row crops for the 2023 Crop Year as follows:

Wayne Calander, Calander Farms $6,800/yr;

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

1. Hereby awards the bid as received for a period of one crop year to Wayne Calander, Calander Farms, for the amount of $6,800/annual rent for the 2023 crop year for the rental of approximately 67 acres "more or less" of EDA property for crop farming as described above.

2. That the annual rent of $6,800/yr. shall be due and paid to the City of Isanti Economic Development Authority according to the following schedule:
3.

On December 1, 2022	$3,400.00	(1st half of first year 2023 annual fee)
On December 1, 2023	$3,400.00	(2nd half of year 2023 annual fee)

4. The EDA reserves the right to develop the property at any time through the contract period. If the EDA exercises this right, the EDA shall compensate Mr. Calander for the fair market value of the crop destroyed, valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop, based upon the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township, in the event such records are not available for the specific crop field herein.
5. That Mr. Calander shall have no right to rent the land for future crop years after year 2023 unless awarded the lease by the EDA through a bid process.

This resolution was duly adopted by the City of Isanti this 3rd day of August 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A
Map of Parcel A

APPROVED RENTER: **WAYNE CALANDER, CALANDER FARMS**

_____ _____

Signature Date

RESOLUTION 2022-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 "4th Annual MMBA Fire Department Fundraiser"; and,

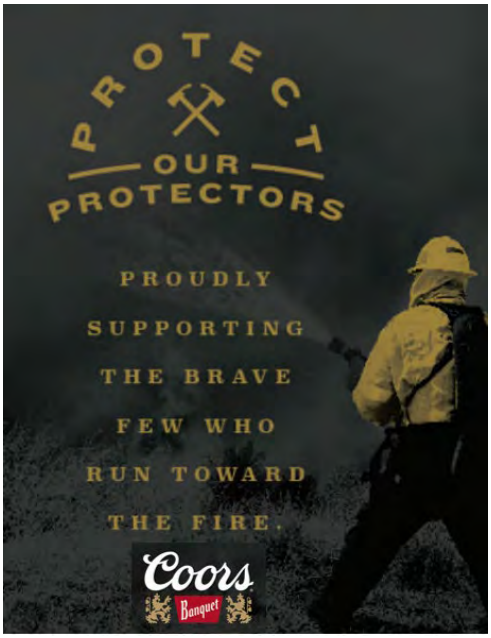
WHEREAS, the Donation Policy has been reviewed and approval is recommended;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "4th Annual MMBA Fire Department Fundraiser" at the Isanti Liquor Store from August 4, 2022 through September 11, 2022, allow the Isanti Fire District to park fire equipment on-site at times within the dates of the fundraiser, and to also allow the Isanti Fire District to provide a prize or prizes to be given away during the fundraiser.

Adopted by the Isanti City Council this 3rd day of August 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk



4th Annual MMBA Fire Department Fundraiser

In an effort to help your cities promote the Community Value of their Municipal Liquor Operation, the MMBA, in partnership with MolsonCoors, is coordinating the 4th annual fundraiser **benefiting your local fire departments.**

This is an effort to help raise additional $$ for local fire departments as many are running on very tight budgets. All funds raised will go directly to the local fire department that services your community.

In addition, for each store that participates, you will be part of a random drawing for 1 of 5 additional $500 donations for local fire departments! **Send in a photo of your display/participation to be entered.**

In appreciation for the largest donation gathered, MolsonCoors will also donate a case of Coors Banquet to each and every fire fighter at that cities department!

NEW in 2022*** Molson Coors will also be supporting a greater cause with every case of Coors Banquet sold (4/6/12 stubby bottles and 4/6/16 cans) We have selected MN Fire to receive a cents/case donation up to $15,000! This non-prof supports local MN firefighters with insurance, family needs and health benefits.

We will also have special packaging calling out firefighters too!!

Here are execution details for this program:

- The fundraiser will run from August 1 – Sept 11th, 2022. At the end of the event (Sept 11th), please take the collected cash to your local fire department while contacting Paul Kaspszak with your results.

- Each participating Municipal store will raise funds in various ways (suggestions noted below)

- POS to help Support the event

    - Signage will be available from your Coors Distributor – please contact them and determine exactly what you need and what you want the POS to communicate
        - Banners for front of store
        - Posters for inside store and above Coors/Coors Light display
        - Donation cards (To start, it is suggested that you get 100 donation cards with scannable UPC for ease of collection)

Here are some successful ideas to help promote the event and raise the most funds:

- ✓ Donation cards – every person who donates signs a card and the cards are proudly displayed in store (behind register, around Coors display, entry way – this helps to increase awareness as well as thank those that donate)
- ✓ Contact your local Fire Chief to gain their participation and more suggestions.
    - Plan a day or 2 when fire trucks can be parked in-front of the store
    - Have station donate items to be raffled in silent auction (ie signed helmet or boots)
    - Have firefighters in your store for photos and help with donations
    - Is there a piece of equipment the fire department is in need of? Set a goal and help them achieve it!
- ✓ Run a silent auction in-store to raise $$ - items could be donated by fire station, city, local businesses, breweries, distributors, etc
- ✓ Donate a portion of Coors/Coors Light sales for the month of August. $.50/case being a suggestion.

- ✓ At the end of the program, tally your funds and ask your local Coors distributor to mock up a large check. This is a great photo opp for your store/local paper and it can be then posted in your store thanking the community for their efforts.

Your Coors distributor will be asking about your participation and how they can help. They will also be incentivized to build large creative displays with Coors and Coors Light cases to help with your efforts.

Any and all additional display/feature consideration for Coors and Coors Light is greatly appreciated!

Send in all your photos of your participation to
Email: kaspszak@outlook.com and CC : jonathan.chance@molsoncoors.com

If you have any issues contacting your local distributor, please contact Jon Chance
Phone: 612-718-6862

Thanks for your participation!!!!!

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: August 3rd 2022
Subject: Resolution 2022-XXX Accepting Quote for Dell Poweredge T440 Server

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Background:

The Server for City Hall is scheduled for replacement. The 2022 budget for Fund 614 included $12,621 for a new server. However, given rising prices and an ever expanding need for digital storage, especially video of public meetings, White Bear IT Solutions has quoted a price of $25,090. Finance Director Betker solicited a second quote online directly from Dell. That quote was more than $33,000.

In discussions with IT, staff is satisfied that this server will meet the needs of the City for at least the next 7 years. 2 years longer than the standard useful life assigned in our capital improvement plan. In addition to mitigating risk with redundant fans and power source the proposed server will also come with 4-hour On-Site support, provided by Dell, for 7 years.

The current server was originally purchased in 2016. When the current extended support contract runs out in April of 2023, no support/warranty contract options will available. Additionally the current server is down to less than 10% of its memory available.

Recommendation:

While this purchase would be well above budget and would likely leave Fund 614 with a negative cash balance at year end, staff is recommending moving forward with the purchase. The long run financial outlook for Fund 614 is still strong. And this purchase would mitigate substantial risk for at least 7 years and potentially 10 years.

Action Required:

If Council concurs with staff's recommendation, Council would motion to approve the attached Resolution.

Attachments:

- Res 2022-XXX
- White Bear IT Solutions Server Quote
- Dell Direct Purchase Quote

RESOLUTION 2022-XXX

ACCEPTING QUOTE FOR DELL POWEREDGE T440 SERVER

WHEREAS, The city capital improvement plan, which is reviewed and adopted by the Council annually provides for the replacement of the existing City Hall Server; and,

WHEREAS, the current server is nearing the end of its support contract as well as limits on available memory; and,

WHEREAS, the city has received two quotes and Fund 614 is the identified funding source;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from White Bear IT Solutions for Dell PowerEdge T440 Server in the amount of $25,090.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August, 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand, City Clerk

White Bear IT Solutions LLC
4986 Stewart Ave
White Bear Lake, MN 55110
United States
jkritta@wbitsolutions.net

Estimate 1493

ADDRESS
Pam Dahlheimer
City of Isanti
110-1st Avenue NW
Isanti, MN 55040 USA

DATE	TOTAL
07/22/2022	$25,090.00

ACTIVITY	QTY	RATE	AMOUNT
Hardware Dell PowerEdge T440 Server: 2 x Intel Xeon 2.5GHz 8C Processor 12 x 16GB RDIMM (192GB) RAM BOSS controller w/2 x 480GB M.2 (RAID1) - OS Partition 6 x 980GB SSD (RAID5) 4.9TB Data Partition 1 x Windows Server 2022 STD 16C License 70 x Windows Server 2022 STD User CAL Redundant Fans Dual Redundant 495W PS Dell ProSupport 4 hour On-Site Support (7 Years)	1	25,090.00	25,090.00

SUBTOTAL	25,090.00
TAX	0.00
TOTAL	$25,090.00

THANK YOU.

Accepted By

Accepted Date

PowerEdge T440 Tower Server

Share

COMPONENTS

Base

PowerEdge T440 Server — **Selected**

Trusted Platform Module (TPM)

⚠ Windows Server 2022 requires UEFI BIOS Setting and Trusted Platform Module 2.0.

These options are compatible with your configuration

Help Me Choose

- Trusted Platform Module 1.2 — **Selected**
- No Trusted Platform Module — - $36.52

Chassis

Help Me Choose

- **Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration, PERC/HBA11** — **Selected**
- Chassis with up to 8, 3.5" Hot-Plug Hard Drives, Rack Configuration,PERC/HBA11 — + $30.94
- Chassis with up to 16, 2.5" Hot Plug Hard Drives, Tower Configuration,PERC/HBA11 — + $92.84
- Chassis with up to 16, 2.5" Hot-Plug Hard Drives, Rack Configuration,PERC/HBA11 — + $111.41

Quarterly Business Sale: 42% off with code SERVER42

View Special Offers

Estimated Value	~~$53,874.47~~
Total Savings	$20,528.38
Shipping	Free
Dell Price	**$33,346.09**

Support prices are dependent on hardware and OS costs.

Dell Business Credit

As low as $1,001 /mo ^| Apply for credit

★ Get up to $1,000 back in rewards

Get it as soon as **Jul 29 - Aug 4**

View Delivery Dates for 55063

Add to Cart $33,346.09

Order Code pe_t440_12421_vi_vp

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, AUGUST 16, 2022 – 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. August 3, 2022- Regular Meeting of the City Council
2. August 3, 2022- Budget Work Session

H. Announcements

1. CITY OFFICES CLOSED	Monday, September 5, 2022 *(In Observance of Labor Day)*
2. City Council Meeting	Tuesday, September 6, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, September 6, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Parks, Recreation and Events Coordinator Jordan Clementson
1. Resolution 2022-XXX Approving Special Event Permit Application for Twin Cities Fantasy Factory Bicycle Skills Training Session
2. Resolution 2022-XXX Approving Special Event Permit Application for Rum River BMX Gold Cup Finals

L. Approve Consent Agenda
1. Payroll in the Amount of $127,443.51 and Accounts Payable in the Amount of $350,781.82
2. Resolution 2022-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for September 25, 2022
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II for Michelle Spencer
4. Resolution 2022-XXX Reduction in the Letter of Credit North (5th)
5. Resolution 2022-XXX Reduction in the Letter of Credit Fairway Greens North 2nd Addition
6. Resolution 2022-XXX Approving Amendment to the Rum River BMX Lease Agreement
7. Resolution 2022-XXX Approving Dog Park Donation
8. Resolution 2022-XXX Authorizing the City of Isanti to Enter into Data Access Agreement for Records Management System
9. Resolution 2022-XXX Accepting Resignation for Part-Time Liquor Store Clerk II Dave Cernius

M. Other Communications

1. July Police Department Report
2. July Code Enforcement Report
3. July Building Inspector Report
4. August Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, AUGUST 3, 2022 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:06 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, City Clerk Jaden Strand, City Attorney Tim Sullivan, Chief of Police Travis Muyres, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Jordan Clementson, Finance Director Mike Betker, Assistant Finance Director Mike Betker and Economic Development Intern Mason Voshell

Others Present: Rochelle Knight, 32360 Wake Street NE, Cambridge, MN 55008

D. Public Comment
None

E. Adopt Agenda
REVISED AGENDA
ADD F.1. Mayor's Proclamation- Grace McCallum Day
ADD K.4. Resolution 2022-145 Approving a Conditional Use Permit Site Modifications to Allow Storage Containers for BP Metals
RENUMBER K.5. Resolution 2022-140 Approving Amendment to the 2022 Budget
ADD K.6. Collaborative Highway 65 Billboard Discussion

Motion by Lundeen, seconded by Bergley to approve agenda with the revision listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Mayor's Proclamation- Grace McCallum Day

   Mayor Johnson read the proclamation and shared that McCallum will be in attendance at the upcoming Street Dance.

G. Approve City Council Minutes
1. July 19, 2022- Regular Meeting of the City Council
2. July 19, 2022- Committee of the Whole Meeting
3. July 19, 2022- Budget Work Session

Motion by Bergley, seconded by Lundeen to approve the above minutes as presented. Motion carried unanimously.

H. Announcements

1.	Committee of the Whole	Tuesday, August 16, 2022 at 5:00 p.m.
2.	City Council Meeting	Tuesday, August 16, 2022 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, August 16, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. ORD-770 Amending Chapter 227; Parking and Storage

City Administrator Josi Wood shared that there was discussion held on May 17th as well as on June 21st to discuss parking along one side of Unity Blvd between 1st Ave and 3rd Ave. It was decided upon that it would be on the Southside would be no parking. The Ordinance draft was posted for the required 10 days and staff recommends approval.

Motion by Lundeen, seconded by Bergley to approve ordinance as presented. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

2. ORD-771 Amending the City Zoning Code, Ordinance Section 6, Articles 1, 2, 3, 4, 5 & 6 Under "Special Regulations"

Community Development Director Stephanie Hillesheim shared that this ordinance amendment is to include the word "metal" as an allowed roofing material. A public hearing was held by the Planning Commission on July 19th and recommended approval.

Motion by Lundeen, second by Gordon to approve ordinance as presented. Motion carried unanimously.

3. Resolution 2022-139 Approving Site Plans and Conditional Use Permit for a Dairy Queen Restaurant with Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

Community Development Director Stephanie Hillesheim shared that this is a resolution to approve the site plan and conditional use permit for the Dairy Queen restaurant with drive-thru facility and outdoor patio. A public hearing was held by the Planning Commission on July 19th and recommend approval. A revised site plan was presented to Council with a couple changes. Changes include moving the location of the patio to the southwest corner of the restaurant and a few changes to alleviate some of the congestion of the parking and increase the flow of the parking lot.

Motion by Lundeen, second by Collison to approve ordinance as presented. Motion carried unanimously.

4. Resolution 2022-145 Approving a Conditional Use Permit Site Modifications to Allow Storage Containers for BP Metals

Motion by Lundeen, second by Bergley to approve resolution. Motion passed 4-1 with Collison voting nay.

Parks, Recreation and Events Coordinator Jordan Clementson

5. Resolution 2022-140 Approving Amendment to the 2022 Budget

Parks, Recreation and Events Coordinator Jordan Clementson shared that this is a request to amend the budget for 2022 with the Farmer's Market moving to a private group. Since the City is no longer running the Farmer's Market, city staff would like to make an adjustment to the City of Isanti 2022 budget.

The adjustment is requesting to move the $2,200.00 in the Farmer's Market account 101-45300-498 into the Recreation Program account 101-45300-491. The $2,200.00 can be used to supplement remaining Parks events and programs in 2022.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion carried unanimously.

6. Collaborative Highway 65 Billboard Discussion

City Administrator Josi Wood shared an image of a mock draft of a billboard that was sent via email by the County Administrator, Julia Lines. The International Thought Leaders Team from the Orange Frog Program offered to pay for a billboard on Highway 65 when one comes available with multiple organizations. The billboard would be at no cost to the City. Lines inquired per the email if all three cities within Isanti County, Braham, Cambridge and Isanti would like to have their logo on the billboard.

Consensus from City Council is that they respectfully decline in having the City's logo on the billboard.

Rochelle Knight, 32360 Wake Street NE, Cambridge, MN 55008, shared that she believes the money that went to the Orange Frog Program could of went towards transportation instead.

L. Approve Consent Agenda

1. Payroll in the Amount of $131,142.25 and Accounts Payable in the Amount of $965,928.02
2. **Resolution 2022-141** Appointing Election Judges for the 2022 Primary Election
3. **Resolution 2022-142** Awarding Quote for the Lease of City of Isanti Owned Crop Land
4. **Resolution 2022-143** Approving Donation Box at Liquor Store
5. **Resolution 2022-144** Accept Quote for Dell Poweredge T440 Server

Councilor Jimmy Gordon asked if the EDA land will be discussed at EDA that night as well.

Community Development Director Stephanie Hillesheim responded that it will be discussed at both meetings because it is EDA land so both EDA and Council need to approve.

Gordon asked why it is less than years prior.

Hillesheim shared that the bid is based on bids received and it is 15 less acres due to platting 4 parcels.

Gordon shared the server was budgeted for $12,000.00 and it came out to $25,000.00. Gordon asked Finance Director Mike Betker the reasoning for the difference in amounts.

Finance Director Mike Betker shared that the $12,000.00 was based on a quote a couple years ago and the big part of it is supply chain and availability of semi-conductors. Betker further shared that the server is at the end of its useful life in the sense that a warranty is not available going forward with the current server. Betker also shared that this is a substantially larger server. The previous server did not account for meeting videos as that was not being done then and video takes up a significant amount of space.

Gordon asked if a different IT firm could be used to get better pricing.

Betker shared that he suspects White Bear IT Solutions received the same discounted quote from Dell that any other IT firm would receive.

Motion by Lundeen, second by Bergley. Motion carried unanimously.

M. Other Communications
None

N. Closed Session
1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

At 7:26 p.m. City Council went into closed session regarding labor negotiation strategy.

Upon reopening of the meeting at 8:10 p.m., a motion was made by Bergley, seconded by Gordon to approve the contract as presented in closed session. Motion carried 3-2 with Mayor Johnson and Collison voting nay.

Adjournment
A motion was made by Bergley, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 8:11 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION WEDNESDAY,
AUGUST 3, 2022
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:19 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, Community Development Director Stephanie Hillesheim, Economic Development Intern Mason Voshell, Assistant Finance Director Pam Dahlheimer 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 carried unanimously.

F. Work Session Items

1. 2023 Budget Schedule

The July 19, 2022 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 3, 2022 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 6, 2022 Preliminary Budget and Levy Meeting includes:

- Set 2023 Budget and Levy Meeting Date
- Adopt 2023 Preliminary Budget
- Adopt 2023 Preliminary Levy

The December 6, 2022 Final Budget and Levy Meeting includes:

- Final 2023 Budget and Levy Presentation
- Public Comment
- Adopt 2023 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If Needed)
- Adopt 2023 Final Levy
- Adopt 2023 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. General Fund Capital Budget (920)

Department	Expense	2023
Administration	Employee Accommodations	$ 839
Police	Squad Vehicle - 223 - 2011 Impala	$ 68,950
Police	Lighting / Electrical Fixtures	$ 19,572
Police	Flooring Police Station	$ 12,300
Police	Interior Paint - PD Share Only	$ 3,180
Police	Chairs Police Station	$ 7,160
Police	Phone System	$ 10,610
Streets	2007 F-250	$ 39,393
Streets	18 ft Felling Trailer	$ 10,130
Streets	12 ft Felling Trailer	$ 7,316
Streets	2008 JD 748 Tractor w/ mower-blower	$ 22,510
Streets	1998 Ford 545D Tractor (3 pt hitch)	$ 61,900
Streets	2013 Bobcat Snow Blower	$ 11,255
Streets	2008 Boss 1 Ton 10 ft Straight Blade	$ 10,130
Streets	Sign Replacement	$ 4,371
Streets	Wire Feed Welder	$ 5,628
Streets	Pressure Washer	$ 5,305
Street Lighting	Street Light Pole Replacement (65 City Owned)	$ 9,004
Street Lighting	Street Light Infill	$ 12,306
ICC	Handicap Door Actuators	$ 6,753
PRC	Bluebird Park - Restrooms	$ 218,545
PRC	Bluebird Park - Splash Pad	$ 218,545
PRC	Riverside Park - Playground Equipment	$ 7,000
PRC	C-I Bike/Walk Trail Contribution	$ 7,500
PRC	Kabota Mower	$ 7,203
PRC	Kabota Mower	$ 7,203

- Additions to Capital Improvement Plan Include:
  - PD Building Furnishing Updates (2023)

- Updates to Capital Improvement Plan Includes:
  - City Hall A/C Units (2024)
  - ICC Roof- Revised Year from 2043 to 2033
  - Riverside Park Playground Equipment- Rehab to Extend Life (2023)
  - Welder- Price Update (2023)

3. Street Construction Fund Capital Budget (425)

- Fund 425 Street Project will be paid with State assistance and no debt will be issued.

4. **Pavement Management Fund Capital Budget (440)**
    - Fund 440 project is paid for through Utility Franchise fees.

5. **Water Fund Capital Budget (601)**

Department	Expense	2023
Water	Computing/Technology Devices	$ 930
	Well House No. 1 Air Conditioner	$ 1,740
	Well House No. 1 Unit Heater	$ 1,160
	Well House No. 2 Unit Heater	$ 1,160
	Well House No. 3 Well Pump No. 3	$ 115,930
	Well House No. 3 Unit Heater	$ 1,160
	Well House No. 3 Air Conditioning	$ 1,740
	Well House No. 3 VFD	$ 13,910
	Well House No. 3 - Chlorine Room Unit Heater	$ 1,160
	Well House No. 3 - Chemical Room Unit Heater	$ 1,160
	Tank Room Influent Flow Meter - PIN-FMM	$ 8,690
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	$ 4,060
	Tank Room Backwash Supply Flow Meter - BWD - FMM	$ 5,800
	Mechanical Room Unit Heater No. 4	$ 1,160
	Tank Room Radiant Heater No. 1	$ 6,960
	Tank Room Radiant Heater No. 2	$ 6,960
	Tank Room Radiant Heater No. 3	$ 6,960
	Tank Room Radiant Heater No. 4	$ 6,960
	Backwash Recycle Pump	$ 8,690
	Chlorine Generation Room Brine Booster Pump No. 1	$ 2,900
	Chlorine Generation Room Brine Booster Pump No. 2	$ 2,900
	Chlorine Generation Room Water Softeners	$ 2,320
	Chlorine Generation Room Chlorine Analyzer	$ 4,640
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	$ 1,160
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	$ 4,640
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	$ 4,640
	Chlorine Generation Room Unit Heater No. 2	$ 1,160
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	$ 5,800
	Chemical Feed Room Permanganate Pump No. 1	$ 6,960
	Chemical Feed Room Permanganate Tank Mixer No. 1	$ 1,740
	Chemical Feed Room Unit Heater No. 3	$ 1,160
	Reclaim Area Sludge Pump	$ 4,640
	Reclaim Area Backwash Recycle Pump	$ 8,110
	Reclaim Area Backwash Recycle Pump motor	$ 4,640
	Mechanical Room Air Compressors	$ 5,800
	Tank Room Unit Heater No. 1	$ 2,320
	Mechanical Room Water Heater	$ 1,740
	WTP Vestibule Cabinet Heater No. 1	$ 580
	Water Tower Recirculation Pump No. 1	$ 2,900
	Water Tower Coating	$ 811,490
	Air dryer for compressor	$ 580
	Heater for office	$ 580
	Contribution to General Fund (920) Capital Purchases	$ 18,336
	TOTAL	**$ 1,098,026**

6. **Sewer Fund Capital Budget (602)**
    - Currently only Computing/ Technology is Scheduled- $930.00.

7. **Stormwater Fund Capital Budget (603)**

Department	Expense	2023
Stormwater	Computing/Technology Devices	$ 930
Stormwater	Contribution to General Fund (920) Capital Purchases	$ 1,829
Stormwater	Infrastructure Maintenance	$ 10,927
	TOTAL	$ 13,686

8. Liquor Fund Capital Budget (609)

Expense	Useful life	Project Year	Estimated Cost in 2022
Beer Cave Access Door	25 yr useful life	2046	$ 3,500
Beer Cave Automatic Door	10 yr useful life	2031	$ 7,800
Beer Cave Paneling	35 yr useful life	2056	$ 25,000
Beer Cave Refrigeration	15 yr useful life	2036	$ 11,000
Bituminous (Sealcoat)	8 yr useful life	2029, -37, -55	$ 8,000
Bituminous (Mill & Overlay)	26 yr useful life	2047	$ 35,000
Bituminous (Reconstruct)	50 yr useful life	2071	$ 80,000
Building HVAC (AC Units)	20 yr useful life	2041	$ 18,400
Building HVAC (Furnaces)	20 yr useful life	2041	$ 18,400
Building HVAC (Air Exchange)	20 yr useful life	2041	$ 5,000
Drop Ceiling Panels	25 yr useful life	2046	$ 25,000
Electrical Fixtures	30 yr useful life	2051	$ 2,500
Exterior Bench/Garbage	10 yr useful life	2031	$ 2,000
Exterior Doors (Auto.)	10 yr useful life	2031	$ 10,000
Exterior Doors (Std.)	15 yr useful life	2036	$ 3,000
Exterior Lighting (Building)	30 yr useful life	2051	$ 4,500
Exterior Lighting (Parking Lot)	30 yr useful life	2051	$ 21,000
Exterior Signage	25 yr useful life	2046	$ 10,315
Fire Alarm System	20 yr useful life	2041	$ 2,500
Fire Suppression System	20 yr useful life	2041	$ 46,000
Floor Scrubber	10 yr useful life	2031	$ 3,000
Front Counter	40 yr useful life	2061	$ 20,000
Garbage Enclosure (Gate)	15 yr useful life	2036	$ 2,500
Gutters	40 yr useful life	2061	$ 12,500
Ice Chests (Interior/Exterior)	10 yr useful life	2031	$ 7,000
Ice Maker/Bagger	10 yr useful life	2031	$ 10,000
Interior Doors	30 yr useful life	2051	$ 5,000
Interior Lighting	30 yr useful life	2051	$ 30,300
Interior Paint	25 yr useful life	2046	$ 12,500
Loading Dock Railings	30 yr useful life	2051	$ 6,500
Loading Dock Self Leveler (Air Bag Lift)	7 yr useful life	2031	$ 4,000
Loading Dock Self Leveler (Hinges)	25 yr useful life	2046	$ 6,000
Overhead Doors	30 yr useful life	2051	$ 8,000
Phone System	7 yr useful life	2028	$ 1,500
Plumbing Fixtures	30 yr useful life	2051	$ 5,500
Rail Cooler Access Doors	25 yr useful life	2046	$ 7,000
Rail Cooler Doors	15 yr useful life	2036	$ 25,000
Rail Cooler Paneling	35 yr useful life	2056	$ 60,000
Rail Cooler Refrigeration	15 yr useful life	2036	$ 44,000
Roof (Standing Seam Metal)	80 yr useful life	2101	$ 100,300
Sales Floor Shelving	25 yr useful life	2046	$ 100,000
Security/Camera System	10 yr useful life	2031	$ 20,000
Shopping Carts	5 yr useful life	2026	$ 2,700
Siding	40 yr useful life	2061	$ 80,000
Snow Guards (Roof)			$ 12,000
Snow Melt Boiler	40 yr useful life	2061	$ 16,000
Store Expansion (North End)	N/A	2041	$ 500,000

Television	5 yr useful life	2026	$	650
Windows	40 yr useful life	2061	$	10,000

9. Technology Fund Capital Budget (614)

Department	Expense	2023
ALL	Misc. Software Programs	4,861.00
ALL	Computer Displays/Misc. Components	1,126.00
ALL	Desktop Printers	563.00
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	1,857.00
BUILDING INSPECTION	CITY HALL SURFACE	1,857.00
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	1,857.00
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00
COUNCIL	CITY HALL IPAD	1,857.00

- Computing and Network Devices are scheduled for replacement every 5 years.

Consensus from City Council is a 3rd Work Session is not needed.

Adjournment
A motion was made by Bergley, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 8:46 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation and Events Coordinator
Date: August 16, 2022
Subject: Approving SEP Application for Twin Cities Fantasy Factory Bicycle Skills Training Session

Background:
Twin Cities Fantasy Factory is requesting to hold a small event along side of the MN BMX State Finals on Saturday, August 20th from 4-8pm in the south end of the skatepark. They have professional riders that will be giving bicycle skills training to younger riders. They have a 12'x12' inflatable landing pad to jump bikes into. City staff have checked with Rum River BMX about the proposed event and they have no objections. They have worked with Fantasy Factory in prior events. This event will be drawing kids that are already participating in the state finals, so it should not have any additional impact on traffic, parking, or city resources. They anticipate 20-40 participants in their event.

Recommendation:
City staff is requesting approval of the Twin Cities Fantasy Factory special event permit application.

Request:
Staff is requesting action on this item.

Attachments:
Res 2022-XXX – Parks – Approving Special Event Permit Application for Twin Cities Fantasy Factory
Special Event Permit Application from Twin Cities Fantasy Factory

RESOLUTION 2022-XXX

APPROVING SPECIAL EVENT PERMIT APPLICATION FOR TWIN CITIES FANTASY FACTORY BICYCLE SKILLS TRAINING SESSION

WHEREAS, Twin Cities Fantasy Factory has submitted a special event application to host a bicycle skills training session alongside the MN BMX State Finals; and,

WHEREAS, a one-day event is scheduled to take place at the South side of the skatepark on August 20th, 2022 from 4:00-8:00pm; and,

WHEREAS, the estimated number of people in attendance is 20-40;

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 Twin Cities Factory Bicycle Skills Training Session;

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 August 16, 2022.

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
- [x] Cleanup deposit fee - $100
- [x] Proof of insurance or certificate of insurance
- [ ] Site Map
- [ ] Approval letter from the property owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] License (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type
- [ ] Vendors will be present:
  - [ ] Mobile Food Unit App. (If not assuming vendor liability. Background check required)
  - [ ] 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: 7/20/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): TWIN CITIES FANTASY FACTORY LLC

Contact Person: DUSTIN GRICE

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone 9522007732 Fax _____ Cell _____

E-mail: GRICE@RIDETHEFACTORY.COM

Secondary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Cell _____ E-mail: _____

EVENT INFORMATION

Event Name: BICYCLE SKILLS TRAINING SESSION

Date(s) of Event: 8/20/2022

Hours of Event: 4-8PM

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BICYCLE SKILLS TRAINING SESSION AT SKATEPARK WITH PROFESSIONAL ATHLETES
& PADDED LANDINGS ON-SITE TO HELP KIDS LEARN TO RIDE

Proposed Location of the Event (be specific, site map also required):
BLUEBIRD PARK IN OPEN AREA NEXT TO SKATEPARK

Estimated Number of People in Attendance (includes staff, participants, and spectators):
20-40

Parking Impact – Describe in detail:
N/A

Tents, equipment, amusement rides, etc.
Type: INFLATABLE AIRBAG TO JUMP BIKES INTO (12'X12')
Size:
Location: OPEN AREA OF BLUEBIRD PARK NEAR SKATE RAMPS

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.

N/A

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:
CLEAN UP TRASH & LEAVE THE SPACE AS WE FOUND IT!

Live entertainment – Describe in detail:
PROFESSIONAL ATHLETES WILL BE ON-SITE WORKING WITH THE YOUTH TO LEARN TO RIDE TOGETHER

Will any other **public addressing system or sound amplification** be used? If so, describe:
N/A

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1) NO
2) NO
3) KIDS WILL PAY $25 FOR THE TRAINING EXPERIENCE

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
X Approved ____ Denied ____ N/A Signature: Email Approval Attached

Police Chief
X Approved ____ Denied ____ N/A Signature: Email Approval Attached

Public Services Director
X Approved ____ Denied ____ N/A Signature: Email Approval Attached

Parks, Recreation and Culture Manager
X Approved ____ Denied ____ N/A Signature: [signature]

Community Development Director
X Approved ____ Denied ____ N/A Signature: Email Approval Attached

City Administrator
X Approved ____ Denied ____ N/A Signature: Email Approval Attached

City Council
____ Approved ____ Denied

Date of Review: _____

Data Practices Advisory
Tennessen Warning – Special Event Permit

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data (Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

A Community For Generations.
Isanti

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:
BICYCLE SKILLS TRAINING SESSION AT SKATEPARK WITH PROFESSIONAL ATHLETES ON-SITE TO HELP KIDS LEARN TO RIDE

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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) TCFF

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:

TWIN CITIES FANTASY FACTORY, LLC

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name DUSTIN GRICE

Title FOUNDER/CEO

Signature _____

Date 7/20/2022

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/9/2022

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

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

PRODUCER	CONTACT NAME: Candy Montoya
United Agencies, Inc 2300 W. Magnolia Blvd. Burbank CA 91506	PHONE (A/C, No, Ext): 818-643-2304 FAX (A/C, No): 818-643-2313 E-MAIL ADDRESS: cmontoya@unitedagencies.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Kinsale Insurance Company	38920
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	TWINCIT001
Twin Cities Fantasy Factory, LLC 6983 Oxford Street Saint Louis Park MN 55426	

COVERAGES **CERTIFICATE NUMBER:** 211334471 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			0100153015-1	6/5/2022	6/5/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to all policy terms, conditions and exclusions. 30 days NOC except 10 for non-payment of premium.
VERIFICATION OF COVERAGE.

CERTIFICATE HOLDER

Twin Cities Fantasy Factory, LLC
4001 Lake Breeze Ave. N #400
Brooklyn Center MN 55429

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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Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, August 9, 2022 9:00 AM
To: Isanti Parks
Subject: Re: SEP Application - Twin Cities Fantasy Factory 8/20/22
Attachments: 2290_001.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Jordan, the Fire Department is fine with this event 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

On Aug 8, 2022, at 12:33 PM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Please see attached special event application for Twin Cities Fantasy Factory for 8/20/22. Application was dated 7/20/22, but we did not receive in the mail until 8/4. They would like to hold a bicycle skills training session with professional riders and inflatable landing pads in at the south end of the skatepark at bluebird park. He included a deposit check but I have yet to receive a copy of his insurance. Still trying to collect that.

This would also be taking place during the BMX State Finals hosted by Rum River BMX. Rum River BMX is aware of this event and doesn't see any issues from their end. They know the Fantasy Factory crew and have worked with them on events before. Fantasy Factory will be drawing riders that are already at the State Finals, so it shouldn't have any impact on parking.

Let me know if you approve or have any comments by Wednesday, August 10th so it can be placed on agenda for city council meeting on 8/16.

Thanks,
Jordan Clementson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Travis Muyres
Sent: Wednesday, August 10, 2022 8:06 AM
To: Isanti Parks
Subject: Re: SEP Application - Twin Cities Fantasy Factory 8/20/22

Approved

FYI this is in "parallel" to the BMX state final event

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: Wednesday, August 10, 2022 7:36 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: RE: SEP Application - Twin Cities Fantasy Factory 8/20/22

I got the insurance certificate from Fantasy Factory last night. Please give approval or comment today so I can get it placed on the agenda for CC.

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 1:34 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Twin Cities Fantasy Factory 8/20/22

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Isanti Parks

From: Matt Sylvester
Sent: Wednesday, August 10, 2022 8:08 AM
To: Isanti Parks
Subject: RE: SEP Application - Twin Cities Fantasy Factory 8/20/22

I approve.

Matt Sylvester
City of Isanti
Public Services Director
Office (763) 762-5757
Work (763)444-0459
Cell (763) 772-5850

From: Isanti Parks <IsantiParks@cityofisanti.us>
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Isanti Parks

From: Stephanie Hillesheim
Sent: Wednesday, August 10, 2022 8:19 AM
To: Isanti Parks
Subject: RE: SEP Application - Twin Cities Fantasy Factory 8/20/22

Jordan,

Thank you! I give approval as long as USA BMX is okay with it.

Stephanie Hillesheim
Community Development Director

City of Isanti
110 1st Ave NW, Isanti, MN 55040
City Hall: (763) 444-5512 | Fax: (763) 444-5560
Office: (763) 762-5761 | Mobile: (763) 453-4592

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Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 1:34 PM

Isanti Parks

From: Josi Wood
Sent: Wednesday, August 10, 2022 7:42 AM
To: Isanti Parks
Subject: RE: SEP Application - Twin Cities Fantasy Factory 8/20/22

I approve

Thank you,
Josi

Josi Wood, MPA
City Administrator
City of Isanti
Direct Phone: 763-762- 5756
Mobile: 612-270-6188
City Hall: 763-444-5512
Web: www.cityofisanti.us
Email: jwood@cityofisanti.us
110 1st Ave NW, Isanti, MN 55040

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Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation and Events Coordinator
Date: August 16, 2022
Subject: Approving SEP Application for Rum River BMX Gold Cup Finals

Background:
Rum River BMX is hosting the Gold Cup Finals September 23-25, 2022. It is estimated to have 1,500 people in attendance each day.

They are requesting a street closure on Isanti Parkway NW just east of 1st Ave NW and just west of the compost site entrance. This is due to the amount of foot and bicycle traffic anticipated crossing Isanti Parkway NW. Closure would be from 11am-9pm on 9/23, 7:30am-7pm on 9/24 and 8am-7pm on 9/25.

Parking will be at the Isanti Indoor Arena in the grass area south of the building accessed by the trail south of the skatepark. Additional parking at Bluebird Park in designated lots. No parking will be allowed at Bluebird Park's main lot in by the playground, or the dog park lot. Overflow parking will be available in the soccer field parking lot.

Allina Health Services ambulance will be onsite with first responders.

There will be a 40'x80' tent placed on the paved area on the Northwest side of the arena. Team pit areas will not be permitted to set up on the east side of the trail south of the dog park through the archery range.

Eight (8) portable restrooms are being placed onsite. Rum River BMX volunteers will be cleaning up the property after the event.

Recommendation:
City staff is requesting approval of the Rum River BMX Gold Cup Finals special event permit application.

Request:
Staff is requesting action on this item.

Attachments:
Res 2022-XXX – Parks – Approving Special Event Permit Application for Rum River BMX Gold Cup Finals
Special Event Permit Application from Rum River BMX with Equipment Request Form

RESOLUTION 2022-XXX

APPROVING SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER BMX GOLD CUP FINALS

WHEREAS, Rum River BMX has submitted a special event application to host the Gold Cup Finals; and,

WHEREAS, a three-day event is scheduled to take place in the Isanti Indoor Arena on Friday, September 23 1:00-9:00pm, and Saturday, September 24 7:30am-7:00pm, and Sunday, September 25 8:00am-7:00pm; and,

WHEREAS, the estimated number of people in attendance is 1,500 per day; and,

WHEREAS, the applicant will provide eight (8) additional portable restrooms for the event; and,

WHEREAS, paid parking will be allowed on the grass lot to the south of the arena as outlined in the parking agreement; additional parking during the event will be restricted to Isanti Indoor Arena parking lot, northeast and southeast lots in Bluebird Park, overflow parking in the soccer field lot, and no parking allowed at the dog park or Bluebird's main lot; and,

WHEREAS, team pit areas will not be allowed on the east side of the trail south of the dog park and archery range; and

WHEREAS, Allina personnel and ambulance will be on-site for emergency medical precautions; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, the equipment request has been received for seven (14) barricades, forty (40) "no-parking" signs, and two (2) "road closed" signs;

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 Rum River BMX Gold Cup Finals;

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 August 16, 2022.

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
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [x] Signs will be posted for event:
  - [x] Temporary Sign Permit Application required
  - [x] $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: 8/5/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Jay Bossen

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-____ Cell: [redacted]

E-mail: Jay@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: [redacted] E-mail: Sean@rumriverbmx.com

EVENT INFORMATION

Event Name: gold cup finals

Date(s) of Event: 9-23 ,24 ,25

Hours of Event: 9/23 1pm-9pm 9/24 730am-7pm 9/25 8am-7pm

Type of Event: ☑ Open to the Public ☐ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
3 day gold cup finals bmx racers from the north central devision compete for the gold cup.

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. camping on isanti rodeo grounds

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,500 people per day

Parking Impact – Describe in detail:
Parking shall be on paved surfaces and grass areas as noted on site map Some over flow may be at the Soccer parking lot as needed. No parking allowed at the Dog Park or Blue Park's main parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 10'x10' up to 20'x20'
Location: South, west and east sides of the building. See detailed site map.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
on duty first responders will be on hand. Allina Heath Services Ambulance will be on site.

Are you requesting any street closures? If yes, list streets:
Isanti Pkwy will be shut down East of 1st Ave and West of Compost site 9-23 after 11 am thru 9-25 the hours listed above. Traffic will be able to detour south thru Blue Bird Park on 1st Ave. Public will still have access to Dog Park & Compost Site from Dual Blvd.

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, 6 portable bathrooms will be added around the outside of the building & 2 at camping area.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track to cover cost of the event.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature:

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
X Approved _____ Denied _____ N/A Signature: Email Approval Attached

Police Chief
X Approved _____ Denied _____ N/A Signature: Email Approval Attached

Public Services Director
X Approved _____ Denied _____ N/A Signature: Email Approval Attached

Community Events & Parks Coordinator
X Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
X Approved _____ Denied _____ N/A Signature: Email Approval Attached

City Administrator
X Approved _____ Denied _____ N/A Signature: Email Approval Attached

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 9, 2022 9:01 AM
To: Isanti Parks
Subject: Re: SEP - Rum River BMX 9/23-9/25
Attachments: 2291_001.pdf; 2293_001.pdf

Isanti Fire approves the 9/23-25 BMX 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

On Aug 8, 2022, at 11:06 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Attached is Rum River BMX's special event application for Gold Cup Finals September 23-25, 2022. They would like a road closure on Isanti Pkwy NW between 1st Ave and just west of compost site entrance for the duration of the event. One thing I noticed on their attached map is that they have team pit areas located in the new archery range that was just seeded last week. We were hoping to have the archery range fully open by the time of this event. That would require the range to be closed for that weekend or informing Rum River BMX that that space is not available to use for the event. Not sure we would want to close it down right after it opens or have that much traffic on new grass.

For reference BMX did not have that area marked as being used for their upcoming event on 8/19-8/21.

Jay from BMX called this morning to add to the request that they would like to have access to the grass parking south of the arena through the trail just south of the skatepark. (separate map attached)

Please give me approval or comments by Wednesday 8/10 to make on the agenda for city council on 8/16.

Thanks,
Jordan Clementson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040

Isanti Parks

From: Travis Muyres
Sent: Wednesday, August 10, 2022 8:27 AM
To: Isanti Parks
Subject: Re: SEP - Rum River BMX 9/23-9/25

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, August 8, 2022 12:06 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP - Rum River BMX 9/23-9/25

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Please give me approval or comments by Wednesday 8/10 to make on the agenda for city council on 8/16.

Thanks,

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Matt Sylvester
Sent: Tuesday, August 9, 2022 12:01 PM
To: Isanti Parks
Subject: RE: SEP - Rum River BMX 9/23-9/25

I approve. We have enough signs and barricades to provide for them

Matt Sylvester
City of Isanti
Public Services Director
Office (763) 762-5757
Work (763)444-0459
Cell (763) 772-5850

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, August 8, 2022 12:07 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP - Rum River BMX 9/23-9/25

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Please give me approval or comments by Wednesday 8/10 to make on the agenda for city council on 8/16.

Thanks,
Jordan Clementson
Parks, Recreation & Events Coordinator
A Community For Generations
Isanti
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Stephanie Hillesheim
Sent: Wednesday, August 10, 2022 2:23 PM
To: Isanti Parks
Subject: RE: SEP - Rum River BMX 9/23-9/25

Whoops! I thought I emailed you.

I approve with the conditions that have been discussed.

Stephanie Hillesheim
Community Development Director

City of Isanti
110 1st Ave NW, Isanti, MN 55040
City Hall: (763) 444-5512 | Fax: (763) 444-5560
Office: (763) 762-5761 | Mobile: (763) 453-4592

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From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Wednesday, August 10, 2022 2:19 PM
To: Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Subject: RE: SEP - Rum River BMX 9/23-9/25

I still need approval from you on the BMX permit for September.

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 12:07 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP - Rum River BMX 9/23-9/25

Isanti Parks

From: Josi Wood
Sent: Tuesday, August 9, 2022 10:30 AM
To: Isanti Parks
Cc: Matt Sylvester; Stephanie Hillesheim
Subject: RE: SEP - Rum River BMX 9/23-9/25

All sounds good!! Thanks for the clarification.
I approve.

Josi Wood MPA
City Administrator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
City Hall: (763) 444-5512 | Fax: (763) 444-5560
Office: (763) 762-5756 | Mobile: (612) 270-6188

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From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, August 9, 2022 10:28 AM
To: Josi Wood <JWood@cityofisanti.us>
Cc: Matt Sylvester <MSylvester@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Subject: RE: SEP - Rum River BMX 9/23-9/25

I had a follow up conversation with Jay. He said in the past they have closed down that section of the road for national events, which is what this one is. USA BMX takes over their main parking lot during the event and they have two 18 wheel trucks and trailers that they run registration and awards out of for the weekend. There is so much foot/bicycle traffic across Isanti Parkway all weekend that they like to shut it down for safety. That is also the reason why they have asked to access the south grass parking area via the trail as the main parking lot will be shut down to vehicles with the presence of the semi's and trailers. They will have volunteers stationed at the access points controlling traffic and parking.

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Josi Wood <JWood@cityofisanti.us>
Sent: Monday, August 8, 2022 12:39 PM
To: Isanti Parks <IsantiParks@cityofisanti.us>
Cc: Matt Sylvester <MSylvester@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>
Subject: RE: SEP - Rum River BMX 9/23-9/25

Jordan,
I do not believe we have that many barricades and small no parking (I'm assuming police order) signs.
We need to make sure we keep a couple barricades for our use if needed.

They will not be able to use the archery range area, that should be denied.

I prefer that they access the grassy area through their parking lot for park user safety which I believe was how they did it in the past. Is there a reason they are not doing that this time? I'm assuming because they want to close the road but I think that should be vetted out....what are your thoughts? Will they have a person "manning" that park trail entrance to ensure safety?

Thank you,
Josi

Josi Wood, MPA
City Administrator
City of Isanti
Direct Phone: 763-762- 5756
Mobile: 612-270-6188
City Hall: 763-444-5512
Web: www.cityofisanti.us
Email: jwood@cityofisanti.us
110 1st Ave NW, Isanti, MN 55040

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, August 8, 2022 12:07 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
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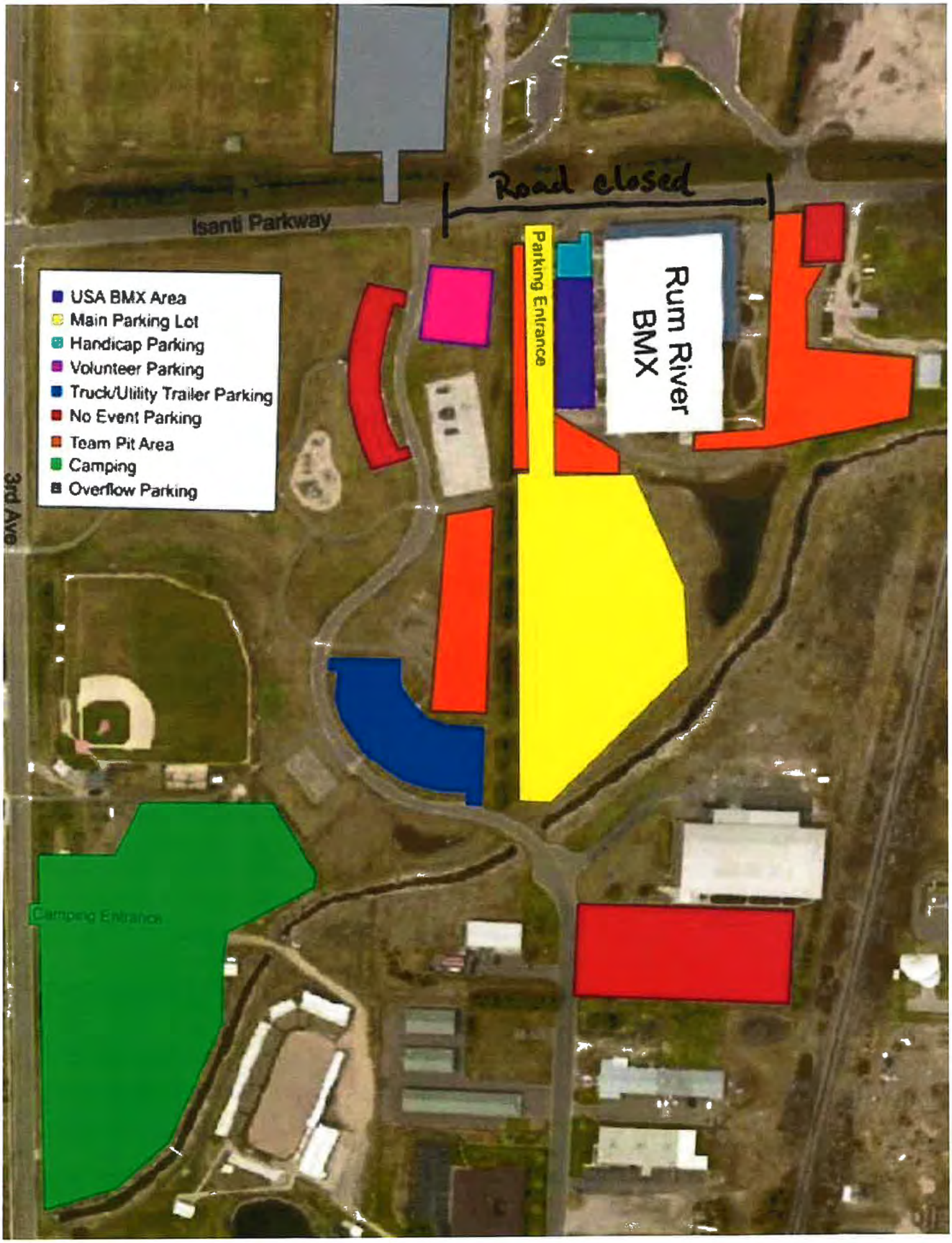
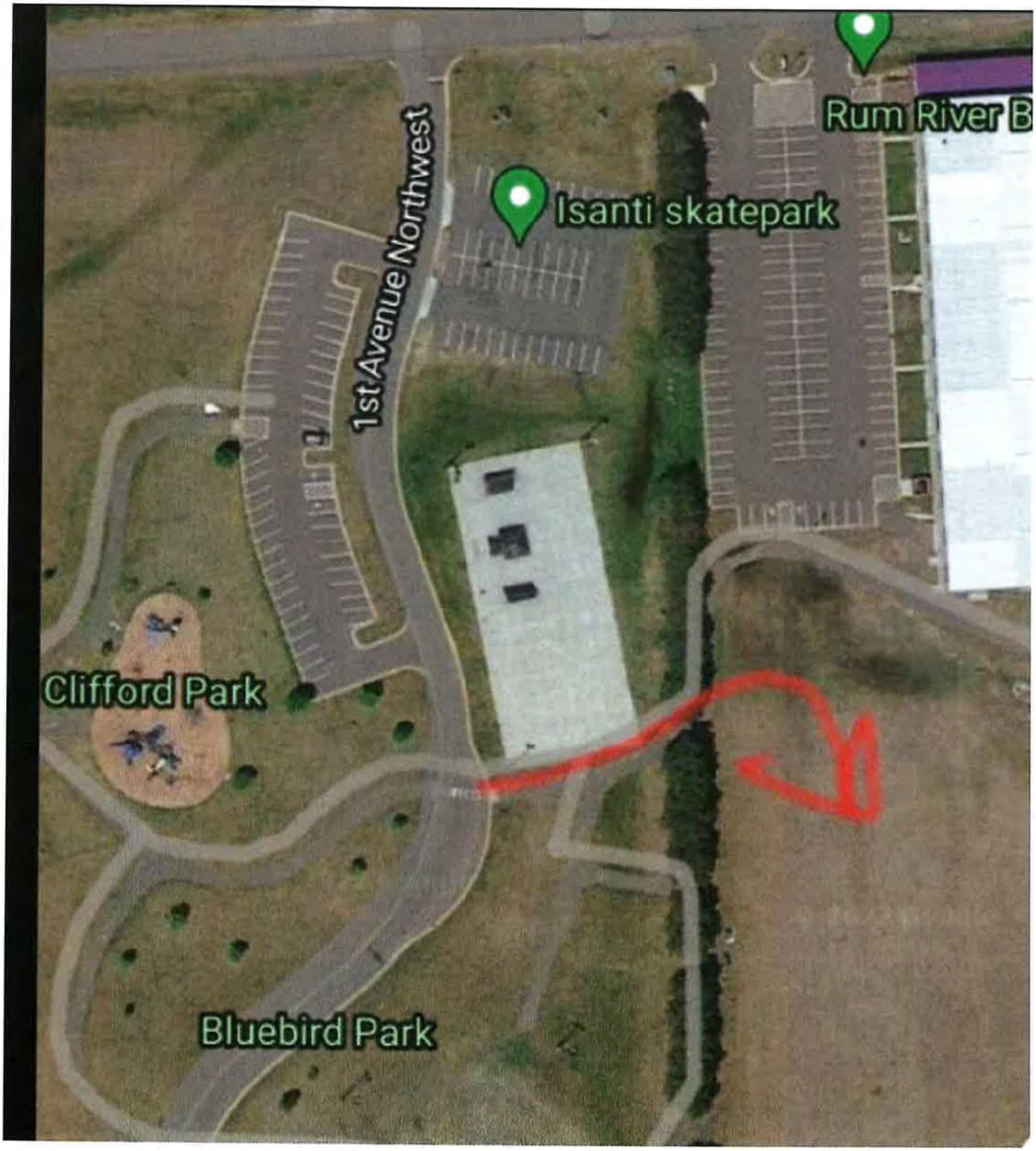
Please give me approval or comments by Wednesday 8/10 to make on the agenda for city council on 8/16.

Thanks,
Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482


Road closed
Isanti Parkway
Parking Entrance
Rum River BMX
USA BMX Area
Main Parking Lot
Handicap Parking
Volunteer Parking
Truck/Utility Trailer Parking
No Event Parking
Team Pit Area
Camping
Overflow Parking
3rd Ave
Camping Entrance

Isanti Parks

From: Isanti Parks
Sent: Monday, August 8, 2022 12:02 PM
To: Isanti Parks



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: 2022 gold cup finals

Date(s) of Event: september 22nd through 25th

Contact Person: Jay Bossen [redacted] or jay@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: thursday September22nd 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: 14

Stage: 0

Road Closed Signs: 2

No Parking Signs: 40 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

City of Isanti

Gross Payroll	110,353.58
Social Security & Medicare	6,224.14
Public Employees Retirement	10,865.79
Total City Expense	127,443.51

Pay Date 8/5/2022

Pay Period 16 (7/17-7/30/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/02/2022	58875	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	870.00
08/22	08/02/2022	58876	1474	CDW GOVERNMENT INC	614-20200	241.78
08/22	08/02/2022	58877	1629	CITY OF ISANTI	101-20200	16,130.43
08/22	08/02/2022	58878	918	CRYSTAL SPRINGS ICE	609-20200	363.00
08/22	08/02/2022	58879	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,742.25
08/22	08/02/2022	58880	2933	FALCON NATIONAL BANK	108-20200	14,981.11
08/22	08/02/2022	58881	385	FEDERATED CO-OPS INC	101-20200	288.66
08/22	08/02/2022	58882	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	76.58
08/22	08/02/2022	58883	235	FIRST STATE TIRE RECYCLING	101-20200	17.92
08/22	08/02/2022	58884	2028	FURTHER	861-20200	14.93
08/22	08/02/2022	58885	2830	GDO LAW	101-20200	4,083.33
08/22	08/02/2022	58886	134	GOPHER STATE ONE-CALL INC	601-20200	206.55
08/22	08/02/2022	58887	160	HAWKINS INC	601-20200	5,256.54
08/22	08/02/2022	58888	113	ISANTI TIRE & AUTO CARE INC	101-20200	27.88
08/22	08/02/2022	58889	2868	JOHNSON, JEFFREY B	101-20200	13.27
08/22	08/02/2022	58890	1773	KLERSY,SCOT	603-20200	590.76
08/22	08/02/2022	58891	1479	LOFFLER -131511	108-20200	80.87
08/22	08/02/2022	58892	2080	MVTL LABORATORIES INC	602-20200	125.85
08/22	08/02/2022	58893	617	PAUSTIS & SONS	609-20200	1,795.25
08/22	08/02/2022	58894	2827	RATWIK ROSZAK & MALONEY P.A.	603-20200	5,970.32
08/22	08/02/2022	58895	73	STAR	101-20200	37.50
08/22	08/02/2022	58896	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,363.00
08/22	08/02/2022	58897	2485	ULINE	101-20200	78.10
08/22	08/02/2022	58898	2944	UNIFIRST CORPORATION	609-20200	639.39
08/22	08/02/2022	58899	42	VIKING COCA-COLA BOTTLING CO	609-20200	258.85
08/22	08/02/2022	58900	4	WATSON CO INC	609-20200	2,569.10
08/22	08/02/2022	58901	1922	WEX BANK	101-20200	6,085.42
08/22	08/02/2022	58902	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
Grand Totals:						72,858.64

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
08/22	08/09/2022	58908	127	ABDO	101-20200	1,575.00
08/22	08/09/2022	58909	1231	ACE SOLID WASTE INC	101-20200	1,023.15
08/22	08/09/2022	58910	2863	AMAZON CAPITAL SERVICES	920-20200	391.71
08/22	08/09/2022	58911	692	ARC IRRIGATION LLP	609-20200	182.19
08/22	08/09/2022	58912	53	BELLBOY CORPORATION	609-20200	3,921.60
08/22	08/09/2022	58913	2853	BENEFIT EXTRAS INC	101-20200	43.50
08/22	08/09/2022	58914	9	BERNICKS PEPSI-COLA	609-20200	8,936.50
08/22	08/09/2022	58915	368	BILLS QUALITY CLEANING	609-20200	712.00
08/22	08/09/2022	58916	1500	BOLTON & MENK INC	601-20200	37,256.00
08/22	08/09/2022	58917	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,466.59
08/22	08/09/2022	58918	602	BURNET TITLE	601-20200	6.10
08/22	08/09/2022	58919	1198	CENTER POINT ENERGY	601-20200	713.47
08/22	08/09/2022	58920	1822	CENTURYLINK BUSINESS SERVICES	101-20200	10.27
08/22	08/09/2022	58921	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	4.25
08/22	08/09/2022	58922	918	CRYSTAL SPRINGS ICE	609-20200	709.00
08/22	08/09/2022	58923	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,070.75
08/22	08/09/2022	58924	3234	DE SOUZA, ALEXANDRE ANTONIO	601-20200	31.02
08/22	08/09/2022	58925	3218	DHI HOLDINGS LLC	505-20200	18,000.00
08/22	08/09/2022	58926	3100	DW COMPANIES LLC	603-20200	7,030.92
08/22	08/09/2022	58927	2275	FIRST FINANCIAL TITLE	601-20200	28.98
08/22	08/09/2022	58928	3069	FIRST RATE OUTDOORS LLC	101-20200	150.00
08/22	08/09/2022	58929	2028	FURTHER	861-20200	30.00
08/22	08/09/2022	58930	3140	GARPHISH BREWING COMPANY	609-20200	288.00
08/22	08/09/2022	58931	739	HACH COMPANY	602-20200	968.20
08/22	08/09/2022	58932	3176	HILLESHEIM, STEPHANIE	108-20200	131.89
08/22	08/09/2022	58933	3228	ISANTI BOY SCOUTS	101-20200	50.00
08/22	08/09/2022	58934	270	ISANTI READY MIX INC	228-20200	2,380.00
08/22	08/09/2022	58935	7	JOHNSON BROTHERS LIQUOR CO	609-20200	34,343.81
08/22	08/09/2022	58936	5	KAWALEK TRUCKING	609-20200	636.60
08/22	08/09/2022	58937	17	MCDONALD DISTRIBUTING CO	609-20200	32,004.10
08/22	08/09/2022	58938	616	MENARDS - CAMBRIDGE	101-20200	948.77
08/22	08/09/2022	58939	2978	MILBANK WINWATER WORKS	601-20200	12,196.13
08/22	08/09/2022	58940	2728	MINNESOTA TITLE	601-20200	105.07
08/22	08/09/2022	58941	194	MN DEPT OF HEALTH	601-20200	64.00
08/22	08/09/2022	58942	2842	MN PEIP	861-20200	34,799.34
08/22	08/09/2022	58943	3212	MOMENTUM	602-20200	601.25
08/22	08/09/2022	58944	3230	MORSE, THOMAS	601-20200	33.78
08/22	08/09/2022	58945	2080	MVTL LABORATORIES INC	602-20200	479.37
08/22	08/09/2022	58946	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,197.49
08/22	08/09/2022	58947	3227	PRICE CUSTOM HOMES	505-20200	6,000.00
08/22	08/09/2022	58948	2130	PROGRESSIVE BUILDERS INC	601-20200	21.61
08/22	08/09/2022	58949	3231	SANCHEZ, LARRY & DENISE	601-20200	234.24
08/22	08/09/2022	58950	2518	SEMLER CONSTRUCTION INC	505-20200	12,000.00
08/22	08/09/2022	58951	2396	SOUTHERN GLAZERS OF MN	609-20200	8,563.27
08/22	08/09/2022	58952	73	STAR	101-20200	40.97
08/22	08/09/2022	58953	3233	TACHENY, ANGELA	601-20200	202.59
08/22	08/09/2022	58954	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,363.00
08/22	08/09/2022	58955	1503	THE AMERICAN BOTTLING COMPANY	609-20200	243.18
08/22	08/09/2022	58956	3229	THE BAZILLIONS	101-20200	900.00
08/22	08/09/2022	58957	1762	THE TITLE GROUP	601-20200	5.37
08/22	08/09/2022	58958	919	UPS	601-20200	16.93
08/22	08/09/2022	58959	1820	URBANS HARDWARE INC	101-20200	328.26
08/22	08/09/2022	58960	2027	US INTERNET	603-20200	57.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/09/2022	58961	686	VERIZON WIRELESS	101-20200	1,619.76
08/22	08/09/2022	58962	42	VIKING COCA-COLA BOTTLING CO	609-20200	605.40
08/22	08/09/2022	58963	1286	VINOCOPIA INC	609-20200	1,542.64
08/22	08/09/2022	58964	3232	WATER CONSERVATION SERVICES INC	601-20200	331.25
08/22	08/09/2022	58965	4	WATSON CO INC	609-20200	1,499.72
08/22	08/09/2022	58966	2475	WHITE BEAR IT SOLUTIONS LLC	609-20200	19.99
08/22	08/09/2022	58967	780	WINE MERCHANTS	609-20200	806.40
Grand Totals:						277,923.18

Dated: _____

Mayor: _____

City Council: _____

_____

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City Recorder: _____

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

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR SEPTEMBER 25, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on September 25, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 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, Jay Bossen, 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: September 25, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 16th day of August 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR MICHELLE SPENCER

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 Michelle Spencer as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Michelle Spencer.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date will be August 11, 2022.
4. The wage will start at Step 1 of the wage scale at $14.95.
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 August 2022.

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: August 9, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment 5
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 is the invoice from the contractor for unpaid work to date in the amount of $315,908.33 for this addition. the 2nd Addition costs will be processed through the Fairway Greens North 2nd Addition Letter of Credit separately.

The materials have been found to be in compliance with city standards and all tests have passed to date.

Following city standard retainage practices, we recommend releasing 95% of the eligible items in the amount of $300,112.91.

Once the City receives verification that the owner has paid the engineering invoices to date, we recommend approving the reduction of the Letter of Credit in the amount of **$300,112.91** for materials incorporated into the project. This would hold $15,795.42 in retainage on this reduction 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.

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0		6,660.00	0.00%	70.00%	0.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0.2		322,927.50	20.00%	95.00%	64,585.50
Subgrade preparation	0		14,826.25	0.00%	100.00%	0.00
Clay liner	0.35		56,821.50	35.00%	50.00%	19,887.53
Random rip rap class ll	0		4,770.00	0.00%	50.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0		28,116.50	0.00%	100.00%	0.00
12" HDPE pipe sewer	0		6,020.00	0.00%	100.00%	0.00
15" RC pipe sewer	0		25,864.00	0.00%	100.00%	0.00
15" HDPE pipe sewer	0		5,941.00	0.00%	100.00%	0.00
18" HDPE pipe sewer	0		4,888.00	0.00%	100.00%	0.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer	0		30,672.00	0.00%	100.00%	0.00
Manhole	0		16,500.00	0.00%	100.00%	0.00
Catch basin	0		89,900.00	0.00%	100.00%	0.00
12" pipe apron	0		750.00	0.00%	100.00%	0.00
15" pipe apron	0		4,250.00	0.00%	100.00%	0.00
24" pipe apron	0		8,000.00	0.00%	100.00%	0.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.08		173,304.00	8.00%	100.00%	13,864.32
4" PVC sanitary service pipe	0		56,874.00	0.00%	100.00%	0.00
48" Manhole	0.05		84,500.00	5.00%	100.00%	4,225.00
Tracer wire	0.05		9,179.50	5.00%	100.00%	458.98

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
8"x4" WYE	0		13,860.00	0.00%	100.00%	0.00
UTILITIES: WATER						
8" C900 PVC watermain	0.08		170,787.50	8.00%	100.00%	13,663.00
6" Hydrant	0		45,500.00	0.00%	100.00%	0.00
8" Gate valve and box	0		44,100.00	0.00%	100.00%	0.00
Ductile iron fittings	0		16,086.40	0.00%	100.00%	0.00
1" Type K copper pipe	0		64,986.00	0.00%	100.00%	0.00
Corp	0.1		13,860.00	10.00%	100.00%	1,386.00
Curb Stop & Box	0.1		34,650.00	10.00%	100.00%	3,465.00
CONCRETE						
Concrete curb & gutter S418	0		115,840.00	0.00%	100.00%	0.00
4" Concrete walk			28,920.00	100.00%	100.00%	28,920.00
6" Concrete walk			45,100.00	100.00%	100.00%	45,100.00
6" Aggregate base (CV) class 5			7,830.00	100.00%	100.00%	7,830.00
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)	0.6		118,118.00	60.00%	100.00%	70,870.80
8" Aggregate base (CV) class 5	0.2		78,561.00	20.00%	100.00%	15,712.20
MISCELLANEOUS						
Salvage sign			540.00	100.00%	100.00%	540.00
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
Dewatering Allowance			25,400.00	14.68%	80.00%	25,400.00

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
CHANGE ORDERS						
CO 3: Winter Conditions / Rip Frost (Dozer) 3/15, 3/16, 3/17	0	HRS	350.00	0.00%	100.00%	0.00
CO 4: Winter Conditions / Rip Frost (Dozer) 3/28, 3/29	0	HRS	350.00	0.00%	100.00%	0.00
PHASE 2						
Common excavation	1,800	CY	7.00	100.00%	100.00%	12,600.00
15" RC pipe sewer	80	LF	48.00	100.00%	100.00%	3,840.00
Catch basin	1	EA	3,900.00	100.00%	100.00%	3,900.00
15" Pipe apron	1	EA	1,900.00	100.00%	100.00%	1,900.00
Concrete curb & gutter S418	1,617	LF	23.00	100.00%	100.00%	37,191.00
6" Concrete walk	357	SY	63.00	100.00%	100.00%	22,491.00
6" Aggregate base (C5)	60	CY	29.00	100.00%	100.00%	1,740.00
1.5" Type SP 9.5 wearing course mixture (3,B)	0	TN	98.00	0.00%	0.00%	0.00
2.5" Type SP 12.5 non wearing course mixture (3,B)	695	TN	99.00	100.00%	100.00%	68,805.00
6" Aggregate base (C5)	1,143	CY	29.00	100.00%	100.00%	33,147.00
Sales Tax			6.875%			0.00

Total	$501,522.33
Payments/Credits	$0.00
Balance Due	$501,522.33

RESOLUTION 2022-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 $300,112.91;

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 August 2022.

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: August 9, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North 2nd Addition –Letter of Credit Adjustment 1
City of Isanti, MN
Project No.: 0R1.127175

The Developer of the Fairway Greens North 2nd Addition 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 the same process we are using on the 1st Addition of this development.

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, 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 is the invoice from the contractor for unpaid work to date in the amount of $185,614.00 for this addition. the 1st Addition costs will be processed through the Fairway Greens North 1st Addition Letter of Credit separately.

The materials have been found to be in compliance with city standards and all tests have passed to date.

Following city standard retainage practices, we recommend releasing 95% of the eligible items in the amount of $176,333.30.

Once the City receives verification that the owner has paid the engineering invoices to date, we recommend approving the reduction of the Letter of Credit in the amount of **$176,333.30** for materials incorporated into the project. This would hold $9,280.70 in retainage on this reduction 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.

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0		6,660.00	0.00%	70.00%	0.00
Gravel construction entrance	0		2,000.00	0.00%	100.00%	0.00
Remove exisiting bituminous pavement	0		988.50	0.00%	100.00%	0.00
Remove curb & gutter	0		50.00	0.00%	100.00%	0.00
EARTHWORK						
Common excavation	0.2		322,927.50	20.00%	95.00%	64,585.50
Subgrade preparation	0		14,826.25	0.00%	100.00%	0.00
Clay liner	0.35		56,821.50	35.00%	50.00%	19,887.53
Random rip rap class ll	0		4,770.00	0.00%	50.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0		28,116.50	0.00%	100.00%	0.00
12" HDPE pipe sewer	0		6,020.00	0.00%	100.00%	0.00
15" RC pipe sewer	0		25,864.00	0.00%	100.00%	0.00
15" HDPE pipe sewer	0		5,941.00	0.00%	100.00%	0.00
18" HDPE pipe sewer	0		4,888.00	0.00%	100.00%	0.00
24" RC pipe sewer	0		15,780.00	0.00%	100.00%	0.00
24" HDPE pipe sewer	0		30,672.00	0.00%	100.00%	0.00
Manhole	0		16,500.00	0.00%	100.00%	0.00
Catch basin	0		89,900.00	0.00%	100.00%	0.00
12" pipe apron	0		750.00	0.00%	100.00%	0.00
15" pipe apron	0		4,250.00	0.00%	100.00%	0.00
24" pipe apron	0		8,000.00	0.00%	100.00%	0.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.08		173,304.00	8.00%	100.00%	13,864.32
4" PVC sanitary service pipe	0		56,874.00	0.00%	100.00%	0.00
48" Manhole	0.05		84,500.00	5.00%	100.00%	4,225.00
Tracer wire	0.05		9,179.50	5.00%	100.00%	458.98

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
8"x4" WYE	0		13,860.00	0.00%	100.00%	0.00
UTILITIES: WATER						
8" C900 PVC watermain	0.08		170,787.50	8.00%	100.00%	13,663.00
6" Hydrant	0		45,500.00	0.00%	100.00%	0.00
8" Gate valve and box	0		44,100.00	0.00%	100.00%	0.00
Ductile iron fittings	0		16,086.40	0.00%	100.00%	0.00
1" Type K copper pipe	0		64,986.00	0.00%	100.00%	0.00
Corp	0.1		13,860.00	10.00%	100.00%	1,386.00
Curb Stop & Box	0.1		34,650.00	10.00%	100.00%	3,465.00
CONCRETE						
Concrete curb & gutter S418	0		115,840.00	0.00%	100.00%	0.00
4" Concrete walk			28,920.00	100.00%	100.00%	28,920.00
6" Concrete walk			45,100.00	100.00%	100.00%	45,100.00
6" Aggregate base (CV) class 5			7,830.00	100.00%	100.00%	7,830.00
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)	0.6		118,118.00	60.00%	100.00%	70,870.80
8" Aggregate base (CV) class 5	0.2		78,561.00	20.00%	100.00%	15,712.20
MISCELLANEOUS						
Salvage sign			540.00	100.00%	100.00%	540.00
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
Dewatering Allowance			25,400.00	14.68%	80.00%	25,400.00

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	34976
Date	7/19/2022

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
CHANGE ORDERS						
CO 3: Winter Conditions / Rip Frost (Dozer) 3/15, 3/16, 3/17	0	HRS	350.00	0.00%	100.00%	0.00
CO 4: Winter Conditions / Rip Frost (Dozer) 3/28, 3/29	0	HRS	350.00	0.00%	100.00%	0.00
PHASE 2						
Common excavation	1,800	CY	7.00	100.00%	100.00%	12,600.00
15" RC pipe sewer	80	LF	48.00	100.00%	100.00%	3,840.00
Catch basin	1	EA	3,900.00	100.00%	100.00%	3,900.00
15" Pipe apron	1	EA	1,900.00	100.00%	100.00%	1,900.00
Concrete curb & gutter S418	1,617	LF	23.00	100.00%	100.00%	37,191.00
6" Concrete walk	357	SY	63.00	100.00%	100.00%	22,491.00
6" Aggregate base (C5)	60	CY	29.00	100.00%	100.00%	1,740.00
1.5" Type SP 9.5 wearing course mixture (3,B)	0	TN	98.00	0.00%	0.00%	0.00
2.5" Type SP 12.5 non wearing course mixture (3,B)	695	TN	99.00	100.00%	100.00%	68,805.00
6" Aggregate base (C5)	1,143	CY	29.00	100.00%	100.00%	33,147.00
Sales Tax			6.875%			0.00

Total	$501,522.33
Payments/Credits	$0.00
Balance Due	$501,522.33

RESOLUTION 2022-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH 2ND ADDITION

WHEREAS, Josh Savageau, the developer, has submitted a written request for a reduction in the letter of credit for Fairway Greens North 2nd Addition; 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 $176,333.30;

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 August 2022.

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: Jordan Clementson, Parks, Recreation & Events Coordinator
Date: August 16, 2022
Subject: Resolution 2022-XXX Amendment to the Rum River BMX Lease Agreement

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Background:
At the Committee of the Whole meeting on July 19, 2022 a representative of Rum River BMX requested discussion about the possibility of Rum River BMX taking over full control of the restroom and warming house room on the South side of the BMX Facility due to continued vandalism and lack of use during public hours. It was decided to give RUM River BMX full control of those areas.

Amendments to the Lease agreement are needed to update responsibilities of the City of Isanti and Rum River BMX regarding the restrooms and warming house on the South side of the BMX Facility now that Rum River BMX will have sole use of those areas. City staff will remove public bathroom signage from the exterior of the arena and Bluebird Park. Staff worked with Rum River BMX on updating the agreement. Please see the attachments to see what was changed. Below are the areas being modified.

Currently the agreement states:
Exhibit A - Section 6.1 Restrooms, Concessions and Warming House that The Landlord agrees to maintain restrooms and warming house as depicted on the construction plans and specifications on the South side of the building. Maintenance includes the cleaning, stocking of materials and general maintenance of facilities described.

Exhibit D – Maintenance – City of Isanti Responsibilities
1) The City will be responsible for stocking supplies, cleaning and maintenance of the South side restrooms within the BMX facility which shall also be open to the public during such hours as the City may specify.

3) The City will be responsible for all general and cleaning maintenance of the warming house on the South Side of the BMX Facility.

Exhibit D – Maintenance – Rum River BMX Association Responsibilities
9) Rum River BMX Association Agrees to securely lock the interior locks of the South side restrooms of the BMX Facility each day from the hours of 10:00pm to 7:00am unless otherwise directed by the City.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022-XXX - PARKS - Amendment to the Rum River BMX Agreement
- Lease Agreement Exhibit A and D with Markups
- Amended Rum River BMX Lease Agreement signed by Rum River BMX

RESOLUTION 2022-XXX

APPROVING AMENDMENT TO THE RUM RIVER BMX LEASE AGREEMENT

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

WHEREAS, the Tenant will now have sole use of the bathroom and former warming house space on the South side of the BMX Facility; and,

WHEREAS, the Lease needs to be amended to update the changes in responsibilities for Rum River BMX and the City of Isanti.

WHEREAS, Exhibit A article 6.1 shall now state; the Tenant agrees to maintain restrooms, warming house room, and concession stand within the building. Maintenance includes the cleaning, stocking of materials and general maintenance of facilities described; and,

WHEREAS, Exhibit D, Maintenance, City of Isanti Responsibilities, Section 1) The City will be responsible for stocking supplies, cleaning and maintenance of the South side restrooms within the BMX Facility which shall also be open to the public during such hours as the City may specify, shall now be removed; and,

WHEREAS, Exhibit D, Maintenance, City of Isanti Responsibilities, Section 3) The City will be responsible for all general cleaning maintenance of the warming house on the South side of the BMX Facility, shall now be removed; and,

WHEREAS, Exhibit D, Maintenance, Rum River BMX Association Responsibilities, Section 9) shall now state, Rum River BMX Association agrees to securely lock the interior locks of the South side restrooms and warming house room of the BMX Facility when not in use; and,

WHEREAS, Exhibit D, Maintenance, Rum River BMX Association Responsibilities, Section 12) The Rum River BMX Association will be responsible for stocking supplies, cleaning, and maintenance of South side restrooms within the BMX Facility, shall now be added; and,

WHEREAS, Exhibit D, Maintenance, Rum River BMX Association Responsibilities, Section 13) The Rum River BMX Association will be responsible for all general and cleaning maintenance of the warming house on the South side of the BMX Facility, shall now be added,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the Rum River BMX Lease Agreement

This Resolution is hereby approved by the Isanti City Council this 16th day of August 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

LEASE

This **Lease Agreement** made and entered into the 27th day of October, 2014, to take effect as of the 1st day of February, 2015, by and between, the City of Isanti, Minnesota, 110 1st Avenue NW, PO Box 428, Isanti, Minnesota 55040 (hereinafter "Landlord") and Rum River BMX Association, 101 Isanti Parkway NW, Isanti, MN 55040, (hereinafter "Tenant"). Section 6.1 of the Lease is amended on the 16th day of August, 2022, all other provisions withstanding.

WITNESSETH:

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

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

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

2. Term And Commencement.

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

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

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

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

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

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

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

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

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

5.5 Tax Exempt Status of Tenant. Except as otherwise provided under this Agreement, the Premises will not be used, directly or indirectly, in any activities which constitutes an unrelated trade or business activity of Tenant, determined by applying Section 513(a) of the Internal Revenue Code of 1986, as amended ("Code"). "Section 501(c)(3)

Organization" means an organization that is exempt from federal income taxation pursuant to Section 501(a0 of the Code as a result of the application of Section 501(c)(3) of the Code. Tenant will promptly provide Landlord with full information as to any use of the Premises by anyone other than a Section 501(c)(3) Organization or an individual member of the general public. Nothing in this paragraph is intended to give Tenant rights to assign this Lease or sublease any portion of the Premises. Tenant is a Section 501(c)(3) Organization, and Tenant is not a "private foundation" as defined in Section 509(a) of the Code. There is no action, proceeding or investigation pending or threatened or any basis therefore by the IRS or authorities of the State of Minnesota which, if adversely determined, might result in a modification of the status of Tenant as a Section 501(c)(3) Organization.

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

6. Maintenance. Tenant shall have sole responsibility for the maintenance of all aspects of the Premises, excluding structural and mechanical items relating to the building structure, and will keep it in good condition, reasonable wear and tear and damage by fire and the elements excepted. Tenant will keep the Premises in an orderly, clean and sanitary condition as required by the laws and ordinances applicable thereto; will not do nor permit to be done on said Premises anything in violation of the laws or ordinances applicable thereto. Without limiting the foregoing, Tenant shall be responsible for all costs of janitorial services, snow removal, except snow removal from parking lot, of entrance to indoor facility, garbage removal and all other general maintenance of the Premises. Decorative landscaping including but not limited to flowers, shrubbery, decorative rock, and woodchips shall be kept in a neat and orderly condition by the Tenant as acceptable to Landlord. Landlord will be responsible for maintenance and snow plowing for the parking lot further defined in section 29 of this Lease.

6.1 Restrooms, Concessions and Warming House. The Tenant agrees to maintain restrooms, warming house room and concession stand within the building. Maintenance includes the cleaning, stocking of materials and general maintenance of facilities described.

7. Insurance.

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

7.2 Landlord may maintain such insurance upon the Premises against loss by fire and extended coverage perils as Landlord may deem appropriate from time to time. Tenant may maintain such additional insurance covering Tenant's Interest in the property as Tenant may deem

appropriate. In the event the building to be constructed upon the Premises pursuant to paragraph 1.1 above is destroyed or damaged to the extent that continued occupancy by Tenant is not feasible, Landlord shall have the option to rebuild or repair said building to the same or better condition as existed prior to the occurrence of such damage, or to declare this lease terminated upon written notice given to Tenant within 90 days after any event which renders the building unusable. If Landlord elects to rebuild/repair such damage there shall be no abatement of rent for any period during which the building is unusable by Tenant. If Landlord elects not to repair/rebuild the lease shall be terminated, and no rent shall be payable from and after the date of occurrence of the event which rendered the Premises unusable by Tenant.

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

8. Alterations and Liens.

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

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

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

10. Default.

10.1 In the event the Tenant should (a) default in the payment of any of the rentals within ten (10) days of notice that same is due hereunder or (b) default in the keeping or performing of any other term or condition of this Lease and fail to remove such default within thirty (30) days after receipt of notice in writing from the Landlord specifying the nature of such default, then and

in any such event the Landlord is hereby authorized to re-enter said Premises, to eject the Tenant, and take full possession of said Premises and to terminate this Lease at its option.

11. Condemnation.

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

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

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

13. Assignment or Subletting.

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

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

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

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

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

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

14. Indemnification.

14.1 The Tenant agrees to indemnify, defend and hold Landlord and its officers and employees harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring in the Premises, except to the extent caused by the negligent act or intentional misconduct of Landlord or its officers or employees.

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

15. Signage and Advertising.

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

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

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

If to Landlord:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, Minnesota 55040

If to Tenant: Rum River BMX Association
101 Isanti Parkway NW
Isanti, MN 55040

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

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

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

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

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

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

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

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

25. Force Majeure. In the event either party shall be delayed or hindered in, or prevented from, the performance of any work, service or other act required under this Lease to be performed by such party and such delay or hindrance is due to: (i) strikes, lockouts, or other labor disputes; (ii) inability to obtain labor or materials or reasonable substitutes therefor; or, (iii) acts of God, governmental restrictions, enemy act, civil commotion, unavoidable fire or other casualty, or other causes of a like nature beyond the control of the party so delayed or hindered, then performance of such work, service or other act shall be excused for the period of such delay and the period for the performance of such work, service or other act shall be extended by a period equivalent to the

period of such delay; provided nothing in this section shall be interpreted to allow an extension of time for Tenant to any rent due pursuant to this lease.

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

27. Hazardous Materials

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

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

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

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

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

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

28. **ADA Compliance.**

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

29. **Parking Lot.**

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

the Landlord. The indoor facility and parking lot referenced above in this section are identified on the site map on the attached Exhibit E and made a part hereof.

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

TENANT

RUM RIVER BMX ASSOCIATION

By: _____

Its: Association Board President

LANDLORD

CITY OF ISANTI, MINNESOTA

By: _____

Its: Mayor

By: _____

Its: City Administrator

Exhibit D

Operating Policy

Intent

It is the intent of this Operating Policy for the City of Isanti and the Rum River BMX Association to establish an understanding of both the City's and the Association's respective responsibilities with regards to the operation, use, and maintenance of the Rum River BMX track. This policy may be amended from time to time by the action of the Isanti City Council. The City of Isanti shall make its best efforts to notify the Rum River BMX Association whenever this policy is discussed in the future.

Hours of Use

The Rum River BMX Association has the sole and exclusive use of the property legally described within the Resolution for the outdoor recreational purposes of a BMX race track. The hours of use for the BMX track shall not exceed 11:00 p.m. on days of racing events. If potential maintenance of the facility is required to prepare the track for upcoming events, work on the track may extend past normal park hours. However, noise associated with such maintenance shall not extend beyond park boundaries.

Community Use

Subject to Sections 5.5 and 13 of the Lease, the Rum River BMX Association may open the track for use by community members, providing the following conditions are met:

1. The City of Isanti is notified three (3) weeks in advance that such event will be taking place.
2. All riders, not consistently associated with the Association, are required to adhere to the safety regulations and guidelines set forth by the Rum River BMX Association. Such safety guidelines and regulations shall be posted on-site at the BMX track.
3. The Rum River BMX Association my charge a fee to help cover track costs for participants, which shall not exceed the normal practice fee.
4. The Rum River BMX Association has the right to ask a participant taking part in a community night to leave the facility for failure to follow safety guidelines or directions from staff members.

Special Events (Tournaments or Meets)

Prior to hosting any tournament and/or other special event or meet, the Rum River BMX Association shall be responsible for obtaining the necessary Special Event permit from the City of Isanti, in accordance with Isanti City Code of Ordinances Chapter 278.

City Of Isanti

1. The City authorizes the Rum River BMX Association to manage the property as long as the property is used for the intended use, which is a BMX race track facility.
2. The City authorizes and directs City staff to work with the Rum River BMX Association in order to resolve any minor issues that may arise after this agreement has been approved and signed, providing the resolution to such issues do not violate the intent of this agreement.
3. The City of Isanti shall have the right, at its option at any time, to appoint a representative from the City to serve as a voting member on the Rum River BMX Association Board of Directors.
4. The City of Isanti permits the full use of one (1) pole structured building and 1 small white metal shed that is currently located on the subject property until construction of the new indoor BMX facility is completed and occupied by Rum River BMX Association at the Associations sole cost. SAC and WAC fees associated with the construction of the new indoor BMX facility shall not be required to be paid by Rum River BMX Association. The Pole Structure and small white metal

shed will be removed from site upon completion of construction and occupancy of indoor BMX facility by Rum River BMX Association.

5. Any water and sewer service used by the Rum River BMX Association to operate the indoor facility, north restrooms, south restrooms and concession area will be metered and billed to the Rum River BMX Association at standard City Rates. Separate metered access to water for exclusive maintenance of the BMX track will be provided to Rum River BMX Association at no cost and usage will not be billed to said Association.
6. When the City becomes aware of grant opportunities, the City shall forward those opportunities along to the Rum River BMX Association. The City also agrees to provide letters of support to the Rum River BMX Association for such grant applications.
7. During the term of the Lease, the Rum River BMX Association shall not be assessed any future improvement of Isanti Parkway NW.
8. The City's commitments as described in this agreement, are subject to the condition that the Rum River BMX Association provides adequate evidence satisfactory to the City that it is able to cover all operating expenses and any future projects in accordance with all terms and conditions herein agreed upon.
9. The City of Isanti shall allow the Rum River BMX Association, at said Association's sole option, to install a door slot style mailbox at the Isanti Indoor Arena BMX facility with a locked receptacle for delivery of U.S. mail to Rum River BMX Association, subject to the following conditions:

   (A) Any such mailbox and all deliveries to such mailbox shall be subject to any and all applicable general and local U.S. Postal Service policies and/or regulations.
   (B) Regular deliveries will be made to the mailbox by the United States Postal Service in accordance with its normal delivery schedule.
   (C) All costs pertaining to the installation, use, maintenance, security and/or any other matter related to the mailbox shall be the sole responsibility of the Rum River BMX Association.
   (D) Rum River BMX shall and does hereby agree to indemnify and hold the City of Isanti and its officers, employees and agents harmless from any and all loss, costs, liability and/or damages resulting from or in any way pertaining to the installation, use, maintenance , security or in any other way related to said mailbox.
   (E) Upon installation of such mailbox, the Rum River BMX Association may elect use 101 Isanti Parkway NW, Isanti MN 55040 as its official address as registered with the Minnesota Secretary of State and with any other governing or regulatory agencies, provided however, that Rum River BMX Association shall be solely responsible at its own expense to take all steps necessary to accomplish any and all such official address changes, and shall thereupon be responsible to provide the City of Isanti with written confirmation of any and all such official address changes, whereupon all references to the address of the Rum River BMX Association in the Lease Agreement between the City of Isanti, as Landlord, and Rum River BMX Association, as Tenant, dated October 27, 2014, and in this Operating Policy, shall be changed to so reflect said new official address
   (F) In the event of termination of said Lease Agreement dated October 27, 2014 and/or upon Rum River BMX Association vacating and moving from the facility located at 101 Rum River Parkway NW, Isanti, MN 55040, the Rum River BMX Association, if so requested by the City of Isanti in its sole discretion, shall be responsible at the sole expense of the Rum River BMX Association to remove any mailbox installed pursuant to the provisions of this paragraph, and to return or replace the door wherein such mailbox/slot was placed so that the door is in the same condition as existed prior to the installation of such mailbox/slot. [Paragraph 9 added according to Resolution 2016-280]

Exhibit D

Rum River BMX Association

1. The Rum River BMX Association agrees to pay the full cost for any engineering or legal work that may be required in the future, except for that which is customarily the City's responsibility, and except as otherwise specifically provided for within this agreement.
2. The Rum River BMX Association shall provide file a certificate of insurance from the American Bicycle Association naming the City, its officials, employees, and agents as an additional insured. Such insurance coverage shall be public liability insurance and property damage insurance with minimum per person, aggregate per accident and property damage limits of not less than $1,000,000, per occurrence. Said minimum insurance amounts shall be subject to increase for inflation upon written notice by City the City of Isanti to the Rum River BMX Association.
3. The Rum River BMX Association shall not incur any debt for which the City may be liable and will make no claim or entitlement to reimbursement from the City of Isanti for any improvements made to the BMX facility or adjacent grounds in the event that the Rum River BMX Association becomes non-operational.
4. All non-potable water sources shall adhere to the requirements of Resolution No. 2010-117; which establishes a policy for the use of City water hydrants. Bulk non-potable water used for track maintenance purposes shall be provided by the City to the Rum River BMX Association at no cost from a metered water service.
5. The Rum River BMX Association agrees to provide portable restrooms facilities at its cost if required as part of a Special Event permit. Rum River BMX Association understands that events exceeding 560 people in occupancy of the indoor facility will require a Special Event Permit and Rum River BMX will be responsible for said fees and processes to obtain such permit. Review by the Building Official of the required number of portable restroom facilities will need to be part if this process. Granting of any Special Event Permit will be subject to City Council approval and issuance is not guaranteed.
6. The Rum River BMX Association shall implement and maintain an accounting system, which shall track all expenditures and revenues and shall provide a complete and accurate accounting to the City of Isanti on an annual basis. This information will be provided to the City of Isanti no later than May 1 following the completion of each calendar year, with the first such accounting to be provided on or before May 1, 2015
7. The Rum River BMX Association agrees to provide to the City of Isanti a current list of names and contact information each year for all officers and members of the Rum River BMX Association Board, and shall inform the City of Isanti in a timely manner of any changes in officers or directors names or address.
8. The Rum River BMX Association its successors and / assigns is committed to operating at 101 Isanti Parkway NW, Isanti, Minnesota for 40 years as referenced in the Lease Agreement to which this Exhibit D is attached and made a part hereof, and agrees to Amend its Bylaws to include language stating such.
9. The Rum River BMX Association agrees to amend its Bylaws prior to occupancy of the indoor BMX facility to be constructed to include language that prohibits current and future Rum River BMX Board Members from opening or operating or helping to open or operate another indoor facility for the purpose of BMX racing within a 100 mile radius of 101 Isanti Parkway NW, Isanti, Minnesota.
10. The City of Isanti does not grant exclusive use of City trails located on property described on Exhibit A of the Lease to Rum River BMX Association. Trails must be not be obstructed by activities conducted by Rum River BMX Association.

Exhibit D

Maintenance

In addition to general operating procedures and policy outlined above, specific responsibilities relating to maintenance of the 75,000 square foot indoor BMX facility to be constructed on Lot 1, Block 4, Isanti Centennial Complex (the "BMX Facility") and the surrounding property further described on Exhibit A of the Lease Agreement, for the City of Isanti and the Rum River BMX Association are defined below.

City of Isanti Responsibilities

1) The City agrees to plow the public parking lot directly west of the BMX Facility during park hours and for BMX events when the snow is in accumulation of 3" or more.
2) The City will be responsible for all mowing, fertilizing and maintenance of the grassy area located outside the BMX Facility, as depicted on Exhibit A of the Lease Agreement.

Rum River BMX Association Responsibilities

1) The Rum River BMX Association agrees to sole responsibility for the maintenance of all aspects of the BMX Facility, excluding structural and mechanical items relating to the building structure, and will keep it in good condition, reasonable wear and tear and damage by fire and the elements excepted.
2) Rum River BMX Association will keep the BMX Facility in an orderly, clean and sanitary condition as required by applicable laws and ordinances.
3) Rum River BMX Association will keep the exterior landscaping of the BMX Facility, including but not limited to flowers, shrubbery, decorative rock and woodchips, orderly and maintained as acceptable to the City.
4) Rum River BMX Association will be responsible for janitorial services for the North side restrooms of the BMX Facility and will keep them in a clean, sanitary condition with routine regular cleanings and such additional cleanings and maintenance as needed.
5) Rum River BMX Association will be responsible for stocking supplies to the North side restrooms of the BMX Facility.
6) Rum River BMX Association will be responsible for snow removal, including but not limited to shoveling the sidewalks, entry way and paths, of the BMX Facility excluding the public parking lot.
7) Rum River BMX Association will be responsible for all garbage removal and other general maintenance of the BMX Facility and the surrounding property further described on Exhibit A of the Lease Agreement including but not limited to garbage or trash found outside of receptacles on the above described property.
8) Rum River BMX Association will be responsible for all cleaning maintenance, stocking of supplies and general maintenance of the concession stand on North side of BMX Facility.
9) Rum River BMX Association agrees to securely lock the South side restrooms and warming house room of the BMX Facility when not in use
10) Rum River BMX Association will be responsible for all interior maintenance of the BMX Facility associated with the track including but not limited to track repairs, mowing of turf, and turf repairs.

11) All necessary equipment for track maintenance and/or operation and all storage of such equipment shall be the sole responsibility of the Rum River BMX Association.
12) The Rum River BMX Association will be responsible for stocking supplies, cleaning and maintenance of the South side restrooms within the BMX Facility.
13) The Rum River BMX Association will be responsible for all general and cleaning maintenance of the warming house on the South side of the BMX Facility.

Site Improvements

1. No improvements to the site shall be made by Rum River BMX Association without written consent by the City of Isanti. Improvements to the BMX track can be made without the consent of the City of Isanti provided the improvements meet Isanti City Code of Ordinances, City Zoning Ordinances and applicable state or federal laws.
2. All signs, whether temporary or permanent, shall require City approval, in accordance with the Zoning Ordinance. Sponsorship signs located on the inside of the BMX fencing facing the track and temporary welcome signs located inside the area of the BMX indoor facility are exempt from this provision. The City reserves the right to remove signs deemed inappropriate by the City Council. All signs visible from the outside of the building shall be subject to prior written approval of the City of Isanti. Naming rights for the facility and exterior signage placed by the City of Isanti on the outside of the building are the sole property and responsibility of the City of Isanti
3. Notwithstanding any other provisions in the agreement to the contrary the City reserves the right to utilize and/or regulate the use of all, or any part of parking lot located on the Premises at any time for any purposes it deems appropriate. Rum River BMX Association shall not plow or maintain the parking lot unless written consent is given from the City of Isanti.

_____
Mayor Jeff Johnson

ATTEST:

_____
Jaden Strand
City Clerk

RUM RIVER BMX ASSOCIATION

By: _____

Its: Association Board President

Date: 8-10-2022

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation and Events Coordinator
Date: August 16, 2022
Subject: Accepting donation for the dog park

Background:
There is a citizen who would like to make a donation to the dog park. He would like to supply the City of Isanti with a "Doggie Stick Library". A Doggie Stick Library is a board where people can take or leave dog toys or sticks at the dog park. It is a similar concept to book libraries you see along sidewalks. The citizen will supply a 2'x8' piece of vinyl coated plywood with deer antlers for hooks to hang sticks and toys from. The city will have vinyl lettering applied to the board. To preserve the life of the board it will be removed in the winter and placed in storage. The city will be able to remove the board permanently at the end of its useful life.

Recommendation:
At the July Park Board meeting the Board unanimously recommended to accept this donation.

Request:
Staff is requesting action on this item.

Attachments:
Res 2022-XXX – Parks – Accepting Donation to Isanti Dog Park
Sample Picture

RESOLUTION 2022-XXX

APPROVING DOG PARK DONATION

WHEREAS, a citizen has requested to donate a "Doggie Stick Library" board to the Isanti dog park; and,

WHEREAS, the citizen will provide a 2'x8' piece of vinyl coated plywood, with deer antlers as hooks for hanging dog toys and sticks; and,

WHEREAS, the City of Isanti will have "Doggie Stick Library" and "Take One or Leave One" vinyl lettering installed on the library board; and,

WHEREAS, the City of Isanti will remove and store the library during the winter season to preserve the life of the library; and,

WHEREAS, the City of Isanti will have the right to permanently remove the library at the end of its useful life.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota accept this donation.

This Resolution is hereby approved by the Isanti City Council this 16th day of August 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

DOGGIE
-STICK-
LIBRARY
TAKE ONE OR LEAVE ONE

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: August 16th, 2022
Subject: DATA ACCESS AGREEMENT FOR RECORDS MANAGEMENT SYSTEM

Background:

Isanti utilizes a LETG records management system in cooperation with Isanti County. The Data Access Agreement for Records Management System identifies responsibly between both parties. This agreement has been reviewed by the City Attorney.

Recommendation:

Staff is requesting council approval to enter into the Data Access Agreement for Records Management System.

Attachments:

- Resolution 2022-XXX
- DATA ACCESS AGREEMENT FOR RECORDS MANAGEMENT SYSTEM

RESOLUTION 2022-XXX

AUTHORIZING THE CITY OF ISANTI TO ENTER INTO DATA ACCESS AGREEMENT FOR RECORDS MANAGEMENT SYSTEM

WHEREAS, the Isanti Police Department utilizes a records management system in cooperation with Isanti County Sheriff; and,

WHEREAS, there is clear expectations from both parties when utilizing shared records management system; and,

WHEREAS, this agreement identifies the responsibilities of both parties in reference to the records management system; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. Authorize staff to enter into Data Access Agreement for Records Management System agreement with the Isanti County Sheriff.
2. Authorize staff to sign related agreements.

This Resolution hereby approved by the Isanti City Council this 16th day of August 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

DATA ACCESS AGREEMENT FOR RECORDS MANAGEMENT SYSTEM

This Data Access Agreement for Record Management System ("Agreement") dated _August 2, 2022_____ , 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 Record Management System is a shared record information system for Records Data in Isanti County;

WHEREAS, pursuant to the Minnesota Government Data Practices Act ("MGDPA"), Minn. Stat. § 13.82, subd. 24, a law enforcement agency may release any private or confidential data to any law enforcement agency if necessary for initiating, furthering, or completing an investigation (hereinafter, "law enforcement purposes"), except for not-public personnel data or Safe at Home participant data; and

WHEREAS, IPD is a law enforcement agency that wishes to share and access data, information, and records in the Record Management System as necessary for law enforcement purposes.

NOW, THEREFORE, IPD understands that by signing this Agreement, IPD and ICSO agrees to the following terms and condition so that IPD and its personnel may access Record Management System:

1. IPD may access, collect, and use data, information, and records in the Record Management System when necessary for law enforcement purposes. IPD's access to the Record Management System is restricted to IPD personnel who need access for law enforcement purposes and performance of their job duties related to initiating, furthering, or completing investigations.

2. IPD and its personnel must not disclose or share any username, password, code, or other login information with anyone, except authorized IPD personnel to the extent that employee needs access to the Record Management System for law enforcement purposes.

3. IPD will not use any data, information, or records in the Record Management System for personal or non-law enforcement purposes. IPD is responsible for its and its employees' access to and use of the Record Management System and any consequences or results from such access and use of the Record Management System. IPD and ICSO will not access each other's not-public personnel data or Safe at Home participant data.

4. IPD understands that any improper use or dissemination of data, information, or records in the Record Management System by IPD or any of its personnel is a violation of this Agreement and state and federal law and may result in the immediate suspension or cancellation of its access to the Record Management System and could result in criminal or civil penalties.

5. IPD must immediately report to ICSO any confirmed or suspected misuse of the Record Management System 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 the Record Management System may result in suspension or cancellation of IPD's access to the Record Management System.

6. IPD must ensure that any access to the Record Management System by its personnel is protected and secure and that any data, information, or records they obtain from the Record Management System is protected and securely stored.

7. IPD must safely and securely destroy any and all data, information, or records from the Record Management System when no longer needed for law enforcement purposes and no longer subject to data retention policies or laws requiring preservation by IPD.

8. IPD is responsible for informing and training all of its personnel on the proper and legal use, storage, and dissemination of any data, information, or records in the Record Management System.

9. IPD must immediately terminate and disable access to the Record Management System by any individual who is no longer employed by IPD or no longer needs access to the Record Management System.

10. IPD and ICSO may allow each other to review and inspect any and all data, information, or records IPD or ICSO collects, uses, or maintains from the Record Management System upon each other's request for the purpose of confirming compliance with this Agreement.

11. IPD and ICSO 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 or ICSO under this Agreement.

12. ICSO and IPD may terminate this Agreement at any time and for any reason, with or without cause, upon 30 days' written notice to the other party.

IN WITNESS WHEREOF, ICSO and IPD have knowingly and voluntarily executed this Agreement as of the dates below.

Sheriff Christopher L. Caulk

Chief Deputy Lisa Lovering

Dedicated To Serve All The People

CITY OF ISANTI

Dated: _____ _____

Jeff Johnson, Mayor

Attest: _____

Jaden Strand, City Clerk

ISANTI COUNTY SHERIFF'S OFFICE

Dated: _____ _____

Chris Caulk, Isanti County Sheriff

Isanti County Sheriff's Office
2440 Main Street S • Cambridge, MN 55008
Phone: (763) 689-2141
Fax-Records/Civil Process: (763) 691-1319
Fax-Deputies/Patrol: (763) 691-1612

Isanti County Dispatch & Jail
509 – 18th Avenue SW • Cambridge, MN 55008
Phone: (763) 689-2141
Fax-Dispatch: (763) 689-3691
Fax-Jail: (763) 691-689-5381

www.co.isanti.mn.us
facebook.com/Isanti-County-Sheriff's-Office
Equal Opportunity Employer

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR PART-TIME LIQUOR STORE CLERK II DAVE CERNIUS

WHEREAS, Liquor Store Clerk II, Dave Cernius resigned from employment August 11, 2022; and,

WHEREAS, the effective date of the resignation is August 25, 2022; and,

WHEREAS, Dave Cernius is leaving employment in good standing as he did resign 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 Dave Cernius is hereby effective August 25, 2022.

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 August 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department Monthly Report

July 2022

Reported Crime	Month to Date	Year to Date
Theft	5	49
Assault	2	16
Vandalism/Damage to Property	6	17
Narcotics	4	23
Burglary	0	4
Domestics	5	24
Crim Sex	1	5
Robbery	0	0
Loud Party/Disturbance	17	55
Medical	45	277
Permit to Purchase	6	59
Security Check / Extra Patrol	400	3,159

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	87
DUI	1	6
Accidents	10	72
Hit & Run	1	6
Warrant P/U	1	31
Speed	7	52
DAR/DAS	20	147
Administrative Citations (Including Speed)	5	41

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	106,113	421	3,398
Ford Explorer 224	In the Shop	In the Shop	In the Shop
Ford F150 225	57,528	939	5,695
Chevy Impala 223	104,569	226	1,854
Dodge Durango 226	In the Shop	In the Shop	In the Shop
Dodge Durango 227	56,508	1,230	8,064
Dodge Durango 228	37,026	1,897	9,384
Chevy Tahoe 229	23,371	962	8,805
Dodge Charger 230	11,918	1,475	9,945

CEZT REPORT JULY 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64					
NEW CASES THIS MONTH		3	0	6	10	22	8	15					
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1					
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16					
CLOSED THIS MONTH		3	2	5	5	19	17	5					
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	11					
CAN - Prohibited Animals/**87.1**						2							
CCV - Comm Vehicle storage/**227-9/10**					1			1					
CDO - Dogs		2		2		1	2						
CPA - Park & Store/**227-8**					7	16	1	6					
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5					
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4					
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2					
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		2					
ACTIVE CITATIONS END OF MONTH	1	1	1				1	3					
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10					
ABATED PROPERTIES THIS MONTH							2						

M.2.

CITY OF ISANTI MONTHLY REPORT

July 2022

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	10	68	$0.00	$0.00	$10.00	$10.00	$800.00	$5,840.00		
DECK	4	19	$0.00	$0.00	$4.00	$4.00	$1,200.00	$5,482.50		
LL FINISH	0	13	$0.00	$225,000.00	$0.00	$0.00	$0.00	$3,738.00		
REMODEL / ADDITION	0	6	$0.00	$255,000.00	$0.00	$0.00	$0.00	$4,725.70		
GARAGE / SHED	0	1	$0.00	$25,000.00	$0.00	$0.00	$0.00	$697.95		
MISCELLANEOUS	12	126	$4,000.00	$4,000.00	$13.00	$13.00	$1,367.88	$13,688.88		
SINGLE DWELLINGS	4	45	$769,328.69	$10,215,056.24	$405.16	$405.16	$10,648.90	$130,005.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	8	85	$0.00	$0.00	$8.00	$8.00	$600.00	$6,375.00		
PLUMBING	9	70	$0.00	$0.00	$9.00	$9.00	$686.00	$5,660.00		
RESIDENTIAL TOTAL	**47**	**433**	**$773,328.69**	**$10,724,056.24**	**$449.16**	**$449.16**	**$15,302.78**	**$176,213.13**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$0.00	$0.00	$12,619.20		
REMODEL / ADDITION	1	4	$5,000.00	$16,500.00	$2.50	$2.50	$202.95	$1,279.95		
PLUMBING	0	9	$0.00	$12,500.00	$0.00	$0.00	$0.00	$1,187.00		
MECHANICAL	0	4	$0.00	$114,612.00	$0.00	$0.00	$0.00	$3,126.65		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	1	21	$0.00	$3,688.00	$1.00	$1.00	$80.00	$6,340.41		
COMMERCIAL TOTAL	**2**	**40**	**$5,000.00**	**$1,858,777.00**	**$3.50**	**$3.50**	**$282.95**	**$24,553.21**		
RESIDENTIAL/COMMERCIAL TOTAL	**49**	**473**	**$778,328.69**	**$12,582,833.24**	**$452.66**	**$452.66**	**$15,585.73**	**$200,766.34**	**$26,772.00**	**$321,264.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 7/31/2022**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	260	20	0	0	$5,304,597.06	$93,027.63	$135,711.00
2016	368	46	0	3	$14,815,494.41	$206,651.69	$481,853.88
2017	411	55	0	1	$10,163,685.50	$173,863.21	$407,428.80
2018	413	54	0	2	$15,256,115.79	$226,982.68	$328,654.00
2019	448	57	0	1	$12,796,465.64	$214,459.63	$317,760.00
2020	402	49	0	0	$9,652,701.88	$179,633.32	$273,018.00
2021	548	45	0	1	$11,479,124.00	$186,906.85	$292,946.00
2022	473	45	0	2	$12,582,833.24	$200,766.34	$321,264.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	80	$3,069,173.27	$41,630.00
May	104	$2,762,554.76	$48,291.90
June	88	$1,742,267.30	$30,340.81
July	49	$778,328.69	$15,585.73
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	473	$12,582,833.24	$200,766.34

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 10, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is scheduled to be completed in August.

2) **Brookview South 1-4 Addition Rehabilitation**
Punchlist items will be completed this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Punchlist items will be completed this month.

5) **Fairway Greens North Development 1st & 2nd Addition**
This project is substantially complete. Punchlist items will be completed this month.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

8) **Main Street Reconstruction**
This project is complete.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, AUGUST 3, 2022 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda
REVISED AGENDA
ADD F.1. Mayor's Proclamation- Grace McCallum Day

F. Proclamations/Commendations/Certificate Award
1. Mayor's Proclamation- Grace McCallum Day

G. Approve City Council Minutes
1. July 19, 2022- Regular Meeting of the City Council
2. July 19, 2022- Committee of the Whole Meeting
3. July 19, 2022- Budget Work Session

H. Announcements

1. Committee of the Whole	Tuesday, August 16, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 16, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 16, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
<u>City Administrator Josi Wood</u>
1. ORD-XXX Amending Chapter 227; Parking and Storage

<u>Community Development Director Stephanie Hillesheim</u>
2. ORD-XXX Amending the City Zoning Code, Ordinance Section 6, Articles 1, 2, 3, 4, 5 & 6 Under "Special Regulations"
3. Resolution 2022-XXX Approving Site Plans and Conditional Use Permit for a Dairy Queen Restaurant with Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

Parks, Recreation and Events Coordinator Jordan Clementson

4. Resolution 2022-XXX Approving Amendment to the 2022 Budget

L. Approve Consent Agenda

1. Payroll in the Amount of $131,142.25 and Accounts Payable in the Amount of $965,928.02
2. Resolution 2022-XXX Appointing Election Judges for the 2022 Primary Election
3. Resolution 2022-XXX Awarding Quote for the Lease of City of Isanti Owned Crop Land
4. Resolution 2022-XXX Approving Donation Box at Liquor Store
5. Resolution 2022-XXX Accept Quote for Dell Poweredge T440 Server

M. Other Communications

N. Closed Session

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

Adjournment

Mayor's Proclamation

City of Isanti

WHEREAS, Grace McCallum won an Olympic silver medal on July 25, 2021, in the Tokyo Olympics Gymnastics women's artistic team all-around competition;

WHEREAS, McCallum was the first known Isanti resident to medal in the Olympics;

WHEREAS, McCallum and her teammates trained through unprecedented adversity, including the COVID-19 pandemic and competing in venues without fans or a live audience;

WHEREAS, McCallum has made the 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, 2022 shall be observed as:

2nd Annual Grace McCallum Day

_____

Jeff Johnson, Mayor

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, AUGUST 16, 2022 – 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
ADD F.1. International Overdose Awareness Day Proclamation

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Consent Agenda

M. Other Communications

Adjournment

INTERNATIONAL OVERDOSE AWARENESS DAY PROCLAMATION

August 31, 2022

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 2021, 1,286 Minnesotans died from a drug overdose, and of those, 924 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, 2022 as **OVERDOSE AWARENESS DAY** in the City of Isanti, and I call this observance to the attention of all our citizens.

_____

Mayor Jeff Johnson

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 6, 2022 – 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. August 16, 2022- Regular Meeting of the City Council
2. August 16, 2022- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, September 20, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 20, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 20, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

1. ORD-XXX An Interim Ordinance Authorizing Studies and Imposing a Moratorium on the Sale of Cannabis Products
2. Consideration of Amendments to City Code Chapter 188 and Chapter 230 for the Outdoor Archery Range
    a. ORD-XXX An Ordinance Amending Chapter 188; Hunting and Firearms
    b. ORD-XXX An Ordinance Amending Chapter 230; Parks and Recreation Areas
3. Resolution 2022-XXX Approving a Conditional Use Permit for Installing a Paging Repeater and Antenna on the City Water Tower
4. Resolution 2022-XXX Approving a Special Event Permit Application for "Dual-A-Palooza"

Finance Director Mike Betker

5. Resolution 2022-XXX Setting the 2023 Final Budget and Levy Meeting
6. Resolution 2022-XXX Approving the 2023 Preliminary Budget for the City of Isanti
7. Resolution 2022-XXX Adopting the Proposed 2022 Tax Levy Collectible in 2023 for the City of Isanti

L. Approve Consent Agenda

1. Payroll in the Amount of $260,110.64 and Accounts Payable in the Amount of $651,508.01
2. Resolution 2022-XXX Approving Resignation of Liquor Store Clerk II Kenneth Frost
3. Resolution 2022-XXX Approving Resignation of Part-Time Police Officer Kevin Stahl
4. Resolution 2022-XXX Removing Alexander Collins from the Planning Commission and to Advertise to Fill the Vacant Planning Commission Seat
5. Resolution 2022-XXX Extending the Site Plan Approval Regulated by the Conditional Use Permit as Approved in Resolution 2003-098 for Construction Purposes at the Isanti Primary School
6. Resolution 2022-XXX Approving the Site Plan for the Isanti Primary School to Allow the Addition of a Temporary Classroom as Allowed in the Conditional Use Permit Approved Through Resolution 2003-098
7. Resolution 2022-XXX Approving Capital Improvement Plan Fund Amendment
8. Resolution 2022-XXX Approving Agreement for Credit Card Payment Processing Service Provider

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, AUGUST 16, 2022 – 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 Dan Collison

Members Absent: Councilor Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Chief of Police Travis Muyres, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Jordan Clementson and Community Development Specialist Ryan Saltis

Others Present: Denise Merrill

D. Public Comment

Denise Merrill, 223 Broadway Street SE, asked if she could decorate the light poles on Main Street in honor of International Overdose Awareness Day.

Motion was made by Gordon, second by Bergley to allow Denise Merrill to decorate light poles on Main Street for the week in honor of International Overdose Awareness Day. Motion carried 4-0.

E. Adopt Agenda

ADDENDUM:
Add F.1. International Overdose Awareness Day Proclamation

F. Proclamations/Commendations/Certificate Award

1. International Overdose Awareness Day Proclamation

Mayor Johnson read the proclamation.

G. Approve City Council Minutes

1. August 3, 2022- Regular Meeting of the City Council
2. August 3, 2022- Budget Work Session

Motion by Bergley, second by Collison to approve minutes as presented. Motion carried 4-0.

H. Announcements

1. CITY OFFICES CLOSED	Monday, September 5, 2022 *(In observance of Labor Day)*
2. City Council Meeting	Tuesday, September 6, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, September 6, 2022

(Immediately following the City Council Meeting)

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Parks, Recreation and Events Coordinator Jordan Clementson

1. **Resolution 2022-146** Approving Special Event Permit Application for Twin Cities Fantasy Factory Bicycle Skills Training Session

   Parks, Recreation and Events Coordinator Jordan Clementson shared that a request was received from Twin Cities Fantasy Factory in hopes to have the event alongside of the state finals that Rum River BMX is hosting. It is not part of Rum River BMX's event but want to do it alongside of it. They plan to have a skills training session with professional riders. There will be jumps and inflatable landing pads to teach children how to jump properly.

   Clementson continued to share that he spoke with Jay from Rum River BMX and found no objections to the event taking place. It will be on the south end of the Skate Park.

   Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

2. **Resolution 2022-147** Approving Special Event Permit Application for Rum River BMX Gold Cup Finals

   Parks, Recreation and Events Coordinator Jordan Clementson shared that a request was received from Rum River BMX to host the Gold Cup Finals September 23-25th. The is event is large and they intend to utilize the Rodeo Grounds for camping. They are requesting to close the road on Isanti Parkway East of 1st Avenue and West of the entrance to the Public Works Compost Site since there will be a lot of people going back and forth across the road.

   Jay Bossen, Association Board President for Rum River BMX shared that Gold Cup is a regional race series. Rum River BMX is a part of the North Central Region which consists of Michigan, Illinois, Wisconsin, North Dakota, South Dakota, Nebraska, Iowa, Minnesota and Indiana. It is expected to have racers from all over the Midwest to be in town for this event. This will be one of the largest events that Rum River BMX has ever hosted.

   Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

L. Approve Consent Agenda

1. Payroll in the Amount of $127,443.51 and Accounts Payable in the Amount of $350,781.82
2. **Resolution 2022-148** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for September 25, 2022
3. **Resolution 2022-149** Approving the Hire of Liquor Store Clerk II for Michelle Spencer
4. **Resolution 2022-150** Reduction in the Letter of Credit North (5th)
5. **Resolution 2022-151** Reduction in the Letter of Credit Fairway Greens North 2nd Addition

6. **Resolution 2022-152** Approving Amendment to the Rum River BMX Lease Agreement
7. **Resolution 2022-153** Approving Dog Park Donation
8. **Resolution 2022-154** Authorizing the City of Isanti to Enter into Data Access Agreement for Records Management System
9. **Resolution 2022-155** Accepting Resignation for Part-Time Liquor Store Clerk II Dave Cernius

Motion by Bergley, second by Collison. Motion carried 4-0.

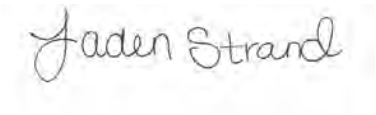
M. Other Communications

1. July Police Department Report
2. July Code Enforcement Report
3. July Building Inspector Report
4. August Engineering Project Status Report

Adjournment

A motion was made by Collison, seconded by Bergley to adjourn. Motion carried 4-0.

Meeting adjourned at 7:14 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, AUGUST 16, 2022 – 5:00 P.M.
CITY HALL

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

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

Members Absent: Councilor Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Liquor Store Manager Keith Lusk, Community Development Specialist Ryan Saltis, Assistant Finance Director Pam Dahlheimer and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Agenda Request *(Amy and Richard Tschida)*
Discussion was held in regards to their water bill.

Consensus from Committee is to work with staff in regards to a payment plan.

2. Agenda Request- Tipicos Latinos Restaurant- *(Rina Carranza)*
The mobile food unit ordinance allows for mobile food units to operate in the same location for a time period not to exceed six (6) months.

Tipicos Latinos is currently waiting for a range hood for their kitchen with an unknown arrival date.

Discussion was held in regards to the restaurant using a mobile food unit to prepare food in while they wait for the arrival of the range hood.

With an unknown arrival date of the range hood and when the kitchen will become operational, it was requested to use a mobile food unit in the same location longer than six (6) months if needed.

Consensus from Committee is that Tipicos Latinos may use a mobile food unit in one location for an undisclosed amount of time until the kitchen becomes fully operational.

3. Liquor Updates
Gross Sales Numbers

- May 2022 = $502,009.71
  - 27.10% profit margin
  - + $106,414.32 vs 2021 (+27%)

- June 2022 = $529,302.45
  - 26.88% profit margin
  - + $133,856.44 vs 2021 (+34%)

- July 2022 = $586,930.67
  - 27.15% profit margin
  - + $142,4914.12 vs 2021 (+32%)

- YTD through July = $3,176,899.23
  - 27.34% Profit Margin
  - Averaging 27% sales increase per month vs last year

Sales by Category January through July

- Beer 49%
- Liquor 34%
- Wine 11%
- 6% Sales (Pop/Juice/Mix) 3%
- Tobacco 2%
- Non-Alcoholic 1%

Transaction Count YTD through July is 99,460.

The billboard on HWY 65 near Cooper's Corner helps to draw traffic off of the highway.

MMBA Community Drive for the Isanti Fire District is going well. For the first time, customers are given the option to "round up" their total to donate to the cause, and as a result, a large increase in donations.

Customer feedback, both in person and online has been very positive.

4. 3rd Party Payment Service Company Discussion
Discussion was held in regards to 3rd party payment processing. The City currently uses Payment Service Network (PSN) however, there has been no investment by PSN for infrastructure or platform to incorporate any new functionality for residents or city staff since their software was implemented, which has resulted numerous complaints from both residents and staff.

Staff proposed Xpress Bill Pay as an option.

Consensus from Committee is to move forward with Xpress Bill Pay and bring agreement to City Council for consideration.

Further consensus is if any late fees incurred due to resident's cross over to the new company, that staff is permitted to waive them.

5. City Hive Online Sales

Discussion was held in regards to the opportunity to add an online platform for the to purchase from the Isanti Liquor Store online and pickup when ready.

City staff proposed City Hive as an option.

Consensus from Committee is to move forward with City Hive and bring to City Council for consideration.

6. Consideration of Draft Interim Ordinance Imposing a Moratorium on the Sale of Certain Cannabis Products
Discussion was held in regards to adopting an interim moratorium ordinance to allow staff time to study the topic.

Consensus from Committee is to move forward with the interim ordinance and post for the required 10 days and bring to City Council for consideration.

7. Legacy Pines Tree Requirements Discussion
Discussion was held in regards to inconsistency between the development agreement stating trees will be planted according to ordinance 445 and staff following dated job processes and only requiring two (2) trees versus what the ordinance requires.

There was a request to have the tree section within the zoning ordinance reviewed for possible lowering the number of trees.

Staff recommended updates to the development agreement or conditions of the agreement to include Legacy Pines 3rd Addition Phase III will require two (2) trees per lot.

Consensus from Committee is to amend the development agreement to include Legacy Pines 3rd Addition Phase III will require two (2) trees per lot.

F. Adjournment
Motion by Bergley, seconded by Collison to adjourn. Motion carried unanimously.

Meeting was adjourned at 6:46 p.m.

Respectfully Submitted.

Jaden Strand

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: September 6, 2022
Subject: ORD-XXX An Ordinance Imposing a Moratorium on the Sale of Certain Cannabis Products

---

Background:
Beginning on July 1, 2022, it became legal to sell certain products containing delta-9 THC ("THC Products") in Minnesota. The Act allows THC Products to be sold if certain requirements are met including that there are not more than 5mg of THC per dose and 50mg of THC per container; the purchaser is at least 21 years old; and the products are not marketed towards children.

The Minnesota Board of Pharmacy ("Board") is the state agency with oversight of THC Products. There is currently no state-level license required in order to sell THC Products and the Board does not test or approve products prior to their sale.

At the July 19th, 2022 Committee of the Whole meeting, Committee discussed the Act and ultimately decided that given there is a great deal of uncertainty regarding the new Act, it is in the City's best interest to discuss adoption of an interim moratorium ordinance to allow staff time to study the topic.

At the August 16th, 2022 Committee of the Whole meeting, a draft ordinance was presented to Committee for review where Committee recommended moving forward with the draft ordinance and bring to City Council for consideration.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Imposing a Moratorium on the Sale of Certain Cannabis Products

ORDINANCE NO. XXX

AN INTERIM ORDINANCE AUTHORIZING STUDIES AND IMPOSING A MORATORIUM ON THE SALE OF CANNABIS PRODUCTS

The City Council of the City of Isanti does ordain as follows:

ARTICLE I. Legislative Findings

(a) There is a great deal of uncertainty regarding the effect of Minnesota Laws 2022, Chapter 98 ("Act") amending Minnesota Statutes, section 151.72 to allow the sale of edible and nonedible cannabinoid products that contain no more than 0.3% of tetrahydrocannabinol, commonly known as THC ("Cannabis Products").

(b) Because the proposal to allow the sale of Cannabis Products received little publicity until the Act went into effect on July 1, 2022, the City of Isanti ("City") did not have an opportunity to study and consider the potential impacts of the Act on the City. Nor did the City Council have sufficient time to engage in policy discussions regarding the regulations the City Council may elect to impose on the sale of Cannabis Products.

(c) The Act authorizes the Minnesota Board of Pharmacy to enforce the Act, but the Act does not provide for any licensing of manufacturers or of those who sell Cannabis Products. While the new law does enact some requirements for labeling and testing, the law provides no parameters regulating issues with as production, compliance checks, or sales of Cannabis Products. The Act is also silent regarding the enactment of local regulations related to Cannabis Products.

(d) The Legislature did not expressly prohibit or limit local regulations, and the regulations established in the Act clearly do not constitute the Legislature having occupied the field of regulation regarding the sale of Cannabis Products.

(e) The City Council finds the uncertainties associated with sale of Cannabis Products, and the options for local regulation, compels the need for a study to develop information the City Council can rely on as it engages in policy discussions related to potential regulation of Cannabis Products through the adoption of licensing and zoning controls.

(f) The City Council is authorized to adopt an interim ordinance "to regulate, restrict, or prohibit any use . . . within the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective." Minnesota Statutes, section 462.355, subdivision 4(a).

(g) The Minnesota Supreme Court in *Almquist v. Town of Marshan*, 245 N.W.2d 819 (Minn. 1976) upheld the enactment of a moratorium despite the lack of express statutory authority as being a power inherent in a broad legislative grant of power to municipalities. In most cases, the enactment of business licensing

requirements is based on a city's police powers, which is the broadest grant of power to cities. Inherent in that broad grant of authority is the power to temporarily place a moratorium on a business activity to study and potentially implement licensing regulations on that business activity.

(h) There are both licensing and zoning issues associated with the sale of Cannabis Products the City Council determines it needs time to study to consider the development and adoption of appropriate local regulations. In order to protect the planning process and the health, safety, and welfare of the residents while the City conducts its study and the City Council engages in policy discussions regarding possible regulations, the City Council determines it is in the best interests of the City to impose a temporary moratorium on the sale of Cannabis Products.

ARTICLE II. <u>Definitions</u>. For the purposes of this Ordinance, the following words, terms, and phrases shall have the meanings given them in this Article.

(a) "Act" means 2022 Minnesota Session Laws, Chapter 98 (H.F. No. 4065), amending Minnesota Statutes, section 151.72.

(b) "Cannabis Products" means Edible Cannabinoid Product and any other product that became lawful to sell for the first time in Minnesota effective July 1, 2022, as a result of the adoption of the Act.

(c) "City" means the City of Isanti.

(d) "City Code" means the Municipal Code of Isanti, Minnesota.

(e) "Edible Cannabinoid Product" has the same meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(c).

(f) "Electronic Delivery Device" means an electronic product that is designed to use, or that uses, liquids or pre-loaded cartridges to simulate smoking in the delivery of nicotine or any other substance through inhalation of the aerosol or vapor produced from the substance.

(g) "Tobacco" means and includes cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

(h) "Tobacco-Related Products" mean Tobacco and related materials and devices used in rolling, smoking, or storing Tobacco. The term includes Electronic Delivery Devices and the substances sold for use by such devices.

ARTICLE III. Study. The City Council hereby authorizes and directs the City Administrator to have City staff and City Attorney conduct a study on the following matters:

(a) Cannabis Products. The City shall conduct a study regarding Cannabis Products and provide the City Council a report on the potential regulations of such products. The report shall include the City staff's recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations. The study shall consider, but is not limited to, the following:

(1) The potential impacts of the sale, testing, manufacturing, or distribution of Cannabis Products within the City;

(2) Licensing the sale, testing, manufacturing, or distribution of Cannabis Products and related regulations; and

(3) Zoning regulations related to the sale, manufacture, testing, and distribution of Cannabis Products as uses within the City.

ARTICLE IV. Moratorium. A moratorium is hereby imposed within the City on the following:

(a) No business, person, or entity may test, manufacture, distribute, or offer for sale or sell Cannabis Products to the public within the jurisdictional boundaries of the City for twelve (12) months from the effective date of this ordinance.

(b) The City shall not issue any license or permit related to Cannabis Products from twelve (12) months from the effective date of this ordinance. No license, application, site plan, building permit, zoning approval, or other permit of any kind, by any individual, establishment, organization, or business involved in the proposed sale, testing, manufacturing, or distribution of Cannabis Products within the City shall be accepted or considered for twelve (12) months from the effective date of this ordinance.

ARTICLE V. Violations. During the period of the moratorium, it is a violation of this Ordinance to do any of the following within the City:

(a) Test, manufacture, distribute, or offer for sale or sell Cannabis Products;

ARTICLE VI. Exceptions. The moratorium imposed by this Ordinance does not apply to the following:

(a) The sale of medical cannabis or hemp products that were lawful to sell prior to

the effective date of the Act; or

(b) Businesses engaged in the sale of Cannabis Products within the City prior to the effective date of this Ordinance.

ARTICLE VII. Enforcement. A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, other appropriate civil remedy in any court of competent jurisdiction, or through the City's administrative penalties program under Section 205 of the City Code.

ARTICLE VIII. Effective Date and Term. This Ordinance shall be effective upon the first day of publication after adoption and shall have a maximum term of 12 months. This Ordinance shall remain in effect until the expiration of the 12 month term, until it is expressly repealed by the City Council, or until the effective date of an ordinance amending the City Code to address Cannabis Products, whichever occurs first.

ARTICLE IX. General Provisions.

(a) Not Codified. This Ordinance is transitory in nature and shall not be codified into the City Code.

(b) Severability. Every section, provision, and part of this Ordinance is declared severable from every other article, section, provision, and part thereof. If any article, section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other article, section, provision, or part of this Ordinance.

Adopted by the Isanti City Council this 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Posting Date: 8-17-2022
CC Reading Date: 9-6-2022
Publication Date:
Effective Date:

K.2. a.
&
K.2. b.

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: September 6, 2022
Subject: Consideration of Amendments to City Code Chapter 188 and Chapter 230 for the Outdoor Archery Range

---

Background:
At the February 15th City Council meeting it was approved to construct a small archery range on City of Isanti property just south of the dog park. After reviewing the city code, it was determined that two ordinances needed to be amended to allow for bows and arrows to be used on City land.

Chapter 188-2C. an exception was added to allow persons using bow and arrows as permitted at the designated archery range, within the designated shooting area.

Chapter 230-2L.1 was amended to add language that allows for the possession of bow and arrows as permitted at the designated archery range

Chapter 230-7 was added outlining rules and regulations for the archery range.

Chapter 230-8 and 230-9 were renumerated after adding in 230-7.

Request:
Staff is requesting action on this item.

Attachments:

- ORD-XXX- An Ordinance Amending Chapter 188; Hunting and Firearms
- ORD-XXX- An Ordinance Amending Chapter 230; Parks and Recreation Areas

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 225 ADOPTED 9-19-2000, ORDINANCE NO. 701 ADOPTED ON 5-7-2019, AND ORDINANCE NO. 763 ADOPTED ON 7-20-2021 AND TITLED HUNTING AND FIREARMS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance 225, Ordinance 701 and Ordinance 763, codified in Chapter 188 of City Code, are hereby amended as follows:

Chapter 188

HUNTING AND FIREARMS

§188-2 Permission required to hunt; permit to discharge firearm required.

All hunting of any type of animals, birds, and reptiles with any type of firearm, bow and arrow, crossbows, slingshots, boomerangs, or any other type of propelled device within the City of Isanti is hereby prohibited unless said individual and/or business entity obtains written permission from the City. No person shall shoot, discharge, or explode any type of firearm, weapon, crossbow, slingshot, or boomerang or any other type of propelled weapon or device within the corporate limits of the City of Isanti without first obtaining a license or written permit from the City except:

A. Persons duly authorized to act as law enforcement officers or members of the military forces of the United States or the State of Minnesota in the discharge of their lawful duties.
B. Duly authorized persons engaged in the United States military and/or veterans' organizations in firing blank honor salutes over the graves of military personnel or in other designated memorial areas.
C. Persons using bow and arrows as permitted at the designated outdoor archery range, within the designated shooting area.

Section 2- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 6th day of September 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 8-17-2022
Reading Date: 9-6-2022
Publication Date:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 742 ADOPTED ON 12-1-2020, ORDINANCE NO. 763 ADOPTED ON 7-20-2021 AND TITLED PARKS AND RECREATION AREAS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance 742 and Ordinance 763, codified in Chapter 230 of City Code, are hereby amended as follows:

Chapter 230
PARKS AND RECREATION AREAS

§230-2 Park rules and regulations.

L. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to:

(1) Possess or discharge firearms, air rifles, BB guns, sling shots, bows and arrows, other weapons, explosives or fireworks, except bow and arrows as permitted at the designated archery range.

§230-7 Archery range rules and regulations.

A. Designated only for recreational archery – no crossbows or guns
B. Shoot only in designated area
C. Shoot only from established firing lane
D. Wait for all archers to finish before retrieving bows
E. Never shoot when someone is downrange
F. Shoot only at established targets in your lane
G. Always keep your bow pointed at target
H. Always draw your bow with the arrow parallel to the ground
I. Only nock arrows at the shooting line
J. Shoot within your capabilities
K. Archers under 16 must have adult supervision
L. Communicate to everyone if you must search for arrows
M. Be courteous regarding the length of time and number of arrows you shoot
N. Use of broadheads is prohibited
O. The archery range is tobacco, drug and alcohol free
P. Range hours are 7:00am-10:00pm, seasonally as weather allows.

§ 230-8 Violations and penalties.
Violators of this chapter shall be guilty of a misdemeanor and punishable as provided by Chapter 1, Article I, of this Code of the City of Isanti.

§ 230-9 Enforcement.

A. The City Administrator and his/her designees may, in connection with their duties imposed by law, enforce the provisions of this chapter, and the City Administrator or his/her designees shall have the authority to:

(1) Eject from any park a person acting in violation of this chapter. In addition to immediate removal from a park following a chapter violation, the City Administrator or his/her designee may continually exclude such person(s) from any or all City of Isanti park and park system areas.

(2) Seize and confiscate any property, animal, thing or device in any park used in violation of any of the provision in this chapter.

B. The City Administrator or his/her designees are specifically authorized to issue administrative citations, and City of Isanti Peace Officers may issue citations for violations of this chapter.

Section 2- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 6th day of September 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 8-17-2022
Reading Date: 9-6-2022
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: September 6, 2022
Subject: Resolution 2022-XXX Approving a Conditional Use Permit for Installing a Paging Repeater and Antenna on the City Water Tower

---

Background:
A presentation was given at the August 16, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the conditional use permit for the Isanti County Sheriff's Department to install a VHF Paging Repeater and antenna on the City Water Tower located at PID 16.090.0150. It was explained that the proposed repeater would be placed on existing unused mounts on the water tower. The new telecommunications services will not cause any radio interference with existing wireless services on the tower, as they are on a different frequency. Mayor Johnson questioned why we require a building permit for this project. City staff responded that a building permit is needed to ensure that the system is mounted correctly. No one from the public spoke at the public hearing. Motion for approval of the CUP for installing a VHF Paging Repeater on the City Water Tower was made by Bergley and seconded by Collison, motion passed 4-0.

Request: Consider adopting the resolution and findings of fact.

Attachments
- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

APPROVING THE CONDITIONAL USE PERMIT FOR INSTALLING A VHF PAGING REPEATER AND ANTENNA ON THE CITY WATER TOWER LOCATED AT PID 16.090.0150

WHEREAS, the Isanti County Sheriff's Department (applicant) has requested approval for a Conditional Use Permit to install a VHF Paging Repeater and Antenna on the City Water Tower at PID 16.090.0150; and,

WHEREAS, the property is located in the "I-1" Industrial Park District in which *Telecommunications Facilities* are 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 uses for a Telecommunications Facility 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 Telecommunications Facilities on August 16, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on September 6, 2022;

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 Dairy Queen Restaurant with Drive-Thru Facilities and an Outdoor Patio;

BE IT FURTHER RESOLVED that the requested Site Plans and Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. A Building Permit will be required for the installation of the Radio Repeater and Antenna
2. Any other Conditions made by the City of Isanti Planning Commission and City Council

This Resolution is hereby approved by the Isanti City Council this 6th day of September 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Isanti County Sheriff's Office for a Conditional Use Permit for approval to install a VHF Paging Repeater and antenna on the City Water Tower located at PID 16.090.0150.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Telecommunications Facilities located at PID 16.090.0150.
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 August 16, 2022 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 August 4, 2022. 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 request is consistent with the goals and objectives of Isanti's Comprehensive Plan in that the proposed Telecommunications Services will improve public safety.*

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Telecommunications Systems are Conditional Uses in the I-1 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 VHF Radio Paging Antenna will benefit the public and 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 impede on the normal and orderly development and improvement of surrounding property.*

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 or 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 water tower currently has two unused mounts for the telecommunications services and has the capacity to provide and accommodate the proposed use.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The conditional uses meet this requirement and follow the regulations set in the I-1 Zoning District.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement in which Telecommunication Facilities are set in Section 13, Article 2, Subd. 18 of the City's Zoning Ordinances.*

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on August 16, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Bergley, seconded by Collison to recommend approval of the Conditional Use Permit for Telecommunication Facilities at PID 16.090.0150.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: August 16, 2022

SUBJECT: CUP approval for Installing Telecommunications Services on the City Water Tower

---

Request: The applicant, Isanti County Sheriff's Office is requesting CUP approval to install a VHF Paging Repeater and antenna on the City Water Tower located at PID 16.090.0150.

Overview/Background: The Isanti County Sheriff's Office needs to install a new VHF (Very High Frequency) radio repeater and associated antenna on the Water Tower in Isanti. This VHF repeater is needed to provide improved radio paging and emergency alerting capabilities for the fire and EMS agencies in the Isanti area. A water tower of this height provides a good location for the antenna and repeater, and eliminates the need for the construction of a new radio tower.

Analysis of Application: Telecommunication and Antenna Towers are regulated in Section 13, Subd. 18 of the City's Zoning Ordinances. These regulations are mostly for new telecommunications towers that would be constructed in the city. The regulations most relevant for adding antennas to an existing tower are the following:

c. Describes the tower's capacity, including the number and type of antennas that it accommodates;

d. Documents what steps the applicant will take to avoid interference with established public safety telecommunications;

The attached Isanti County VHF Radio Paging Antenna Planning Review document explains that the proposed repeater is not expected to impact current radio frequencies and the current wireless carriers on the water tower have stated "no objection" to the proposed VHF installation. This report also states that the antenna and transmitter operate in a different frequency spectrum than any of the wireless services on the water tower (T-Mobile Cellular, Genesis Wireless and WinWater Wireless). The proposed VHF transmitter will also not be operating continuously, as is the case with other wireless services. The transmitter will only be activated when emergency paging is needed. There are currently two unused mounting pipes on the water tower in which

either of these would support the proposed antenna for Isanti County. The Company who put the review together, RFCC Communications Consulting, has recommended that the City of Isanti approve the proposed VHF system installation which will allow important public safety radio service to be implemented in the area.

Conditional Use Permit Standards:

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The nature of the request is consistent with the goals and objectives of Isanti's Comprehensive Plan in that the proposed Telecommunications Services will improve public safety.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   Telecommunications Systems are Conditional Uses in the I-1 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 VHF Radio Paging Antenna will benefit the public and 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 uses 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 water tower currently has two unused mounts for telecommunications services and has the capacity to provide and accommodate the proposed use.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional uses meet this requirement and follow the regulations set in the I-1 Industrial Park Zoning District.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use meets the requirements in which Telecommunication and Antenna Towers are set in Section 13, Subd. 18 of the City's Zoning Ordinances.

Staff Recommendation: Staff recommends approval of the Conditional Use Permit for the proposed VHF Paging Repeater on the City Water Tower located at PID 16.090.0150 with the following conditions:

Conditions:

- A Building Permit will be required for the installation of the Radio Repeater and Antenna
- Any other Conditions made by the City of Isanti Planning Commission and City Council

Attachments:

- Isanti County - VHF Radio Paging Antenna Planning Review

RFCC
COMMUNICATIONS
CONSULTING
• MINNETONKA, MN 55305
• 952.541.0747
• rfreeman@cpinternet.com
WWW.RFCCRADIO.COM

Isanti County MN – VHF Radio Paging Antenna Planning Review

June 14, 2022

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

***Subject*: Isanti County Sheriff Request to Install VHF Paging Repeater on City Water Tower**
Wireless Collocation Interference Review

The Isanti County Sheriff's Office needs to install a new VHF radio repeater and associated antenna on the City of Isanti water tower, located in the city. This VHF repeater is needed to provide improved radio paging and emergency alerting capabilities for the fire and EMS agencies in the City of Isanti area. A water tower of this height provides a good location for the antenna and repeater, and eliminates the need for the construction of a new radio tower.

This water tower is currently equipped with several different wireless service providers, including:

- ☐ T-Mobile (previously Sprint) Cellular
- ☐ Genesis Wireless (multiple wireless services for the City)
- ☐ WinWater Wireless (new/proposed 900 MHz meter reading system)

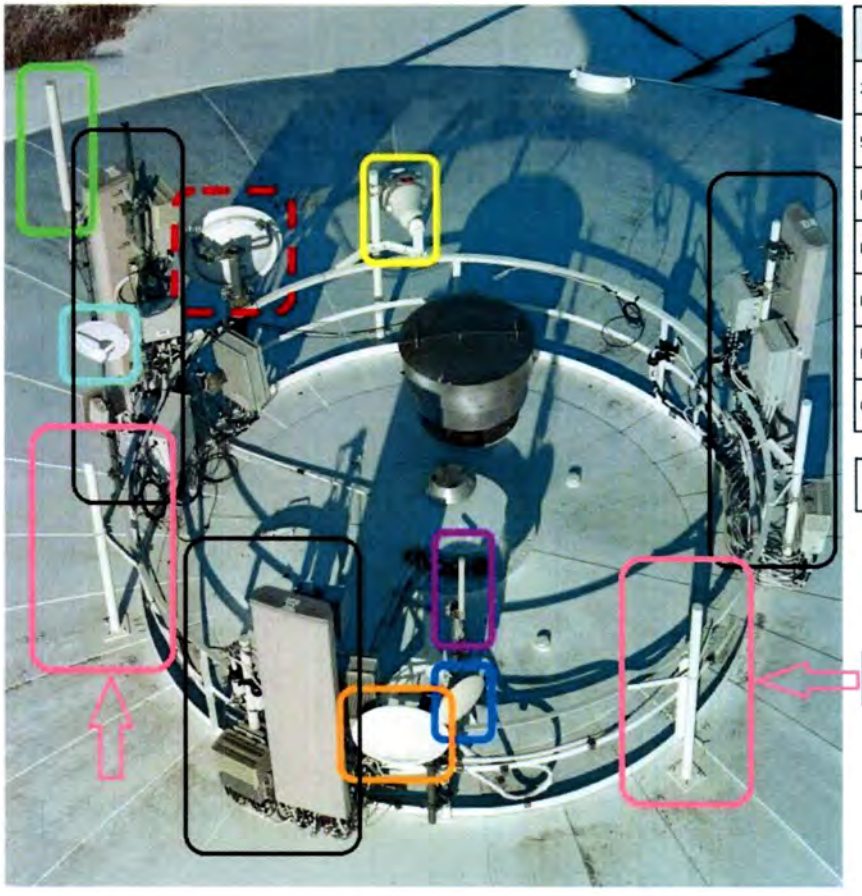
The Sheriff's Office has requested permission from the City of Isanti for the installation of the new VHF antenna on the water tower. It is our understanding that the City is willing to allow this installation, subject to verification that the proposed VHF antenna and repeater/transmitter will not cause any RFI (Radio Frequency Interference) to these existing and future wireless tenants.

RFCC has been enlisted by Isanti County to conduct a review of this proposed installation to determine if any RFI issues could be expected. This report provides the processes used, the technical data and findings of this work.

This process will demonstrate that NO Radio Frequency Interference is expected from the proposed VHF antenna installation, and all of the wireless carriers listed have stated "no objection" to the proposed VHF installation.

1. Technical Review

To begin the process, the Sheriff's Office used a drone to obtain a photo of the top of the water tower to determine the existing wireless equipment on it, along with the available antenna mounting options on the tank. This photo was then edited by the wireless tenants and RFCC to show the specific locations of the current wireless antennas:



Radio	Frequency	Channel Width
2.4 Omni (Green)	2,427 MHz	10 MHz
5.8 Omni (Purple)	5,805 MHz	20 MHz
PtP St. Francis (Orange)	5,835 MHz	20 MHz
PtP Coopers Corner (Blue)	5,200 MHz	20 MHz
PtP Cambridge (Yellow)	5,745 MHz	40 MHz
PtP Isanti PD (Aqua)	58,320 MHz	2,160 MHz
Old PtP Cambridge (Red)	Powered Off	
T-Mobile/Sprint (black)		

Proposed Isanti County Sheriff VHF Antenna Mounting Pipe (one of these two)

Each of the wireless tenants contacted by RFCC were provided with the specific technical data for the proposed Isanti County VHF antenna and transmitter as follows:

- ☐ 155.430 MHz, 12.5 KHz channel
- ☐ Spectra DB224 VHF Antenna, 6dB gain
- ☐ ~200 watts ERP
- ☐ 20-foot antenna height

A key technical element in this plan is that the proposed VHF antenna and transmitter operates in a completely different frequency spectrum than any of the wireless services on the water tower.

It was also noted that this VHF transmitter will not be operating "continuous duty" (as is the case with other wireless services) and will only be activated when emergency paging is needed, which is typically several times per day.

2. Wireless Tenant/Vendor Comments and Approvals

RFCC communicated with the various tenants via phone and email to discuss the proposed installation and project. All tenants stated "no concern" with the installation, and provided an email to confirm their approvals. The tenant contact information and a copy of each of these emails is provided as follows:

A. T-Mobile (formerly Sprint) Cellular:

- ☐ Primary point of Contact: Don Hartley; Don.Hartley@t-mobile.com; 1-815-404-8871
- ☐ Secondary point of Contact: Mazher Abdul Qayyum; Sr. Manager Engineering RF Deployment, Minneapolis Market; Mazher.Qayyum@T-Mobile.com 1-508-296-0541

Date: Wed 6/1/2022, 10:11 AM

Subject: RE: MS03NP737/A1N0705A - 601 East Dual Boulevard, Isanti, MINNESOTA 55040 - Interference Review

To: Rey Freeman; Salahuddin, Sajjad; Hartley, Don; 'Josi Wood'; Singh, Gurpreet; Kidwell

Hello Rey and Team

After reviewing this info, T-Mobile RF has no concerns with this installation and approves this. Please notify us once the Antenna installation is completed, so that we can review our noise floor for any significant changes. I appreciate that you are proactively notifying us and taking our input.

Thank you.

Mazher Abdul Qayyum
Sr. Manager, Engineering RF Deployment
Minneapolis Market
Phone: 508-296-0541
T-Mobile

B. Genesis Wireless:

- ☐ Primary point of Contact: Ryan Hagfors, Chief Technology Officer; ryan@genesiswireless.com; (320) 396-2990

Date: Tue 4/12/2022 9:15 AM
Subject: RFI Study for City of Isanti Water Tower
To: 'Rey Freeman', **Cc:** 'Dave Pieczynski'

Hi Rey,

The attached PDF outlines each of our radios on the Isanti water tower (photo with detail on previous page). The one with the red outline has recently been decommissioned and powered off. It used to be a link to a water tower in Cambridge that was recently taken down. We have a work order put in to remove it next time we're on that tower though.

I've never heard of VHF sources causing interference with 2.4GHz, 5GHz or 60GHz. I believe we're co-located on at least a couple towers that have VHF. There are also a couple high-power FM towers we're on that we don't experience any interference issues with. I'm on a Facebook group called "WISP Talk" (Wireless Internet Service Provider) and searched for VHF-related posts to see if others in the industry experienced interference. It doesn't appear to be an issue based on the comments I read.

Thank you,

genesis wireless

Ryan Hagfors, Chief Technology Officer
Genesis Wireless
205 SW 2nd St., Braham, MN 55006
(320) 396-2990, Braham local

C. WinWater Wireless:

- ☐ Primary point of Contact: Todd Phillips; (612) 723-5497

WinWater is planning to install a 900 MHz unlicensed remote meter reading system for the City of Isanti. This system will use Spread-spectrum frequency hopping technology in the 902-928 MHz frequency range, with an 8-foot omnidirectional antenna.

This proposed system was discussed with Mr. Phillips via phone on 5-11-2022; he stated "no concerns" with potential interference between the planned 900 MHz system and the proposed VHF antenna for Isanti County. This is expected again due to the significant frequency spectrum difference between the two wireless systems. No email was received from Mr. Phillips.

D. **Total Control Wireless**

☐ Primary point of Contact: Al Doberstein; (320) 396-4442

Total Control maintains a 450 MHz SCADA wireless system for the City of Isanti. RFCC was directed to contact Mr. Doberstein regarding this system. In a phone call on 5-11-2022 Mr. Doberstein advised that the antennas for this wireless system are not located on the water tank; they are on the water systems building adjacent to the water tower. As such, no interference is possible between the two systems.

3. **Other Technical Planning Considerations**

There are currently two unused mounting pipes on the water tower; either of these would support the proposed VHF antenna for Isanti County.

There appears to be open cable conduit stubs on the top of the tank for the routing of the single VHF transmission line from the antenna down through the tank to the transmitter location.

RFCC has not been involved in any planning or review of the specific location of the VHF repeater/transmitter at the base of the water tower. This will be coordinated by Granite Electronics, the radio system vendor who maintains the Isanti County radio system equipment. They will coordinate with the City when conducting this work.

4. **Summary and Recommendation**

Based on the technical information and feedback from the wireless vendors outlined in this report, as well as an understanding of the completely different radio frequency spectrums being used by the existing and proposed wireless services, we believe that no Radio Frequency Interference will be experienced by the installation of the VHF repeater and antenna for the Isanti County Sheriff's Office.

We recommend that the City of Isanti approve the proposed VHF system installation for Isanti County, which will allow this important public safety radio service to be implemented in the area.

Regards

Ray Freeman

RFCC, LLC
952-541-0747 Office/Cell

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: September 6, 2022
Subject: Approving Special Event Permit Application for Dual-A-Palooza

Background:
Pump Republic is a new weight lifting gym that is opening in the Dual Square Mall. They are requesting to hold a grand opening event in the grassy area at the mall. The event will be Saturday, October 1st from 10:00am-3:00pm. They plan on giving away free hotdogs, chips and drinks. Free will donations will be accepted to give to Isanti and Cambridge emergency response units. Pump Republic is also trying to get a few vendors to come out to the event.

The Dual Square Mall owner gave his blessing for holding the event on his property and all of the businesses in the mall have been notified.

Request:
Staff is requesting action on this item.

Attachments:
Res XXX- Approving SEP for Dual-A-Palooza
SEP Application

RESOLUTION 2022-XXX

APPROVING SPECIAL EEVENT PERMIT APPLICATION FOR "DUAL-A-PALOOZA"

WHEREAS, a new Isanti business, Pump Republic, is requesting to hold a grand opening event at the Dual Square Mall; and,

WHEREAS, a one-day event is scheduled to take place at the Dual Square Mall on Saturday, October 1st, 2022 from 10:00am-3:00pm; and,

WHEREAS, 75-100 people are estimated to attend the event; and,

WHEREAS, Pump Republic will be accepting free will donations for local emergency response units.

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 "Dual-A-Palooza";

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 6th day of September 2022.

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

This will come via email.

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:
  - ☐ License (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type
- ☐ Vendors will be present:
  - ☐ Mobile Food Unit App. (If not assuming vendor liability. Background check required)
  - ☐ 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: August 5, 2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Pump Republic, LLC

Contact Person: Kate Cornell

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone [redacted] Fax _____ Cell [redacted]

E-mail: [redacted]

Secondary Contact Person: Ryan Cornell

Address [redacted]

City [redacted] State: [redacted] Zip: [redacted]

Phone [redacted] Cell _____ E-mail: [redacted]

EVENT INFORMATION

Event Name: Dual-A-Palooza

Date(s) of Event: Saturday, October 1, 2022

Hours of Event: 10AM until 3PM

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

removed from request 8/23/22

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Fundraiser for emergency response units in Cambridge and Isanti, MN ~~lifting weights~~. Grand opening for Pump Republic. Free hot dogs, chips and drinks. Raffle for give-aways from the businesses at Dual Square Mall. We'll invite vendors to have pop-up tent stands on the grounds.

Proposed Location of the Event (be specific, site map also required):
The Dual Square Mall participating businesses @ 401 E Dual Blvd NE, including the parking lot and the grassy area.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
About 75 to 100 people in attendance

Parking Impact – Describe in detail:
Adquate parking spaces exist in the Dual Square Mall parking lot

Tents, equipment, amusement rides, etc.
Type: Pop Up Tents 12 x 12
Size:
Location: Grassy area beside the building

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.

The mall has 2 restrooms inside 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).
Not applicable

Clean-up Plans – Describe in detail:
Throw away paper plates and cups into garbage bags and place in the mall dumpster

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:
~~Hopefully challenges between the firefighters and law enforcement~~ Removed from request on 8/23/22

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?
Donations for the emergency responders will be accepted.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Parks, Recreation and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: Email Approval Attached

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: Jaden Strand
Sent: Tuesday, August 23, 2022 12:19 PM
To: Isanti Parks
Subject: FW: Permit for a Special Event
Attachments: Revised special event permit - DualaPalooza.pdf

Jordan,
Please see attached.

Thank you,

Jaden Strand
City Clerk

City of Isanti
110 1st Ave NW, Isanti, MN 55040
Office: (763) 762-5759 | Fax: (763) 444-5560

From: Kate Cornell <Admin@pumprepublic.com>
Sent: Tuesday, August 23, 2022 12:05 PM
To: Jaden Strand <jstrand@cityofisanti.us>; relicsandwares@gmail.com; Ryan Cornell <rcornell@pumprepublic.com>; Hhannah2017@gmail.com; BCORNELL@pumprepublic.com
Subject: Re: Permit for a Special Event

Hi Jaden,

Attached please find our revised special event request. We have removed the competitions between the firefighters and police as per a request from Alan.

On Sat, Aug 6, 2022 at 3:59 PM Kate Cornell <Admin@pumprepublic.com> wrote:

> Jaden,
>
> Attached please find our electronic application for our Special Event, the Dual-A-Palooza! Also attached are the site map, insurance information, and the proof that we've sent emails or letters to businesses within 350 feet of our location. The final, signed application is in the mail with the $100 deposit check for the cleanup. Also, I have requested the written approval from the property management company and will forward upon receipt.
>
> Our insurance is effective on 01Sep22, well in time for the event. If additional information is needed from our insurance agent, please contact:
> Michael Anthony
> Account Manager/ Direct: (323) 408-1754
> info@nexoins.com

Notification - Jimmys Pizza

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, August 25, 2022 7:47 AM
To: Isanti Parks
Subject: Re: SEP Application - Pump Republic 10/1/22

Isanti Fire approves the revised SEP application for the 10/1/22 Pump Republic as presented on 8/24/22.

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

On Aug 24, 2022, at 10:56 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Attached is a revised event app from Pump Republic with removal of the challenges between Fire and Police.

Jordan Clementson
Parks, Recreation & Events Coordinator

<image001.jpg> CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 11:08 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Pump Republic 10/1/22

Please see attached Special Event Application from Pump Republic for their grand opening on 10/1/22. Please approve or give comments by this Wednesday 8/10/22 to get it on the City Council agenda for 8/16/22.

Thanks,

Jordan Clementson

Isanti Parks

From: Travis Muyres
Sent: Tuesday, August 9, 2022 7:56 AM
To: Isanti Parks
Subject: Re: SEP Application - Pump Republic 10/1/22

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, August 8, 2022 11:07 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Pump Republic 10/1/22

Please see attached Special Event Application from Pump Republic for their grand opening on 10/1/22. Please approve or give comments by this Wednesday 8/10/22 to get it on the City Council agenda for 8/16/22.

Thanks,

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Matt Sylvester
Sent: Wednesday, August 24, 2022 10:59 AM
To: Isanti Parks
Subject: RE: SEP Application - Pump Republic 10/1/22

I approve.

Thanks!

Matt Sylvester
City of Isanti
Public Services Director
Office (763) 762-5757
Work (763)444-0459
Cell (763) 772-5850

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Wednesday, August 24, 2022 10:56 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: RE: SEP Application - Pump Republic 10/1/22

Attached is a revised event app from Pump Republic with removal of the challenges between Fire and Police.

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 11:08 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Pump Republic 10/1/22

Please see attached Special Event Application from Pump Republic for their grand opening on 10/1/22. Please approve or give comments by this Wednesday 8/10/22 to get it on the City Council agenda for 8/16/22.

Thanks,

Isanti Parks

From: Stephanie Hillesheim
Sent: Monday, August 8, 2022 11:34 AM
To: Isanti Parks
Subject: RE: SEP Application - Pump Republic 10/1/22

Jordan,

I approve of this SEP. We will need a list of vendors, as well as a temporary sign permit application if any additional signage will be posted for the event.

Thanks,

Stephanie Hillesheim
Community Development Director

City of Isanti
110 1st Ave NW, Isanti, MN 55040
City Hall: (763) 444-5512 | Fax: (763) 444-5560
Office: (763) 762-5761 | Mobile: (763) 453-4592

NOTICE: This e-mail (including attachments) is covered by the electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521; This email may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you.

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, August 8, 2022 11:08 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Pump Republic 10/1/22

Please see attached Special Event Application from Pump Republic for their grand opening on 10/1/22. Please approve or give comments by this Wednesday 8/10/22 to get it on the City Council agenda for 8/16/22.

Thanks,

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

Isanti Parks

From: Josi Wood
Sent: Thursday, August 25, 2022 11:32 AM
To: Isanti Parks
Subject: Re: SEP Application - Pump Republic 10/1/22

Approved

Thank you,
Josi

City Administrator
City of Isanti
(763) 762-5756
jwood@cityofisanti.us

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Wednesday, August 24, 2022 11:56:27 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: RE: SEP Application - Pump Republic 10/1/22

Attached is a revised event app from Pump Republic with removal of the challenges between Fire and Police.

Jordan Clementson
Parks, Recreation & Events Coordinator
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754
Cell: (763) 402-0482

From: Isanti Parks
Sent: Monday, August 8, 2022 11:08 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Josi Wood <JWood@cityofisanti.us>
Subject: SEP Application - Pump Republic 10/1/22

Please see attached Special Event Application from Pump Republic for their grand opening on 10/1/22. Please approve or give comments by this Wednesday 8/10/22 to get it on the City Council agenda for 8/16/22.

Thanks,

Jordan Clementson
Parks, Recreation & Events Coordinator

Isanti Parks

From: Kate Cornell <Admin@pumprepublic.com>
Sent: Wednesday, August 17, 2022 5:07 PM
To: Jaden Strand; Stephanie Hillesheim; Isanti Parks
Subject: Fwd: Dual-A-Palooza

Here is the approval from John for the Dual-A-Palooza. Please let me know if you have any questions.

Thanks!

---------- Forwarded message ---------
From: **John** <John@bullseye411.com>
Date: Tue, Jul 26, 2022 at 8:21 AM
Subject: RE: Dual-A-Palooza
To: Kate Cornell <Admin@pumprepublic.com>, twardy <michelle@bullseye411.com>
Cc: Grant Wolfe <grantwolfe867@gmail.com>, Ryan Cornell <rcornell@pumprepublic.com>, Bill Cornell <cornellmarcom@gmail.com>

I think that is a great idea. I can forward your communication to all the tenants if you want me to. Do you want me to give all the tenants your contact information in my email to them?

I suggest you reach out to the tenants as well, particularly Amy from Rockstad and Relics. She may have some ideas to make it even better.

John Twardy
Broker®

Tel: (763) 314-0398
Main: (763) 295-6566

35 Lake Street S #500
Big Lake, MN 55309

Bullseye
Property Management
Realty · Leasing · Sales

Bullseye Property Management & Realty is a licensed real estate company specializing in sales, property management, and leasing services for residential and commercial properties.

We can help with: Single-Family Homes, Town Homes, Condos, Apartments, Homeowner Associations, Retail/Office/Warehouse.

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Kate Cornell <Admin@pumprepublic.com>
Sent: Monday, July 25, 2022 6:08 PM
To: twardy <michelle@bullseye411.com>; John <John@bullseye411.com>
Cc: Grant Wolfe <grantwolfe867@gmail.com>; Ryan Cornell <rcornell@pumprepublic.com>; Bill Cornell <cornellmarcom@gmail.com>
Subject: Dual-A-Palooza

Michelle and John,

So we're kind of in a waiting mode, waiting for the supply chain to free up our darn showers. That leaves us free to think about the Grand Opening.

Along those lines, we're considering having a festival that could occur annually, rather than simply a grand opening. We would need for the owner to agree, and for the other businesses to play, but here are some of our ideas:

- Food trucks. Can't have a festival without food trucks
- Pop ups - People who have services or crafts can set up their pop up tents and sell their wares
- Competition - Fundraiser for the First Responders
    - Isanti Sheriffs vs. the Cambridge Police
    - Isanti Fire Dept vs. the Cambridge Fire Dept
    - Winners take the donations
    - All participants get a free month at the gym
- Shriners, Scottish Rite, Knights of Columbus, and whoever, each team can be given an hour to come up with an 'event' for a fundraiser for their slotted time.
- RAFFLE! We'll give items from the mall as give-aways, and collect names and email addresses for us and our Dual neighbors.

Is this annual event something that the owner would be excited about? I'll bet that we could drum up some radio and print advertisements for it. Maybe we could put this together by October 1st.

Let us know your thoughts! =)

Bill, Kate, Ryan, Hannah and Grant

Data Practices Advisory
Tennessen Warning – Special Event Permit

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statues and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

NEXO | INSURANCE SERVICES

Insurance that covers you and your gym.

Focus on training – we will handle the insurance.

(310) 937-2007

info@nexoins.com

TRUSTED BY OVER 10,000 GYMS

"Matt Lessard went way out of his way to help us. The service was fast, friendly, and thorough. This online application for workers' compensation insurance was really painless, too. Thank you!"

Tome Van Deinse
Grand Traverse Bay Gymnastics.

"We have been using Nexo since we opened our affiliate. Service and response has always been amazing! They assist you within hours if not minutes, staff is always friendly and willing to help! Will recommend to anyone in a heartbeat!"

Michelle Egred.
DM Fitness, LLC.

"Nexo has always been just a call away and ready to meet the needs of our operation. Through changes and expansions they have answered all questions and done what our wellness operation needs."

Fulcrum Fitness LLC

" I started with your company last year. The two people I talked to went to great lengths to find me the right insurance at a reasonable cost, while my local agent whom I had dealt with for many years wouldnt lift a finger to help me. We also love that you specialize in our industry - health and fitness. Thank you!"

- Van Deinse Enterprises, LLC

"You all have incredible rates, quick response times, and actually pay attention to the context of our business. You are the helpers a business wishes it had for every type of service it needs."

Jonathan Roberts
Evolve United LLC

NEXO

Commercial General Liability

Insurer: Great American Insurance Group
Policy Term: 7/18/2022 – 7/18/2023

Named Insured & Mailing Address

Pump Republic, LLC 19108 Marinda Cir Omaga, NE 68130

Coverages & Limits:

$3,000,000 General Aggregate
$3,000,000 Products/Completed Operations Aggregate
$3,000,000 Personal/Advertising Injury
$3,000,000 Each Occurrence
$3,000,000 Damage to Rented Premises
$3,000,000 Medical Payments
$3,000,000 Professional Liability per Occurrence
$3,000,000 Professional Liability Aggregate
$3,000,000 Sexual Abuse and Molestation per Occurrence
$3,000,000 Sexual Abuse and Molestation Aggregate
$3,000,000 Hired and Non-Owned Auto
$3,000,000 Employment Practices Liability, general and each claim

Deductible: $0.00 N/A

Covered Location: 401 E Dual Blvd NE, Suite 106, Isanti, NE 55040

Common & Commercial Liability Policy Forms & Exclusions:

CG0001	Coverage Form
IL0017	Common Conditions
IL0021	Nuclear Energy Liability Exclusion
IL7069	Asbestos Exclusion
IL7268	In Witness Clause
IL7324	Economic & Trade Sanctions Clause
IL0259	NE State Forms
CG2106	Access or Disclosure Exclusion
CG2011	Optional Additional Insured - Managers or Lessors of Premises
CG2029	Optional Additional Insured - Grantor of Franchise
CG2147	Employment Related Practices Exclusion
CG8361	Silica or Related Dust Exclusion

CG2167	Fungi or Bacteria Exclusion
CG2171	Exclusion of Other Acts of Terrorism; Cap On Losses From Terrorism
CG2176	Exclusion of Punitive Damages Related To Terrorism
CG2276	Professional Liability Exclusion - Health or Exercise Clubs
CG2426	Amendment of Insured Contract Definition
CG8361	Silica or Related Dust Exclusion
CG8366	Nuclear, Biological, Or Chemical Exclusion
CG8440	Coordination of Limits Exclusion
CG8449	Damage to Rented Premises - Increased Limit
CG8565	Sexual Abuse and Molestation Coverage Form
CG8710	Professional Liability Insurance
CG8974	Additional Insured - Professional Liability - Automatic Status When Required in Written Agreement
CG9007	Medical Payments Coverage Athletics Activities Amendatory Endorsement
CG9082	Exclusion - Professional Services
CG9083	Exclusion – Sexual Abuse and Molestation

Accident Coverage

Insurer: Great American Insurance Group
Policy Term: Concurrent with Liability Policy

Coverages & Limits:

$25,000	Accidental Medical Expense (per Participant, per Accident)
None	Accidental Medical Expense Aggregate
$500	Accidental Dental Expense
$0.00 N/A	Deductible
52 Weeks	Benefit Period
Full Excess	Plan Type
$5,000	Accidental Death & Dismemberment & Paralysis
$5,000	Accidental Paralysis
$100,000	Accidental Death & Dismemberment and Paralysis (aggregate)

Eligible Persons: All registered member participants of the Policyholder; All registered Special Event participants of the Policyholder.

Property Coverage

Insurer: Great American Insurance Group
Policy Term: Concurrent with Liability Policy

Coverages & Limits:

$60,000	Business Personal Property Limit
$25,000	Business Income and Extra Expense Limit
$500	Deductible, per claim
90%	Coinsurance
ACV	Property Valuation
Included	Plate Glass Coverage

Flood and Earthquake coverage are not included

Property Policy Forms & Exclusions available upon request.

Premium Calculation

Coverages	Annual Premiums
Commercial Liability	$1,501.11
Commercial Property (Optional)	$637.50
Participant Accident Insurance (Optional)	$340.00
Broker Fee	$200.00
Total Amount Due	**$2,678.61**

Fees are 100% fully earned.

MINIMUM RETAINED PREMIUM APPLIES IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.

Interested in a Payment Plan?

Pay as little as $695.72 down with 9 monthly installments of approximately $233.36.

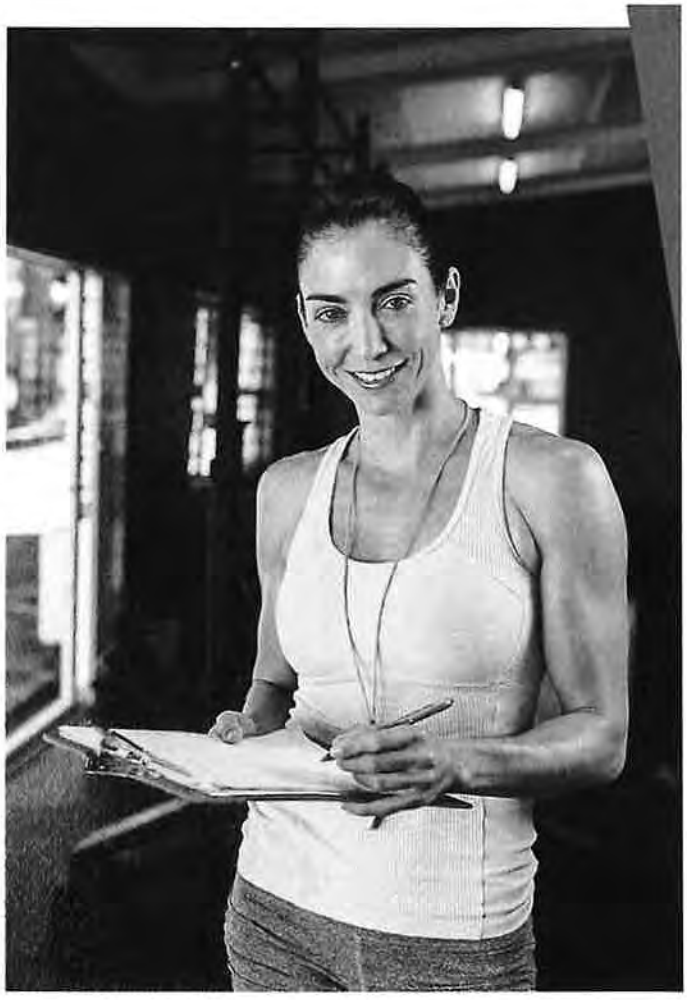
Registration and payment are easy with a convenient online portal to keep track of yourpast payments and upcoming installments.

Set up Automatic Debit online – an easy way to make on-time payments!

Other payment options include:

- Check or Money Order via Lockbox
- Check via mail, phone or fax
- Cash via Western Union
- Online ACH or credit card payments

If you are interested or would like more information, please let us know!



Dual - A-Palooza Event

To

Bcc unhinged.diecast@gmail.com × nickanddrewsdiscountfoods@gmail.com × countrysidecuts@outlook.com ×
isantipetclinic@gmail.com × urbanshardware@hotmail.com × Info@IsantiRental.com ×

Cc

Dual - A-Palooza Event

Pump Republic

401 E Dual Blvd NE, Ste 106
Isanti, MN 55040
763-200-1082
rcornell@pumprepublic.com

August 5, 2022

Dear Neighbors,

Pump Republic is sponsoring an event at Dual Square Mall on Saturday, October 1st, 2022. This event is the Dual-A-Palooza and is a fundraising event for Cambridge and Isanti emergency responders. Because you are our neighbor, we wanted to ensure that you were aware.

The Dual-A-Palooza will begin at 10AM and end at 3PM at 401 E Dual Blvd NE. We would love to have you stop by!

Best regards,

Ryan Cornell
Owner/Operator, Pump Republic

Physical letters were sent to the following. An example of the letter is on the next page.

Notification - Paw Spa	me	7:09 PM me	760 KB
Notification - Meadows Edge Apartments	me	7:34 PM me	760 KB
Notification - Kwik Trip #1019	me	7:31 PM me	760 KB
Notification - Jimmys Pizza	me	7:08 PM me	390 KB
Notification - Anytime Fitness	me	7:32 PM me	760 KB

Pump Republic

401 E Dual Blvd NE, Ste 106
Isanti, MN 55040
763-200-1082
rcornell@pumprepublic.com

August 5, 2022

Paw Spa
401 Dual Sq Mall, #114
Isanti, MN 55040

Dear Neighbors,

Pump Republic is sponsoring an event at Dual Square Mall on Saturday, October 1st, 2022. This event is the Dual-A-Palooza and is a fundraising event for Cambridge and Isanti emergency responders. Because you are our neighbor, we wanted to ensure that you were aware.

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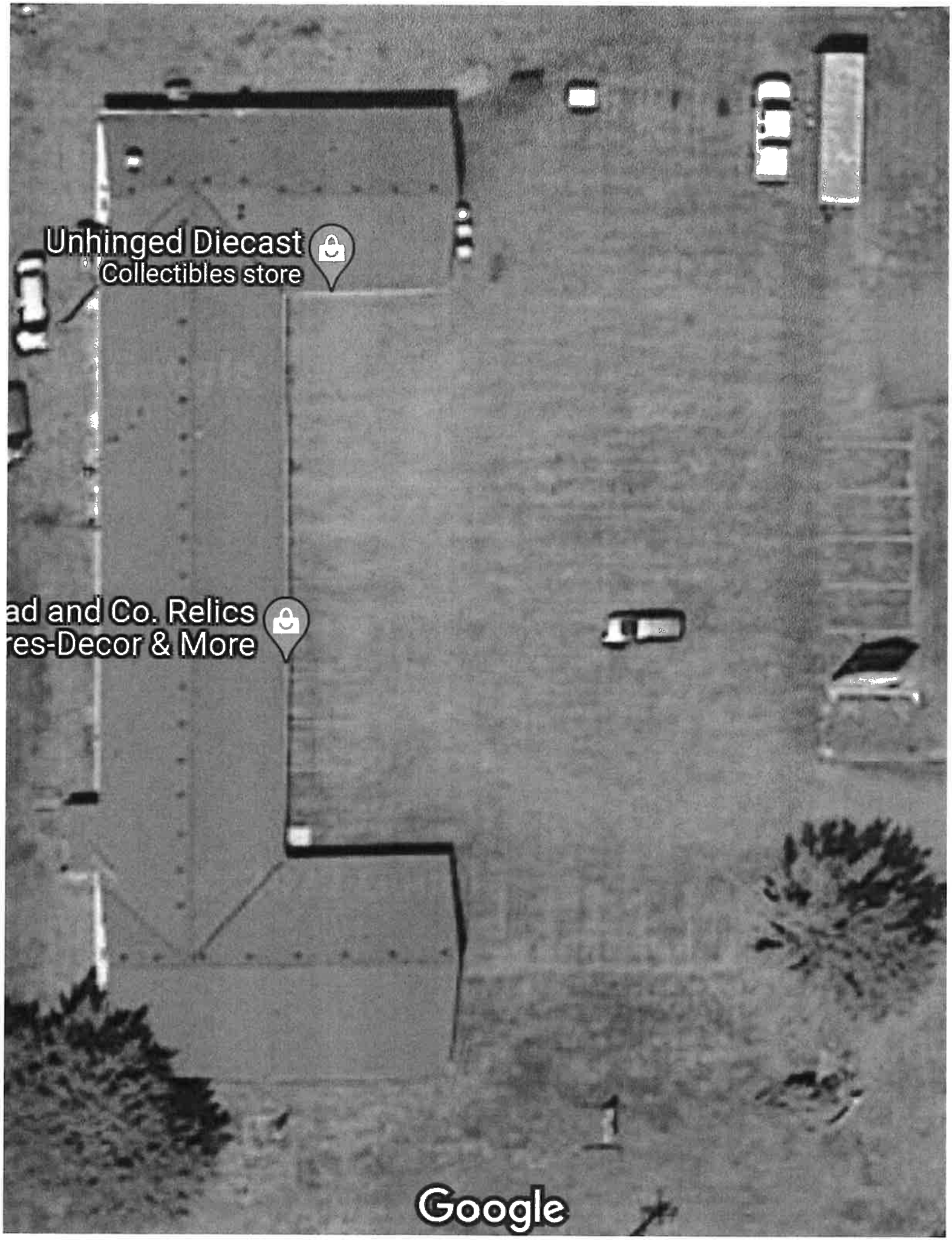
Best regards,

Ryan Cornell

Ryan Cornell
Owner/Operator, Pump Republic


Unhinged Diecast
Collectibles store
ad and Co. Relics
res-Decor & More
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A Community For Generations.
Isanti

MEMO

To: **Mayor Johnson & City Council Members**
From: Finance Director Betker
Date: September 6th 2022
Subject: 2023 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $4,042,954 and reflects an increase in the preliminary taxable market value for 2023 of 26.12%. The city will receive updated property tax values from the County in December.

The proposed preliminary property tax rate is 57.61%. A decrease of 2.37% from 2022. The 15-year average tax rate from 2008 thru 2022 is 66.70%

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 an estimated COLA for 2023 due to ongoing labor negotiations 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 2022 and any necessary inflationary factor was applied.
Health Insurance is projected to increase 15.0%. Final renewal numbers on Health Insurance scheduled to be available early October.

The following has been updated since the last budget work session

DESCRIPTION	ACCT	FROM	TO	CASH
Cell Tower Lease Termination	101-34115	$ 66,700	$ 43,200	$ (23,500)
Certified LGA Update	101-33401	$ 835,277	$ 829,918	$ (5,359)
Liquor Store AED	609-49750-210	$ 6,000	$ 7,600	$ (1,600)
Dynamic Sign (2024 CIP)	609-49750-500			$ -
Dynamic Sign (2024 CIP)	920-41941-500			$ -
Picnic Tables (2)	920-45300-500	$ 465,997	$ 468,197	$ (2,200)
Council Chamber Speakers (2024 CIP)	920-41110-500			

Current Action:
Consider Resolution Setting the 2023 Final Budget and Levy Meeting
Consider Resolution Approving the 2023 Preliminary General Fund Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2022 Tax Levy Collectible in 2023 for the City of Isanti

Attachments:
2023 Preliminary Budget
Resolution Setting the 2023 Final Budget and Levy Meeting
Resolution Approving the 2023 Preliminary General Fund Budget for the City of Isanti
Resolution Adopting the Proposed 2022 Tax Levy Collectible in 2023 for the City of Isanti

2023 Preliminary Budget & Levy Adoption

September 6th 2022

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**

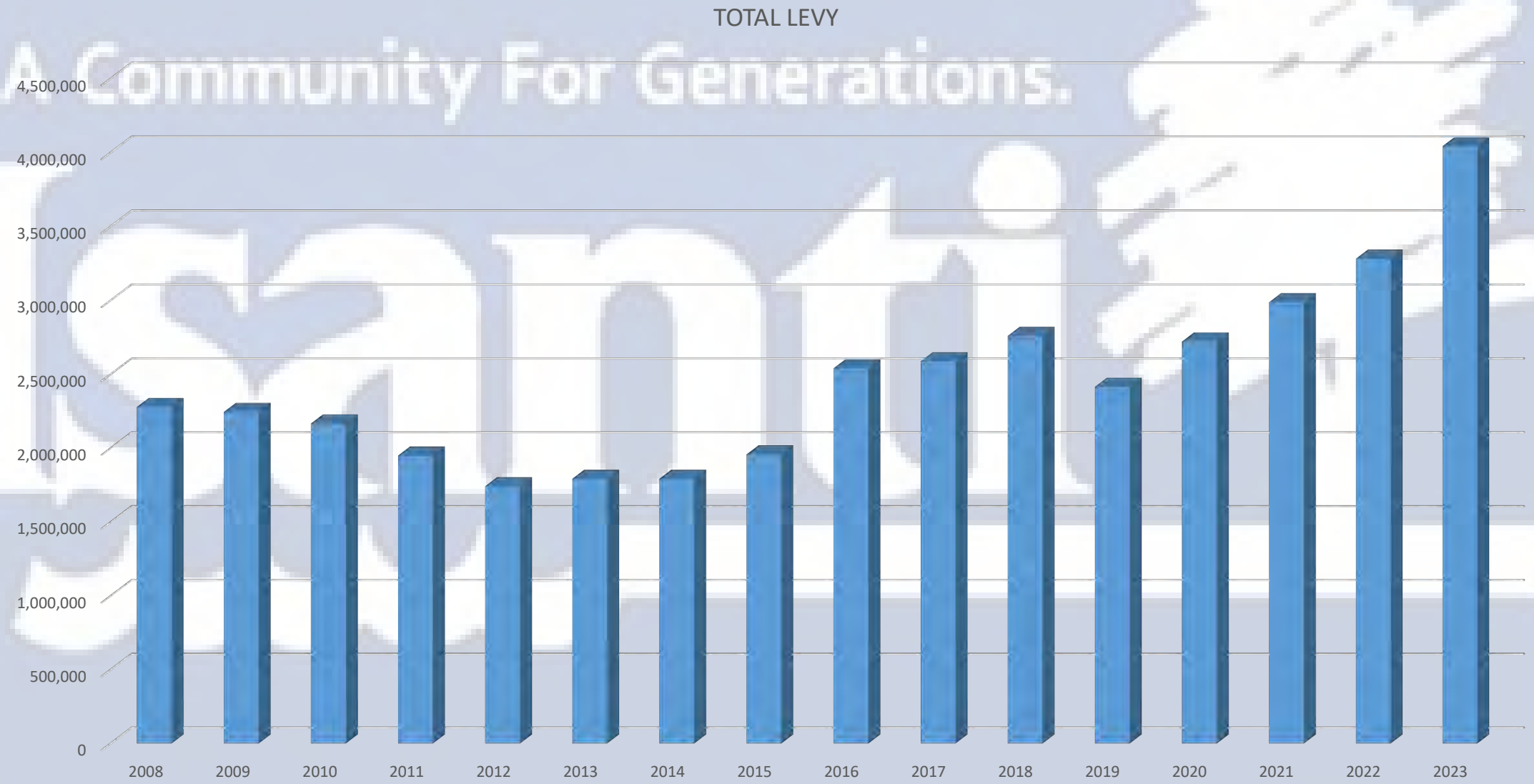
Proposed Levy

LEVY	2022	2023
GENERAL FUND LEVY (101)	**$ 2,150,000**	**$ 2,875,000**
CAPITAL MAINT. LEVY (920)	**$ 451,900**	**$ 465,500**
STREET CONST. LEVY (425)	**$ 295,000**	**$ 307,000**
EDA LEVY (108)	**$ 98,038**	**$ 122,375**
ABATEMENT LEVY (101)	**$ 13,763**	**$ 14,112**
DEBT SERVICE LEVY	**$ 273,150**	**$ 258,967**
931 - 2014A TAX ABATEMENT	$ 223,821	$ 210,630
932 - 2014B GO BOND	$ 49,329	$ 48,337
TOTAL LEVY	**$ 3,281,851**	**$ 4,042,954**

Proposed Tax Rate

	2023	2022	CHANGE FROM PRIOR
TAX RATE	**57.611%**	**59.012%**	**-2.37%**
AVG. TAX RATE - 2008-2022	66.702%		
% ABOVE (+) / BELOW (-) AVG.	-13.63%		

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

2023 Preliminary Budget

September 6, 2022

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	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	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	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	1.12%	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	3,903,681	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	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	3,803,937	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)	**1,820,001**	**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	26,951														
2000 GO REFUNDING															
2003 GO BOND	168,000	160,000	160,000												
2004 GO BOND	110,000	110,000	115,000												
2006 GO BOND	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 - 2021A 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	**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	**2,278,024**	**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	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	$ 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	$ 294,688
CERTIFIED TAX RATE	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%	59.012%

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
ESTIMATED MARKET VALUE	674,987,800	708,737,190	744,174,050	781,382,752	820,451,890	861,474,484	904,548,208	949,775,619	997,264,400	1,047,127,620	1,099,484,001	1,154,458,201	1,212,181,111	1,272,790,166
TAXABLE MARKET VALUE	627,738,654	659,125,587	692,081,866	726,685,959	763,020,257	801,171,270	841,229,834	883,291,325	927,455,892	973,828,686	1,022,520,121	1,073,646,127	1,127,328,433	1,183,694,855
% CHANGE FROM PRIOR	26.12%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
OVERALL CLASS RATE	1.12%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%
TAX CAPACITY	7,030,673	7,448,119	7,820,525	8,211,551	8,622,129	9,053,235	9,505,897	9,981,192	10,480,252	11,004,264	11,554,477	12,132,201	12,738,811	13,375,752
TAX INCREMENT CAPTURED	13,000													
ADJUSTED TAX CAPACITY	7,017,673	7,448,119	7,820,525	8,211,551	8,622,129	9,053,235	9,505,897	9,981,192	10,480,252	11,004,264	11,554,477	12,132,201	12,738,811	13,375,752
GENERAL FUND LEVY (101)	**2,875,000**	**2,990,000**	**3,109,600**	**3,233,984**	**3,363,343**	**3,672,877**	**3,819,792**	**3,972,584**	**4,131,487**	**4,296,747**	**4,468,617**	**4,647,361**	**4,833,256**	**5,026,586**
CAPITAL MAINT. LEVY (920)	**465,500**	**479,500**	**493,900**	**508,700**	**524,000**	**539,700**	**555,900**	**572,600**	**589,800**	**607,500**	**625,700**	**644,500**	**663,800**	**683,700**
STREET CONST. LEVY (425)	**307,000**	**319,000**	**332,000**	**345,000**	**359,000**	**373,000**	**388,000**	**404,000**	**420,000**	**437,000**	**454,000**	**472,000**	**491,000**	**511,000**
EDA LEVY (108)	**122,375**	**128,494**	**134,919**	**141,665**	**148,748**	**156,185**	**163,995**	**172,194**	**180,804**	**189,844**	**199,336**	**209,303**	**219,768**	**230,757**
ABATEMENT LEVY (101)	**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 - 2021A TAX ABATEMENT	210,630	201,705	203,385	204,960	216,930	212,835	203,490							
932 - 2014B GO BOND	48,337													
DEBT SERVICE LEVY	**258,967**	**201,705**	**203,385**	**204,960**	**216,930**	**212,835**	**203,490**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL LEVY	**4,042,954**	**4,132,624**	**4,285,672**	**4,443,435**	**4,618,259**	**4,957,795**	**5,131,177**	**5,121,378**	**5,322,091**	**5,531,091**	**5,747,653**	**5,973,165**	**6,207,824**	**6,452,043**
% CHANGE FROM PRIOR	23.19%	2.22%	3.70%	3.68%	3.93%	7.35%	3.50%	-0.19%	3.92%	3.93%	3.92%	3.92%	3.93%	3.93%
$ CHANGE FROM PRIOR	$ 761,104	$ 89,670	$ 153,048	$ 157,763	$ 174,824	$ 339,536	$ 173,381	$ (9,799)	$ 200,713	$ 209,000	$ 216,562	$ 225,511	$ 234,660	$ 244,219
CERTIFIED TAX RATE	57.611%													
TAX RATE	57.611%	55.485%	54.800%	54.112%	53.563%	54.763%	53.979%	51.310%	50.782%	50.263%	49.744%	49.234%	48.732%	48.237%
% CHANGE FROM PRIOR	-2.37%	-3.69%	-1.23%	-1.26%	-1.01%	2.24%	-1.43%	-4.94%	-1.03%	-1.02%	-1.03%	-1.03%	-1.02%	-1.02%

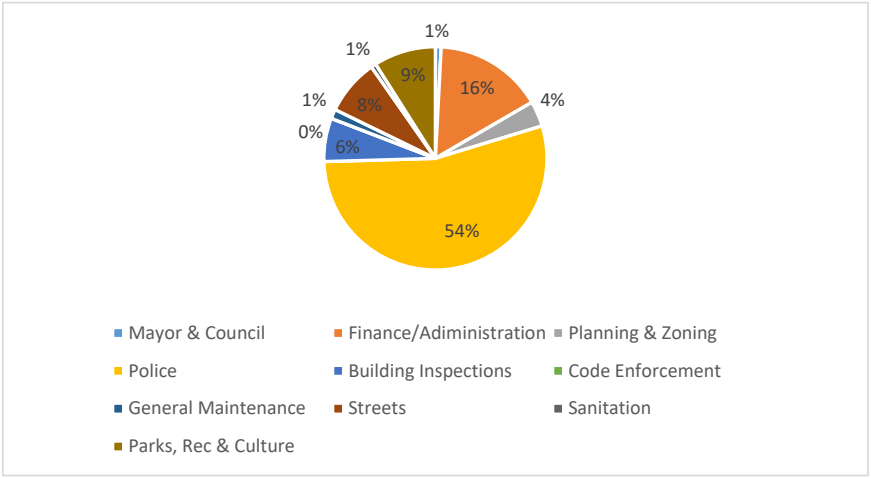
Bond Issue	Fund	Original Amount	12/31/2021 Cash	(LESS) 2022 Debt Payment	ADD 2022 Levy	ADD 2022 Assessments	PROJECTED 12/31/2022 Cash	12/31/2022 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	49,521	-	-		0	-
2011A GO Improvement	930	790,000	37,229	(91,125)	-	59,108	5,213	-
2021A GO Tax Abatement Bonds	931	2,560,000	79,511	(18,063)	223,821	-	285,270	1,564,150
2014B General Obligation Bonds	932	390,000	10,738	(47,408)	49,329	-	12,660	139,433

Bond Issue	Fund	12/31/2022 P & I Remaining	PROJECTED 12/31/2022 Cash	(LESS) 2023 Debt Payment	ADD 2023 Levy	ADD 2023 Assessments	PROJECTED 12/31/2023 Cash	12/31/2023 P & I Remaining
2010B GO Improvement Refunding	929	-	0	-	-	-	0	-
2011A GO Improvement	930	-	5,213	-	-	-	5,213	-
2021A GO Tax Abatement Bonds	931	1,564,150	285,270	(192,250)	210,630	-	303,650	1,371,900
2014B General Obligation Bonds	932	139,433	12,660	(46,508)	48,337	-	14,489	45,518

Bond Issue	Fund	12/31/2023 P & I Remaining	PROJECTED 12/31/2023 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	-	0	-	-	282,392	282,392	Dec-21
2011A GO Improvement	930	-	5,213	-	-	-	5,213	Feb-22
2021A GO Tax Abatement Bonds	931	1,371,900	303,650	(1,371,900)	1,243,305	-	175,055	Feb-30
2014B General Obligation Bonds	932	45,518	14,489	(45,518)	48,337	-	17,309	Feb-24

Total General Fund Wages and Benefits Allocated by Department:

Mayor & Council	$	26,834	1%
Finance/Adiministration	$	508,896	16%
Planning & Zoning	$	118,672	4%
Police	$	1,748,474	54%
Building Inspections	$	202,862	6%
Code Enforcement	$	-	0%
General Maintenance	$	44,299	1%
Streets	$	259,923	8%
Sanitation	$	23,692	1%
Parks, Rec & Culture	$	289,855	9%
Total	**$**	**3,223,506**	



Total Wages and Benefits Allocated by Fund:

101	$	3,223,506	68%
108	$	64,125	1%
601	$	388,153	8%
602	$	465,836	10%
603	$	79,110	2%
609	$	548,185	11%
Total	**$**	**4,768,916**	

Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
TAXES		2,910,412	2,187,663	1,918,132	1,878,203	1,859,747	1,844,384
LICENSES/PERMITS		285,525	388,500	350,800	351,751	448,614	348,118
INTERGOVERNMENTAL		1,019,918	1,003,593	1,008,198	1,017,502	1,288,115	789,776
CHARGES FOR SERVICES		165,425	199,400	203,475	179,380	129,488	230,468
FINES AND FORFEITURES		35,800	38,850	53,050	33,284	32,756	52,502
MISCELLANEOUS		35,850	51,400	35,850	25,662	68,470	74,537
TRANSFERS IN		350,000	360,481	486,400	486,400	451,176	369,150
GENERAL FUND REVENUES		**4,802,930**	**4,274,890**	**4,018,487**	**3,972,182**	**4,278,366**	**3,708,935**
COUNCIL		44,550	40,064	38,719	35,679	40,038	36,025
ELECTIONS		-	10,700	200	1,436	10,030	154
FINANCIAL ADMINISTRATION		626,431	592,270	561,411	541,295	515,328	490,416
SPECIAL PROJECTS		-	-	-	367	56,125	130,053
PLANNING AND ZONING		170,075	160,478	150,093	138,485	133,373	86,632
MUNICIPAL BUILDING		50,835	38,140	39,654	49,593	38,153	54,234
POLICE ADMINISTRATION		2,033,850	1,863,451	1,743,607	1,683,863	1,411,553	1,397,350
FIRE PROTECTION		304,300	273,600	257,990	253,972	244,229	234,663
BUILDING INSPECTION ADMIN		293,990	278,382	192,707	223,386	398,040	351,585
CODE ENFORCEMENT		-	-	12,383	11,369	11,393	45,863
CIVIL DEFENSE		2,140	2,140	2,140	2,140	2,140	4,280
ANIMAL CONTROL		4,110	3,095	3,091	3,000	3,071	1,568
GENERAL CITY MAINTENANCE		66,480	60,995	58,436	53,649	45,824	43,426
HWYS, STREETS, & ROADS		453,510	424,054	382,949	329,138	344,865	395,418
STREET LIGHTING		56,100	53,500	51,130	58,434	53,811	48,239
SANITATION ADMINISTRATION		31,600	26,450	24,875	23,633	23,023	17,060
PARK,REC,CULTURE		447,635	406,920	371,307	338,477	333,074	319,906
DEBT SERVICE (GENERAL)		-	-	-	-	-	-
TRANSFERS		50,825	25,765	28,944	-	-	152,284
IMPROVEMENT FUNDS		-	-	-	-	-	75,000
MISCELLANEOUS		15,460	14,885	13,852	14,986	363,183	124,229
GENERAL FUND EXPENDITURES		**4,651,891**	**4,274,889**	**3,933,488**	**3,762,902**	**4,027,252**	**4,008,386**
NET INCOME / (LOSS)		**151,039**	**1**	**84,999**	**209,280**	**251,114**	**(299,451)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ	EQ	Unreserved Fund Balance			45,003	(37,418)			
101-31000	R		General Property Taxes		$ 2,889,112	2,163,763	1,894,132	1,862,071	1,837,298	1,796,472
101-31001	R		General Prop Taxes-Delinq		$ 19,100	20,500	20,300	15,856	21,118	42,685
101-31801	R		Tax Forfeited Sales		$ 900	1,600	2,000	5	-	1,891
101-31900	R		Penalties and Interest DelTax		$ 1,300	1,800	1,700	270	1,331	3,337
		TOTAL	**TAXES**		**2,910,412**	**2,187,663**	**1,918,132**	**1,878,203**	**1,859,747**	**1,844,384**
101-32100	R		Business Licenses/Permits		$ 13,250	13,000	12,500	2,350	13,985	13,435
101-32200	R		Non-Business Licenses/Permits		$ 7,725	8,500	8,500	3,925	11,490	7,750
101-32210	R		Building Permit Fee		$ 150,000	200,000	175,000	197,056	235,980	174,440
101-32211	R		Plan Check Fee-Bldg.Permit		$ 70,000	110,000	98,000	93,582	131,611	97,651
101-32212	R		Plumbing Fee-Bldg.Permit		$ 10,500	13,750	12,500	12,206	11,869	12,241
101-32213	R		Mechanical Fee-Bldg.Permit		$ 9,000	13,250	13,250	12,934	13,359	13,181
101-32214	R		Fireplace Fee-Bldg.Permit		$ -	-	-	-	-	-
101-32215	R		Septic Fee		$ -	-	-	-	-	-
101-32216	R		S/W Connection Fee		$ 2,250	3,000	3,000	3,038	3,563	3,075
101-32217	R		Sprinkler Fee		$ -	200	250	-	-	-
101-32218	R		License Verification Fee		$ 1,500	1,500	1,000	1,190	2,280	920
101-32219	R		Electrical Permit		$ 18,000	22,000	23,000	21,981	21,059	21,506
101-32240	R		Animal Licenses		$ 2,500	2,500	3,000	2,565	2,520	2,970
101-32250	R		Special Vehicle Permit		$ 800	800	800	925	900	950
		TOTAL	**LICENSES/PERMITS**		**285,525**	**388,500**	**350,800**	**351,751**	**448,614**	**348,118**
101-33100	R		Federal Grants and Aids		$ 21,000	40,800	79,667	83,667	417,121	8,102
101-33400	R		State Grants and Aids		$ -	-	-	-	-	-
101-33401	R		Local Government Aid		$ 829,918	799,088	780,176	780,176	740,876	635,435
101-33403	R		LGA-Market Value Credit		$ -	-	150	35	70	164
101-33404	R		PERA Rate Increase Aid		$ -	1,205	1,205	-	-	1,205
101-33416	R		Police Training Reimbursement		$ -	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		$ 75,000	75,000	69,000	69,272	73,844	67,155
101-33422	R		Other State Aid Grants		$ -	-	-	2,807	-	-
101-33423	R		POST Training Aid		$ 10,000	6,500	6,000	10,304	6,586	5,965
101-33424	R		Police State Aid		$ 84,000	81,000	72,000	71,242	49,618	71,750
101-33600	R		County Grants		$ -	-	-	-	-	-
101-33601	R		Regional Grants		$ -	-	-	-	-	-
101-33610	R		County Grants/Aid for Hwy		$ -	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,019,918**	**1,003,593**	**1,008,198**	**1,017,502**	**1,288,115**	**789,776**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-34000	R		Charges for Services		$ -	-	-	-	58	516
101-34100	R		General Gov t Charges for Svcs		$ 1,250	2,000	3,000	1,135	997	2,058
101-34101	R		Rent Revenue		$ -	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		$ 12,250	13,000	13,000	10,380	13,085	12,940
101-34104	R		Plan Check Fee		$ -	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		$ -	-	-	-	-	-
101-34106	R		Advertising Revenue		$ 1,600	1,400	1,500	-	1,400	3,813
101-34110	R		Land Rent		$ 1,250	1,000	1,000	1,335	1,140	1,260
101-34112	R		Dog Rm/Bd Charges		$ -	-	-	-	-	-
101-34113	R		Community Ctr Rent Revenue		$ 16,000	15,000	12,000	11,763	5,664	17,196
101-34114	R		Copy Machine Copy Sales		$ 75	50	75	98	36	85
101-34115	R		Lease Revenue		$ 43,200	77,100	76,280	74,506	74,373	98,528
101-34200	R		Police Charges for Services		$ 500	750	1,000	141	738	1,513
101-34202	R		Security Services		$ -	-	-	-	-	-
101-34203	R		Accident Reports		$ -	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		$ -	1,500	1,500	(1,738)	(1,124)	1,495
101-34206	R		School Dist Resource Officer		$ 83,500	81,500	85,520	77,324	26,050	80,756
101-34211	R		PD Charges for Scvs		$ -	-	-	-	6	-
101-34212	R		Nuisance Abatement		$ -	-	3,000	(1,000)	749	3,973
101-34300	R		PW Other Charges for Scvs		$ 1,000	1,000	750	800	2,055	652
101-34304	R		Street Cut Charges		$ 4,250	4,250	4,000	4,205	4,130	4,635
101-34305	R		Snow Removal		$ -	-	-	-	-	-
101-34306	R		Weed/Grass Removal		$ -	-	-	45	-	109
101-34700	R		Park Rental Fees		$ 250	500	500	200	105	585
101-34750	R		Rec Program Fees		$ 250	300	300	125	(4)	313
101-34780	R		Park Fees		$ 50	50	50	60	30	40
101-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**165,425**	**199,400**	**203,475**	**179,380**	**129,488**	**230,468**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-35000	R		Fines and Forfeits		$ 50	100	50	-	220	56
101-35102	R		Parking Fines		$ 250	1,250	1,500	100	620	1,600
101-35104	R		Other Fines		$ -	-	-	-	-	-
101-35105	R		Highway Fines		$ 30,000	30,000	35,500	27,344	24,676	35,566
101-35106	R		Dog Impound Fee		$ -	-	-	-	-	-
101-35107	R		NSF Fines		$ -	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		$ -	-	-	-	-	-
101-35110	R		Storage Fees		$ -	-	-	320	-	-
101-35120	R		AdministrativeTraffic Citation		$ 5,500	7,500	14,000	5,520	7,200	14,120
101-35130	R		Administrative Citation		$ -	-	2,000	-	40	1,160
		TOTAL	**FINES AND FORFEITURES**		**35,800**	**38,850**	**53,050**	**33,284**	**32,756**	**52,502**
101-36100	R		Special Assessments		$ -	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		$ 750	1,000	1,000	1	1,026	955
101-36201	R		Refunds & Reimbursements		$ 15,000	12,500	7,000	19,285	17,880	9,099
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		$ 20,000	30,000	20,000	558	40,126	63,792
101-36230	R		Contributions and Donations		$ -	7,750	7,750	-	100	-
101-36231	R		Community Center Contributions		$ -	-	-	-	-	-
101-37460	R		General Penalty		$ 100	150	100	5	744	22
101-37840	R		Cash Over - (Short)		$ -	-	-	1	(0)	-
101-37843	R		Bank Charges		$ -	-	-	(20)	245	-
101-37844	R		Error Adjustment		$ -	-	-	(39)	(221)	21
101-39102	R		Sale of Property		$ -	-	-	-	-	649
101-39103	R		Insurance Proceeds		$ -	-	-	5,872	4,681	-
		TOTAL	**MISCELLANEOUS**		**35,850**	**51,400**	**35,850**	**25,662**	**68,470**	**74,537**
101-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
101-39203	R		Transfer from Other Fund		$ 350,000	360,481	486,400	486,400	451,176	369,150
		TOTAL	**TRANSFERS IN**		**350,000**	**360,481**	**486,400**	**486,400**	**451,176**	**369,150**
101-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,802,930**	**4,274,890**	**4,018,487**	**3,972,182**	**4,278,366**	**3,708,935**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		$ 24,900	24,927	24,927	23,077	23,477	25,327
101-41110-120	E		Employer Contrib Ret General		$ 1,900	1,907	1,907	1,765	1,796	1,938
101-41110-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		$ -	-	-	-	-	-
101-41110-200	E		Office Supplies (GENERAL)		$ 800	750	250	808	786	143
101-41110-208	E		Training and Instruction		$ 2,500	2,500	2,500	-	724	693
101-41110-220	E		General Supplies		$ 50	-	-	22	15	13
101-41110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41110-305	E		Technology		$ 4,500	1,000	1,000	833	903	861
101-41110-351	E		Legal Notices Publishing		$ 2,250	2,000	1,500	2,289	3,277	825
101-41110-361	E		General Liability Ins		$ 20	50	5	2	6	29
101-41110-433	E		Dues and Subscriptions		$ 7,630	6,930	6,630	6,881	9,053	6,169
			League of Minnesota Cities	$ 7,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		$ -	-	-	-	-	26
41110		**TOTAL**	**COUNCIL**		**44,550**	**40,064**	**38,719**	**35,679**	**40,038**	**36,025**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		$ -	7,250	-	-	7,222	-
101-41200-200	E		Office Supplies (GENERAL)		$ -	100	-	-	76	-
101-41200-208	E		Training and Instruction		$ -	250	-	-	35	-
101-41200-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		$ -	100	-	-	-	-
101-41200-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41200-439	E		Election Expenses		$ -	3,000	200	1,436	2,698	154
41200		**TOTAL**	**ELECTIONS**		**-**	**10,700**	**200**	**1,436**	**10,030**	**154**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		$ 368,900	350,115	327,953	327,430	295,551	266,374
101-41500-101	E		PT Salaries & Wages		$ 5,500	5,050	4,900	2,818	2,852	-
101-41500-102	E		Full-Time Employees OT		$ -	-	-	-	-	26
101-41500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41500-112	E		Contracted Services		$ 1,750	3,995	10,248	3,850	33,099	11,871
			Codification Maint. Fee	$ 1,000						
			City Code Update (30%)	$ 750						
101-41500-120	E		Employer Contrib Ret General		$ 56,300	53,403	50,034	48,821	43,932	39,286
101-41500-130	E		Employer Paid Ins General		$ 80,700	72,783	61,733	63,789	51,440	44,618
101-41500-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	25
101-41500-151	E		Worker s Comp Insurance		$ 3,400	4,618	2,842	3,618	2,785	1,536
101-41500-200	E		Office Supplies (GENERAL)		$ 5,000	4,000	3,500	5,675	4,061	3,491
			Miscellaneous	$ 13,000						
			15% to EDA, PRC, P/Z, BLD INSP	$ (8,000)						
101-41500-202	E		Duplicating and copying supply		$ 3,200	3,080	1,870	4,183	2,980	1,473
			Copier Lease	$ 6,500						
			Paper / Supplies	$ 1,500						
			15% to P/Z, PRC, EDA	$ (4,800)						
101-41500-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41500-208	E		Training and Instruction		$ 11,450	11,235	11,235	5,189	1,043	8,176
			City Clerk Training	$ 1,350						
			General HR Training	$ 1,250						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. 2 x Dept Heads	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 675						
			MNGFOA Conference - Asst Fin Dir	$ 675						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		$ 150	75	250	404	77	73
101-41500-300	E		Professional Srvs (GENERAL)		$ 50,100	50,225	50,224	46,080	41,159	75,783
			City Attorney	$ 40,000						
			Safety Training (6.25%)	$ 100						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-41500-301	E		Audit & Accounting Services		$ 13,300	15,000	17,540	15,850	16,688	15,875
			Annual Financial Audit	$ 30,375						
			AUP (Agreed Upon Procedures)	$ 5,000						
			12.5% B.I., Water, Sewer, Storm, Liquor	$ (22,125)						
101-41500-303	E		Engineering Fees		$ -	-	-	-	233	-
101-41500-305	E		Technology		$ 13,000	9,239	6,627	6,277	6,559	6,551
			Anti Spam Software	$ 300						
			NEOGOV portal	$ 675						
			PEAK AGENDA MANAGEMENT	$ 540						
			WB IT Solutions (15%)	$ 7,200						
			Laserfiche Support (25%)	$ 3,200						
			Civic Plus Support (10%)	$ 260						
			Civic Systems Support (5.80%)	$ 770						
101-41500-320	E		Communications (GENERAL)		$ 1,100	1,092	1,548	1,417	1,643	1,803
			Verizon	$ 1,100						
101-41500-322	E		Postage		$ 1,370	1,260	5,090	1,162	5,699	4,423
			Mailing - Isantian	$ 75						
			PO Box Fee	$ 135						
			Postage 1,400 @ $0.60	$ 840						
			Certified Letters	$ 320						
101-41500-335	E		Auto Expense		$ 1,000	1,000	110	-	-	1
			City Hall Vehicle(s)	$ 1,000						
101-41500-351	E		Legal Notices Publishing		$ 400	500	300	178	972	66
101-41500-361	E		General Liability Ins		$ 6,390	2,200	2,100	2,181	2,170	2,321
101-41500-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	2
101-41500-433	E		Dues and Subscriptions		$ 2,621	2,600	2,507	1,645	1,419	3,290
			MN City/Cty Management Assoc	$ 160						
			MN Clerks & Finance Officers Assoc	$ 50						
			SHRM Membership	$ 230						
			ICMA	$ 1,206						
			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	800	729	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**		**626,431**	**592,270**	**561,411**	**541,295**	**515,328**	**490,416**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		$ -	-	-	-	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		$ -	-	-	-	1,382	3,984
101-41501-120	E		Employer Contrib Ret General		$ -	-	-	-	5,301	12,869
101-41501-130	E		Employer Paid Ins General		$ -	-	-	-	6,103	17,526
101-41501-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		$ -	-	-	-	545	823
101-41501-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		$ -	-	-	-	-	52
101-41501-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41501-208	E		Training and Instruction		$ -	-	-	-	-	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		$ -	-	-	248	-	-
101-41501-322	E		Postage		$ -	-	-	-	-	-
101-41501-335	E		Auto Expense		$ -	-	-	-	-	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		$ -	-	-	118	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**		**-**	**-**	**-**	**367**	**56,125**	**130,053**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		$ 88,400	82,844	80,478	78,588	71,271	30,081
101-41910-101	E		Part Time Salaries and Wages		$ 3,250	2,525	2,450	-	-	-
101-41910-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41910-112	E		Contracted Services		$ -	4,550	4,550	-	-	10,648
101-41910-120	E		Employer Contrib Ret General		$ 13,200	12,383	12,110	11,679	10,415	4,308
101-41910-130	E		Employer Paid Ins General		$ 16,300	14,867	13,815	14,357	12,886	3,354
101-41910-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	11	-
101-41910-151	E		Worker s Comp Insurance		$ 800	1,082	689	878	725	578
101-41910-200	E		Office Supplies (GENERAL)		$ 2,000	1,250	1,250	1,263	828	814
			15% from Admin	$ 2,000						
101-41910-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,197	834	728
			15% from Admin	$ 1,200						
101-41910-208	E		Training and Instruction		$ 2,000	2,000	2,000	159	5	687
			MN APA Conference	$ 1,500						
			Continuing Education	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		9,500	9,500	6,000	1,037	5,180	3,748
101-41910-301	E		Auditing and Acct g Services		$ -	-	-	-	-	-
101-41910-303	E		Engineering Fees		$ 7,000	4,500	3,000	6,573	5,480	4,773
101-41910-305	E		Technology		$ 6,380	5,164	3,712	3,707	3,563	3,040
			WB IT Solutions (10%)	$ 4,800						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Civic Systems Support (5.80%)	$ 770						
101-41910-310	E		Annexation Payments		$ 18,200	16,400	17,600	18,486	20,827	21,250
			Annex. Pmt to Township - A-2457(OA)-32	$ 12,600						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 5,600						
101-41910-320	E		Communications (GENERAL)		$ 300	258	264	307	1,124	528
			Verizon - 50% CDD Phone	$ 300						
101-41910-322	E		Postage		$ 25	50	50	-	-	2
101-41910-335	E		Auto Expense		$ 500	500	55	-	-	1
			10% from Admin	$ 500						
101-41910-351	E		Legal Notices Publishing		$ 300	300	300	204	210	116
101-41910-361	E		General Liability Ins		$ 20	50	10	6	15	76
101-41910-433	E		Dues and Subscriptions		$ 450	350	350	-	-	-
			MN APA Membership	$ 200						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		$ 250	750	900	46	-	787
			Isanti County Recorder / Misc.	$ 250						
101-41910-500	E		Capital Expenditures		$ -	-	-	-	-	1,113
41910		**TOTAL**	**PLANNING AND ZONING**		**170,075**	**160,478**	**150,093**	**138,485**	**133,373**	**86,632**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
41941			**MUNICIPAL BUILDING**							
101-41941-100	E		Wages & Salaries General		$ -	-	-	-	-	32
101-41941-112	E		Contracted Services		$ 1,960	1,310	960	1,879	1,015	1,161
			Alarm Monitoring	$ 610						
			Shred-N-Go	$ 1,350						
101-41941-120	E		Employer Contrib Ret General		$ -	-	-	-	-	5
101-41941-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)		$ 3,500	1,750	5,250	3,660	1,309	2,214
			Misc. Supplies	$ 2,000						
			Flags	$ 1,500						
101-41941-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41941-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41941-305	E		Technology		$ 7,200	6,750	8,065	7,961	7,656	7,428
			NEOGOV portal	$ 675						
			PEAK AGENDA MANAGEMENT	$ 540						
			WB IT Solutions (15%)	$ 7,200						
101-41941-320	E		Communications (GENERAL)		$ 5,760	3,870	3,164	4,398	4,743	2,852
			Midco	$ 1,260						
			Landline Service	$ 900						
			City Hall Phone System Maint. (90%)	$ 3,600						
101-41941-361	E		General Liability Ins		$ 4,640	2,500	2,410	2,582	2,447	2,153
101-41941-380	E		Utilities		$ 18,500	14,300	12,120	16,793	13,489	11,436
101-41941-401	E		Maint & Repairs - Bldgs.		$ 9,275	7,660	7,685	12,318	7,493	9,499
			Janitorial Services	$ 4,500						
			Rug Service	$ 1,800						
			Garbarge/Recycling Services	$ 250						
			Fire Suppresion Inspection	$ 225						
			Miscellaneous	$ 2,500						
101-41941-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-41941-410	E		Rentals		$ -	-	-	-	-	-
101-41941-500	E		Capital Expenditures		$ -	-	-	-	-	17,454
101-41941-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**		**50,835**	**38,140**	**39,654**	**49,593**	**38,153**	**54,234**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42110			**POLICE ADMINISTRATION**							
101-42110-100	E		Wages & Salaries General		$ 1,063,000	981,414	930,655	845,610	700,265	630,007
101-42110-101	E		Part Time Salaries and Wages		$ 94,500	92,779	90,517	68,317	80,707	137,166
101-42110-102	E		Full-Time Employees OT		$ 30,000	30,000	40,000	70,036	68,383	55,024
			Incidental OT	$ 11,000						
			Rodeo/Jubliee OT	$ 9,000						
			Training OT	$ 10,000						
101-42110-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42110-112	E		Contracted Services		$ -	-	-	370	220	3,375
101-42110-113	E		Uniform Pay		$ 17,800	12,857	11,757	17,684	24,033	19,228
101-42110-114	E		Crime Prevention		$ 750	750	2,000	1,859	774	434
101-42110-118	E		Salary Contingency		$ -	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		$ 213,900	198,697	191,216	180,819	156,308	147,846
101-42110-130	E		Employer Paid Ins General		$ 213,600	194,242	185,071	163,756	140,844	132,382
101-42110-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	2,135
101-42110-151	E		Worker s Comp Insurance		$ 122,100	120,410	85,262	108,551	49,889	38,694
101-42110-200	E		Office Supplies (GENERAL)		$ 4,000	3,825	3,800	4,467	3,336	3,990
101-42110-207	E		Computer Supplies		$ -	-	-	-	16	60
101-42110-208	E		Training and Instruction		$ 17,940	17,940	17,000	17,207	17,501	15,347
			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		$ 1,900	3,410	2,710	2,789	3,244	2,877
			Copy Machine Lease	$ -						
			Radar Calibration	$ 300						
			Misc Small Tools/Equipment	$ 800						
			Misc Investigator Equipment	$ 800						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42110-300	E		Professional Srvs (GENERAL)		$ 70,050	68,200	66,492	59,371	51,833	52,744
			Prosecution ($4,333/month)	$ 52,000						
			Safety Training (12.5%)	$ 200						
			Attorney/Abatement/Hearings	$ 1,000						
			LEADS ONLINE	$ 2,100						
			Hearing Testing	$ 500						
			Bi-Annual Body Camera Audit	$ -						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 2,250						
101-42110-305	E		Technology		$ 20,630	15,947	15,208	30,247	9,471	13,838
			LETG Software Maintenance and Support	$ 9,300						
			WB IT Solutions (10%)	$ 7,800						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			County RMS Maint.	$ 700						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 950						
			Civic Systems Support (5.45%)	$ 770						
			Anti Spam Software	$ 300						
101-42110-320	E		Communications (GENERAL)		$ 11,530	11,615	10,854	8,911	6,332	5,653
			Verizon	$ 9,100						
			Landline Service	$ 1,800						
			Long Distance	$ 30						
			BCA Connection	$ 600						
101-42110-321	E		Cell Phone Reimbursement		$ -	-	-	-	-	-
101-42110-335	E		Auto Expense		$ 51,450	42,050	32,760	44,022	39,171	33,837
			Fuel/Washes	$ 40,000						
			PW Labor	$ 1,250						
			GEO Tab	$ 2,700						
			Repairs	$ 7,500						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42110-336	E		PD Reserves		$ 1,300	1,200	1,200	1,151	1,113	782
101-42110-351	E		Legal Notices Publishing		$ 300	300	300	276	807	801
101-42110-361	E		General Liability Ins		$ 65,310	39,500	33,010	38,972	34,629	30,073
101-42110-380	E		Utilities		$ 12,000	7,700	7,340	7,730	7,272	6,927
101-42110-401	E		Maint & Repairs - Bldgs.		$ 7,610	6,540	6,790	4,625	5,662	12,800
			Janitorial Services	$ 2,850						
			Rug Service	$ 400						
			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	1,000	20	1,479	1,729
101-42110-433	E		Dues and Subscriptions		$ 13,180	13,075	8,665	7,075	8,266	695
			Lexipol Annual Subscription	$ 5,810						
			Post License $90/Officer every 3 years	$ 360						
			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
101-42110-501	E		Replacement Fund		$ -	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-42110-721	E		Contingency Fund		$ -	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**		**2,033,850**	**1,863,451**	**1,743,607**	**1,683,863**	**1,411,553**	**1,397,350**
42280			**FIRE PROTECTION**							
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	2,800	-
101-42280-380	E		Utilities		$ 3,900	3,600	3,620	3,709	3,351	3,416
101-42280-390	E		Public Safety Expense		$ 300,400	270,000	254,370	250,263	238,078	231,246
101-42280-401	E		Maint & Repairs - Bldgs.		$ -	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**		**304,300**	**273,600**	**257,990**	**253,972**	**244,229**	**234,663**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		$ 146,200	136,807	122,956	127,931	37,111	48,018
101-42401-101	E		Part Time Salaries and Wages		$ 40,500	37,995	-	18,473	-	-
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		$ 20,400	24,400	18,400	21,966	344,135	272,916
			Rum River Construction Consultants	$ 6,000						
			Electrical Inspector	$ 14,400						
101-42401-120	E		Employer Contrib Ret General		$ 28,400	26,584	18,628	21,539	5,157	7,458
101-42401-130	E		Employer Paid Ins General		$ 33,100	29,992	27,099	24,411	6,626	7,829
101-42401-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	31	-
101-42401-151	E		Worker s Comp Insurance		$ 1,700	2,387	1,102	1,404	342	616
101-42401-200	E		Office Supplies (GENERAL)		$ 2,000	1,500	-	440	531	625
			15% from Admin	$ 2,000						
101-42401-202	E		Duplicating and copying supply		$ 1,200	1,155	-	-	-	489
			15% from Admin	$ 1,200						
101-42401-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42401-208	E		Training and Instruction		$ 2,000	1,700	-	115	0	115
			Annual Institute (CE)	$ 1,500						
			Miscellaneous	$ 500						
101-42401-210	E		Operating Supplies (GENERAL)		$ 200	250	100	158	105	199
101-42401-300	E		Professional Srvs (GENERAL)		$ 1,000	1,000	-	290	660	2,709
101-42401-301	E		Auditing and Acct g Services		$ 4,425	5,000	-	-	-	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-42401-303	E		Engineering Fees		$ -	250	-	-	-	-
101-42401-305	E		Technology		$ 10,050	7,187	4,021	4,480	2,326	2,530
			PSN Monthly eBill (20%)	$ 140						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			WB IT Solutions (10%)	$ 4,800						
			Civic Systems Support (22.24%)	$ 4,300						
101-42401-320	E		Communications (GENERAL)		$ 1,100	1,060	26	582	151	446
			Verizon - 10% CDD PH. & B.O. Ph, Ipad	$ 1,100						
101-42401-335	E		Auto Expense		$ 500	500	55	537	28	592
			10% from Admin	$ 500						
101-42401-351	E		Legal Notices Publishing		$ 600	50	50	629	552	66
101-42401-361	E		General Liability Ins		$ 350	300	270	277	279	352
101-42401-380	E		Utilities		$ -	-	-	-	-	1,271
101-42401-401	E		Maint & Repairs - Bldgs.		$ -	-	-	9	5	1,051
101-42401-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		$ 265	265	-	145	-	-
			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**		**293,990**	**278,382**	**192,707**	**223,386**	**398,040**	**351,585**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		$ -	-	7,509	7,407	6,675	32,077
101-42402-101	E		Part Time Salaries and Wages		$ -	-	-	-	-	-
101-42402-106	E		Wages & Salaries Admin		$ -	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		$ -	-	1,138	1,120	996	5,169
101-42402-130	E		Employer Paid Ins General		$ -	-	1,307	1,361	1,230	3,486
101-42402-151	E		Worker s Comp Insurance		$ -	-	67	86	71	311
101-42402-200	E		Office Supplies (GENERAL)		$ -	-	50	9	121	30
101-42402-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42402-208	E		Training and Instruction		$ -	-	-	-	0	61
101-42402-300	E		Professional Srvs (GENERAL)		$ -	-	1,000	2	2	1,332
101-42402-305	E		Technology		$ -	-	786	395	762	1,016
101-42402-320	E		Communications		$ -	-	26	274	562	538
101-42402-322	E		Postage		$ -	-	125	110	149	38
101-42402-335	E		Auto Expense		$ -	-	-	273	288	332
101-42402-351	E		Legal Notices Publishing		$ -	-	75	14	6	44
101-42402-361	E		General Liability Ins		$ -	-	300	318	312	317
101-42402-494	E		Property Management		$ -	-	-	-	221	-
101-42402-500	E		Capital Expenditures		$ -	-	-	-	-	1,113
42402		**TOTAL**	**CODE ENFORCEMENT**		**-**	**-**	**12,383**	**11,369**	**11,393**	**45,863**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		$ 2,140	2,140	2,140	2,140	2,140	4,280
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		$ -	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,140**	**2,140**	**2,140**	**2,140**	**4,280**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		$ 4,000	3,000	3,000	3,000	3,000	1,440
101-42700-210	E		Operating Supplies (GENERAL)		$ 100	-	-	-	70	124
101-42700-219	E		Disposal-Animal		$ -	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-42700-322	E		Postage		$ -	-	-	-	-	-
101-42700-361	E		General Liability Ins		$ 10	5	1	0	1	3
101-42700-417	E		Uniform Rentals		$ -	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**4,110**	**3,095**	**3,091**	**3,000**	**3,071**	**1,568**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		$ 28,800	25,322	24,092	23,683	19,148	17,493
101-43010-102	E		Full-Time Employees OT		$ -	-	-	30	-	12
101-43010-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43010-113	E		Clothing Replacement		$ 25	40	50	17	34	43
101-43010-120	E		Employer Contrib Ret General		$ 4,400	3,836	3,650	3,535	2,793	2,609
101-43010-130	E		Employer Paid Ins General		$ 8,800	7,862	6,892	6,882	4,941	4,601
101-43010-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		$ 2,300	3,120	1,952	2,486	2,035	2,080
101-43010-208	E		Training and Instruction		$ -	50	50	-	-	47
101-43010-212	E		Motor Fuels		$ -	-	-	-	-	-
101-43010-220	E		General Supplies		$ 450	450	450	-	458	493
101-43010-222	E		Gen l Operating Expense		$ 3,600	3,930	3,140	869	1,075	688
			Torch Gas	$ 200						
			Towel/Rug Service	$ 900						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		$ 500	450	500	355	670	-
101-43010-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-43010-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43010-305	E		Technology		$ -	-	-	-	-	57
101-43010-320	E		Communications (GENERAL)		$ -	-	-	2	7	9
101-43010-351	E		Legal Notices Publishing		$ -	-	-	-	-	6
101-43010-361	E		General Liability Ins		$ 1,560	1,400	1,280	1,376	1,305	1,219
101-43010-380	E		Utilities		$ 11,650	10,700	11,970	10,845	10,091	11,290
101-43010-400	E		Ground Maintenance		$ 550	-	350	516	-	360
101-43010-401	E		Maint & Repairs - Bldgs.		$ 3,000	3,000	3,380	2,398	2,482	1,833
			Garbarge/Recycling Services	$ 2,500						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		$ 470	460	370	399	420	343
			Annual Lift Inspection	$ 470						
101-43010-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-43010-410	E		Rentals		$ -	-	-	-	-	-
101-43010-417	E		Uniform Rentals		$ 375	375	310	257	366	244
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**		**66,480**	**60,995**	**58,436**	**53,649**	**45,824**	**43,426**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43100			**HWYS, STREETS, & ROADS**							
101-43100-100	E		Wages & Salaries General		$ 147,900	129,965	123,650	121,555	130,298	117,247
101-43100-101	E		Part Time Salaries and Wages		$ 5,900	5,655	5,490	3,046	2,639	2,729
101-43100-102	E		Full-Time Employees OT		$ 20,000	20,000	20,000	10,232	11,701	24,030
101-43100-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		$ (1,750)	(1,000)	(1,750)	(2,238)	(525)	(638)
101-43100-112	E		Contracted Services		$ -	-	-	-	-	-
101-43100-113	E		Clothing Replacement		$ 200	200	250	89	173	219
101-43100-120	E		Employer Contrib Ret General		$ 26,300	23,576	22,595	20,227	20,830	20,931
101-43100-130	E		Employer Paid Ins General		$ 45,000	40,335	35,359	38,084	37,640	36,817
101-43100-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		$ 14,800	20,052	12,381	15,762	10,791	13,121
101-43100-208	E		Training and Instruction		$ 350	500	500	346	35	342
101-43100-212	E		Motor Fuels		$ 27,000	22,500	20,000	18,984	13,042	20,414
101-43100-220	E		General Supplies		$ 17,500	17,500	15,500	10,944	10,982	6,582
			Mosquito Spray - Promethium	$ 7,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		$ 1,000	1,000	500	701	1,757	510
101-43100-229	E		Gravel		$ 4,000	3,500	3,500	1,165	4,306	6,912
101-43100-230	E		Salt/Sand		$ 70,000	50,000	50,000	36,856	37,047	57,435
101-43100-231	E		Street Maintenance		$ 9,000	16,325	9,700	5,749	8,026	9,172
			Isanti Tshp Road Maint.							
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		$ 3,500	3,500	1,000	965	1,373	1,237
			Road Temp Sensor	$ 1,000						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		$ 470	720	662	225	681	1,618
			Safety Training (12.5%)	$ 200						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		$ 25,000	27,500	25,000	18,068	25,168	16,609
101-43100-305	E		Technology		$ 810	704	642	660	619	378
			Civic Systems Support (5.80%)	$ 770						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		$ 2,210	2,162	2,240	2,183	2,505	2,598
			Verizon	$ 2,000						
			Landline Service	$ 200						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		$ 150	150	-	-	23	139
101-43100-361	E		General Liability Ins		$ 4,360	4,300	3,820	4,137	3,932	4,163
101-43100-380	E		Utilities		$ -	-	-	-	-	-
101-43100-400	E		Grounds Maintenance		$ 650	750	750	229	1,219	342
101-43100-401	E		Maint & Repairs - Bldgs.		$ 1,750	1,250	1,000	1,097	1,713	1,004
101-43100-404	E		Repairs/Maint Machinery/Equip		$ 25,000	30,000	28,000	18,167	16,546	25,350
101-43100-410	E		Rentals		$ 300	300	300	195	-	72
101-43100-417	E		Uniform Rentals		$ 2,000	2,500	1,750	1,554	2,281	1,553
101-43100-433	E		Dues and Subscriptions		$ 110	110	110	158	64	106
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		$ -	-	-	-	-	-
101-43100-500	E		Capital Expenditures		$ -	-	-	-	-	24,426
101-43100-511	E		Land Acquisition		$ -	-	-	-	-	-
101-43100-531	E		Improvement-Land		$ -	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**453,510**	**424,054**	**382,949**	**329,138**	**344,865**	**395,418**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43160-361	E		General Liability Ins		$ 600	700	-	6,419	4,032	-
101-43160-380	E		Utilities		$ 55,500	52,800	51,130	52,015	49,779	48,239
101-43160-500	E		Capital Expenditures		$ -	-	-	-	-	-
43160		**TOTAL**	**STREET LIGHTING**		**56,100**	**53,500**	**51,130**	**58,434**	**53,811**	**48,239**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		$ 6,700	5,864	5,579	5,485	4,442	4,056
101-43210-101	E		Part Time Salaries and Wages		$ 10,300	9,944	9,655	8,772	7,997	7,592
101-43210-102	E		Full-Time Employees OT		$ 500	500	500	309	-	434
101-43210-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43210-112	E		Contracted Services		$ -	-	-	-	-	-
101-43210-113	E		Clothing Replacement		$ 10	10	15	4	8	10
101-43210-120	E		Employer Contrib Ret General		$ 2,700	2,471	2,384	1,535	1,260	1,250
101-43210-130	E		Employer Paid Ins General		$ 2,000	1,815	1,592	1,588	1,144	1,358
101-43210-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		$ 1,500	1,766	1,168	1,487	1,061	392
101-43210-208	E		Training and Instruction		$ -	-	-	-	-	11
101-43210-212	E		Motor Fuels		$ 1,600	1,300	1,200	1,168	803	1,256
101-43210-220	E		General Supplies		$ -	-	-	-	2	13
101-43210-300	E		Professional Srvs (GENERAL)		$ 750	750	750	398	242	380
			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		$ 10	5	2	1	2	12
101-43210-400	E		Ground Maintenance		$ 5,500	2,000	2,000	2,864	6,044	270
			Brush	$ 1,500						
			Compost Screening	$ 4,000						
101-43210-417	E		Uniform Rentals		$ 30	25	30	22	19	24
101-43210-500	E		Capital Expenditures		$ -	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**31,600**	**26,450**	**24,875**	**23,633**	**23,023**	**17,060**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
45300			**PARK,REC,CULTURE**							
101-45300-100	E		Wages & Salaries General		$ 168,300	155,446	145,092	134,099	143,637	128,082
101-45300-101	E		Part Time Salaries and Wages		$ 22,400	21,688	25,822	16,220	9,224	13,949
101-45300-102	E		Full-Time Employees OT		$ 1,300	1,250	1,250	1,140	2,217	1,726
101-45300-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-45300-112	E		Contracted Services		$ 10,160	8,320	7,670	7,965	6,270	5,425
			Janitorial Services	$ 1,800						
			Portable Restrooms	$ 8,360						
101-45300-113	E		Clothing Replacement		$ 100	100	130	47	92	117
101-45300-120	E		Employer Contrib Ret General		$ 29,000	26,902	25,999	21,709	22,297	20,425
101-45300-130	E		Employer Paid Ins General		$ 53,700	35,735	28,420	29,440	27,170	25,702
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		$ 15,300	18,335	11,373	14,480	11,366	11,319
101-45300-200	E		Office Supplies (GENERAL)		$ 2,100	1,600	1,100	1,636	743	1,086
			15% from Admin	$ 2,000						
			Miscellaneous	$ 100						
101-45300-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,289	825	569
			15% from Admin	$ 1,200						
101-45300-208	E		Training and Instruction		$ 1,750	1,750	1,750	420	325	1,107
			PW Tech Pesticide Licensing	$ 250						
			Professional Development	$ 1,500						
101-45300-210	E		Operating Supplies (GENERAL)		$ 2,000	2,000	2,000	2	1,739	1,816
101-45300-212	E		Motor Fuels		$ 2,900	2,400	2,300	2,124	1,405	2,198
101-45300-220	E		General Supplies		$ 2,750	2,500	3,000	2,438	3,420	1,458
101-45300-226	E		Signs		$ 750	750	500	168	1,453	210
101-45300-240	E		Small Tools and Minor Equip		$ 1,500	1,300	1,000	1,433	1,063	712
101-45300-300	E		Professional Srvs (GENERAL)		$ 700	750	692	141	900	1,138
			Safety Training (12.5%)	$ 200						
			Attorney	$ 500						
101-45300-303	E		Engineering Fees		$ 2,000	2,000	1,500	2,166	1,500	1,378
101-45300-305	E		Technology		$ 3,575	2,914	2,157	2,165	2,228	2,147
			WB IT Solutions (5%)	$ 2,400						
			NEOGOV portal	$ 225						
			PEAK AGENDA MANAGEMENT	$ 180						
			Civic Systems Support (5.80%)	$ 770						
101-45300-320	E		Communications (GENERAL)		$ 2,030	2,041	1,808	1,972	2,620	2,063
			Verizon	$ 500						
			Landline Service	$ 1,500						
			Long Distance	$ 30						
101-45300-322	E		Postage		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
101-45300-340	E		Advertising		$ 3,500	2,000	1,250	248	2,876	1,736
101-45300-351	E		Legal Notices Publishing		$ 300	250	250	276	248	317
101-45300-361	E		General Liability Ins		$ 16,190	19,500	19,440	18,746	17,305	16,077
101-45300-380	E		Utilities		$ 23,000	18,200	17,590	19,403	17,129	16,595
101-45300-400	E		Ground Maintenance		$ 17,500	17,000	15,000	6,693	7,631	15,824
			Tree Planting	$ 5,000						
			Legacy Park Lime Agg	$ 5,000						
101-45300-401	E		Maint & Repairs - Bldgs.		$ 9,360	9,170	9,190	8,794	8,196	7,344
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 1,500						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 3,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		$ 8,000	8,000	8,000	7,303	8,373	4,823
101-45300-410	E		Rentals		$ 350	500	100	179	1,536	-
101-45300-417	E		Uniform Rentals		$ 1,000	1,200	850	746	1,072	754
101-45300-433	E		Dues and Subscriptions		$ 2,505	2,199	2,199	1,769	849	1,440
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 200						
			GMPT	$ 150						
			Music License (ASCAP)	$ 190						
			MPLC	$ 625						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		$ 3,340	3,340	3,340	3,340	3,475	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		$ 11,875	11,875	4,875	5,007	5,133	1,571
101-45300-494	E		Property Management		$ -	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		$ 7,200	6,400	6,000	6,000	6,108	3,851
			Fireworks	$ 7,200						
101-45300-498	E		Farmers Market		$ -	2,200	3,000	548	2,084	2,088
101-45300-499	E		Street Dance		$ 20,000	16,150	16,150	18,371	10,556	14,686
101-45300-500	E		Capital Expenditures		$ -	-	-	-	-	6,833
101-45300-520	E		Buildings and Structures		$ -	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**447,635**	**406,920**	**371,307**	**338,477**	**333,074**	**319,906**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		$ -	-	-	-	-	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		**-**	**-**	**-**	**-**	**-**	**-**
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-49000-720	E		Operating Transfers		$ 50,825	25,765	28,944	-	-	152,284
			TIF 9 Loan Repay (100 Dahlin Ave - Demo)	$ 25,060						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**50,825**	**25,765**	**28,944**	**-**	**-**	**152,284**
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		$ 460	410	420	294	272	264
			General Liability Ins	$ 310						
			Janitorial Services	$ 150						
101-49110-437	E		Other Miscellaneous		$ -	-	-	-	350,531	-
101-49110-490	E		Donations-Organizations		$ -	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		$ 15,000	14,475	13,432	14,692	12,380	-
			Hotel Project - Tax Abatement	$ 15,000						
101-49110-612	E		Interest Expense		$ -	-	-	-	-	341
101-49110-615	E		Business Subsidy		$ -	-	-	-	-	-
101-49110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	123,624
101-49110-730	E		Designated Reserve		$ -	-	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**15,460**	**14,885**	**13,852**	**14,986**	**363,183**	**124,229**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,651,891**	**4,274,889**	**3,933,488**	**3,762,902**	**4,027,252**	**4,008,386**
101		**NET INC**	**NET INCOME / (LOSS)**		**151,039**	**1**	**84,999**	**209,280**	**251,114**	**(299,451)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		$ 122,375	98,038	86,201	86,201	79,802	62,565
108-31410	R		Lodging Tax		$ -	-	-	-	-	-
108-33601	R		Regional Grants		$ -	-	-	-	-	-
108-33621	R		Cable Franchise Fee		$ 6,700	6,660	7,090	6,592	6,535	20,031
108-34110	R		Land Rent		$ 5,000	6,000	6,000	7,087	5,965	6,000
108-34901	R		Assignment&Assumption Agreemen		$ -	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		$ -	500	-	(276)	377	4
108-36210	R		Interest Earnings		$ 100	250	726	(56)	2,407	2,973
108-36220	R		Farmers Market		$ -	-	-	2,930	2,210	2,563
108-36225	R		Street Dance		$ -	-	-	2,925	4,025	5,225
108-36230	R		Contributions and Donations		$ -	-	-	-	-	-
108-39102	R		Sale of Property		$ -	-	-	-	1	-
108-39203	R		Transfer from Other Fund		$ -	-	-	-	-	87,124
108		**TOTAL**	**EDA REVENUES**		**134,175**	**111,448**	**100,017**	**105,402**	**101,322**	**186,485**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-46500-100	E		Wages & Salaries General		$ 46,100	43,347	42,811	41,035	39,530	27,625
108-46500-101	E		Part Time Salaries and Wages		$ 3,250	2,450	2,450	4,012	-	2,213
108-46500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
108-46500-112	E		Contracted Services		$ -	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		$ 6,700	6,297	6,403	6,237	5,611	4,109
108-46500-130	E		Employer Paid Ins General		$ 10,900	9,780	8,724	9,367	8,511	1,309
108-46500-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	9	-
108-46500-151	E		Worker s Comp Insurance		$ 400	543	352	448	357	793
108-46500-200	E		Office Supplies (GENERAL)		$ 2,000	1,500	1,000	1,234	737	822
			15% from Admin	$ 2,000						
108-46500-202	E		Duplicating and copying supply		$ 1,200	1,155	510	1,166	817	541
			15% from Admin	$ 1,200						
108-46500-208	E		Training and Instruction		$ 2,450	2,450	2,450	652	2,404	853
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		$ 10,000	10,000	10,000	3,209	8,465	768
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		$ 10,000	5,000	500	15,289	9,091	213
108-46500-305	E		Technology		$ 4,895	4,694	3,562	3,235	2,635	1,663
			WB IT Solutions (5%)	$ 2,400						
			NEOGOV portal	$ 225						
			PEAK AGENDA MANAGEMENT	$ 180						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			Civic Systems Support (5.80%)	$ 770						
108-46500-320	E		Communications (GENERAL)		$ 840	636	563	752	1,222	524
			Verizon - 40% CDD Phone	$ 200						
			Midco	$ 140						
			Landline Service	$ 100						
			City Hall Phone System Maint. (10%)	$ 400						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
108-46500-335	E		Auto Expense		$ -	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing		$ 500	500	250	412	534	105
108-46500-361	E		General Liability Ins		$ 10	10	20	9	21	111
108-46500-380	E		Utilities		$ 3,100	2,300	1,460	2,433	2,133	1,380
108-46500-401	E		Maint & Repairs - Bldgs.		$ 500	435	690	-	-	-
			Janitorial Services	$ 500						
108-46500-433	E		Dues and Subscriptions		$ 1,800	1,748	1,648	940	1,145	1,145
			EDAM Membership	$ 300						
			North 65 Chamber of Commerce	$ 525						
			GPS 45:93	$ 850						
			Intl Council of Shopping Centers	$ 125						
108-46500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
108-46500-494	E		Property Management		$ -	-	-	-	-	-
108-46500-495	E		Marketing		$ 6,025	6,025	5,225	2,156	5,856	7,900
			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		$ -	-	-	-	-	-
108-46500-531	E		Improvement-Land		$ -	-	-	-	-	-
108-46500-602	E		Loan Payment		$ -	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)		$ -	10,481	136,400	136,400	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**		**110,670**	**109,351**	**225,018**	**228,985**	**108,227**	**71,225**
108		**NET INCOME / (LOSS)**			**23,505**	**2,097**	**(125,001)**	**(123,583)**	**(6,905)**	**115,261**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		$ 307,000	295,000	286,500	286,500	163,000	-
425-33418	R		Muni State Aid St Maintenance		$ 400,000	-	999,000	155,127	-	-
425-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
425-36100	R		Special Assessments		$ 17,290	98,550	69,900	48,034	-	-
425-36210	R		Interest Earnings		$ 100	8,600	3,400	65	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**		**724,390**	**402,150**	**1,358,800**	**489,725**	**163,092**	**-**
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		$ -	-	-	10,753	7,570	-
425-49008-303	E		Engineering Fees		$ -	-	-	162,988	116,542	15,328
425-49008-351	E		Legal Notices Publishing		$ -	-	-	95	296	-
425-49008-500	E		Capital Expenditures		$ -	-	-	-	-	-
425-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		$ 400,000	657,000	1,215,500	579,186	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**		**400,000**	**657,000**	**1,215,500**	**753,022**	**675,253**	**15,328**
425		**NET INCOME / (LOSS)**			**324,390**	**(254,850)**	**143,300**	**(263,297)**	**(512,162)**	**(15,328)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33400	R		State Grants and Aids			-	-	9,963	-	-
440-33622	R		Gas Franchise Fee		$ 155,227	150,644	143,414	146,317	141,996	100,459
440-33623	R		Electric Franchise Fee		$ 186,768	180,625	174,364	176,047	170,256	199,775
440-36210	R		Interest Earnings		$ 500	5,000	5,000	476	7,483	18,206
440-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**342,495**	**336,269**	**322,778**	**332,803**	**319,735**	**318,440**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		$ -	-	-	31,267	57,252	48,267
440-49008-351	E		Legal Notices Publishing		$ -	-	-	47	190	243
440-49008-530	E		ImprovementsOtherThanBldgs		$ 285,825	323,750	316,000	263,684	235,035	203,024
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**285,825**	**323,750**	**316,000**	**294,998**	**292,477**	**251,533**
440		**NET INCOME / (LOSS)**			**56,670**	**12,519**	**6,778**	**37,805**	**27,258**	**66,906**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		$ -	290,000	-	-	-	-
601-33439	R		PERA Pension Other Revenue		$ -	-	-	202	277	206
601-34115	R		Lease Revenue		$ -	-	-	-	-	-
601-34400	R		Collector Street Fee		$ -	-	-	-	-	-
601-35107	R		NSF Fines		$ 500	500	500	640	60	420
601-36100	R		Special Assessments		$ -	-	-	337	29	15
601-36200	R		Miscellaneous Revenues		$ 5,000	7,500	7,000	5,243	195	7,022
601-36201	R		Refunds & Reimbursements		$ 500	500	500	2,230	1,147	491
601-36203	R		Loan Proceeds		$ -	-	-	-	-	-
601-36210	R		Interest Earnings		$ 5,000	-	15,000	2,453	39,525	66,496
601-36261	R		Contributions - Developer		$ -	-	-	139,000	637,500	-
601-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
601-37100	R		Water Sales		$ 1,400,000	1,209,832	1,244,220	1,304,213	1,212,666	1,042,835
601-37151	R		Water Access Charge (WAC)		$ 200,000	200,000	225,000	233,093	288,773	214,190
601-37152	R		Water Reconnection Chg		$ 8,000	8,000	8,000	4,900	1,400	8,030
601-37153	R		Misc. Charges		$ -	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		$ -	-	-	-	-	-
601-37160	R		Water Penalty		$ 25,000	28,632	25,000	25,083	4,076	26,661
601-37228	R		Utility Trunk Fee		$ 31,500	20,500	20,000	41,552	41,850	26,089
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		$ -	-	1,589	-	-	-
601-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,675,500**	**1,765,464**	**1,546,809**	**1,758,946**	**2,227,497**	**1,392,456**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601			**WATER FUND**							
601-49400-100	E		Wages & Salaries General		$ 187,500	137,871	130,958	133,303	108,012	105,749
601-49400-101	E		PT Salaries & Wages		$ 5,000	-	-	-	-	-
			Intern (50/50 - W/S)	$ 5,000						
601-49400-102	E		Full-Time Employees OT		$ 13,000	13,000	13,000	12,522	12,786	13,092
601-49400-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin		$ 64,400	61,195	57,362	60,934	59,931	38,525
601-49400-112	E		Contracted Services		$ 17,595	24,530	22,783	4,958	4,742	14,807
			Leaks/Breaks/Repairs	$ 10,000						
			ESRI GIS Access	$ 315						
			Generator Service Agreement	$ 2,530						
			Backflow Testing	$ 4,000						
			City Code Update (30%)	$ 750						
601-49400-113	E		Clothing Replacement		$ 200	200	225	77	152	191
601-49400-114	E		Crime Prevention		$ -	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General		$ 30,500	22,939	21,892	22,171	18,433	16,209
601-49400-128	E		Employer Contrib Ret Admin		$ 9,800	9,300	8,719	7,736	7,783	7,022
601-49400-129	E		Pension Expense		$ -	-	-	(849)	7,678	(7,351)
601-49400-130	E		Employer Paid Ins General		$ 52,600	38,386	34,071	39,318	28,971	28,012
601-49400-138	E		Employer Paid Ins Admin		$ 17,000	15,271	13,382	11,153	10,757	10,435
601-49400-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	-
601-49400-150	E		OPEB Expense		$ -	-	-	7,121	(2,420)	3,926
601-49400-151	E		Worker s Comp Insurance		$ 13,500	16,074	10,750	13,687	9,900	9,812
601-49400-208	E		Training and Instruction		$ 2,900	2,900	2,900	1,047	2,041	1,665
			Training and Instruction	$ 2,500						
			Civic Systems Symposium - Util. Clerk	$ 400						
601-49400-211	E		S/W Billing Supplies		$ 1,200	2,295	1,575	937	904	2,269
601-49400-212	E		Motor Fuels		$ 4,200	3,500	3,500	3,201	2,235	3,736
601-49400-220	E		General Supplies		$ 13,500	9,500	10,000	10,979	9,653	6,060
601-49400-221	E		Chemicals		$ 40,000	30,000	29,000	38,175	38,452	22,193
601-49400-232	E		Water Meters		$ 50,000	50,000	30,000	48,030	49,108	21,417
601-49400-240	E		Small Tools and Minor Equip		$ 1,800	1,500	1,000	736	1,171	571
601-49400-300	E		Professional Srvs (GENERAL)		$ 1,820	2,070	2,012	783	608	2,011
			Safety Training (12.5%)	$ 200						
			City Attorney	$ 1,000						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 350						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601-49400-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
601-49400-303	E		Engineering Fees		$ 5,000	15,000	10,000	1,877	1,377	4,764
601-49400-305	E		Technology		$ 13,700	12,735	6,281	6,000	5,359	4,477
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,990						
			Meter Technology Service/Support (50%)	$ 4,500						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			WB IT Solutions (10%)	$ 4,800						
			Anti Spam Software	$ 40						
601-49400-320	E		Communications (GENERAL)		$ 3,510	3,500	3,554	3,161	3,556	3,595
			Landline Service	$ 1,300						
			Long Distance	$ 10						
			Verizon	$ 2,200						
601-49400-322	E		Postage		$ 4,500	5,000	5,500	3,779	3,636	5,019
601-49400-351	E		Legal Notices Publishing		$ 350	350	300	201	378	253
601-49400-361	E		General Liability Ins		$ 17,450	11,400	10,340	10,949	10,608	10,876
601-49400-380	E		Utilities		$ 66,500	64,600	56,410	60,668	60,968	53,217
601-49400-400	E		Ground Maintenance		$ 250	500	500	12	18	-
601-49400-401	E		Maint & Repairs - Bldgs.		$ 2,500	5,500	5,000	965	2,557	4,383
601-49400-404	E		Repairs/Maint Machinery/Equip		$ 12,000	11,000	16,500	5,391	12,700	8,587
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 11,000						
601-49400-405	E		Depreciation (GENERAL)		$ 420,000	405,000	400,000	418,996	402,078	399,782
601-49400-410	E		Rentals		$ -	-	-	-	-	38
601-49400-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
601-49400-417	E		Uniform Rentals		$ 1,500	1,500	1,200	1,017	1,402	950
601-49400-433	E		Dues and Subscriptions		$ 6,070	4,370	4,370	8,072	3,887	3,831
			Gopher State One-Call Locates	$ 1,600						
			American Water Works Assocation	$ 210						
			WTF Hazardous Chemical	$ 25						
			Annual Water Use Report	$ 4,000						
			MN Rurual Water Assn (50%)	$ 125						
			APWA (25%)	$ 110						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
601-49400-437	E		Other Miscellaneous		$ 700	625	500	570	518	479
			Railroad Pipeline Permit	$ 700						
601-49400-438	E		Bank Charges		$ -	-	-	-	-	-
601-49400-492	E		Testing-Waste/Water		$ 2,500	2,000	2,000	2,000	1,025	1,134
601-49400-494	E		Property Management		$ -	-	-	-	-	-
601-49400-500	E		Capital Expenditures		$ 1,079,690	601,680	480,190	(284)	5,555	10,848
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		$ 449,000	434,000	423,000	-	-	398,000
			2007 GO Revenue Note, PFA	$ 59,000						
			2008 GO Revenue Note, PFA	$ 290,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 35,000						
			2013A GO Refunding - Water	$ 40,000						
601-49400-610	E		Interest		$ -	-	-	-	-	-
601-49400-611	E		Bond Interest		$ 75,800	87,819	99,553	95,957	107,305	118,748
			2007 GO Revenue Note, PFA	$ 6,470						
			2008 GO Revenue Note, PFA	$ 57,010						
			2010A GO Utility Revenue Bonds - Water	$ 1,850						
			2011 GO Water Revenue Bonds, PFA	$ 5,135						
			2013A GO Refunding - Water	$ 5,310						
601-49400-620	E		Fiscal Agent s Fees		$ 700	685	685	689	687	685
601-49400-621	E		Bond Discount		$ -	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		$ -	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		$ -	4,564	4,429	4,429	4,534	4,333
601-49400-701	E		Equipment/Bldg Payments		$ -	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		$ -	-	-	-	-	-
601-49400-720	E		Operating Transfers		$ 18,366	58,278	40,000	40,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 18,366						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**2,711,026**	**2,175,637**	**1,967,826**	**1,084,429**	**1,003,294**	**1,337,527**
601		**NET INCOME / (LOSS)**			**(1,035,526)**	**(410,173)**	**(421,017)**	**674,516**	**1,224,203**	**54,929**
601		**NET CASH FLOW / (LOSS)**			**(615,526)**	**(5,173)**	**(21,017)**	**1,099,785**	**1,631,539**	**451,286**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		$ -	361,000	-	-	-	-
602-33439	R		PERA Pension Other Revenue		$ -	-	-	258	348	258
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		$ -	-	-	308	6	2
602-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
602-36201	R		Refunds & Reimbursements		$ 2,500	1,600	1,600	4,649	1,549	1,660
602-36210	R		Interest Earnings		$ 5,000	15,000	25,000	3,395	60,218	103,189
602-36261	R		Contributions - Developer		$ -	-	-	157,400	510,000	-
602-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
602-37153	R		Misc. Charges		$ -	-	-	-	-	-
602-37200	R		Sewer Sales		$ 1,397,400	1,354,659	1,575,000	1,370,992	1,484,500	1,376,571
602-37228	R		Utility Trunk Fee		$ 38,500	25,100	20,000	50,785	51,150	40,887
602-37251	R		Sewer Access Charge (SAC)		$ 290,600	276,800	300,000	292,541	359,090	272,131
602-37252	R		Sewer Reconnection Chg		$ -	-	-	-	-	-
602-37260	R		Swr Penalty		$ 6,000	6,000	5,750	4,915	1,059	5,724
602-37843	R		Bank Charges		$ -	-	-	-	-	-
602-39102	R		Sale of Property		$ -	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
602-39201	R		Transfer from General Fund		$ -	-	1,589	-	-	-
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)
602		**TOTAL**	**SEWER FUND REVENUES**		**1,740,000**	**2,040,159**	**1,928,939**	**1,885,243**	**2,467,919**	**1,907,470**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		$ 237,900	182,209	173,142	176,041	141,775	138,569
602-49450-101	E		PT Salaries & Wages		$ 5,000	-	-	-	-	-
			Intern (50/50 - W/S)	$ 5,000						
602-49450-102	E		Full-Time Employees OT		$ 13,000	13,000	13,000	11,406	11,883	12,456
602-49450-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		$ 64,400	61,195	57,362	60,934	58,781	46,773
602-49450-112	E		Contracted Services		$ 5,865	7,800	6,053	4,591	4,544	4,177
			Leaks/Breaks/Repairs	$ 1,500						
			ESRI GIS Access	$ 315						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 750						
602-49450-113	E		Clothing Replacement		$ 250	275	300	108	211	266
602-49450-120	E		Employer Contrib Ret General		$ 38,100	29,657	28,283	28,164	23,179	20,398
602-49450-128	E		Employer Contrib Ret Admin		$ 9,800	9,300	8,719	7,767	7,783	8,850
602-49450-129	E		Pension Expense		$ -	-	-	179	9,567	(10,678)
602-49450-130	E		Employer Paid Ins General		$ 68,000	52,150	46,137	51,011	37,965	36,216
602-49450-138	E		Employer Paid Ins Admin		$ 17,000	15,271	13,382	11,152	10,758	11,702
602-49450-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	79	-
602-49450-150	E		OPEB Expense		$ -	-	-	8,910	(3,549)	4,559
602-49450-151	E		Worker s Comp Insurance		$ 17,700	21,723	14,167	18,037	13,460	11,518
602-49450-208	E		Training and Instruction		$ 3,650	3,650	3,650	4,159	1,158	1,315
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		$ 1,200	2,295	1,575	937	904	2,269
602-49450-212	E		Motor Fuels		$ 4,200	3,500	3,500	2,909	2,035	2,806
602-49450-220	E		General Supplies		$ 6,000	4,500	6,000	5,917	4,310	4,163
602-49450-221	E		Chemicals		$ 70,000	60,000	70,000	62,025	47,425	43,694
602-49450-240	E		Small Tools and Minor Equip		$ 2,050	1,750	1,000	1,404	1,667	776
602-49450-260	E		Hauling		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)		$ 1,820	2,070	1,668	971	1,076	2,383
			Safety Training (12.5%)	$ 200						
			City Attorney	$ 500						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 850						
602-49450-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
602-49450-303	E		Engineering Fees		$ 8,500	8,500	6,500	1,656	7,971	6,997
602-49450-305	E		Technology		$ 13,700	12,735	6,281	6,000	5,359	4,534
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,990						
			Meter Technology Service/Support (50%)	$ 4,500						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Laserfiche Support (20%)	$ 800						
			Civic Plus Support (20%)	$ 520						
			WB IT Solutions (10%)	$ 4,800						
			Anti Spam Software	$ 40						
602-49450-320	E		Communications (GENERAL)		$ 3,260	3,270	3,104	3,154	3,120	3,180
			Landline Service	$ 1,050						
			Long Distance	$ 10						
			Verizon	$ 2,200						
602-49450-322	E		Postage		$ 4,500	5,000	5,500	3,735	3,573	5,019
602-49450-351	E		Legal Notices Publishing		$ 250	250	150	25	390	150
602-49450-361	E		General Liability Ins		$ 38,050	23,900	21,560	23,011	21,933	19,382
602-49450-380	E		Utilities		$ 255,000	260,400	254,000	236,579	245,701	239,625
602-49450-400	E		Ground Maintenance		$ 500	500	1,000	109	-	-
602-49450-401	E		Maint & Repairs - Bldgs.		$ 5,100	5,100	5,000	2,978	3,044	3,572
			Garbarge/Recycling Services	$ 1,590						
			Miscellaneous	$ 3,510						
602-49450-404	E		Repairs/Maint Machinery/Equip		$ 30,000	30,000	20,000	5,299	37,395	34,649
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 29,000						
602-49450-405	E		Depreciation (GENERAL)		$ 600,000	575,000	565,000	587,500	571,025	564,320
602-49450-410	E		Rentals		$ -	-	-	1,538	-	-
602-49450-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
602-49450-417	E		Uniform Rentals		$ 1,750	1,750	1,600	1,414	1,949	1,370

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
602-49450-433	E		Dues and Subscriptions		$ 1,735	1,735	1,735	1,807	1,689	1,706
			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		$ 9,500	5,000	6,000	6,367	3,947	4,150
602-49450-494	E		Property Management		$ -	-	-	-	-	-
602-49450-500	E		Capital Expenditures		$ 930	372,392	56,560	6,844	15,649	6,049
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		$ 380,000	375,000	365,000	-	-	260,000
			2010A GO Utility Revenue Bonds - Sewer	$ 40,000						
			2014B GO Bonds - Sewer portion	$ 110,000						
			2016A GO Sewer Revenue Bonds, PFA	$ 230,000						
602-49450-611	E		Bond Interest		$ 43,820	51,973	59,561	58,940	66,124	72,040
			2010A GO Utility Revenue Bonds - Sewer	$ 2,960						
			2014B GO Bonds - Sewer portion	$ 6,560						
			2016A GO Sewer Revenue Bonds, PFA	$ 34,300						
602-49450-620	E		Fiscal Agent s Fees		$ 500	300	802	301	303	305
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	35,431	36,273	39,190
602-49450-710	E		Transfer Debt from Government		$ -	-	-	-	-	-
602-49450-720	E		Operating Transfers		$ 16,507	58,278	35,000	35,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 16,507						
602		**TOTAL**	**SEWER FUND EXPENDITURES**		**1,977,944**	**2,296,896**	**1,896,089**	**1,472,253**	**1,398,612**	**1,605,614**
602		**NET INCOME / (LOSS)**			**(237,944)**	**(256,737)**	**32,850**	**412,990**	**1,069,307**	**301,856**
602		**NET CASH FLOW / (LOSS)**			**356,038**	**312,245**	**591,832**	**1,003,562**	**1,640,332**	**746,993**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 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		$ -	-	-	41	91	86
603-36100	R		Special Assessments		$ -	-	-	125	72	40
603-36200	R		Miscellaneous Revenues		$ -	-	750	-	-	746
603-36201	R		Refunds & Reimbursements		$ 50	50	50	56	26	15
603-36210	R		Interest Earnings		$ 500	1,000	1,000	564	7,164	12,012
603-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
603-37300	R		Stormwater Sales		$ 308,000	402,000	382,600	389,958	367,688	347,823
603-37360	R		Stormwater Penalty		$ 1,750	1,750	1,750	1,783	279	1,670
603-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**310,300**	**404,800**	**386,150**	**392,528**	**375,320**	**362,392**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		$ 51,900	31,787	30,195	30,731	40,777	44,380
603-49500-102	E		Full-Time Employees OT		$ 1,000	1,000	1,000	7	-	885
603-49500-108	E		Wages & Salaries Admin		$ -	-	-	-	-	-
603-49500-112	E		Contracted Services		$ 320	1,000	418	430	-	-
			ESRI GIS Access	$ 70						
			City Code Update (10%)	$ 250						
603-49500-113	E		Clothing Replacement		$ 50	50	50	18	35	45
603-49500-120	E		Employer Contrib Ret General		$ 8,000	4,986	4,744	4,490	6,075	6,947
603-49500-128	E		Employer Contrib Ret Admin		$ -	-	-	-	-	-
603-49500-129	E		Pension Expense		$ -	-	-	(12,616)	(6,435)	9,993
603-49500-130	E		Employer Paid Ins General		$ 14,900	8,889	7,885	7,859	9,937	9,627
603-49500-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
603-49500-150	E		OPEB Expense		$ -	-	-	(1,414)	(613)	2,260
603-49500-151	E		Worker s Comp Insurance		$ 3,300	3,335	2,179	2,774	2,320	4,499
603-49500-208	E		Training and Instruction		$ 1,600	1,900	1,900	104	478	414
			Civic Systems Symposium - Util. Clerk	$ 100						
			MS4 Training	$ 1,500						
603-49500-211	E		S/W Billing Supplies		$ 300	510	350	208	206	504
603-49500-212	E		Motor Fuels		$ 1,800	1,500	1,400	1,460	1,003	1,570
603-49500-220	E		General Supplies		$ 1,000	1,000	400	592	395	414
603-49500-230	E		Salt/Sand		$ 3,500	4,000	4,300	-	181	3,293
603-49500-231	E		Street Maintenance		$ -	-	-	-	-	-
603-49500-240	E		Small Tools and Minor Equip		$ 1,300	1,000	700	265	728	263
603-49500-300	E		Professional Srvs (GENERAL)		$ 5,690	5,815	18,064	7,429	4,199	11,102
			City Attorney	$ 500						
			MS4 Stormwater Permit Application	$ -						
			Engineering - MS4 Assistance	$ 5,000						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (6.25%)	$ 100						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
603-49500-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
603-49500-303	E		Engineering Fees		$ 10,000	10,000	20,000	4,738	8,098	7,509
603-49500-305	E		Technology		$ 1,180	1,017	924	953	894	373
			PSN Monthly eBill (10%)	$ 70						
			Civic Systems Support (7.92%)	$ 1,070						
			Anti Spam Software	$ 40						
603-49500-322	E		Postage		$ 1,000	1,100	1,220	830	794	1,152
603-49500-351	E		Legal Notices Publishing		$ 250	250	200	-	-	173
603-49500-361	E		General Liability Ins		$ 340	300	260	272	273	374
603-49500-380	E		Utilities		$ 5,400	4,900	4,710	4,800	4,648	4,444
603-49500-400	E		Ground Maintenance		$ 2,500	5,000	10,000	-	-	570
603-49500-404	E		Repairs/Maint Machinery/Equip		$ 10,000	6,500	5,900	7,977	8,662	7,390
603-49500-405	E		Depreciation (GENERAL)		$ 75,000	70,000	41,000	73,452	62,905	41,000
603-49500-410	E		Rentals		$ -	-	-	-	-	-
603-49500-417	E		Uniform Rentals		$ 325	325	300	226	303	270
603-49500-433	E		Dues and Subscriptions		$ 1,100	1,100	1,100	686	704	636
			MS4 Stormwater Permit	$ 400						
			MCSC Membership	$ 700						
603-49500-437	E		Other Miscellaneous		$ 2,000	-	-	-	-	-
			Public Outreach Education	$ 2,000						
603-49500-495	E		Rain Garden		$ 5,000	5,000	5,000	-	-	-
603-49500-500	E		Capital Expenditures		$ 11,857	36,404	223,100	5,608	3,602	6,083
603-49500-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)		$ 1,829	-	65,000	65,000	-	-
			Contribution to General Fund (920) Capital Purchases	$ 1,829						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**		**226,866**	**213,668**	**456,684**	**210,842**	**154,339**	**169,345**
603		**NET INCOME / (LOSS)**			**83,434**	**191,132**	**(70,534)**	**181,686**	**220,980**	**193,047**
603		**NET CASH FLOW / (LOSS)**			**158,434**	**261,132**	**(29,534)**	**241,108**	**276,837**	**246,300**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 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		$ -	-	-	388	561	420
609-34101	R		Rent Revenue		$ -	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		$ -	-	-	1,000	243	40
609-36201	R		Refunds & Reimbursements		$ -	-	-	712	249	297
609-36202	R		Loan Payments		$ -	-	-	-	-	-
609-36210	R		Interest Earnings		$ 1,500	4,000	4,000	1,747	8,812	12,475
609-36230	R		Contributions and Donations		$ -	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		$ 1,804,000	1,422,635	1,029,670	1,380,092	1,282,972	1,004,560
609-37812	R		Beer Sales -Off Sale		$ 2,425,000	2,256,636	1,669,770	2,136,813	2,088,277	1,629,040
609-37813	R		Wine Sales -Off Sale		$ 621,000	428,722	302,990	404,009	381,693	295,602
609-37815	R		Other Merchandise -Off Sale		$ 241,000	230,931	167,810	211,849	202,184	163,716
609-37816	R		Ice Sales		$ 25,000	21,865	17,600	23,903	22,441	17,172
609-37840	R		Cash Over - (Short)		$ -	-	-	-	-	-
609-37841	R		Refunds		$ -	(4,500)	(4,000)	498	(2,300)	(3,320)
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	25,765	-	-	-
609-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**5,143,265**	**4,386,054**	**3,213,605**	**4,161,010**	**3,985,132**	**3,120,004**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		$ 225,100	250,206	214,599	155,409	168,390	200,267
609-49750-101	E		Part Time Salaries and Wages		$ 110,000	21,848	51,435	100,096	73,255	35,744
609-49750-102	E		Full-Time Employees OT		$ -	-	-	19,136	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		$ 53,100	50,362	47,151	50,387	48,788	41,165
609-49750-112	E		Contracted Services		$ -	-	-	156	7,684	-
609-49750-120	E		Employer Contrib Ret General		$ 50,100	40,560	40,304	42,381	37,470	34,024
609-49750-128	E		Employer Contrib Ret Admin		$ 8,100	7,658	7,172	6,274	6,462	5,698
609-49750-129	E		Pension Expense		$ -	-	-	(13,494)	9,600	23,606
609-49750-130	E		Employer Paid Ins General		$ 73,200	65,715	51,807	51,693	48,797	49,227
609-49750-138	E		Employer Paid Ins Admin		$ 11,900	10,722	9,123	6,908	6,843	6,811
609-49750-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	78	-
609-49750-150	E		OPEB Expense		$ -	-	-	1,871	(5,051)	13,013
609-49750-151	E		Worker s Comp Insurance		$ 16,900	21,041	12,785	16,277	13,926	11,130
609-49750-200	E		Office Supplies (GENERAL)		$ 2,000	4,000	4,600	7,411	5,775	4,515
609-49750-208	E		Training and Instruction		$ 2,675	2,375	1,875	-	3	987
			MMBA Conference	$ 2,300						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-210			Operating Supplies		$ 7,600					
609-49750-251	E		Liquor For Resale		$ 1,255,400	983,300	709,460	1,001,648	875,425	692,158
609-49750-252	E		Beer For Resale		$ 1,843,000	1,701,700	1,281,990	1,641,318	1,597,858	1,250,724
609-49750-253	E		Wine For Resale		$ 413,000	288,500	196,900	296,802	245,646	192,097
609-49750-257	E		Ice For Resale		$ 11,800	10,100	8,350	12,346	10,824	8,142
609-49750-259	E		Other For Resale		$ 173,800	170,500	120,390	147,827	144,718	117,455
609-49750-260	E		Hauling		$ 21,600	14,300	10,400	15,914	12,416	10,148
609-49750-300	E		Professional Srvs (GENERAL)		$ 850	1,100	492	1,774	620	969
			Safety Training (12.5%)	$ 200						
			Miscellaneous	$ 650						
609-49750-301	E		Auditing and Acct g Services		$ 4,425	5,000	4,385	3,963	4,172	3,175
			Annual Financial Audit (12.5%)	$ 3,800						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		$ 11,660	9,626	5,907	11,309	6,071	5,592
			WB IT Solutions (10%)	$ 4,800						
			Laserfiche Support (13%)	$ 800						
			Civic Plus Support (5.0%)	$ 130						
			NEOGOV portal	$ 450						
			PEAK AGENDA MANAGEMENT	$ 360						
			Civic Systems Support (5.80%)	$ 770						
			Anti Spam Software	$ 30						
			RITE POS Subscription	$ 4,320						

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
609-49750-320	E		Communications (GENERAL)		$ 3,720	2,341	2,308	3,336	2,367	2,249
			Verizon	$ 500						
			Nextera Phone Service	$ 720						
			Midco Internet	$ 2,500						
609-49750-322	E		Postage		$ -	-	-	23	-	-
609-49750-340	E		Advertising		$ 13,000	8,730	7,000	5,980	4,771	6,125
609-49750-351	E		Legal Notices Publishing		$ 1,000	500	500	1,713	934	166
609-49750-361	E		General Liability Ins		$ 8,590	3,600	3,300	3,484	3,369	3,184
609-49750-364	E		Dram Shop		$ 4,400	3,800	3,140	3,647	2,988	3,019
609-49750-380	E		Utilities		$ 27,600	27,600	15,100	19,118	14,827	14,243
609-49750-400	E		Ground Maintenance		$ 300	300	300	75	125	194
609-49750-401	E		Maint & Repairs - Bldgs.		$ 6,580	4,910	3,860	4,731	5,211	4,325
			Janitorial Services	$ 950						
			Rug Service	$ 2,500						
			Garbarge/Recycling Services	$ 1,630						
			Miscellaneous	$ 1,500						
609-49750-404	E		Repairs/Maint Machinery/Equip		$ 2,500	2,500	3,500	28	1,251	771
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 1,500						
609-49750-405	E		Depreciation (GENERAL)		$ 75,000	20,000	21,245	18,928	20,034	21,245
609-49750-431	E		Over/Short		$ -	-	-	(72)	56	(50)
609-49750-433	E		Dues and Subscriptions		$ 4,210	3,060	3,060	2,554	2,112	2,895
			MMBA	$ 3,700						
			Buyer's Card MOOFSL	$ 20						
			Music License (ASCAP) & Streaming	$ 340						
			Tobacco License	$ 150						
609-49750-437	E		Other Miscellaneous		$ 350	-	-	-	-	4
609-49750-438	E		Bank Charges		$ 96,000	69,500	50,960	68,544	68,983	49,717
609-49750-443	E		Check Recovery Fee		$ -	-	-	-	-	-
609-49750-490	E		Donations-Organizations		$ -	-	-	-	-	-
609-49750-493	E		Alarm System		$ 2,000	500	1,120	871	1,389	818
609-49750-500	E		Capital Expenditures		$ -	-	-	-	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		$ 190,000	155,000		-		
609-49750-611	E		Bond Interest		$ 60,200	94,774		34,337		
609-49750-621	E		Bond Discount		$ -	-		58,553		
609-49750-720	E		Operating Transfers		$ 350,000	350,000	350,000	747,150	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**		**5,141,660**	**4,405,728**	**3,244,518**	**4,550,405**	**3,808,655**	**3,174,635**
609		**NET INCOME / (LOSS)**			**1,605**	**(19,674)**	**(30,913)**	**(389,394)**	**176,477**	**(54,631)**
609		**NET CASH FLOW / (LOSS)**			**76,605**	**326**	**(9,668)**	**(382,089)**	**201,060**	**3,233**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		$ 26,900	28,090	27,810	26,366	26,141	13,354
614-36210	R		Interest Earnings		$ 100	100	100	4	123	203
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**27,000**	**28,190**	**27,910**	**26,370**	**26,264**	**13,557**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
614-49845-207	E		Computer Supplies		$ -	-	-	-	-	168
614-49845-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	-
614-49845-500	E		Capital Expenditures		$ 20,473	24,479	22,695	24,375	23,122	13,648
614-49845-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**20,473**	**24,479**	**22,695**	**24,375**	**23,122**	**13,816**
614		**NET INCOME / (LOSS)**			**6,527**	**3,711**	**5,215**	**1,995**	**3,143**	**(258)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		$ 465,500	451,900	438,700	438,700	256,000	-
920-33418	R		Muni State Aid St Maintenance		$ -	-	-	-	-	-
920-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
920-36100	R		Special Assessments		$ -	-	-	11,708	12,579	333,677
920-36210	R		Interest Earnings		$ 700	9,600	7,200	11	12,010	24,039
920-36230	R		Contributions and Donations		$ -	-	-	(685)	4,522	1,200
920-39102	R		Sale of Property		$ 122,000	122,000	122,000	1,350	1,325	6,613
920-39201	R		Transfer from General Fund		$ -	-	-	-	-	36,500
920-39203	R		Transfer from Other Fund		$ 255,217	116,556	-	397,150	-	145,659
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**843,417**	**700,056**	**567,900**	**848,233**	**286,436**	**547,688**
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		6,902		
920-41500-300	E		Professional Srvs (GENERAL)		$ -	-	-	6	10	16
920-41500-500	E		Capital Expenditures		$ 839	25,815	-	709	58	-
920-41910-500	E		Capital Expenditures		$ -	-	-	-	-	-
920-41941-500	E		Capital Expenditures		$ -	28,796	4,150	1,195	31,257	-
920-42110-500	E		Capital Expenditures		$ 121,772	13,277	71,585	1,577,386	84,593	108,395
920-42401-500	E		Capital Expenditures		$ -	-	-	-	-	-
920-43010-500	E		Capital Expenditures		$ -	-	-	-	-	-
920-43100-500	E		Capital Expenditures		$ 177,936	284,120	16,409	5,720	56,686	-
920-43160-500	E		Capital Expenditures		$ 21,311	19,042	18,487	22,826	240	-
920-43210-500	E		Capital Expenditures		$ -	-	-	-	-	-
920-45186-500	E		Capital Expenditures		$ 6,753	4,184	47,286	28,774	-	-
920-45200-500	E		Capital Expenditures		$ -	-	-	-	-	-
920-45300-500	E		Capital Expenditures		$ 468,197	44,560	468,425	293,803	26,500	2,000
920-49110-720	E		Operating Transfers		$ -	-	-	-	82,026	96,066
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**796,808**	**427,794**	**627,990**	**1,937,321**	**281,370**	**268,651**
920		**NET INCOME / (LOSS)**			**46,609**	**272,262**	**(60,090)**	**(1,089,087)**	**5,066**	**279,037**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		$ -	-	-	-	85,000	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
929-36210	R		Interest Earnings		$ -	-	-	244	11,714	27,084
929-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
929-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**244**	**96,714**	**278,991**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		$ -	-	400	156	382	382
929-47000-601	E		Debt Srv Bond Principal		$ -	-	375,000	375,000	365,000	290,000
929-47000-611	E		Bond Interest		$ -	-	12,000	12,000	22,950	31,215
929-47000-620	E		Fiscal Agent s Fees		$ -	-	500	-	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**-**	**-**	**387,900**	**387,156**	**388,827**	**322,092**
929		**NET INCOME / (LOSS)**			**-**	**-**	**(387,900)**	**(386,912)**	**(292,113)**	**(43,101)**
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		$ -	-	9,367	9,367	7,805	8,909
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		$ -	-	-	16,166	17,348	27,066
930-36210	R		Interest Earnings		$ -	250	1,000	(30)	1,687	4,473
930-39203	R		Transfer from Other Fund		$ -	41,050	39,860	39,860	40,807	43,523
930-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
930-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**-**	**41,300**	**50,227**	**65,363**	**67,648**	**83,970**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		$ -	500	500	189	418	456
930-47000-601	E		Debt Srv Bond Principal		$ -	90,000	85,000	85,000	85,000	80,000
930-47000-611	E		Bond Interest		$ -	1,215	3,578	3,578	5,681	7,537
930-47000-620	E		Fiscal Agent s Fees		$ -	500	500	495	495	495
930-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**-**	**92,215**	**89,578**	**89,262**	**91,594**	**88,488**
930		**NET INCOME / (LOSS)**			**-**	**(50,915)**	**(39,351)**	**(23,899)**	**(23,947)**	**(4,518)**

Acct Number	Type		Title / Detail		2023 PROPOSED	2022 BUDGET	2021 BUDGET	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL
931			**2021A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		$ 210,630	223,821	222,036	222,036	225,501	223,611
931-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
931-36210	R		Interest Earnings		$ 100	500	1,000	(102)	1,230	3,110
931-39310	R		Proceeds GO Bond		$ -	-	-	1,445,000	-	-
931		**TOTAL**	**2021A GO ABATEMENT BOND REVENUES**		**210,730**	**224,321**	**223,036**	**1,666,934**	**226,731**	**226,721**
931			**2021A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	400	42,985	382	382
931-47000-601	E		Debt Srv Bond Principal		$ 165,000	165,000	165,000	165,000	160,000	155,000
931-47000-611	E		Bond Interest		$ 27,250	44,813	48,113	48,113	51,363	54,512
931-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
931		**TOTAL**	**2021A GO ABATEMENT BOND EXPENDITURES**		**192,650**	**210,213**	**213,513**	**256,097**	**211,745**	**209,894**
931		**NET INCOME / (LOSS)**			**18,080**	**14,108**	**9,523**	**1,410,837**	**14,986**	**16,827**
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		$ 48,337	49,329	50,227	50,227	51,006	51,692
932-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
932-36210	R		Interest Earnings		$ 100	125	200	(31)	179	569
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**		**48,437**	**49,454**	**50,427**	**50,196**	**51,185**	**52,261**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	400	156	382	382
932-47000-601	E		Debt Srv Bond Principal		$ 45,000	45,000	45,000	45,000	45,000	45,000
932-47000-611	E		Bond Interest		$ 1,510	2,408	3,206	3,206	3,904	4,500
932-47000-620	E		Fiscal Agent s Fees		$ -	-	-	-	-	-
932-47000-621	E		Bond Discount		$ -	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
932-47000-720	E		Operating Transfers		$ -	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**46,910**	**47,808**	**48,606**	**48,363**	**49,286**	**49,882**
932		**NET INCOME / (LOSS)**			**1,527**	**1,646**	**1,821**	**1,834**	**1,899**	**2,379**

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 425
Assumed Inflation 4.00%
- 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, Maintenance or Replacement Cost in 2021 Dollars	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Const / Imp.	2018 Street & Utility Improvements	Professional Services	443-49008-300		2018																						
	2018 Street & Utility Improvements	Engineering Fees	443-49008-303		2018																						
	2018 Street & Utility Improvements	Legal Notices Publishing	443-49008-351		2018																						
	2018 Street & Utility Improvements	Imp. Other Than Buildings	443-49008-530	30 yr useful life	2018																						
	2019 Cajima / Hwy 65 Intersection	Engineering Fees	444-49008-303																								
	2019 Cajima / Hwy 65 Intersection	Legal Notices Publishing	444-49008-351																								
	2019 Cajima / Hwy 65 Intersection	Imp. Other Than Buildings	444-49008-530																								
	Str. Rehab Brookview S. 1-4 Addition	Imp. Other Than Buildings	425-49008-530		2022																						
	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						$ 521,000																
	Reclaim E. Dual from Heritage to WTF	Imp. Other Than Buildings	425-49008-530		2025					$ 360,000																	
	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									$ 170,000													
	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 & E Dual Intersection	Imp. Other Than Buildings	425-49008-530		2023			$ 400,000																			
	Heritage & 8th Ave NE Intersection	**Imp. Other Than Buildings**	**425-49008-530**		**As Warranted**																						
	Heritage & 3rd Ave NW Intersection	**Imp. Other Than Buildings**	**425-49008-530**		**As Warranted**																						
	2036-2057 Sealcoat Schedule																					$ 415,000					$ 376,000
	2036-2057 Mill and Overlay Schedule	Imp. Other Than Buildings	425-49008-530																		$ 1,190,000	$ 998,000	$ 1,762,000	$ 1,331,000	$ 1,870,000	$ 1,845,000	$ 1,372,000
	2036-2057 Reclaim & Pave Schedule	Imp. Other Than Buildings	425-49008-530																		$ 676,000	$ 960,000		$ 656,000			
		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																						
	Ped Bridge/Tunnel	Imp. Other Than Buildings	425-49008-530		Developer		$ 3,860,000.00																				
	Ped Bridge/Tunnel Collector Trails	Imp. Other Than Buildings	425-49008-530		Developer		$ 503,000.00																				
	Transit Station Improvements	Imp. Other Than Buildings	425-49008-530		Funded by Others																						
	W. Frontage Rd. Imp - Golden Way to Heritage	Imp. Other Than Buildings	425-49008-530		Developer																						
	Wendover / 6th Ave Improvements	Imp. Other Than Buildings	425-49008-530		Developer																						
	W. Collector Rd. Imp. - Cajima to 301st Ave	Imp. Other Than Buildings	425-49008-530		Developer																						
	E. Collector Rd. Imp. - 8th Ave to Heritage	Imp. Other Than Buildings	425-49008-530		Developer																						
		Imp. Other Than Buildings	425-49008-530																								
		Imp. Other Than Buildings	425-49008-530																								
Department	Revenue	Account Title	Account Number																								
	Property Taxes		XXX-31000					$ 307,000	$ 319,000	$ 332,000	$ 345,000	$ 359,000	$ 373,000	$ 388,000	$ 404,000	$ 420,000	$ 437,000	$ 454,000	$ 472,000	$ 491,000	$ 511,000	$ 531,000	$ 552,000	$ 574,000	$ 597,000	$ 621,000	$ 646,000
	State Grants and Aids		XXX-33400																								
	MSA St. Maint.		XXX-33418																								
	MSA St. Const.		XXX-33419					$ 400,000		$ 714,000	$ 521,000										$ 676,000	$ 960,000		$ 656,000			$ 376,000
	Special Assessments		XXX-36100							$ 194,250	$ 153,750	$ 194,400	$ 205,800	$ 89,550							$ 101,400	$ 144,000	$ -	$ 98,400	$ -	$ -	$ -
	Special Assessments Receivable							$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290	$ 17,290										
	Interest Earnings		XXX-36210					$ 100	$ 2,200	$ 5,600	$ 5,300	$ 5,400	$ 3,500	$ 2,800	$ 2,000	$ 6,200	$ 10,700	$ 15,300	$ 20,000	$ 24,900	$ 30,100	$ 35,000	$ 33,200	$ 26,800	$ 26,000	$ 19,200	$ 13,100
	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																		$ 1,034,974	$ 522,299	$ 537,818	$ 553,802	$ 570,266	$ 587,224	$ 604,691
	Bond Proceeds		XXX-39310																								
	Budgeted Expenditures						Budgeted Expenditures	$ 400,000	$ -	$ 1,295,000	$ 1,025,000	$ 1,296,000	$ 1,372,000	$ 597,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,866,000	$ 2,373,000	$ 1,762,000	$ 1,987,000	$ 1,870,000	$ 1,845,000	$ 1,748,000
	Budgeted Revenues						Budgeted Revenues	$ 724,390	$ 338,490	$ 1,263,140	$ 1,042,340	$ 1,104,090	$ 1,300,590	$ 517,640	$ 423,290	$ 443,490	$ 464,990	$ 469,300	$ 492,000	$ 515,900	$ 2,353,474	$ 2,192,299	$ 1,123,018	$ 1,909,002	$ 1,193,266	$ 1,227,424	$ 1,639,791
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 324,390	$ 338,490	$ (31,860)	$ 17,340	$ (191,910)	$ (71,410)	$ (79,360)	$ 423,290	$ 443,490	$ 464,990	$ 469,300	$ 492,000	$ 515,900	$ 487,474	$ (180,701)	$ (638,982)	$ (77,998)	$ (676,734)	$ (617,576)	$ (108,209)
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 220,387	$ 558,877	$ 527,016	$ 544,356	$ 352,445	$ 281,035	$ 201,675	$ 624,964	$ 1,068,454	$ 1,533,443	$ 2,002,743	$ 2,494,743	$ 3,010,643	$ 3,498,118	$ 3,317,417	$ 2,678,435	$ 2,600,437	$ 1,923,703	$ 1,306,127	$ 1,197,918

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 440
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
	2019 Pavement Management	2019																				
	2020 Pavement Management	2020																				
	2021 Pavement Management	2021																				
	2022 Pavement Management	2022																				
	2023 Pavement Management	2023	$ 285,825																			
	2024 Pavement Management	2024		$ 235,520																		
	2025 Pavement Management	2025			$ 242,585																	
	2026 Pavement Management	2026				$ 378,685																
	2027 Pavement Management	2027					$ 428,931															
	2028 Pavement Management	2028						$ 552,249														
	2029 Pavement Management	2029							$ 460,043													
	2030 Pavement Management	2030								$ 527,804												
	2031 Pavement Management	2031									$ 434,489											
	2032 Pavement Management	2032										$ 486,955										
	2033 Pavement Management	2033											$ 503,649									
	2034 Pavement Management	2034												$ 366,795								
	2035 Pavement Management	2035													$ 398,245							
	Transfer to Fund 425	2070														$ 1,034,974	$ 522,299	$ 537,818	$ 553,802	$ 570,266	$ 587,224	$ 604,691
Department	Revenue																					
	Gas Franchise Fee		$ 155,227	$ 159,884	$ 164,681	$ 169,621	$ 174,710	$ 179,951	$ 185,350	$ 190,911	$ 196,638	$ 202,537	$ 208,613	$ 214,871	$ 221,317	$ 227,957	$ 234,796	$ 241,840	$ 249,095	$ 256,568	$ 264,265	$ 272,193
	Electric Franchise Fee		$ 186,768	$ 192,371	$ 198,142	$ 204,086	$ 210,209	$ 216,515	$ 223,010	$ 229,700	$ 236,591	$ 243,689	$ 251,000	$ 258,530	$ 266,286	$ 274,275	$ 282,503	$ 290,978	$ 299,707	$ 308,698	$ 317,959	$ 327,498
	State Grants & Aids																					
	Interest Earnings		$ 500	$ 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		$ 285,825	$ 235,520	$ 242,585	$ 378,685	$ 428,931	$ 552,249	$ 460,043	$ 527,804	$ 434,489	$ 486,955	$ 503,649	$ 366,795	$ 398,245	$ 1,034,974	$ 522,299	$ 537,818	$ 553,802	$ 570,266	$ 587,224	$ 604,691
	Budgeted Revenues		$ 342,495	$ 357,255	$ 367,823	$ 378,707	$ 389,919	$ 401,466	$ 413,360	$ 425,611	$ 438,229	$ 451,226	$ 464,613	$ 478,401	$ 492,603	$ 507,232	$ 522,299	$ 537,818	$ 553,802	$ 570,266	$ 587,224	$ 604,691
	1 Year (Over) / Under Budget		$ 56,670	$ 121,735	$ 125,238	$ 22	$ (39,012)	$ (150,783)	$ (46,683)	$ (102,193)	$ 3,740	$ (35,729)	$ (39,036)	$ 111,606	$ 94,358	$ (527,742)	$ -	$ -	$ -	$ -	$ -	$ -
	Running Fund (Deficit) / Surplus		$ 484,479	$ 606,214	$ 731,452	$ 731,474	$ 692,462	$ 541,679	$ 494,996	$ 392,803	$ 396,543	$ 360,814	$ 321,778	$ 433,384	$ 527,742	$ -	$ -	$ -	$ -	$ -	$ -	$ -

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Water	Computing/Technology Devices	Capital Outlay		$ 930	$ 5,320	$ 2,860	$ 510	$ 420	$ 1,080	$ 11,910	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,240	$ -	$ -				
	Well House No. 1 Well Pump No. 1	Capital Outlay	2038																$ 90,310				
	Well House No. 1 Flow Meter	Capital Outlay	2028						$ 6,720														
	Well House No. 1 Dehumidifier	Capital Outlay	2037															$ 2,630					
	Well House No. 1 Air Conditioner	Capital Outlay	2023	$ 1,740																			
	Well House No. 1 Unit Heater	Capital Outlay	2023	$ 1,160																			
	Well House No. 2 Well Pump No. 2	Capital Outlay	2021																				
	Well House No. 2 Flow Meter	Capital Outlay	2028						$ 10,080														
	Well House No. 2 Unit Heater	Capital Outlay	2023	$ 1,160																			
	Well House No. 2 Dehumidifier	Capital Outlay	2028						$ 2,020														
	Well House No. 3 Well Pump No. 3	Capital Outlay	2023	$ 115,930																			
	Well House No. 3 Flow Meter	Capital Outlay	2028						$ 10,080														
	Well House No. 3 Dehumidifier	Capital Outlay	2028						$ 2,020														
	Well House No. 3 Unit Heater	Capital Outlay	2023	$ 1,160																			
	Well House No. 3 Air Conditioning	Capital Outlay	2023	$ 1,740																			
	Well House No. 3 VFD	Capital Outlay	2023	$ 13,910																			
	Well House No. 3 Exhaust Fan	Capital Outlay	2028						$ 2,020														
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	2028						$ 2,020														
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	2023	$ 1,160																			
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	2028						$ 2,020														
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	2038																$ 2,710				
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	2038																$ 3,610				
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	2023	$ 1,160																			
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	2028						$ 2,020														
	Tank Room Influent Flow Meter - PIN-FMM	Capital Outlay	2023	$ 8,690																			
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	Capital Outlay	2023	$ 4,060																			
	Tank Room Backwash Supply Flow Meter - BWD - FMM	Capital Outlay	2023	$ 5,800																			
	Tank Room Filter Tank A	Capital Outlay	2043																				
	Tank Room Filter Tank B	Capital Outlay	2043																				
	Tank Room Filter Tank C	Capital Outlay	2043																				
	Tank Room Filter Tank D	Capital Outlay	2043																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	2023	$ 1,160																			
	Tank RoomRadiant Heater No. 1	Capital Outlay	2023	$ 6,960																			
	Tank RoomRadiant Heater No. 2	Capital Outlay	2023	$ 6,960																			
	Tank RoomRadiant Heater No. 3	Capital Outlay	2023	$ 6,960																			
	Tank Room Radiant Heater No. 4	Capital Outlay	2023	$ 6,960																			
	Tank Room Dehumidifier No. 1	Capital Outlay	2028						$ 4,030														
	Tank Room Dehumidifier No. 2	Capital Outlay	2028						$ 4,030														
	Tank Room Dehumidifier No. 3	Capital Outlay	2028						$ 4,030														
	Tank Room Dehumidifier No. 4	Capital Outlay	2028						$ 4,030														
	Tank Room Dehumidifier No. 5	Capital Outlay	2028						$ 4,030														
	Tank Room Dehumidifier No. 6	Capital Outlay	2028						$ 4,030														
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	2028						$ 6,050														
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	2028						$ 4,030														
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	2028						$ 6,050														
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	2028						$ 6,050														

City of Isanti
Capital Maintenance/Replacement Fund
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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
	Backwash Recycle Pump	Capital Outlay	2023	$ 8,690															$ 13,550				
	Tank Room Backwash Drain Valves - 3 per tank	Capital Outlay	2028						$ 6,050														
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	2028						$ 2,020														
	Tank Room Plant Bypass Valves	Capital Outlay	2028						$ 10,750														
	Tank Room High Pressure Relief Valves	Capital Outlay	2028						$ 5,380														
	Water PlantBackwash Recycle Basin	Capital Outlay	2058																				
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	2028						$ 33,600														
	Chlorine Generation Room Miox System	Capital Outlay	2028						$ 114,230														
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	2028						$ 8,060														
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	2028						$ 8,060														
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	2023	$ 2,900															$ 4,520				
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	2023	$ 2,900															$ 4,520				
	Chlorine Generation Room Water Softeners	Capital Outlay	2023	$ 2,320																			
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	2023	$ 4,640																			
	Chlorine Generation Room Hypochlorite Dilution Rotometer No. 1	Capital Outlay	2028						$ 1,340														
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	2023	$ 1,160																			
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	2023	$ 4,640															$ 7,220				
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	2023	$ 4,640															$ 7,220				
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	2023	$ 1,160																			
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	2028						$ 2,020														
	Salt Brine Tanks (Qty 2)	Capital Outlay	2038																$ 90,310				
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	Capital Outlay	2023	$ 5,800																			
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	2023	$ 6,960															$ 10,840				
	Chemical Feed Room Permanganate Tank	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	2023	$ 1,740																			
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	2028						$ 1,610														
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	2028						$ 4,030														
	Chemical Feed Room Fluoride Tank	Capital Outlay	2038																$ 3,610				
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	2028						$ 8,060														
	Chemical Feed Room Fluoride Scale	Capital Outlay	2028						$ 4,700														
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	2023	$ 1,160																			
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	2028						$ 2,020														
	Reclaim Area Sludge Pump	Capital Outlay	2023	$ 4,640															$ 7,220				
	Reclaim Area Backwash Recycle Pump	Capital Outlay	2023	$ 8,110															$ 12,640				
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	2023	$ 4,640															$ 7,220				
	Mechanical Room Air Compressors	Capital Outlay	2023	$ 5,800																			
	Tank Room Unit Heater No. 1	Capital Outlay	2023	$ 2,320																			
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	2028						$ 3,360														
	Mechanical Room Water Heater	Capital Outlay	2023	$ 1,740																			
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	2028						$ 1,340														
	Brine Area Brine Tank No. 1	Capital Outlay	2038																$ 45,150				
	Brine Area Brine Tank No. 2	Capital Outlay	2038																$ 45,150				
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	2023	$ 4,640															$ 7,220				

City of Isanti
Capital Maintenance/Replacement Fund
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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	2038																$ 270,920				
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	2023	$ 580																			
	Water Tower Recirculation Pump No. 1	Capital Outlay	2023	$ 2,900															$ 4,520				
	New Water Tower	Buildings and Structures	2053																				
	Water Tower Land Acquisition	Capital Outlay	2043																				
	Water Tower Coating	Capital Outlay	2023	$ 811,490																			
	Air dryer for compressor	Capital Outlay	2023	$ 580																			
	Heater for office	Capital Outlay	2023	$ 580																			
	ORB Probe	Capital Outlay	2028						$ 2,690														
	Backup Cl2 System	Capital Outlay	2048																				
	Filter valves (general - Qty 46)	Capital Outlay	2038																$ 290,780				
	Filter valves (general - Qty 46)	Capital Outlay	2038																$ 290,780				
	CL17 Free Cl2 Analyzer	Capital Outlay	2028						$ 5,380														
	CL17 Free Cl2 Analyzer	Capital Outlay	2028						$ 5,380														
	Printer	Capital Outlay	2027					$ 330															
	Eyewash Station (Qty 3)	Capital Outlay	2028						$ 1,340														
	Eyewash Station (Qty 3)	Capital Outlay	2028						$ 1,340														
	Rebuild Filter 1 Underdrain	Capital Outlay	2021			$ 368,960																	
	Rebuild Filter 2 Underdrain	Capital Outlay	2022			$ 368,960																	
	Rebuild Filter 3 Underdrain	Capital Outlay	2023			$ 368,960																	
	Rebuild Filter 4 Underdrain	Capital Outlay	2024			$ 368,960																	
	Chlorine Generation Room Miox System Cell	Capital Outlay	2025			$ 67,640																	
	Cameras - Water Tower	Capital Outlay	2020								$ 3,460										$ 4,650		
	Well 1 Generator	Capital Outlay	2050																				
	Fixed Network Meter Infrastructure	Capital Outlay	2022																				
	Fixed Network Meter Replacement	Capital Outlay	2022																				
	New Well No. 4	Capital Outlay	2035														$ 2,495,773						
	Transfer Out for Engineered Projects	Operating Transfers						$ 89,000	$ 98,000	$ 20,000													
	Contribution to General Fund (920) Capital Purchases	Operating Transfers		$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -	$ 13,413	
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers																					
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 189,161	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Department	Revenue	Account Title																					
		State Grants and Aids																					
		Debt Proceeds																					
		Water Sales		$ 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	$ 514,420
		Water Access Charge		$ 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	$ 257,900
		Fund Balance Policy Adj.																					
Anticipated Reserve Funds on	Budgeted Expenditures			$ 1,098,026	$ 93,817	$ 2,198,340	$ 9,119	$ 89,750	$ 522,739	$ 31,910	$ 271,522	$ -	$ 110,140	$ -	$ 15,268	$ 2,495,773	$ 9,240	$ 93,426	$ 1,241,367	$ 119,137	$ 4,650	$ 13,413	$ -
	Budgeted Revenues			$ 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	$ 772,320
1/1/2021	1 Year (Over) / Under Budget			$ (657,576)	$ 359,843	$ (1,731,070)	$ 472,171	$ 405,980	$ (12,129)	$ 494,020	$ 270,188	$ 557,960	$ 464,560	$ 591,940	$ 594,432	$ (1,867,783)	$ 637,590	$ 572,804	$ (555,157)	$ 587,653	$ 723,340	$ 736,417	$ 772,320
$ 1,955,514	Running Fund (Deficit) / Surplus			$ 2,210,877	$ 2,570,719	$ 839,649	$ 1,311,820	$ 1,717,800	$ 1,705,672	$ 2,199,692	$ 2,469,879	$ 3,027,839	$ 3,492,399	$ 4,084,339	$ 4,678,771	$ 2,810,988	$ 3,448,578	$ 4,021,382	$ 3,466,225	$ 4,053,878	$ 4,777,218	$ 5,513,635	$ 6,285,955

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflatio 3.00%
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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Sewer	Computing/Technology Devices	Capital Outlay		$ 930	$ 3,410	$ 890	$ 510	$ 420	$ 1,080	$ 9,690	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,240	$ -	$ -				
	Pretreatment Fine Screen 1 - Enviro-Care	Capital Outlay	2037															$ 170,240					
	Pretreatment Fine Screen 2 - Enviro-Care	Capital Outlay	2037															$ 170,240					
	Pretreatment Parshall Flume	Capital Outlay	2077																				
	Pretreatment Grit Classifier	Capital Outlay	2037															$ 68,100					
	Pretreatment Grit Separator / Chamber?	Capital Outlay	2037															$ 42,560					
	Pretreatment Grit Pump	Capital Outlay	2037															$ 42,560					
	Pretreatment Exhaust Fan	Capital Outlay	2037															$ 4,260					
	Pretreatment Forcemain from Pretreatment to Pond Structure	Capital Outlay	2077																				
	Pretreatment Forcemain from Lift Station to WWTP	Capital Outlay	2036														$ 1,983,420						
	Pretreatment Automatic Sampler	Capital Outlay	2047																				
	Pretreatment LEL & H2S Monitor	Capital Outlay	2037															$ 4,260					
	Pretreatment Unit Heater (Qty 6)	Capital Outlay	2037															$ 3,400					
	Pretreatment Gas Fired Heater	Capital Outlay	2037															$ 1,700					
	Pretreatment Centrifugal Fans	Capital Outlay	2037															$ 1,700					
	Pretreatment Split AC Unit	Capital Outlay	2037															$ 3,400					
	Pretreatment Exhaust Fan	Capital Outlay	2037															$ 1,700					
	Pretreatment Make Air Unit	Capital Outlay	2037															$ 25,540					
	Pretreatment Electrical Panel Room Heater	Capital Outlay	2037															$ 1,700					
	Pretreatment Sump Pump	Capital Outlay	2037															$ 4,260					
	Pretreatment Flow Meters (Qty 2)	Capital Outlay	2037															$ 2,550					
	Pretreatment Flow Transducers (Qty 2)	Capital Outlay	2037															$ 2,550					
	Aerated Ponds Wastewater Splitter Structure	Capital Outlay	2077																				
	Aerated Ponds Aerated Pond No. 1	Imp. Other Than Buildings	2056																				
	Aerated Ponds Aerated Pond No. 2	Imp. Other Than Buildings	2056																				
	Aerated Ponds Aerated Pond No. 3	Imp. Other Than Buildings	2056																				
	Aerated Ponds Aerated Pond No. 4	Imp. Other Than Buildings	2056																				
	Aerated Ponds Aerated Pond No. 5	Imp. Other Than Buildings	2056																				
	Aerated Ponds Aerated Pond No. 6	Imp. Other Than Buildings	2056																				
	Aerated Ponds Air Piping in the Aerated Ponds	Capital Outlay	2026				$ 24,600																
	Aerated Ponds Control Structures	Buildings and Structures	2036														$ -						
	Treatment Building Clarifier Splitter Box	Capital Outlay	2030								$ -												
	Treatment Building Solids Contact Clarifier No. 1	Capital Outlay	2036														$ -						
	Treatment Building Solids Contact Clarifier No. 2	Capital Outlay	2036														$ -						
	Treatment Building Solids Contact Clarifier No. 1 Mixer	Capital Outlay	2030								$ 26,000												
	Treatment Building Solids Contact Clarifier No. 2 Mixer	Capital Outlay	2030								$ 26,000												
	Treatment Building Solids Contact Clarifier No. 1 Scraper	Capital Outlay	2030								$ 26,000												
	Treatment Building Solids Contact Clarifier No. 2 Scraper	Capital Outlay	2030								$ 26,000												
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome	Capital Outlay	2036														$ -						
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome	Capital Outlay	2036														$ -						
	Treatment Building Unit Heater x 2	Capital Outlay	2020																				
	Treatment Building Clarifier Sludge Piping and Valves	Capital Outlay	2030								$ 13,800												
	Treatment Building Clarifier Effluent Piping and Valves	Capital Outlay	2030								$ 13,800												
	Treatment Building Backwash Piping and Valves	Capital Outlay	2030								$ -												
	Treatment Building Filter Air Piping	Capital Outlay	2020																				
	Treatment Building Filter Effluent Piping	Capital Outlay	2030								$ -												
	Treatment Building Filter Underdrain No. 1	Capital Outlay	2020																				
	Treatment Building Filter Underdrain No. 2	Capital Outlay	2020																				

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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
	Treatment Building Filter No. 1	Capital Outlay	2030								$ -												
	Treatment Building Filter No. 2	Capital Outlay	2030								$ -												
	Treatment Building Filter Room Unit Heater No. 1	Capital Outlay	2020																				
	Treatment Building Filter Room Unit Heater No. 2	Capital Outlay	2020																				
	Treatment Building Backwash Supply Pump No. 1	Capital Outlay	2020																				
	Treatment Building Backwash Supply Pump No. 2	Capital Outlay	2028						$ 19,570										$ 26,300				
	Treatment Building Backwash Waste Pump No. 1	Capital Outlay	2026				$ 24,600										$ 33,060						
	Treatment Building Backwash Waste Pump No. 2	Capital Outlay	2026				$ 24,600										$ 33,060						
	Treatment Building Sludge Return Pump No. 1	Capital Outlay	2028						$ 19,570										$ 26,300				
	Treatment Building Sludge Return Pump No. 2	Capital Outlay	2028						$ 19,570										$ 26,300				
	Clearwell Tank Backwash Overflow	Capital Outlay	2036														$ -						
	Clearwell Tank Clearwell	Capital Outlay	2036														$ -						
	Treatment Building Dehumidifier	Capital Outlay	2020																				
	Treatment Building Sampler Room Sampler - Influent	Capital Outlay	2036														$ -						
	Treatment Building Sampler Room Electric Wall Heater	Capital Outlay	2020																				
	Treatment Building Sampler Room Water Heater	Capital Outlay	2020																				
	Treatment Building Office Unit Heater No. 1	Capital Outlay	2020																				
	Treatment Building Office Unit Heater No. 2	Capital Outlay	2020																				
	Treatment Building Office MCC Equipment	Capital Outlay	2030								$ -												
	Lighting Transformer	Capital Outlay	2030								$ -												
	Treatment Building Garage Air Compressor	Capital Outlay	2026				$ 6,100																
	Treatment Building Garage Generator	Capital Outlay	2038																$ -				
	SCADA	Capital Outlay	2029							$ 73,900										$ 99,300			
	Disinfection Building Trojan UV System	Capital Outlay	2026				$ 153,700																
	Disinfection Building Unit Heater	Capital Outlay	2020																				
	Disinfection Building Effluent Flow Meter	Capital Outlay	2026				$ 9,700																
	Disinfection Bulding Effluent Flow Meter Digital Readout	Capital Outlay	2030								$ 11,800												
	Blower Building Blower No. 1 - Air Wash Blower	Capital Outlay	2037															$ -					
	Blower Building Blower No. 2	Capital Outlay	2037															$ -					
	Blower Building Blower No. 3	Capital Outlay	2037															$ -					
	Blower Building Blower No. 4	Capital Outlay	2037															$ -					
	Blower Building Blower Valves	Capital Outlay	2067																				
	Blower Building Unit Heater	Capital Outlay	2020																				
	Blower Building Blower Piping to Ponds	Capital Outlay	2036														$ 247,930						
	Chemical Feed Room Ferric Chloride Tank	Capital Outlay	2026				$ 14,800																
	Chemical Feed Room Alum Tank	Capital Outlay	2026				$ 13,500																
	Chemical Feed Room Unit Heater	Capital Outlay	2020																				
	Effluent Manhole Effluent Sampler Pump No. 1	Capital Outlay	2036														$ -						
	Main Lift Station Pump No. 1	Capital Outlay	2022												$ 38,975								
	Main Lift Station Pump No. 2	Capital Outlay	2022												$ 38,975								
	Main Lift Station Genset	Capital Outlay	2026				$ 92,200								$ 110,140								
	Force Main/ 8th Ave Air Release Valves (Qty 4)	Capital Outlay	2022												$ 7,343								
	Force Main/ 8th Ave Air Release Valves (Qty 6)	Capital Outlay	2022												$ 11,014								
	Force Main/ Main Lift Air Release Valves (Qty 4)	Capital Outlay	2022												$ 7,343								
	Force Main/ Subway Lift Air Release Valves (Qty 6)	Capital Outlay	2022												$ 11,014								
	BMX Lift Station Air Release Valves (Qty 2)	Capital Outlay	2022												$ 3,671								
	Rum River LS Pump 1	Capital Outlay	2022												$ 18,592								
	Rum River LS Pump 2	Capital Outlay	2022												$ 18,592								

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	Arabian LS Pump 1	Capital Outlay	2022												$ 18,592								
	Arabian LS Pump 2	Capital Outlay	2022												$ 18,592								
	East Dual LS Pump 1	Capital Outlay	2022												$ 18,592								
	East Dual LS Pump 2	Capital Outlay	2022												$ 18,592								
	BMX LS Pump 1	Capital Outlay	2022												$ 11,102								
	BMX LS Pump 2	Capital Outlay	2022												$ 11,102								
	Carlson LS Pump 1	Capital Outlay	2022												$ 11,102								
	Carlson LS Pump 2	Capital Outlay	2022												$ 11,102								
	Unity LS Pump 1	Capital Outlay	2022												$ 11,381								
	Unity LS Pump 2	Capital Outlay	2022												$ 11,381								
	Deer Haven LS Pump 1	Capital Outlay	2022												$ 11,381								
	Deer Haven LS Pump 2	Capital Outlay	2022												$ 11,381								
	8th Ave LS Pump 1	Capital Outlay	2033												$ 13,160								
	8th Ave LS Pump 2	Capital Outlay	2033												$ 13,160								
	Subway LS Pump 1	Capital Outlay	2022												$ 11,220								
	Subway LS Pump 2	Capital Outlay	2022												$ 11,220								
	Rum River LS Genset	Capital Outlay	2020																		$ 44,600		
	Arabian LS Genset	Capital Outlay	2020																		$ 44,600		
	East Dual LS Genset	Capital Outlay	2020																		$ 46,500		
	8th Ave LS Genset	Capital Outlay	2020																		$ 61,400		
	BMX LS Genset	Capital Outlay	2020																		$ 44,600		
	Subway LS Genset	Capital Outlay	2020																		$ 59,500		
	Unity LS Genset	Capital Outlay	2020																		$ 44,600		
	Deer Haven LS Genset	Capital Outlay	2020																		$ 44,600		
	Ponds Sludge Removal	Capital Outlay	2026				$ -																
	Mobile Kenworth Vactor Truck	Capital Outlay	2030								$ 567,540												
	Skid Tank, Top Pump	Capital Outlay																					
	Mechanical Plant	Capital Outlay	2040																		$ 23,000,000		
	Transfer Pump (Used)	Capital Outlay	2022																				
		Capital Outlay	0																				
		Capital Outlay	0																				
		Capital Outlay	0																				
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers																					
	Transfer Out for Engineered Projects	Operating Transfers						$ 275,000	$ 435,000														
	Contribution to General Fund (920) Capital Purchases	Operating Transfers		$ 16,507	$ 88,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 25,717	$ 119,137	$ -	$ 13,413	$ -
Department	Revenue	Account Title																					
		State Grants and Aids																			$ 7,000,000		
		Bond Proceeds																			$ 8,000,000		
		Sewer Sales		$ 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	$ 777,840
		Sewer Access Charge		$ 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	$ 323,730
		Transfer from Water Fund									$ 189,161												
		Transfer from Stormwater Fund									$ 94,581												
Reserve Funds on 1/1/2019 $ 2,042,989	Budgeted Expenditures			$ 17,437	$ 91,907	$ 913,690	$ 372,919	$ 275,420	$ 560,029	$ 83,590	$ 789,841	$ -	$ 110,140	$ -	$ 493,984	$ -	$ 2,306,710	$ 641,516	$ 104,617	$ 218,437	$ 23,390,400	$ 13,413	$ -
	Budgeted Revenues			$ 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	$ 1,101,570
	1 Year (Over) / Under Budget			$ 610,773	$ 555,153	$ (247,220)	$ 313,551	$ 431,640	$ 168,241	$ 666,530	$ 266,520	$ 795,800	$ 709,540	$ 844,270	$ 375,606	$ 895,680	$ (1,384,160)	$ 308,704	$ 874,113	$ 789,653	$ (7,352,070)	$ 1,056,067	$ 1,101,570
	Running Fund (Deficit) / Surplus			$ 5,167,026	$ 5,722,179	$ 5,474,959	$ 5,788,510	$ 6,220,150	$ 6,388,391	$ 7,054,921	$ 7,321,441	$ 8,117,241	$ 8,826,781	$ 9,671,051	$ 10,046,657	$ 10,942,337	$ 9,558,177	$ 9,866,881	$ 10,740,994	$ 11,530,647	$ 4,178,577	$ 5,234,644	$ 6,336,214

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Stormwater	Computing/Technology Devices	Capital Outlay		$ 930	$ 3,410	$ 2,860	$ 510	$ 420	$ 1,080	$ 77,330	$ -	$ -	$ -	$ -	$ -	$ -	$ 92,420	$ -	$ -	$ -	$ -	$ -	$ -
	2015 Bobcat 72" Brush Cutter	Capital Outlay	2030								$ 6,921												
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	2030								$ 9,690												
	2012 Elgin Pelican Sweeper	Capital Outlay	2027										$ 198,252										$ 308,870
Stormwater	1990 Vicon Brush Cutter	Capital Outlay	2042																				$ 19,736
Stormwater	2005 JD MX6 Brush Cutter	Capital Outlay	2042																				$ 19,736
Stormwater	Infrastructure Maintenance	Capital Outlay	2023	$ 10,927																			
Stormwater	Infrastructure Maintenance	Capital Outlay	2024		$ 11,255																		
Stormwater	Infrastructure Maintenance	Capital Outlay	2025			$ 11,593																	
Stormwater	Infrastructure Maintenance	Capital Outlay	2026				$ 11,941																
Stormwater	Infrastructure Maintenance	Capital Outlay	2027					$ 12,299															
Stormwater	Infrastructure Maintenance	Capital Outlay	2028						$ 12,668														
Stormwater	Infrastructure Maintenance	Capital Outlay	2029							$ 13,048													
Stormwater	Infrastructure Maintenance	Capital Outlay	2030								$ 13,439												
Stormwater	Infrastructure Maintenance	Capital Outlay	2031									$ 13,842											
Stormwater	Infrastructure Maintenance	Capital Outlay	2032										$ 14,258										
Stormwater	Infrastructure Maintenance	Capital Outlay	2033											$ 14,685									
Stormwater	Infrastructure Maintenance	Capital Outlay	2034												$ 15,126								
Stormwater	Infrastructure Maintenance	Capital Outlay	2035													$ 15,580							
Stormwater	Infrastructure Maintenance	Capital Outlay	2036														$ 16,047						
Stormwater	Infrastructure Maintenance	Capital Outlay	2037															$ 16,528					
Stormwater	Infrastructure Maintenance	Capital Outlay	2038																$ 17,024				
Stormwater	Infrastructure Maintenance	Capital Outlay	2039																	$ 17,535			
Stormwater	Infrastructure Maintenance	Capital Outlay	2040																		$ 18,061		
Stormwater	Infrastructure Maintenance	Capital Outlay	2041																			$ 18,603	
Stormwater	Infrastructure Maintenance	Capital Outlay	2042																				$ 19,161
Stormwater	Infrastructure Maintenance	Capital Outlay	2043																				
	Transfer Out for Engineered Projects							$ 164,000	$ 168,000														
	Contribution to Liquor Fund (609) Capital Purchases																						
	Contribution to General Fund (920) Capital Purchases			$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -	$ 13,413	$ -
	Contribution to Sewer Fund (602) Capital Purchases			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 94,581	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title																					
		State Grants & Aids																					
		Special Assessments																					
		Interest Earnings																					
		Stormwater Sales		$ 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	$ 144,040
		Transfer from General Fund																					
		Transfer from Other Fund																					
		Fund Balance Policy Adj																					
	Budgeted Expenditures			$ 13,686	$ 29,736	$ 275,253	$ 21,060	$ 176,719	$ 181,748	$ 90,378	$ 134,320	$ 13,842	$ 222,789	$ 14,685	$ 30,394	$ 15,580	$ 108,467	$ 16,528	$ 19,874	$ 22,276	$ 18,061	$ 32,016	$ 367,503
	Budgeted Revenues			$ 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	$ 144,040
	1 Year (Over) / Under Budget			$ 68,474	$ 54,884	$ (188,093)	$ 68,710	$ (84,259)	$ (86,518)	$ 7,712	$ (33,290)	$ 90,218	$ (115,609)	$ 95,715	$ 83,316	$ 101,540	$ 12,163	$ 107,722	$ 108,106	$ 109,544	$ 117,709	$ 107,824	$ (223,463)
	Running Fund (Deficit) / Surplus			$ 712,290	$ 767,174	$ 579,082	$ 647,792	$ 563,533	$ 477,015	$ 484,728	$ 451,438	$ 541,655	$ 426,046	$ 521,761	$ 605,077	$ 706,617	$ 718,780	$ 826,501	$ 934,608	$ 1,044,151	$ 1,161,860	$ 1,269,685	$ 1,046,222

City of Isanti
Capital Maintenance/Replacement Fund
Fund 609
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Estimated Purchase or Replacement Cost in 2022 Dollars	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Liquor	Beer Cave Access Door	Capital Outlay (GENERAL)	$ 3,500																				
	Beer Cave Automatic Door	Capital Outlay (GENERAL)	$ 7,800									$ 10,177											
	Beer Cave Paneling	Capital Outlay (GENERAL)	$ 25,000																				
	Beer Cave Refrigeration	Capital Outlay (GENERAL)	$ 11,000														$ 16,638						
	Bituminous (Sealcoat)	Capital Outlay (GENERAL)	$ 8,000							$ 9,839								$ 12,464					
	Bituminous (Mill & Overlay)	Capital Outlay (GENERAL)	$ 35,000																				
	Bituminous (Reconstruct)	Capital Outlay (GENERAL)	$ 80,000																				
	Building HVAC (AC Units)	Capital Outlay (GENERAL)	$ 18,400																			$ 32,265	
	Building HVAC (Furnaces)	Capital Outlay (GENERAL)	$ 18,400																			$ 32,265	
	Building HVAC (Air Exchange)	Capital Outlay (GENERAL)	$ 5,000																			$ 8,768	
	Drop Ceiling Panels	Capital Outlay (GENERAL)	$ 25,000																				
	Electrical Fixtures	Capital Outlay (GENERAL)	$ 2,500																				
	Exterior Bench/Garbage	Capital Outlay (GENERAL)	$ 2,000									$ 2,610											
	Exterior Doors (Auto.)	Capital Outlay (GENERAL)	$ 10,000									$ 13,048											
	Exterior Doors (Std.)	Capital Outlay (GENERAL)	$ 3,000														$ 4,538						
	Exterior Lighting (Building)	Capital Outlay (GENERAL)	$ 4,500																				
	Exterior Lighting (Parking Lot)	Capital Outlay (GENERAL)	$ 21,000																				
	Exterior Signage	Capital Outlay (GENERAL)	$ 10,315																				
	Fire Alarm System	Capital Outlay (GENERAL)	$ 2,500																			$ 4,384	
	Fire Suppression System	Capital Outlay (GENERAL)	$ 46,000																			$ 80,661	
	Floor Scrubber	Capital Outlay (GENERAL)	$ 3,000									$ 3,914											
	Front Counter	Capital Outlay (GENERAL)	$ 20,000																				
	Garbage Enclosure (Gate)	Capital Outlay (GENERAL)	$ 2,500														$ 3,781						
	Gutters	Capital Outlay (GENERAL)	$ 12,500																				
	Ice Chests (Interior/Exterior)	Capital Outlay (GENERAL)	$ 7,000									$ 9,133											
	Ice Maker/Bagger	Capital Outlay (GENERAL)	$ 10,000									$ 13,048											
	Interior Doors	Capital Outlay (GENERAL)	$ 5,000																				
	Interior Lighting	Capital Outlay (GENERAL)	$ 30,300																				
	Interior Paint	Capital Outlay (GENERAL)	$ 12,500																				
	Loading Dock Railings	Capital Outlay (GENERAL)	$ 6,500																				
	Loading Dock Self Leveler (Air Bag Lift)	Capital Outlay (GENERAL)	$ 4,000									$ 5,219											
	Loading Dock Self Leveler (Hinges)	Capital Outlay (GENERAL)	$ 6,000																				
	Overhead Doors	Capital Outlay (GENERAL)	$ 8,000																				
	Phone System	Capital Outlay (GENERAL)	$ 1,500						$ 1,791														
	Plumbing Fixtures	Capital Outlay (GENERAL)	$ 5,500																				
	Rail Cooler Access Doors	Capital Outlay (GENERAL)	$ 7,000																				
	Rail Cooler Doors	Capital Outlay (GENERAL)	$ 25,000														$ 37,815						
	Rail Cooler Paneling	Capital Outlay (GENERAL)	$ 60,000																				
	Rail Cooler Refrigeration	Capital Outlay (GENERAL)	$ 44,000														$ 66,554						
	Roof (Standing Seam Metal)	Capital Outlay (GENERAL)	$ 100,300																				
	Sales Floor Shelving	Capital Outlay (GENERAL)	$ 100,000																				
	Security/Camera System	Capital Outlay (GENERAL)	$ 20,000									$ 26,095											
	Shopping Carts	Capital Outlay (GENERAL)	$ 2,700				$ 3,039																
	Siding	Capital Outlay (GENERAL)	$ 80,000																				
	Snow Guards (Roof)	Capital Outlay (GENERAL)	$ 12,000																				
	Snow Melt Boiler	Capital Outlay (GENERAL)	$ 16,000																				
	Store Expansion (North End)	Capital Outlay (GENERAL)	$ 500,000																			$ 876,753	
	Television	Capital Outlay (GENERAL)	$ 650				$ 732																
	Windows	Capital Outlay (GENERAL)	$ 10,000																				
	Dynamic Sign	Capital Outlay (GENERAL)			$ 75,000																		
		Capital Outlay (GENERAL) Replacement Fund																					
	New Store	Buildings and Structures Operating Transfers																					
Department	Revenue	Account Title																					
	Sales over Cost			$ 78,800	$ 82,700	$ 86,800	$ 91,100	$ 95,700	$ 100,500	$ 105,500	$ 110,800	$ 116,300	$ 122,100	$ 128,200	$ 134,600	$ 141,300	$ 148,400	$ 155,800	$ 163,600	$ 171,800	$ 180,400	$ 189,400	$ 198,900
	Bond Proceeds																						
	Transfer from Water Fund			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from StromWater Fund			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Anticipated Reserve Funds on 1-1-2023	Budgeted Expenditures			$ -	$ 75,000	$ -	$ 3,770	$ -	$ 1,791	$ 9,839	$ -	$ 83,245	$ -	$ -	$ -	$ -	$ 129,326	$ 12,464	$ -	$ -	$ -	$ 1,035,095	$ -
	Budgeted Revenues			$ 78,800	$ 82,700	$ 86,800	$ 91,100	$ 95,700	$ 100,500	$ 105,500	$ 110,800	$ 116,300	$ 122,100	$ 128,200	$ 134,600	$ 141,300	$ 148,400	$ 155,800	$ 163,600	$ 171,800	$ 180,400	$ 189,400	$ 198,900
	1 Year (Over) / Under Budget			$ 78,800	$ 7,700	$ 86,800	$ 87,330	$ 95,700	$ 98,709	$ 95,661	$ 110,800	$ 33,055	$ 122,100	$ 128,200	$ 134,600	$ 141,300	$ 19,074	$ 143,336	$ 163,600	$ 171,800	$ 180,400	$ (845,695)	$ 198,900
$ 779,516.62	Running Fund (Deficit) / Surplus			$ 858,317	$ 866,017	$ 952,817	$ 1,040,146	$ 1,135,846	$ 1,234,555	$ 1,330,216	$ 1,441,016	$ 1,474,072	$ 1,596,172	$ 1,724,372	$ 1,858,972	$ 2,000,272	$ 2,019,345	$ 2,162,681	$ 2,326,281	$ 2,498,081	$ 2,678,481	$ 1,832,787	$ 2,031,687

City of Isanti																						
Technology Maintenance/Replacement Fund																						
Fund 614																						
Assumed Inflation	**3.00%**																					
- Costs double every 24 years																						
Assumed Revenue Growth	**1.00%**																					
			Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Department	Expense	Account Title																				
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	Capital Outlay	2020																			
ALL	Misc. Software Programs	Capital Outlay	Ongoing	4,861.00	5,007.00	5,157.00	5,312.00	5,471.00	5,635.00	5,804.00	5,978.00	6,158.00	6,342.00	6,533.00	6,729.00	6,931.00	7,138.00	7,353.00	7,573.00	7,800.00	8,034.00	8,275.00
ALL	Computer Displays/Misc. Components	Capital Outlay	Ongoing	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	Ongoing	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	2039																			
FINANCE	AP Workflow Management Software	Capital Outlay	2028						6,524.00													
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	Capital Outlay																				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
WATER	WTP - SCADA TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
POLICE	POLICE STATION TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
LIQUOR	LIQUOR STORE SERVER	Capital Outlay	2024		1,913.00					2,217.00					2,571.00					2,980.00		
STREET, WATER, SEWER, STORM	WTP IPAD	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
LIQUOR	LIQUOR STORE TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
STORMWATER	CITY HALL LAPTOP	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
POLICE	POLICE STATION TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
POLICE	POLICE STATION TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
WATER	WTP TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
LIQUOR	LIQUOR STORE SFF	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
LIQUOR	LIQUOR STORE SFF	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					2,648.00		
POLICE	POLICE STATION TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
POLICE	POLICE STATION TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
ADMIN	CITY HALL TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
POLICE	POLICE STATION TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
POLICE	POLICE STATION TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
ADMIN	CITY HALL LAPTOP	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
ADMIN	CITY HALL TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	
PARKS	CITY HALL LAPTOP	Capital Outlay	2026				2,029.00					2,353.00					2,727.00					3,162.00	

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	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
ADMIN	CITY HALL LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
EDA	CITY HALL LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
POLICE	CHIEF - HOME LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
POLICE	LT. - HOME LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
POLICE	POLICE STATION LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
ADMIN	CITY HALL LAPTOP	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
ADMIN	CITY HALL SFF	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	Capital Outlay	2027					2,090.00					2,423.00					2,809.00				
PLANNING	CITY HALL TOWER	Capital Outlay	2027					2,090.00						2,496.00					2,893.00			
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
BUILDING INSPECTION	CITY HALL SURFACE	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
BUILDING INSPECTION	CITY HALL TOWER	Capital Outlay	2025			1,970.00					2,284.00					2,648.00					3,069.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	2023	1,857.00					2,153.00					2,496.00					2,893.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	Capital Outlay	2021							30,858							37,951					
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	Capital Outlay	2022							2,687.00							3,305.00					
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	Capital Outlay	2021							1,305							1,605					
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	Capital Outlay	2023							2,723.00							3,349.00					
Revenue	Account Title																					
80.00%	Cable Franchise Fee			26,900.00	27,170.00	27,440.00	27,710.00	27,990.00	28,270.00	28,550.00	28,840.00	29,130.00	29,420.00	29,710.00	30,010.00	30,310.00	30,610.00	30,920.00	31,230.00	31,540.00	31,860.00	32,180.00
	Interest Earnings			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			$ (930.00)	$ (5,320.00)	$ (2,860.00)	$ (510.00)	$ (420.00)	$ (1,080.00)	$ (11,910.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (9,240.00)	$ -	$ -	$ -	$ -	$ -
(LESS)	Sewer Fund Allocation			$ (930.00)	$ (3,410.00)	$ (890.00)	$ (510.00)	$ (420.00)	$ (1,080.00)	$ (9,690.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (9,240.00)	$ -	$ -	$ -	$ -	$ -
(LESS)	Storm Water Fund Allocation			$ (930.00)	$ (3,410.00)	$ (2,860.00)	$ (510.00)	$ (420.00)	$ (1,080.00)	$ (77,330.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (92,420.00)	$ -	$ -	$ -	$ -	$ -
(LESS)	Liquor Fund Allocation			$ -	$ (1,910.00)	$ (5,910.00)	$ -	$ -	$ -	$ (9,730.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (9,240.00)	$ -	$ -	$ -	$ -	$ -
	Budgeted Expenditures			$ 20,473.00	$ 8,000.00	$ 14,128.00	$ 23,888.00	$ 24,921.00	$ 30,253.00	$ (45,531.00)	$ 30,894.00	$ 29,474.00	$ 27,929.00	$ 33,762.00	$ 29,634.00	$ 35,818.00	$ (39,770.00)	$ 32,378.00	$ 39,134.00	$ 34,349.00	$ 37,725.00	$ 39,607.00
	Budgeted Revenues			$ 27,000.00	$ 27,270.00	$ 27,540.00	$ 27,810.00	$ 28,090.00	$ 28,370.00	$ 28,650.00	$ 28,940.00	$ 29,230.00	$ 29,520.00	$ 29,810.00	$ 30,110.00	$ 30,410.00	$ 30,710.00	$ 31,020.00	$ 31,330.00	$ 31,640.00	$ 31,960.00	$ 32,280.00
	1 Year (Over) / Under Budget			$ 6,527.00	$ 19,270.00	$ 13,412.00	$ 3,922.00	$ 3,169.00	$ (1,883.00)	$ 74,181.00	$ (1,954.00)	$ (244.00)	$ 1,591.00	$ (3,952.00)	$ 476.00	$ (5,408.00)	$ 70,480.00	$ (1,358.00)	$ (7,804.00)	$ (2,709.00)	$ (5,765.00)	$ (7,327.00)
	Running Fund (Deficit) / Surplus			$ 18,002.93	$ 37,272.93	$ 50,684.93	$ 54,606.93	$ 57,775.93	$ 55,892.93	$ 130,073.93	$ 128,119.93	$ 127,875.93	$ 129,466.93	$ 125,514.93	$ 125,990.93	$ 120,582.93	$ 191,062.93	$ 189,704.93	$ 181,900.93	$ 179,191.93	$ 173,426.93	$ 166,099.93

City of Isanti
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Fund 920
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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Council	Closed Debt Service Expenses	Professional Srvs	N/A																				
Council	Council A/V Improvements	Capital Outlay	2029		$ 6,600					$ 82,185										$ 110,449			
Council	Councilmember Chairs	Capital Outlay	2025			$ 1,194																	
Elections	Ballot Counters	Capital Outlay	2020					$ 8,489							$ 10,440							$ 12,840	
Elections	Voting Equipment	Capital Outlay	2022		$ 8,000																		
Administration	Special Assessment Maint. Fees	Professional Srvs	N/A																				
Administration	City Hall Vehicle	Capital Outlay	2022																				
Administration	Building Official Vehicle	Capital Outlay	2027					$ 30,171															
Administration	Replace Doors add Keycard Entry City Hall	Capital Outlay	2039																	$ 14,449			
Administration	Employee Accommodations	Capital Outlay	N/A	$ 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	2030								$ 33,222												
Municipal Building	Dynamic Sign	Capital Outlay	2024		$ 75,000																		
Municipal Building	Desk Chairs City Hall	Capital Outlay	2030								$ 13,094										$ 17,597		
Municipal Building	Side Chairs City Hall	Capital Outlay	2021									$ 3,564										$ 4,790	
Municipal Building	Phone System City Hall	Capital Outlay	2027					$ 7,687							$ 9,454							$ 11,627	
Municipal Building	Windows City Hall	Capital Outlay	2045																				
Municipal Building	Roof City Hall	Capital Outlay	2045																				
Municipal Building	Repoint Exterior Walls City Hall	Capital Outlay	2055																				
Municipal Building	Fixtures City Hall	Capital Outlay	2035													$ 48,141							
Municipal Building	Furnace City Hall	Capital Outlay	2025			$ 11,941																	
Municipal Building	AC Unit City Hall	Capital Outlay	2024		$ 41,734																		
Municipal Building	CH/ICC 100KW Stationary Generator	Capital Outlay	2040																		$ 31,620		
Municipal Building	Addtl Cubicles	Capital Outlay	2022																				
Municipal Building	Cameras City Hall	Capital Outlay	2030								$ 6,920										$ 9,300		
Municipal Building	City Hall East Doors	Capital Outlay	2022															$ 21,391					
Municipal Building	Fire Sprinkler Maint.	Capital Outlay	2021				$ 1,830					$ 2,120					$ 2,460					$ 2,850	
Police	100KW Stationary Generator	Capital Outlay	2040																		$ 65,020		
Police	Squad Vehicle - 226 - 2019 Dodge Durango	Capital Outlay	2024		$ 73,150					$ 82,330					$ 95,440					$ 110,640			
Police	Squad Vehicle - 221 - 2015 Ford Explorer	Capital Outlay	2020			$ 73,150					$ 84,800					$ 98,310					$ 113,970		
Police	Squad Vehicle - 227- 2019 Dodge Durango	Capital Outlay	2024		$ 71,020					$ 82,330					$ 95,440					$ 110,640			
Police	Squad Vehicle - 224 - 2016 Ford Explorer	Capital Outlay	2021				$ 67,010					$ 77,680					$ 90,050					$ 104,390	
Police	Squad Vehicle - 223 - 2011 Impala	Capital Outlay	2023	$ 68,950										$ 92,660									
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	Capital Outlay	2027					$ 77,600										$ 104,290					
Police	Squad Vehicle - 000 - 2021 Chevy Tahoe	Capital Outlay	2030								$ 77,364										$ 103,971		
Police	Exterior Paint - PD Share Only	Capital Outlay	2039																	$ 4,150			
Police	Building Acquisition	Buildings and Structures	2025																				
Police	Roof	Capital Outlay	2036														$ -						
Police	Sprinkler - Fire Suppression	Capital Outlay																					
Police	A/C Units	Capital Outlay																					
Police	Windows	Capital Outlay																					
Police	Replace Doors add Keycard Entry	Capital Outlay	2039																	$ 14,449			
Police	Lighting / Electrical Fixtures	Capital Outlay	2028	$ 19,572																			
Police	Flooring Police Station	Capital Outlay	2026	$ 12,300																			
Police	Interior Paint - PD Share Only	Capital Outlay	2021	$ 3,180													$ 4,960						
Police	Chairs Police Station	Capital Outlay	2025	$ 7,160												$ 9,620							
Police	Phone System	Capital Outlay	2021	$ 10,610													$ 16,530						
Police	LETG Maintenance - To County	Capital Outlay	2024		$ 2,590				$ 2,920				$ 3,290				$ 3,700				$ 4,160		
Police	Car / Body Cameras	Capital Outlay	2029							$ 17,580										$ 23,630			
Police	Car / Body / Building Camera Server	Capital Outlay	2029							$ 65,180										$ 87,600			
Police	Building Cameras	Capital Outlay	2030								$ 4,230										$ 5,680		
Police	Portable Radios	Capital Outlay	2022								$ 111,550										$ 149,910		
Police	Tasers	Capital Outlay	2020/2021			$ 4,940	$ 5,390				$ 5,730	$ 6,250				$ 6,640	$ 7,250				$ 7,700	$ 8,400	
Police	Non-Lethal Deescalation Tools	Capital Outlay	2036														$ 4,674						
Police	Handguns	Capital Outlay	2020			$ 6,446					$ 7,473					$ 8,663					$ 10,043		
Police	Long Guns	Capital Outlay	2022																				$ 23,979

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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Streets	60KW Stationary Generator	Capital Outlay	2040																		$ 59,600		
Streets	2017 GMC Double Cab 1/2 ton	Capital Outlay	2032										$ 51,399										
Streets	2017 Sierra Single Cab 3/4 ton	Capital Outlay	2032										$ 51,399										
Streets	2015 Chev 2500 HD	Capital Outlay	2030								$ 48,448												
Streets	2019 Chev 2500 w/ Plow & De-Icer System	Capital Outlay	2034												$ 76,340								
Streets	2004 Chev 4500 w/ Dump Box	Capital Outlay	2024		$ 75,353																		
Streets	2007 F-250	Capital Outlay	2022	$ 39,393															$ 61,373				
Streets	2011 F-250	Capital Outlay	2026				$ 43,046															$ 67,064	
Streets	2007 Sterling 8500 Plow Truck	Capital Outlay	2022															$ 340,487					
Streets	2013 International Work Star Plow Truck	Capital Outlay	2028						$ 260,955														
Streets	2014 International Work Star Plow Truck	Capital Outlay	2030								$ 276,847												
Streets	Plow Truck	Capital Outlay	2032										$ 293,707							$ 457,586			
Streets	1996 Komatsu Motor Grader	Capital Outlay	2024		$ 292,632																		
Streets	Pro-Tech Sno-Pusher (Loader Attachment)	Capital Outlay	2034												$ 7,790								
Streets	18 ft Felling Trailer	Capital Outlay	2023	$ 10,130															$ 15,782				
Streets	12 ft Felling Trailer	Capital Outlay	2023	$ 7,316															$ 11,398				
Streets	Paint Trailer	Capital Outlay	2022															$ 11,066					
Streets	12 ft Standard Trailer	Capital Outlay	2022															$ 5,959					
Streets	6 x 12 utility trailer w/ rear drop gate	Capital Outlay	2032										$ 2,203										
Streets	4-Ton Hot Patch Trailer	Capital Outlay	2049																				
Streets	Bulk Fuel Tank and Pump	Capital Outlay	2039																	$ 10,837			
Streets	Air Compressor	Capital Outlay	2039																	$ 8,128			
Streets	Vibrating Asphalt Roller	Capital Outlay	2044																				
Streets	Bobcat Steer Loader Buyback Program	Capital Outlay		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Streets	2006 Case Loader 621D	Capital Outlay	2027					$ 343,661															
Streets	2008 JD 748 Tractor w/ mower-blower	Capital Outlay	2023	$ 22,510															$ 35,070				
Streets	1998 Ford 545D Tractor (3 pt hitch)	Capital Outlay	2021	$ 61,900																		$ 111,800	
Streets	2014 Bobcat V-Plow	Capital Outlay	2024		$ 5,796										$ 7,790								
Streets	2014 Bobcat V-Plow	Capital Outlay	2024		$ 5,796										$ 7,790								
Streets	2007 Bobcat Broom	Capital Outlay	2021									$ 6,217										$ 8,355	
Streets	2014 Bobcat Broom	Capital Outlay	2024		$ 5,796										$ 7,790								
Streets	2013 Bobcat Snow Blower	Capital Outlay	2023	$ 11,255										$ 15,126									
Streets	2014 Bobcat Snow Blower	Capital Outlay	2024		$ 11,593										$ 15,580								
Streets	2014 Bobcat Grapple Bucket	Capital Outlay	2034												$ 7,790								
Streets	Skid Steer Tracks	Capital Outlay	2022															$ 10,431					
Streets	2008 Boss 1 Ton 10 ft Straight Blade	Capital Outlay	2023	$ 10,130															$ 15,782				
Streets	2011 Boss '11 F-250 V-Plow	Capital Outlay	2026				$ 11,069															$ 17,245	
Streets	2017 Graco Street Painter	Capital Outlay	2027					$ 8,867										$ 11,917					
Streets	Sign Replacement	Capital Outlay	2022-24	$ 4,371	$ 4,502						$ 5,376	$ 5,537	$ 5,703						$ 6,810	$ 7,014	$ 7,224		
Streets	GPS Unit	Capital Outlay	2025			$ 9,552										$ 12,838							
Streets	Mini Excavator	Capital Outlay	2028						$ 91,334														
Streets	Make-Up Heater (Above Bathroom #2)	Capital Outlay	2022																				
Streets	Make-Up Heater (Above Breakroom)	Capital Outlay	2022																				
Streets	Infloor Heat Boilers (2)	Capital Outlay	2045																				
Streets	Wire Feed Welder	Capital Outlay	2023	$ 5,628																			
Streets	Pressure Washer	Capital Outlay	2032										$ 8,077										
Streets	Pressure Washer	Capital Outlay	2021	$ 5,305															$ 8,264				
Streets	Gate Valve Turner	Capital Outlay	2035													$ 3,209							
Streets	Floor Sweeper with Charger	Capital Outlay	2036														$ 5,785						
Streets	Fresh Air Circulation Blower	Capital Outlay	2027					$ 6,334															
Streets	Recoat Interior Walls	Capital Outlay	2022																				
Streets	Recoat Exterior Walls	Capital Outlay	2022																				
Streets	Resurface / Replace Concrete Floor	Capital Outlay	2027					$ 69,672															
Streets	Infloor Heat Coil System	Capital Outlay	2097																				
Streets	Roof	Capital Outlay	2057																				
Streets	Truck Mounted Mosquito Fogger	Capital Outlay	2030								$ 11,894										$ 18,603		
Streets	Hydralic Tree Spade	Capital Outlay	2024											$ 15,126									
Streets	Public Services Building & Salt Shed	Buildings and Structures	2025			$ 2,608,000																	

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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Street Lighting	Street Light Pole Replacement (65 City Owned)	Capital Outlay	Annual	$ 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	$ 15,789
Street Lighting	Street Light Infill	Capital Outlay	Annual	$ 12,306	$ 10,927	$ 13,168	$ 15,071	$ 11,582	$ 12,299	$ 13,934	$ 6,524												
ICC	Handicap Door Actuators	Capital Outlay	2021	$ 6,753																		$ 12,197	
ICC	Air Conditioner - South Side 3-ton	Capital Outlay	2022																				$ 6,069
ICC	Air Conditioner - West Side 4-ton	Capital Outlay	2035													$ 5,616							
ICC	Compressor	Capital Outlay	2025			$ 1,791															$ 2,790		
ICC	Convection Oven w/ Hood Install	Capital Outlay	2021																			$ -	
ICC	Furnace	Capital Outlay	2021																			$ 9,345	
ICC	Furnace	Capital Outlay	2026				$ 8,609																
ICC	Range / Oven / Vent / Hood / Fan	Capital Outlay	2034												$ 24,460								
ICC	Sprinkler System - Fire Suppresion	Capital Outlay	2021																				
ICC	Fence	Imp. Other Than Buildings	2026				$ 9,224																
ICC	Fixtures - Plumbing	Capital Outlay	2044																				
ICC	Exterior Siding Replace	Capital Outlay	2032										$ 36,713										
ICC	Exterior Siding Repaint	Capital Outlay	2025			$ 8,955																	
ICC	Exterior Doors	Capital Outlay	2038																$ 8,943				
ICC	Windows	Capital Outlay	2037															$ 42,561					
ICC	Patio / Concrete	Capital Outlay	2053																				
ICC	Roof	Capital Outlay	2033											$ 37,815									
ICC	Flooring	Capital Outlay	2039																	$ 33,413			
ICC	Interior Doors / Milwork	Capital Outlay	2044																				
ICC	Interior Paint / Walls	Capital Outlay	2029							$ 8,063													
ICC	Fixtures - Electrical	Capital Outlay	2039																	$ 28,356			
ICC	Kitchen - Cabinets / Countertops	Capital Outlay	2044																				
ICC	Kitchen - Fire Suppresion	Capital Outlay	2034												$ 38,949								
ICC	Lion's Office Area	Capital Outlay																					
ICC	Landscaping	Capital Outlay																					
ICC	Smart TV	Capital Outlay	2022																				
ICC	Tables and Chairs	Capital Outlay	2029							$ 10,751													
ICC	Exterior Door Locks	Capital Outlay	2029							$ 3,024													
PRC	Academy Park - Playground Equipment	Capital Outlay	2037															$ 84,951					
PRC	Academy Park - Tennis Court Resurf.	Capital Outlay	2027					$ 12,668										$ 17,024					
PRC	Academy Park - Tennis Court Recon.	Capital Outlay	2057																				
PRC	Academy Park - Concrete Edging	Capital Outlay	2057																				
PRC	Bluebird Park - Playground Equipment	Capital Outlay	2034												$ 178,855								
PRC	Bluebird Park - Playground Equipment - Clifford	Capital Outlay	2024		$ 28,518																		
PRC	Bluebird Park - Skatepark Equipment	Capital Outlay	2027					$ 25,335															
PRC	Bluebird Park - Pavilion	Capital Outlay	2036														$ 33,057						
PRC	Bluebird Park - Performance Center	Capital Outlay	2021																				
PRC	Bluebird Park - Restrooms	Capital Outlay	2021	$ 218,545																			
PRC	Bluebird Park - Splash Pad	Buildings and Structures	2023	$ 218,545																			
PRC	Bluebird Park - Concrete Edging	Capital Outlay	2044																				
PRC	Bluebird Park - Basketball Court	Capital Outlay	2024		$ 9,274																		
PRC	Dog Park - Fencing	Capital Outlay	2049																				
PRC	Isanti Hills - Playground Equipment	Capital Outlay	2024																				
PRC	Isanti Hills - Pavilion	Capital Outlay	2031									$ 14,258											
PRC	Isanti Hills - Fence	Capital Outlay	2025																				
PRC	Isanti Hills - Concrete Edging/Table	Capital Outlay	2057																				
PRC	Legacy Park - Equipment	Capital Outlay	2034												$ 5,842								
PRC	Legacy Park - Lime Aggregate	Capital Outlay	2027					$ 44,337															
PRC	Mattson Park - Playground Equipment	Capital Outlay	2027					$ 63,871															
PRC	Mattson Park - Pavilion	Capital Outlay	2030								$ 13,842												
PRC	Mattson Park - Concrete Edging	Capital Outlay	2057																				
PRC	Mattson Park - Basketball Court	Capital Outlay	2024		$ 9,274																		
PRC	Mattson Park - Tennis Court Resurf.	Capital Outlay	2028						$ 19,572										$ 26,303				
PRC	Mattson Park - Tennis Court Recon.	Capital Outlay	2044																				

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Department	Expense	Account Title	Estimated Project Year	Proposed 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
PRC	River Bluff / Community Garden - Equipment	Capital Outlay	2036														$ 13,223						
PRC	River Bluff / Community Garden - Dock	Capital Outlay	2026				$ 14,758																
PRC	River Bluff / Community Garden - Fencing	Capital Outlay	2046																				
PRC	Riverside Park - Playground Equipment	Capital Outlay	2033	$ 7,000															$ 126,220				$ 150,713
PRC	Rum River Meadows - Equipment	Capital Outlay	2025			$ 29,859															$ 158,404		
PRC	Rum River Meadows - Irrigation	Capital Outlay	2035													$ 4,638							
PRC	Rum River Meadows - Concrete Edging	Capital Outlay	2022																				
PRC	Rum River Meadows - Fencing	Capital Outlay	-																				
PRC	Unity Ball Field - Bleachers	Capital Outlay	2021																				
PRC	Unity Ball Field - Equipment	Capital Outlay	2025			$ 5,373																	
PRC	Unity Ball Field - Fencing	Capital Outlay	2025			$ 17,911																	
PRC	Unity Ball Field - Pavillion	Capital Outlay	2031									$ 14,258											
PRC	Whisper Ridge - Tennis Court Resurf.	Capital Outlay	2021																				
PRC	Whisper Rdige - Tennis Court Recon.	Capital Outlay	2041																			$ 12,455	
PRC	Whisper Ridge - Fencing	Capital Outlay	2031									$ 28,515											
PRC	Picnic Tables	Capital Outlay	2026				$ 18,903																
PRC	Picnic Tables	Capital Outlay	2032										$ 2,423										
PRC	Picnic Tables	Capital Outlay	2033											$ 6,640									
PRC	C-I Bike/Walk Trail Contribution	Capital Outlay	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
PRC	International Water Truck 1993	Capital Outlay	N/A																				
PRC	Polaris Ranger Side by Side	Capital Outlay	N/A																				
PRC	SmithCo Leaf & Grass Vacuum	Capital Outlay	2034												$ 31,159								
PRC	Progressive Mower	Capital Outlay	2035													$ 29,601							
PRC	Kabota Mower	Capital Outlay	2023	$ 7,203					$ 8,350					$ 9,680					$ 11,222				
PRC	Kabota Mower	Capital Outlay	2023	$ 7,203					$ 8,350					$ 9,680					$ 11,222				
PRC	Kabota Mower	Capital Outlay	2030								$ 8,859					$ 10,270					$ 11,906		
PRC	Landpride Disc	Capital Outlay	2035													$ 4,814							
PRC	John Deere 3-Point Tiller	Capital Outlay	2032										$ 6,315										
PRC	Bobcat 3600 UTV	Capital Outlay	2032										$ 26,434										
PRC	Archery Range - Targets, Signs, Table	Capital Outlay	2022																				
PRC	Archery Range - Backstop	Capital Outlay	2022							$ 4,919							$ 6,050						
PRC	Archery Range - Fencing	Capital Outlay	2022																				
PRC	Archery Range/Community Garden Picnic Tables	Capital Outlay	2023	$ 2,200																			
	TRANSFER OUT																						
Department	Revenue	Account Title																					
		Property Taxes		$ 465,500	$ 479,500	$ 493,900	$ 508,700	$ 524,000	$ 539,700	$ 555,900	$ 572,600	$ 589,800	$ 607,500	$ 625,700	$ 644,500	$ 663,800	$ 683,700	$ 704,200	$ 725,300	$ 747,100	$ 769,500	$ 792,600	$ 816,400
		Cable Franchise Fee																					
		Gas Franchise Fee																					
		Electric Franchise Fee																					
		Lease Revenue																					
		Special Assessments																					
		Interest Earnings		$ 1,200	$ 1,700	$ 2,100	$ (1,600)	$ 1,600	$ (400)	$ 2,100	$ 3,800	$ 3,900	$ 8,100	$ 11,500	$ 15,800	$ 16,400	$ 20,600	$ 25,600	$ 28,000	$ 32,500	$ 32,300	$ 32,300	$ 37,000
		Sale of Property		$ 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	$ 2,001	$ 2,002
		Contributions and Donations																					
		Transfer from General Fund																					
		Transfer from Water Fund		$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -	$ 13,413	$ -
		Transfer from Sewer Fund		$ 16,507	$ 88,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 25,717	$ 119,137	$ -	$ 13,413	$ -
		Transfer from StormWater		$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -	$ 13,413	$ -
		Transfer from Other Fund		$ 218,545																			
		Bond Proceeds																					
Reserve Funds	Budgeted Expenditures			$ 796,807	$ 755,194	$ 2,810,223	$ 213,165	$ 728,854	$ 422,691	$ 389,550	$ 735,778	$ 178,368	$ 508,005	$ 207,456	$ 642,034	$ 263,895	$ 209,695	$ 672,465	$ 361,223	$ 1,044,635	$ 799,880	$ 406,186	$ 204,050
on	Budgeted Revenues			$ 843,917	$ 795,265	$ 2,443,600	$ 534,927	$ 527,600	$ 671,777	$ 560,000	$ 745,892	$ 595,700	$ 848,160	$ 639,200	$ 708,104	$ 682,200	$ 706,300	$ 913,392	$ 812,434	$ 1,024,616	$ 803,800	$ 867,139	$ 855,402
1/1/2023	1 Year (Over) / Under Budget			$ 47,110	$ 40,071	$ (366,623)	$ 321,762	$ (201,254)	$ 249,087	$ 170,450	$ 10,114	$ 417,332	$ 340,154	$ 431,744	$ 66,070	$ 418,305	$ 496,605	$ 240,927	$ 451,210	$ (20,020)	$ 3,920	$ 460,953	$ 651,352
$ 67,913.00	Running Fund (Deficit) / Surplus			$ 165,023	$ 205,094	$ (161,530)	$ 160,233	$ (41,021)	$ 208,066	$ 378,516	$ 388,630	$ 805,962	$ 1,146,117	$ 1,577,861	$ 1,643,932	$ 2,062,237	$ 2,558,842	$ 2,799,769	$ 3,250,979	$ 3,230,960	$ 3,234,879	$ 3,695,832	$ 4,347,185

RESOLUTION 2022-XXX

SETTING THE 2023 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2022, 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 6, 2022 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 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE 2023 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 2023; and,

WHEREAS, the preliminary General Fund budget has been presented to the City Council of the City of Isanti at the September 6, 2022 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 2023 is as follows:

TAXES	2,910,412
LICENSES/PERMITS	285,525
INTERGOVERNMENTAL	1,019,918
CHARGES FOR SERVICES	165,425
FINES AND FORFEITURES	35,800
MISCELLANEOUS	35,850
TRANSFERS IN	350,000
TOTAL GENERAL FUND REVENUES	**4,802,930**
COUNCIL	44,550
ELECTIONS	0
FINANCIAL ADMINISTRATION	626,431
PLANNING AND ZONING	170,075
MUNICIPAL BUILDING	50,835
POLICE ADMINISTRATION	2,033,850
FIRE PROTECTION	304,300
BUILDING INSPECTION ADMIN	293,990
CIVIL DEFENSE	2,140
ANIMAL CONTROL	4,110
GENERAL CITY MAINTENANCE	66,480
HWYS, STREETS, & ROADS	453,510
STREET LIGHTING	56,100
SANITATION ADMINISTRATION	31,600
PARK,REC,CULTURE	447,635
TRANSFERS	50,825
MISCELLANEOUS	15,460
GENERAL FUND EXPENDITURES	**4,651,891**

2. The preliminary General Fund budget is approved by the City Council of the City of Isanti for budget year 2023.

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 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ADOPTING THE PROPOSED 2022 TAX LEVY COLLECTIBLE IN 2023 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 2023, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	**FUND**	**AMOUNT**
GENERAL FUND	101	2,875,000
CAPITAL MAINTENANCE	920	465,500
STREET CONSTRUCTION	425	307,000
EDA	108	122,375
ABATEMENT	101	14,112
2021A TAX ABATEMENT BOND	931	210,630
2014B GO BOND	932	48,337
TOTAL LEVY		**$ 4,042,954**

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 6th day of September 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	114,224.86
Social Security & Medicare	6,347.35
Public Employees Retirement	11,339.36
Total City Expense	131,911.57

Pay Date 8/19/2022

Pay Period 17 (7/31-8/13/22)

City of Isanti

Gross Payroll	111,028.94
Social Security & Medicare	6,334.84
Public Employees Retirement	10,835.29
Total City Expense	128,199.07

Pay Date 9/2/2022

Pay Period 18 (8/14-8/27/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/16/2022	58968	2785	ANDERSON, THOMAS & DAWN	101-20200	78.38
08/22	08/16/2022	58969	2030	ARTISAN BEER COMPANY	609-20200	188.90
08/22	08/16/2022	58970	1549	ASTECH CORP INC	440-20200	161,886.16
08/22	08/16/2022	58971	2773	BALK, DANIEL & BECKY	101-20200	144.41
08/22	08/16/2022	58972	53	BELLBOY CORPORATION	609-20200	2,986.01
08/22	08/16/2022	58973	3161	BENT BREWSTILLERY	609-20200	66.62
08/22	08/16/2022	58974	9	BERNICKS PEPSI-COLA	609-20200	2,906.99
08/22	08/16/2022	58975	2783	BOSCH, RONALD	101-20200	106.24
08/22	08/16/2022	58976	2487	CAPITOL BEVERAGE SALES	609-20200	544.99
08/22	08/16/2022	58977	1815	CENTURYLINK	602-20200	540.24
08/22	08/16/2022	58978	918	CRYSTAL SPRINGS ICE	609-20200	380.40
08/22	08/16/2022	58979	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,448.46
08/22	08/16/2022	58980	2478	EAST CENTRAL ENERGY	101-20200	42.85
08/22	08/16/2022	58981	385	FEDERATED CO-OPS INC	409-20200	2,035.53
08/22	08/16/2022	58982	385	FEDERATED CO-OPS INC	101-20200	137.33
08/22	08/16/2022	58983	2777	FERDELMAN, JAMES & CRISTINE	101-20200	73.31
08/22	08/16/2022	58984	1682	FERGUSON WATERWORKS	601-20200	443.67
08/22	08/16/2022	58985	2028	FURTHER	101-20200	33.10
08/22	08/16/2022	58986	2028	FURTHER	861-20200	608.34
08/22	08/16/2022	58987	2775	HARTLEY, PHILIP & HELEN	101-20200	9.76
08/22	08/16/2022	58988	2782	HASSER, TIMOTHY & SHELLY	101-20200	293.07
08/22	08/16/2022	58989	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	61.51
08/22	08/16/2022	58990	2938	ISANTI HOTEL PARTNERS LLC	101-20200	7,133.12
08/22	08/16/2022	58991	1435	ISANTI TOWNSHIP	101-20200	10,990.09
08/22	08/16/2022	58992	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	1,152.93
08/22	08/16/2022	58993	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,506.64
08/22	08/16/2022	58994	2845	JOHNSON, CLARK & CATHERINE	101-20200	290.55
08/22	08/16/2022	58995	5	KAWALEK TRUCKING	609-20200	137.20
08/22	08/16/2022	58996	1338	KNIFE RIVER	101-20200	1,131.29
08/22	08/16/2022	58997	2787	LAMOTTE, ANTHONY	101-20200	87.59
08/22	08/16/2022	58998	2846	LENLING, RACHEL	101-20200	74.68
08/22	08/16/2022	58999	1479	LOFFLER COMPANIES INC	108-20200	238.45
08/22	08/16/2022	59000	17	MCDONALD DISTRIBUTING CO	609-20200	11,895.99
08/22	08/16/2022	59001	275	MCFOA	101-20200	20.00
08/22	08/16/2022	59002	2953	MIDCONTINENT COMMUNICATIONS	609-20200	315.19
08/22	08/16/2022	59003	1536	MINNESOTA DEED	219-20200	833.33
08/22	08/16/2022	59004	1945	MN DEPT OF LABOR & INDUSTRY	601-20200	10.00
08/22	08/16/2022	59005	176	MN DEPT OF REVENUE	101-20200	52,405.00
08/22	08/16/2022	59006	870	M-R SIGN CO INC	101-20200	244.45
08/22	08/16/2022	59007	2788	NELSON, CRAIG & BARBARA	101-20200	134.10
08/22	08/16/2022	59008	2786	NELSON, JUSTIN	101-20200	183.29
08/22	08/16/2022	59009	2992	NEXTERA COMMUNICATIONS	609-20200	310.46
08/22	08/16/2022	59010	2784	OLSON, GRANT	101-20200	146.77
08/22	08/16/2022	59011	617	PAUSTIS & SONS	609-20200	1,247.50
08/22	08/16/2022	59012	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,055.45
08/22	08/16/2022	59013	2844	R G & E GABRIELSON	101-20200	127.18
08/22	08/16/2022	59014	2781	RASK, MICHAEL	101-20200	155.74
08/22	08/16/2022	59015	2174	SCR INC ST CLOUD	609-20200	1,002.43
08/22	08/16/2022	59016	3079	SIPPEL, JAY	101-20200	109.70
08/22	08/16/2022	59017	73	STAR	101-20200	42.00
08/22	08/16/2022	59018	3209	SUMMER LAKES BEVERAGE LLC	609-20200	362.25
08/22	08/16/2022	59019	2774	SUNRISE HOMES INC	101-20200	24.48
08/22	08/16/2022	59020	2776	SVOBODA, DUSTIN	101-20200	93.45

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/16/2022	59021	3235	SWEENEY, GREGORY J	101-20200	275.05
08/22	08/16/2022	59022	2598	T.A. SCHIFSKY & SONS INC	101-20200	225.00
08/22	08/16/2022	59023	1290	THE AMBLE GROUP	101-20200	155.86
08/22	08/16/2022	59024	3125	UNCOMMON LOON BREWING CO	609-20200	216.00
08/22	08/16/2022	59025	2778	VANGSTAD, DWIGHT	101-20200	155.03
08/22	08/16/2022	59026	42	VIKING COCA-COLA BOTTLING CO	609-20200	496.08
08/22	08/16/2022	59027	2780	WALD, ELIZABETH & RICHARD	101-20200	74.02
08/22	08/16/2022	59028	4	WATSON CO INC	609-20200	3,189.14
08/22	08/16/2022	59029	355	WELCOME, MARK & JOANN	101-20200	312.43
08/22	08/16/2022	59030	2872	WINEBOW	609-20200	1,138.38
Grand Totals:						303,714.56

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/25/2022	59034	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	790.00
08/22	08/25/2022	59035	2863	AMAZON CAPITAL SERVICES	101-20200	32.99
08/22	08/25/2022	59036	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35
08/22	08/25/2022	59037	3239	AUFDERWORLD	101-20200	195.00
08/22	08/25/2022	59038	1522	CERTIFIED LABORATORIES	101-20200	329.90
08/22	08/25/2022	59039	1937	CHILSON JEWELERS	101-20200	24.25
08/22	08/25/2022	59040	2583	CONTINENTAL RESEARCH CORP	101-20200	313.00
08/22	08/25/2022	59041	1941	DELTA DENTAL	861-20200	3,568.05
08/22	08/25/2022	59042	3100	DW COMPANIES LLC	603-20200	5,565.00
08/22	08/25/2022	59043	3236	ELECTRIC PUMP, INC	602-20200	605.62
08/22	08/25/2022	59044	385	FEDERATED CO-OPS INC	101-20200	26.99
08/22	08/25/2022	59045	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	323.03
08/22	08/25/2022	59046	114	ISANTI COUNTY RECORDER	101-20200	102.00
08/22	08/25/2022	59047	259	ISANTI FIREFIGHTERS RODEO ASSOCIATION	609-20200	750.00
08/22	08/25/2022	59048	1338	KNIFE RIVER	603-20200	547.00
08/22	08/25/2022	59049	3237	MED COMPASS	101-20200	575.00
08/22	08/25/2022	59050	616	MENARDS - CAMBRIDGE	101-20200	39.13
08/22	08/25/2022	59051	110	METAL COATING & MFG CO	101-20200	970.14
08/22	08/25/2022	59052	2978	MILBANK WINWATER WORKS	601-20200	21,040.02
08/22	08/25/2022	59053	2208	MINNESOTA EQUIPMENT INC	101-20200	242.68
08/22	08/25/2022	59054	2080	MVTL LABORATORIES INC	602-20200	824.57
08/22	08/25/2022	59055	3238	ROTARY CLUB OF CAMBRIDGE & ISANTI	108-20200	15.00
08/22	08/25/2022	59056	96	STREICHERS INC	101-20200	776.40
08/22	08/25/2022	59057	2156	SUMMIT FIRE PROTECTION	101-20200	51.00
08/22	08/25/2022	59058	2598	T.A. SCHIFSKY & SONS INC	101-20200	225.75
08/22	08/25/2022	59059	1290	THE AMBLE GROUP	101-20200	54.93
Grand Totals:						38,530.80

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
08/22	08/31/2022	59062	2863	AMAZON CAPITAL SERVICES	226-20200	171.48
08/22	08/31/2022	59063	2030	ARTISAN BEER COMPANY	609-20200	153.80
08/22	08/31/2022	59064	3241	BANKERS TITLE	603-20200	97.53
08/22	08/31/2022	59065	53	BELLBOY CORPORATION	609-20200	4,281.46
08/22	08/31/2022	59066	9	BERNICKS PEPSI-COLA	609-20200	6,815.76
08/22	08/31/2022	59067	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,621.63
08/22	08/31/2022	59068	3243	BROWN, JONATHON MICHAEL	601-20200	5.85
08/22	08/31/2022	59069	120	CONNEXUS ENERGY	101-20200	23,155.76
08/22	08/31/2022	59070	2583	CONTINENTAL RESEARCH CORP	101-20200	313.00
08/22	08/31/2022	59071	918	CRYSTAL SPRINGS ICE	609-20200	936.70
08/22	08/31/2022	59072	8	DAHLHEIMER DISTRIBUTING CO	609-20200	50,478.03
08/22	08/31/2022	59073	3242	DALRYMPLE, THOMAS	601-20200	86.29
08/22	08/31/2022	59074	2807	DAUDT, BRANDON	101-20200	139.99
08/22	08/31/2022	59075	1320	EXECUTIVE TITLE	601-20200	61.32
08/22	08/31/2022	59076	2933	FALCON NATIONAL BANK	101-20200	10,071.95
08/22	08/31/2022	59077	3014	FONIK, SKITZO	101-20200	2,000.00
08/22	08/31/2022	59078	3140	GARPHISH BREWING COMPANY	609-20200	396.00
08/22	08/31/2022	59079	160	HAWKINS INC	602-20200	12,479.34
08/22	08/31/2022	59080	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	85.32
08/22	08/31/2022	59081	162	ISANTI RENTAL INC	101-20200	225.49
08/22	08/31/2022	59082	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	948.06
08/22	08/31/2022	59083	7	JOHNSON BROTHERS LIQUOR CO	609-20200	33,640.61
08/22	08/31/2022	59084	3245	JP BROOKS	505-20200	6,000.00
08/22	08/31/2022	59085	5	KAWALEK TRUCKING	609-20200	741.80
08/22	08/31/2022	59086	3244	KEY TITLE & CLOSING SERVICES LLC	601-20200	189.68
08/22	08/31/2022	59087	3118	KLOCKOW BREWING COMPANY INC	609-20200	216.00
08/22	08/31/2022	59088	2762	LEGACY SECURITY TECHNOLOGY INC	101-20200	664.87
08/22	08/31/2022	59089	2435	LINDBERG LAW OFFICE PA	601-20200	80.90
08/22	08/31/2022	59090	3117	MAVERICK WINE LLC	609-20200	1,267.02
08/22	08/31/2022	59091	17	MCDONALD DISTRIBUTING CO	609-20200	39,294.36
08/22	08/31/2022	59092	616	MENARDS - CAMBRIDGE	920-20200	3,469.07
08/22	08/31/2022	59093	2500	METRO SALES INC	101-20200	400.00
08/22	08/31/2022	59094	3224	MICHAUD DISTRIBUTION	609-20200	1,875.84
08/22	08/31/2022	59095	617	PAUSTIS & SONS	609-20200	3,587.25
08/22	08/31/2022	59096	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,163.50
08/22	08/31/2022	59097	2827	RATWIK ROSZAK & MALONEY P.A.	603-20200	4,413.27
08/22	08/31/2022	59098	2341	RED BULL DISTRIBUTION CO INC	609-20200	495.70
08/22	08/31/2022	59099	2625	RESULTS TITLE	603-20200	79.50
08/22	08/31/2022	59100	3103	ROCKSTAD, AMY	101-20200	107.38
08/22	08/31/2022	59101	3246	SERENITY CIRCLE COUNSELING	505-20200	8,000.00
08/22	08/31/2022	59102	3160	SHEFFER GROUP LLC	505-20200	27,000.00
08/22	08/31/2022	59103	2001	SHRED-N-GO INC	101-20200	192.04
08/22	08/31/2022	59104	2396	SOUTHERN GLAZERS OF MN	609-20200	30,640.19
08/22	08/31/2022	59105	2554	SPECIALTY SOLUTIONS	101-20200	538.54
08/22	08/31/2022	59106	1361	STAPLES ADVANTAGE	108-20200	75.76
08/22	08/31/2022	59107	2856	STRAND, JADEN	609-20200	21.95
08/22	08/31/2022	59108	3240	SULLIVAN, RODGER	601-20200	50.72
08/22	08/31/2022	59109	1290	THE AMBLE GROUP	101-20200	134.79
08/22	08/31/2022	59110	1503	THE AMERICAN BOTTLING COMPANY	609-20200	347.22
08/22	08/31/2022	59111	626	THE WINE COMPANY	609-20200	1,814.00
08/22	08/31/2022	59112	3125	UNCOMMON LOON BREWING CO	609-20200	567.00
08/22	08/31/2022	59113	42	VIKING COCA-COLA BOTTLING CO	609-20200	556.80
08/22	08/31/2022	59114	1286	VINOCOPIA INC	609-20200	3,093.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/22	08/31/2022	59115	4	WATSON CO INC	609-20200	3,335.26
08/22	08/31/2022	59116	780	WINE MERCHANTS	609-20200	1,528.00
08/22	08/31/2022	59117	2872	WINEBOW	609-20200	727.04
08/22	08/31/2022	59118	2009	WOOD, JOSEPHINE	101-20200	53.00
08/22	08/31/2022	59119	3026	ZEROREZ-MINNESOTA	101-20200	1,375.47
Grand Totals:						309,262.65

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

APPROVING RESIGNATION FOR KENNETH FROST PART TIME LIQUOR STORE CLERK II

WHEREAS, Liquor Store Clerk, Kenneth Frost has voluntary resigned from his position effective immediately; and,

WHEREAS, the effective date of this resignation is August 18, 2022; and,

WHEREAS, Kenneth Frost 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 Kenneth Frost is hereby effective August 18, 2022.

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 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

ACCEPTING PART-TIME POLICE OFFICER KEVIN STAHL LETTER OF RESIGNATION

WHEREAS, Police Officer Kevin Stahl has submitted a letter of resignation to the City of Isanti on August 19, 2022; and,

WHEREAS, the effective date of this resignation is September 6, 2022; and,

WHEREAS, Kevin Stahl 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 Kevin Stahl is hereby accepted effective September 6, 2022.

2. That Human Resources and Police Chief are hereby directed to fill the position if needed.

This Resolution is hereby approved by the Isanti City Council this 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

REMOVING ALEXANDER COLLINS FROM THE PLANNING COMMISSION AND TO ADVERTISE TO FILL THE VACANT PLANNING COMMISSION SEAT

WHEREAS, City Code § 8-6. Planning Commission Section E (3), states:
"Absence from any three meetings in a twelve-month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the City Council shall appoint a person to complete the unexpired term."; and,

WHEREAS, Planning Commission Member Alexander Collins has unexcused absences from the following 2022 Planning Commission meetings: February, March and June;

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

a. That Alexander Collins is hereby removed from the City of Isanti Planning Commission based on unexcused absences of three Planning Commission meetings since February 2022.

b. That Staff is hereby directed to advertise to fill the vacant seat.

This resolution was duly adopted by the Isanti City Council this 6th day of September 2022.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

EXTENDING THE SITE PLAN APPROVAL REGULATED BY THE CONDITIONAL USE PERMIT AS APPROVED IN RESOLUTION 2003-098 FOR CONSTRUCTION PURPOSES AT THE ISANTI PRIMARY SCHOOL

WHEREAS the City approved a Conditional Use Permit on June 17, 2003 allowing temporary classroom structures located at Isanti Primary School; and,

WHEREAS, the Planning Commission held a public hearing on June 16, 2003 and recommended approval of a Conditional Use Permit with the following conditions:

1. The new buildings must have an impervious walkway to the structures.
2. The new buildings must meet the Building Code adopted by the City of lsanti; which includes anchoring the buildings as mandated by our Building Inspections Department.
3. The new buildings must be linked to the elementary school's current fire alarm system.
4. The new buildings must have water and sewer.
5. Numbering /Lettering on buildings for safety personnel to distinguish in case of an emergency.
6. If the applicant plans to add any additional lighting, no light shall illume the neighboring properties.
7. The new buildings shall be painted of similar color to the current temporary building color - this includes skirting.
8. The School District must submit a site plan to the city indicating where the additional 13 parking spaces will be created and an action plan on eliminating Staff parking at Unity Park.
9. All drainage issues on 3rd Avenue must be addressed based on staff and city engineer direction; and,

WHEREAS, Council approved the site plan and location through the Conditional Use Permitting process; and,

WHEREAS, a Site Plan is required when alterations to a site are made; and,

WHEREAS, the applicants are allowed up to one (1) year to make approved improvements; and,

WHEREAS, the School District has previously constructed temporary classrooms at this location during the specified timeframe, but previous classrooms have been removed;

WHEREAS, the Council finds the Conditional Use Permit approved in Resolution 2003-098 sufficient for moving forward with the new temporary classroom; and,

WHEREAS, the Site Plan layout must remain the same and no additional impervious surfaces may be added without additional approval; and,

WHEREAS, all conditions stated above must be remain in place, with the exception to conditions 8 and 9 which are no longer relevant.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve to extend the Site Plan approved with the Conditional Use Permit in Resolution 2003-098 be extended for construction purposes.

This Resolution is hereby approved by the Isanti City Council this 6th of September of 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE SITE PLAN FOR THE ISANTI PRIMARY SCHOOL TO ALLOW THE ADDITION OF A TEMPORARY CLASSROOM AS ALLOWED IN THE CONDITIONAL USE PERMIT APPROVED THROUGH RESOLUTION 2003-098

WHEREAS the City approved a Conditional Use Permit on June 17, 2003 allowing temporary classroom structures located at Isanti Primary School; and,

WHEREAS, the Planning Commission held a public hearing on June 16, 2003 and recommended approval of a Conditional Use Permit; and,

WHEREAS, Council approved the site plan and location through the Conditional Use Permitting process; and,

WHEREAS, a Site Plan Application has been submitted to show the location of a new temporary classroom structure; and,

WHEREAS, the School District has previously constructed temporary classrooms at this location during the specified timeframe, but previous classrooms have been removed;

WHEREAS, the Council finds the Conditional Use Permit approved in Resolution 2003-098 sufficient for moving forward with the new temporary classroom; and,

WHEREAS, the Site Plan layout must remain the same and no additional impervious surfaces may be added without additional approvals; and,

WHEREAS, all conditions stated above must be remain in place, with the exception to conditions 8 and 9 which are no longer relevant.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Site Plan for the temporary classroom structure as allowed in the Conditional Use Permit through Resolution 2003-098.

This Resolution is hereby approved by the Isanti City Council this 6th day of September 2022.

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: Matt Sylvester, Public Services Director

Date: September 6, 2022

Subject: Resolution Approving Capital Improvement Plan Water Fund Amendment

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Background:

The water heater at the Water Treatment Plant is scheduled to be replaced in 2023 per the Capital Improvement Plan (CIP). The water heater is currently leaking and is need of replacement. Because of the Emergency Eyewash Stations and Emergency Showers a commercial unit would need to be installed to meet OSHA requirements of 20gpm for 15 minutes. Staff received a quote from Sun Mechanical, contracted plumber, for a direct replacement in the amount of $11,182.63. Staff is requesting to amend the 2023 Capital Improvement Plan Water Fund 601-49400-500, and have the water heater replaced in 2022 with a direct replacement in the amount of $11,182.63.

Request:

Staff is requesting action on this item.

Attachment:

- Resolution 2022-XXX – Approving Capital Improvement Plan Water Fund Amendment
- Sun Mechanical Quote - Direct Replacement

RESOLUTION 2022- XXX

APPROVING CAPITAL IMPROVEMENT PLAN WATER FUND AMENDMENT

WHEREAS, the water heater at the Water Treatment Plant is due for replacement in 2023 per the Capital Improvement Plan (CIP); and,

WHEREAS, the water heater is leaking and is need of replacement; and,

WHEARAS, a commercial water heater is needed to meet the OSHA requirements of 20gpm for 15 minutes; and,

WHEREAS, allow Sun Mechanical, as our contracted plumber, to install a direct replacement water heater in the amount of $11,182.63; and,

WHEREAS, to amend the 2022 CIP Water Fund 601-49400-500 with an increase of $11,182.63 and have the water heater installed in 2022;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize Sun Mechanical to install a commercial water heater to meet OSHA requirements for the Water Treatment Plant and allow the Finance Director to amend the 2022 Capital Improvement Plan Water Fund 601-49400-500 with an increase of $11,182.63.

This Resolution is hereby approved by the Isanti City Council this 6th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

ESTIMATE	#5537
TOTAL	**$11,182.63**

Sun mechanical inc

City of Isanti
110 1st Avenue Northwest
Isanti, MN 55040

(763) 772-5850
Msylvester@cityofisanti.us

CONTACT US

10834 178th Cir NW
Elk River, MN 55330

(612) 357-3411
briangrotte@sunmech.net

ESTIMATE

Services	amount
Purchase and install new A.O. Smith water heater Labor @ $120/hour port to port.	$2,000.00

Materials	amount
New A.O. Smith BTH 120 -100 Includes delivery and disposal of old unit.	$7,887.53
3" pvc pipe	$65.10
3" pvc 90	$25.98
3" pvc coupling	$12.62
1-1/2" copper pipe	$158.00
1-1/2" Copper p.p. 90's	$37.19
1-1/2" copper couplings	$38.96
1-1/2" copper p.p. female adaptors	$83.66
3/4" black steel pipe	$38.80
10% material mark up	$834.79

Subtotal	$11,182.63
Total	**$11,182.63**

Thank you for choosing Sun Mechanical your local plumbing, heating and cooling specialist. Please leave us a review at this link.
https://prime.reviewability.com/f-91516
(Copy and Paste Link)

RESOLUTION 2022-XXX

APPROVING AGREEMENT FOR CREDIT CARD PAYMENT PROCESSING SERVICE PROVIDER

WHEREAS, the City of Isanti has determined that it is in the City's best interest to solicit quotes for a new credit card payment processing service provider; and,

WHEREAS, city received only one response and quote from Xpress Bill Pay; and,

WHEREAS, Xpress Bill Pay integrates with Caselle, the City's current computer software with the additional purchase of CR Payment Import function; and,

WHEREAS, staff has reviewed the service agreement from Xpress Bill Pay and the software purchase agreement from Civic Systems, LLC and recommends acceptance; and,

WHEREAS, the service agreement with Xpress Bill Pay is for a three (3) year period which renews annually as a 12-month on-going service contract, which is herein attached as Exhibit A; and,

WHEREAS, the software purchase agreement with Civic Systems, LLC for the purchase of a software license of Web Services for cash receipting (CR) and utility billing (UB) modules which includes an agreement for the CR import function supported, which is herein attached as Exhibit B; and,

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

1. Staff is authorized to terminate current credit card processing service provider.
2. Hereby awards the quote for credit card processing to Xpress Bill Pay.
3. Authorize Staff to execute a service agreement with Xpress Bill Pay for three (3) years and ongoing renewal at the term of the agreement if service exceeds satisfaction as determined by the City Administrator.
4. Authorize staff to execute an agreement for software purchase agreement with Civic Systems, LLC and ongoing renewal of annual support for Web Services if service exceeds satisfaction as determined by the City Administrator.

This resolution was duly adopted by the Isanti City Council this 6th day of September 2022.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

xpress BILL PAY

Gateway and Administrative Service Agreement

This Gateway and Administrative Service Agreement is entered into this ___ day of _____, 20__, by and between **Xpress Solutions, Inc.** ("Xpress") and **City of Isanti** ("Customer") upon such terms and conditions as are set forth below.

WHEREAS, Customer desires Xpress, and Xpress agrees to provide, Automated Clearing House (ACH) and other services to Customer as indicated in and subject to the terms and conditions of, this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and the receipt of consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1.0 Term and Renewal: The Initial Term (the "Initial Term") of this Agreement shall be thirty-six (36) months from the date of this Agreement. This Agreement shall automatically renew for an additional twelve (12) months at the end of the Initial Term or any subsequent renewal term by the Customer upon the receipt by Xpress of the applicable Fees and under the same terms and conditions set forth herein, so long as the Customer is not and has not been in default in any term or condition of this Agreement. If Customer is a political subdivision, the parties agree that an automatic renewal cannot occur if Customer's governing board does not budget for payment of the Fees set forth in Section 2.0 in any given fiscal year of Customer.

2.0 Fees and Payments: Customer shall pay to Xpress a one-time set-up Fee, monthly maintenance, support, and hosting Fees, and various transaction Fees as set forth in Exhibit A (collectively the "Fees"). Xpress reserves the right to change the Fees at any time so long as Customer is provided no less than 30 days advance notice of a change. Customer authorizes Xpress to initiate an electronic ACH Debit Entry from Customer's bank account provided in Exhibit C on or about the 5th day of each month for the amount of all Fees that accrued during the prior month for any service, support, or maintenance Fee that is due as described in Exhibit A. If there are insufficient funds in Customer's account to cover the Debit, Xpress will contact customer for resolution which will include resubmission up to 3 times. This authorization may be revoked only by notifying Xpress in writing, which revocation shall take effect no later than five (5) business days after receipt by Xpress. Any outstanding Fees that are not paid when due shall bear interest at the rate of 18% per annum until the outstanding balance and all accrued interest are paid in full.

3.0 Services Provided; Obligations of Customer to ODFI: Transactions are placed through Xpress as a third party sender of ACH transactions with Customer as the "originator" of those transactions under the Rules and Regulations described below. Xpress will send all transactions through an Originating Depository Financial Institution (ODFI) all in accordance with the terms of this Agreement, the Operating Rules of the National Automated Clearing House Association (NACHA) and the applicable Federal Regulations governing ACH transactions including, without limitation, the Electronic Funds Transfer Act and Regulation E (collectively the "Rules and Regulations"). Entry or Entries shall mean either a Credit Entry or a Debit Entry. Customer agrees to comply with Xpress's requests for record retention and signature authorization. Customer hereby grants to Xpress or its designee the right to audit these authorizations and Customer's record retention compliance, at no expense to Xpress.

Customer hereby agrees to, and otherwise assumes, all obligations under the Rules and Regulations as an originator to the ODFI with respect to all Entries, which includes without limitation the unconditional obligation of Customer to pay and indemnify the ODFI for all Entries that are returned by any Receiving Depository Financial Institution (RDFI) for whatever reason.

In addition to the other services referenced in this Agreement, Xpress will provide Customer with an internet payment system. Xpress has developed a web interface that can be used for payment of accounts using credit cards, or electronic funds transfers (EFT). Xpress acts as a payment gateway interface for Customer's account

holders (the "End Users") to make payments. Xpress will facilitate the acquisition of the necessary merchant service accounts for credit cards. Xpress will provide the EFT and Lockbox services directly using its established banking relationships. Customer hereby authorizes Xpress to endorse checks and other payment items on behalf of Customer into an Xpress deposit account and deposit funds as necessary for the clearing of payments received for Customer. Xpress reserves the right to invest idle funds in its possession for the sole benefit of Xpress. Only merchant service accounts and electronic funds transfer accounts that are certified by Xpress may be used.

4.0 Support Services and Service Levels: Xpress will provide technical support services, including telephone, email (seven days a week), or other technology support implemented by Xpress, from 7:00 am to 6:00 pm (MST or MDT) for customers within the continental United States. The maximum response time for service shall not exceed 5:00 pm (Customer local time) of the next business day following the request for service by Customer. This support will be limited to the actual use of the Xpress internet payment system.

5.0 Software or Hardware: Customer will not receive any hardware or software from Xpress under this Agreement except as specified in Exhibit B. Customer will use its own computers and agrees to have internet services through an internet service provider. Customer agrees that the computers it uses will have sufficient memory and capacity to run at least Internet Explorer 8 or Mozilla Fire Fox 2.0.

6.0 Debit Authorization: Customer, as originator under the Rules and Regulations, hereby authorizes Xpress, or its designees, to initiate Debit and/or Credit Entries to Customer's bank account in accordance with this Agreement. Xpress' authority will remain in full force and effect until either (a) 90 days after Xpress has received written notification from Customer of the termination of this Agreement to provide Xpress reasonable opportunity to act upon any outstanding liabilities; or (b) all obligations of the Customer to Xpress that have arisen from this Agreement have been paid in full, including, but not limited to, those obligations described in this Agreement.

7.0 Accepting Transactions: Xpress will accept all completed batches from the Customer. Xpress is responsible for accepting and processing only those Entries that have been received in a proper format and on a timely basis. Any Entry returned to Xpress will be re-presented in accordance with the Rules and Regulations.

8.0 Returned Entries: Xpress will apply returned Entries to Customer's account when they are received. All returns will be processed and available through Xpress software or by other means as agreed to by Xpress and the Customer. With respect to each Notification of Change ("NOC") Entry or Corrected Notification of Change ("Corrected NOC") Entry transmitted by Xpress, the parties shall ensure that changes requested by the NOC or Corrected NOC are made by, or on behalf of, the Customer within six (6) banking days of Xpress receipt of the NOC information from the ODFI or prior to initiating another Entry to the Receiver's account, whichever is later.

9.0 Reports: Xpress will provide a detailed report of all funds transfers collected as a result of any and all funds transfers. All reporting will be via the Internet.

10.0 Limits of Xpress Liability: Xpress will be responsible for Xpress' performance in processing ACH services as a third party sender of ODFI transactions in accordance with the terms of this Agreement, and the other applicable Rules and Regulations. Xpress does not accept responsibility for errors, acts or the failure of others to act, including, and among other entities, banks, communications carriers or clearing houses through which Entries may be originated or Xpress receives or transmits information, and no such entity shall be deemed Xpress' agent. Xpress shall not be responsible nor bear any loss, liability or delay caused by fires, earthquakes, wars, civil disturbances, power surges or failures, acts of government or God, labor disputes, failures in communication networks, legal constraints or other events beyond Xpress' control.

11.0 Representations and Warranties Regarding End Users: Customer warrants that it will provide Xpress with relevant billing information for End Users. Customer agrees to indemnify and hold Xpress harmless from any claim or liability relating to any inaccuracy in billing information provided to Xpress. Customer further represents and warrants with respect to all Entries processed for Customer by Xpress that: (a) Each End User has authorized the debiting and/or crediting of his, her, or its account, (b) each Entry is for an amount agreed

to by the End User, (c) each Entry is in accordance with the Rules and Regulations and properly authorized in all other respects. Customer agrees to defend, indemnify, and hold Xpress and all its agents harmless for any losses, liabilities, legal action costs or expenses incurred by Xpress as a result of any breach of these representations and warranties either intentionally or unintentionally by Customer. Customer shall cease initiating Entries immediately upon receiving actual or constructive notice of the termination or revocation by the End User of authority.

12.0 Regulatory Compliance: Customer will use its best efforts, and bears the final responsibility to ensure that Customer's policies and procedures meet the requirements of all applicable Rules and Regulations pertaining to ACH transactions of any kind. Xpress must and will also comply with all Rules and Regulations pertaining to ACH transactions. Without limiting the obligations of Customer to the ODFI under this Agreement and the Rules and Regulations for the payment of all returned Entries, Customer agrees to execute an origination agreement with the ODFI if required by the Rules and Regulations.

13.0 Record Keeping: Customer agrees to keep full and accurate data and records of its utilization of Xpress services and of the transactions giving rise to billing information for at least two (2) years after the date of the relevant transaction, or such longer period as required by the Rules and Regulations. Customer understands that Xpress and the ODFI will be required to participate in certain audits of Customer in connection with the credit card and electronic funds transfer services provided by Xpress. Customer agrees to cooperate with Xpress and ODFI in the performance of such audits, including providing information reasonably required in the course of such audits.

14.0 Compliance: Customer represents and warrants that all products and services offered, sold, or provided by Customer are offered, sold, or provided in compliance with all applicable laws and regulations. Customer agrees to comply with Xpress's Acceptable Use Policy as required by the Payment Card Industry Data Security Standard (PCI DSS) as provided in Exhibit D. Xpress will meet or exceed all applicable compliance requirements as required by current and future Payment Card Industry (PCI) rules of operation as well as the Rules and Regulations.

15.0 Termination: This Agreement may be terminated by either party upon not less than 30 days written notice to the other party specifying the effective date thereof. In the event this Agreement is terminated by Customer through no fault of Xpress, Xpress shall be paid for all services performed up to the date of termination.

16.0 Governing Law; Attorney' Fees: This Agreement shall be governed by and construed under the laws of the State of Utah. In the event suit or action is instituted to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as a court may adjudge reasonable as attorneys' fees at trial, on any appeal, and on any petition for review, in addition to other sums provided by law.

17.0 Independent Contractors: Both Customer and Xpress are acting hereunder as independent contractors and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be construed as authority for either party to act for the other party in any agency or other capacity, or to make commitments of any kind for the account of or on behalf of the other, except to the extent and for the purposes provided for herein.

18.0 No Warranty: Xpress makes no warranty, expressed or implied, including warranties of merchantability and fitness for a particular purpose. Xpress shall have no liability with respect to its obligations under this agreement for consequential, special, direct, exemplary, punitive, or incidental damages to customer or to third parties dealing with customer even if Xpress has been advised of the possibility of such damages.

19.0 Entire Agreement: This Agreement and the exhibits hereto constitute the entire understanding and agreement among the parties with respect to the subject matter hereof, and there are no other agreements or understandings among the parties other than those contained herein. In the event any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect the validity of the remainder of this Agreement.

Confidential. Protected under trade secret.

20.0 Successors and Assigns; Third Party Beneficiary: This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, successors and assigns. Neither party may assign its interest under this Agreement without the prior written consent of the other. The parties hereby agree that the ODFI with respect to any Entry, including Zion's First National Bank, a Utah state bank, shall have the right as a third-party beneficiary, in the event of a default under this Agreement or the agreement between Xpress and the ODFI, to enforce this Agreement directly and independently against Customer including the enforcement of Customer's liability to the ODFI as an originator under the Rules and Regulations.

21.0 Waiver: Failure of either party at any time to require performance of any provision of this Agreement shall not limit the parties' right to enforce the provision. Waiver of any breach of any provision shall not be waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

By signing below, Customer and Xpress shall be legally bound and agree to the terms of this Agreement and all of its Attachments.

Accepted by:

Xpress Solutions Inc.

BY: _____
(Authorized Signature)

Keith Jenkins
(Print or Type Name)

TITLE: President/CEO

DATE: 8/30/2022

Accepted by:

City of Isanti

BY: _____
(Authorized Signature)

_____
(Print or Type Name)

TITLE: _____

DATE: _____

EXHIBIT A

FEES

Initial Configuration Fees

1. Initial Setup Configuration and Development	$ 1,000.00
Online Payment Module	
Auto Pay Module	
Card Swipe Module	
2. Training (One Full Day's Training)	$500.00
NOTE: You shall reimburse roundtrip airfare and hotel stay.	+ airfare/hotel

Recurring Monthly Fees

3. Gateway Fees:	
Credit Card Processing (per transaction assessed to End Users)	**3.00% + $ 0.50
EFT Online Payments (per transaction assessed to End Users)	$ 1.00
EFT Returned Items (assessed to Customer)	
(Invalid account number or unable to locate account)	$ 6.00
(NSF or Closed Account)	$ 12.00
(Customer Stop Payment)	$ 30.00
Bank Bill Pay (per transaction assessed to Customer)	$ 0.25
Lock Box Service (per transaction assessed to Customer)	* $ 0.48
Integrated Remote Deposit (per transaction assessed to Customer)	* $ 0.36
800 Operator Assisted Payments (per transaction assessed to End Users)	**$ 0.95
800 IVR Assisted Payments (per transaction assessed to End Users)	**$ 0.95
XBP Deposit Account Withdrawals	
(6 free per month then $6.25)	
4. Monthly Support & Hosting (assessed to Customer)	$ 75.00
($0.015 per billing statement hosted. Minimum $75.00)	minimum
5. Monthly Account Keeping Fee (assessed to Customer)	$ 19.00
(Waived if you keep a $25,000.00 minimum balance in your Xpress Deposit Account)	

** If service is activated*

***There will be a maximum transaction amount of $500.00 per credit/debit payment*

Confidential. Protected under trade secret.

EXHIBIT B

OPTIONAL EQUIPMENT LIST PRICE LIST

Card Swipes	
USB Magnetic Stripe Credit Card Reader	$ 75.00
USB Keyboard with Integrated Magnetic Credit Card Swipe	$ 99.00
Check Scanners	
Panini VisionX 50 Check Scanner	$ 945.00
Panini VisionX 75 Check Scanner	$ 1,145.00
Panini VisionX 100 Check Scanner	$1,345.00
Miscellaneous	
FMC Checkmate Check Jogger	$ 249.00

** **Please note:** prices subject to change at any time without further notice.*

EXHIBIT C

CUSTOMER ACCOUNT INFORMATION

Please provide the following information regarding Customer's bank account to which the debit entries will be directed for the payment of the Fees:

	Fund Deposits	Fee Withdrawals
Name on Account:	City of Isanti	City of Isanti
Account Type:		
Routing Number:		
Account Number:		
Bank Name:		

EXHIBIT D

ACCEPTABLE USE POLICY

Introduction

Xpress Bill Pay is committed to providing high-quality payment services for its customers. This Acceptable Use Policy (the "Policy") is designed to assist in protecting the Service, our Users, and the Internet community as a whole from improper and/or illegal activity over the Internet. By using the Service, you acknowledge that you and your Users are responsible for compliance with the Policy. You are responsible for violations of this Policy by any User that accesses the Services through your account. The Policy will be updated and revised occasionally and posted to the Xpress Bill Pay website. The Company reserves the right to modify this Policy at any time, effective upon posting at www.xpressbillpay.com/adminPolicy.asp.

Purpose/Scope

The purpose of this Policy is to help protect the Company's network, each of the Company's clients and third-party users of the Internet, generally from harassing, deceptive, irresponsible and/or illegal activities.

The scope of this policy is all the Company's clients.

Policy

This Policy governs the usage of the Company's network by any person (regardless of whether that person is a Customer). Each person utilizing the Company network in any manner is responsible for complying with this Policy, and for providing assistance to the Company in furtherance of the objectives hereof, as the Company may request from time to time. The Company's Clients will be held solely responsible for the actions (or inactions) of any of their customers, downstream users, or third-party agents that use the Company's Network.

1.1 Prohibited Actions

It shall be prohibited by this Policy to utilize the Company network in any manner which, in the sole discretion of the Company, is (A) illegal, disruptive, harassing or deceptive, or (B) a risk to the Company's network, its stability or security, or (C) inconsistent with this Policy and/or the Company's Rules and Regulations and/or any rules or policies of upstream Company network service providers. Set forth below, is a non-exclusive list of certain actions, omissions, etc., which are expressly prohibited under this Policy:

- Transmitting, distributing or storing any material in violation of applicable law, code or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, protective order, contract, or other intellectual property right used without proper authorization. Also prohibited is material that is obscene, libelous, defamatory, constitutes an illegal threat, and/or violates export control laws

- Sending unsolicited bulk email messages and/or other advertising material to individuals who did not specifically request such material. This includes, but is not limited to, messages sent as email, "Spam," ICQ traffic, instant message traffic, GSM/GPRS data, or posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple-posting). The Company's accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or the policy of the other provider. The Company reserves the right, in its sole discretion, to determine whether commercial email on the Company's Network complies with this Policy.

- Utilizing the Company's network (or any relay, proxy or other network element in conjunction with the Company network) to (A) forge the signature, IP address or other identifying mark or code of any other person, (B) impersonate or assume the identity or any other person, or (C) engage in any other activity

(including "spoofing") to attempt to deceive or mislead other persons regarding the true identity of the user, including system identification information.

- Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "hacking" or "cracking"). This includes providing, or assisting in the provision of names, passwords or access codes to persons not authorized to receive such materials by the operator of the system requiring the password or access code.

- Obtaining or attempting to obtain service by any means or device with intent to avoid payment, violate policies or violate law. If a user is restricted or terminated from the Company's network, it is prohibited for a customer to make such services available to such user in an indirect manner.

- Unauthorized access, alteration, destruction, or any attempt thereof, of any information of the Company or any of the Company's clients or end-users by any means or device. This includes any deliberate or other attempt or activity to distribute or post any virus, worm, Trojan horse, or computer code intended to disrupt services, destroy data, destroy or damage equipment, or disrupt the operation of the Company's network or the network of a third-party;

- Knowingly engaging in any activities that will cause a denial-of-service (e.g., synchronized number sequence attacks) to users whether on the Company's network or on another provider's network.

- Advertising, transmitting, or otherwise making available any software, program, product, or service that is designed to violate this Policy or the Policy of any other Internet Service Provider, which includes, but is not limited to, the facilitation of the means to send e-mail spam, initiation of pinging, flooding, mail-bombing, denial of service attacks, and piracy of software.

- Using the Company's network in any manner which interferes with the use of the Company's network by other customers or authorized users.

- Utilize the Company's network in any manner that might subject the Company to unfavorable regulatory action, subject the Company to any liability for any reason, or adversely affect the Company's public image, reputation or goodwill, including, without limitation, sending or distributing obscene, hateful, vulgar, racially, ethnically or otherwise objectionable materials as determined by the Company in its sole discretion.

- Using the Company's network to host, access, promote or otherwise distribute any child pornography or obscenity.

- Causing or allowing the Company's network and/or the customer, its IP space or other elements of identification to be placed on so-called "SPAM Block Lists," "Spam Early Warning Systems," or other directories of spam or unsolicited bulk email originators and/or network abusers. It shall be incumbent upon each of the Company's Clients to monitor and modify their usage, and that of their users and customers, to insure compliance with this Policy generally, and also of this provision specifically.

1.2 Enforcement

The Company reserves the right, with or without notice, to restrict, block, modify or terminate services to any Client or user upon the threat or occurrence of a violation to the Policy. The Company reserves the right to cooperate with any court, law enforcement agency, investigator or network service provider in the investigation of threats to the integrity, stability, reliability and/or legality of the products and services offered by the Company and of any violations to the Policy.

1.3 Client Duties

Each Client is obligated to assist the Company in the investigation of any threatened, alleged or actual violation of this Policy. The Client shall cooperate with designees of the Company in this regard. Clients of the Company are responsible for immediately reporting to the Company any issue which could compromise the stability, service or security of any user or system connected to the Company's network.

1.4 Client Password Policy

The Company's clients are required to follow the payment industry's user identification (User ID) and password best practices to protect the Company's sensitive credit card data. Client User IDs and passwords must meet the following requirements:

- User IDs must be unique to an individual and forever connected with a single user to whom it has been assigned.
- User must never share their IDs and/or passwords.
- Users must choose easily remembered passwords that are, at the same time, difficult for unauthorized parties to guess.
- Passwords are required to have a minimum of seven (7) characters.
- Passwords must meet strong password requirements. Passwords will contain both alphabetic and numeric characters. Passwords will also utilize upper and lower case letters and symbols.

1.5 Reports and Complaints

Any reports or complaints about the use or misuse of the Company's products or services should be directed to:

Xpress Solutions, Inc.
108 South 700 East
American Fork, UT 84003
800-768-7295
security@xpressbillpay.com

1.6 Digital Millennium Copyright Act

Xpress Solutions, Inc. maintains a separate policy on the handling of complaints under the Digital Millennium Copyright Act, which is incorporated into this Policy hereby and which may viewed at www.xpressbillpay.com/copyright.

1.7 Handling Charges

The Company reserves the right to assess a handling fee, at its usual emergency project labor rate, to respond to abuse complaints incurred by the Company relating to a client and/or to handle, address, clean up and/or correct damage done to the operation of the Company's Network and business operations supported thereby. The fees will be billed in one (1) hour minimum increments. The Company hereby agrees to waive such fee for the first instance per customer of any such complaint, but shall impose the fee from and after the second such complaint.

online RESOURCES
We've got it all...together

Xpress Bill Pay
Client Assessment Document –Adding Additional Biller

City of Isanti, MN 8/30/22

650 College Road East
Princeton, NJ 08540
T 609.606.3000 F609.606.3266
www.orcc.com

© Online Resources Corporation

CONTACT INFORMATION

SECTION 1. CONTACT INFORMATION

1.1 Client Contact Information	
Company Name:	Xpress Bill Pay
Address:	108 South 700 East
Address2:	
City, State, ZIP:	American Fork, UT 84033
Customer Service Telephone:	800-768-7295 ext. 1
New Biller to be Add to Lockbox Proper Name:	**City of Isanti**

Primary Business Contact		***Primary IT Contact***	
Name:	Rachel Bond	Name:	Keith Jenkins
Title:	Executive Assistant	Title:	President & CEO
Phone:	800-768-7295 ext. 1960	Phone:	800-768-7295 ext. 1913
Fax:	800-768-7203	Fax:	800-768-7203
Email:	rbond@xpressbillpay.com	Email:	kljenkins@xpressbillpay.com

Primary Customer Service Contact	
Name:	Susan B. Farnsworth
Title:	Training & Implementation
Phone:	800-768-7295 ext. 1950
Fax:	800-768-7203
Email:	sfarnsworth@xpressbillpay.com

1.2 ORCC Contact Information			
Project Manager		***Implementation Manager***	
Name:		Name:	Neha Shah
Phone:		Phone:	609-606-3355
Fax:		Fax:	609-606-3266
Email:		Email:	nshah@orcc.com

CLIENT ASSESSMENT DOCUMENT

Additional Comments:

By signing below the client agrees that the information attached is correct, if there are any substantial changes to the information provided this may affect the dates agreed upon for implementation.

_____ _____

CLIENT'S SIGNATURE DATE

_____ _____

IMPLEMENTATION SIGNATURE DATE

fiserv.

Purpose: This form should be completed by the Sponsor (Merchant) and submitted to CheckFree prior to contract and/or Implementation.
Any or all of the following Merchant representatives should complete this form:

- Remittance/Billing Representative
- Accounts Receivable/Customer Database Representative
- Bill Processing Representative

City of Isanti GOING THRU XPRESS BILL PAY	
CONTACT: Pam Dahlheimer	**ORGANIZATION ID#**:10858
POSITION: Assistant Finance Director	**FEIN**: 41-6009098
EMAIL: pdahlheimer@cityofisanti.us	**WEB (IF ANY)**: www.cityofisanti.us
PHONE: 763-762-5762	**FAX**: 763-444-5560

Remittance Addresses

110 1st Avenue NW	Isanti, MN	55040
PO Box 428	Isanti, MN	55040

Biller Names (Any name or DBA printed on your remittance coupons)

City of Isanti		
City of Isanti MN		
Isanti		
Isanti MN		
Isanti City		
Isanti City MN		
City of Isanti Water		
Isanti City Water		
Isanti MN Water		
Isanti Water		

Default Remittance Address

110 1st Avenue NW	Isanti, MN	55040
**REVERSALS – CKFR FILE TO XPRESS BILLPAY		

Account Number Information

How many characters are in the account number? **1-22 Alphanumeric**

Does anything need to be removed from the account number (e.g. dashes, spaces, etc...)? ☒Yes ☐No
If yes, please explain: **Decimals**

Does the account number have logic associated with it to help in identifying products, locations, etc...? ☒Yes ☐No
If yes, please explain: **Route Numbers**

Is the account number clearly and completely visible to the customer on the bill? ☒Yes ☐No

Are there edit or mod checks associated with the account number? ☐Yes ☒No
If yes, please attach a copy of the mod calculation.

Are the account numbers static or do they change frequently? **Static**
If they change, what action can make it change?

Signature _____ **Date** _____

iPay Technologies

801 N. Black Branch Rd
Elizabethtown KY 42701
Direct 270-737-0590
Fax 866-489-9989

Merchant Account Retrieval System
Merchant Account Retrieval System
(MARS) Setup Form
Xpress Bill Pay Master

Master Biller Contact Information

	Contact Information	Technical Contact
Contact Name	**Rachel Bond**	**Keith Jenkins**
Telephone Number	**800-768-7295 ext. 1960**	**800-768-7295 ext. 1913**
Fax Number	**800-768-7203**	**800-768-7203**
E-mail address	**rbond@xpressbillpay.com**	**kljenkins@xpressbillpay.com**
Payment Research Number	**800-768-7295 ext. 1**	

Organization Contact Information

Company Name and Alias'	City of Isanti, City of Isanti MN, Isanti, Isanti MN, Isanti City, Isanti City MN, City of Isanti Water, Isanti City Water, City of Isanti MN Water, Isanti MN Water, Isanti City MN Water, Isanti Water,
Remit To Address	110 1st Avenue NW, Isanti, MN 55040
Other Address'	PO Box 428, Isanti, MN 55040
Telephone Number	763-444-5512
Fax Number	763-444-5560
Contact Name	Pam Dahlheimer
E-mail address	pdahlheimer@cityofisanti.us
Account Number Mask	1-22 Alphanumeric
Xpress Bill Pay ID	**10858**

Deposit Information

Financial Institution Name	Zions Bank	
Phone Number	800-768-7295	
Account Number to be Credited		
Routing Number (ABA)		
Type of Account	Checking ☒	Savings ☐

Signature Authorized Merchant Representative		
Name Authorized Merchant Representative		**Date**

iPay Administrative use only

MARS Team: MID: _____

Rcv'd by _____ Date ____/____/____

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender.

Bill Payment Service - Electronic Payment Profile

PAYEE AND BANK INFORMATION

	Payee Information	Payee Bank Information
Company Name	City of Isanti	Xpress Solutions, Inc.
File Setup Contact Name	Rachel Bond	
Telephone Number	(800)768-7295 ext. 1960	
Fax Number	(800)768-7203	
E-mail Address	rbond@xpressbillpay.com	

REMIT TO ADDRESS AND ACCOUNT INFORMATION

	Payee Information
Company Name	City of Isanti
Company Also Known As (list all known names, abbreviations, and aliases)	City of Isanti MN, Isanti, Isanti MN, Isanti City, Isanti City MN, City of Isanti Water, Isanti City Water, City of Isanti MN Water, Isanti MN Water, Isanti City MN Water, Isanti Water,
Primary Remit to Address(es)	110 1st Avenue NW, Isanti, MN 55040
Secondary Remit to Address(es)	PO Box 428, Isanti, MN 55040
Account Number Length	1-22 Alphanumeric
Account Number Format (Edit Patterns) *	1. XXXXXXXXXXXXXXXXXXXXX 2. _____ 3. _____ If you have additional edit patterns, please list them on a separate sheet and return with this form*
Location of Special Codes (Front or Back of Edit Patterns)	Remove dashes and dots from account masking

CHECK DIGIT ROUTINE / ALGORITHM

Standard Mod 10: NA
Standard Rev Mod 10: NA

If you require a custom algorithm, please provide the calculation with this form or include in your file specifications

PAYMENT & FILE SUPPORT CONTACT INFORMATION

If Payment File is Encrypted Email Delivery Please list Group email address for file delivery (Must be Group Email box, no private accounts allowed, ie. Yahoo, Hotmail)	1. _____ 2. _____ 3. _____
Payment Research Customer Service Number	800-768-7295 ext. 1 or paymentresearch@xpressbillpay.com
Payment Research Contact Name/Number	Technical Support 800-768-7295 ext. 1
Escalation Customer Service Name/Number	Technical Support 800-768-7295 ext. 1
Technical File Support Name, Number/Email	Keith Jenkins 800-768-7295 ext. 1913
Who to notify when file s will be delayed	Keith Jenkins 800-768-7295 ext. 1913

Software Purchase Agreement

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

City of Isanti
110 1st Ave NW
Isanti, MN 55040

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee –***Real Time Payments (Preferred Vendor)***	$ 2,500
• Web Services for CR and UB	
• CR Payment Import	
TOTAL INVESTMENT	**$ 2,500**
ANNUAL SUPPORT INCREASE	**500**

*Above amounts do not include travel costs.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF ISANTI, MN

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 20, 2022 – 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. Mayor's Proclamation- MN Manufacturer's Month

G. Approve City Council Minutes
1. September 6, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting	Tuesday, October 4, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, October 4, 2022 *(Immediately following the City Council Meeting)*
3. Park, Recreation and Culture Board	Tuesday, September 27, 2022 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Isanti County Beyond the Yellow Ribbon Presentation *(Jim Rostberg)*

L. Approve Consent Agenda
1. Payroll in the Amount of $121,371.41 and Accounts Payable in the Amount of $397,806.07
2. Resolution 2022-XXX Accepting Letter of Resignation for Police Officer Dusten Noreen
3. Resolution 2022-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for October 29, 2022

M. Other Communications
1. August Police Department Report
2. August Code Enforcement Report

3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

Adjournment

Mayor's Proclamation

City of Isanti

Whereas Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and,

Whereas Manufacturing added $51.9 billion to Minnesota's economy in 2021 representing the second-largest contribution to the state's gross domestic product by any industry; and,

Whereas Minnesota manufacturing jobs in 2021 make up the second largest total payroll among private sector industries; and,

Whereas Manufactured exports brought $22 billion into the Minnesota economy in 2021; and,

Whereas Manufacturing in Minnesota pays an average annual wage of $74,626, 11% higher than across all industries in Minnesota; and,

Whereas More than 75,000 job openings for manufacturing positions are expected through 2030 in Minnesota as older workers retire.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that October 2022 shall be observed as:

Manufacturing Month

in the City of Isanti on this 20th day of September, Two Thousand Twenty-two.

_____

Jeff Johnson, Mayor

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 6, 2022 – 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 Johnson, Councilmembers: Jimmy Gordon, Paul Bergley and Dan Collison

Members Absent: Councilmember Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Chief of Police Travis Muyres and Assistant Finance Director Pam Dahlheimer

Others Present: Kristi LaRowe, Scott LaRowe, Susan Morris and Cap O'Rourke

D. Public Comment
Krisi LaRowe, 31925 Lakeway Drive, Cambridge, MN 55008 spoke.
Susan Morris, 5744 County Road 5 NE, Cambridge, MN 55008 spoke.
Scott LaRowe, 31925 Lakeway Drive, Cambridge, MN 55008 spoke.

E. Adopt Agenda

Motion by Bergley, seconded by Collison to approve agenda as presented. Motion carried 4-0.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. August 16, 2022- Regular Meeting of the City Council
2. August 16, 2022- Committee of the Whole Meeting

Motion by Collison, second by Bergley to approve minutes as presented. Motion carried 4-0.

H. Announcements

1. Committee of the Whole	Tuesday, September 20, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 20, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 20, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings

None

City Administrator Josi Wood requested that the Council take a brief three (3) minute recess.

A motion was made from Bergley, seconded by Gordon to enter into a three (3) minute recess. Motion carried 4-0.

A motion was made by Bergley to come out of recess, seconded by Collison. Motion carried 4-0.

Upon continuing meeting, Mayor Johnson shared that items that are brought to public comment are restricted for government topics. They are not a platform for private agendas, to make personal attacks, to air personal grievances, to make political endorsements or political campaign purposes. He apologized for the comments made during Public Comment as those should not have been allowed.

K. Business Items

<u>City Administrator Josi Wood</u>

1. **ORD-772** An Interim Ordinance Authorizing Studies and Imposing a Moratorium on the Sale of Cannabis Products

   City Administrator Josi Wood shared discussion was held at the July 19th and August 16th Committee of the Whole meetings regarding the recent legal ability to sell certain products containing delta-9 THC and other edible THC items in Minnesota. It was discussed at the Committee meetings that because the state does not have much regulation, staff will need to research the topic and see if it is in the best interest of the City, residents and businesses to have any kind of regulation.

   Staff drafted an interim ordinance imposing a moratorium of the sale of certain cannabis products and posted for the required ten (10) days. The interim ordinance does not have any impact on current businesses who are selling delta-9 products however, would not allow any new businesses to sell it until it has been decided upon through City Council on a permitted regulatory ordinance.

   Kappa Rourke shared that he represents businesses all over the state that sell these products and further shared his knowledge of the products.

   Councilmember Gordon shared that he did not want the Interim Ordinance to go on for too long. There was continued discussion regarding the length of time for the research.

   A motion was made by Bergley, seconded by Collison to approve the interim ordinance as presented. Motion carried 4-0.

2. Consideration of Amendments to City Code Chapter 188 and Chapter 230 for the Outdoor Archery Range
   a. **ORD-773** An Ordinance Amending Chapter 188; Hunting and Firearms
   b. **ORD-774** An Ordinance Amending Chapter 230; Parks and Recreation Areas

   City Administrator Josi Wood shared with the new archery range soon to open; it requires some amendments to City Code. 'C.' has been added to section 188-2 stating, "Persons using bow and arrows as permitted at the designated outdoor archery range, within the designated shooting area" and Chapter 230 for rules and regulations for the archery range area. The ordinances were reviewed by the Parks, Recreation and Culture Board Coordinator, Chief Muyres and CA Wood to ensure consistency with the items that will be used at the archery range. The rules and regulations will also

be posted at the Archery Range. The draft ordinance has been posted for the required ten (10) day requirement and staff recommends approval.

Councilmember Gordon pointed out a typo which was corrected in the Ordinance.

Motion by Collison, seconded by Gordon to approve K.2. a. and K.2. b. Motion carried 4-0.

3. **Resolution 2022-156** Approving a Conditional Use Permit for Installing a Paging Repeater and Antenna on the City Water Tower

City Administrator Josi Wood shared that a presentation was given at the August 16th Planning Commission meeting for a conditional use permit to help the Fire District and other emergency response partners from the County Sheriff's Office in allowing there to be a VHF paging repeater antenna placed on the City's water tower.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

4. **Resolution 2022-157** Approving a Special Event Permit Application for "Dual-A-Palooza"

City Administrator Josi Wood shared that Pump Republic is a new weight lifting gym that is open in the Dual Square Mall. They are requesting to hold a grand opening in the grassy area at the mall. The event is Saturday, October 1st from 10:00 a.m.-3:00 p.m. They plan to have giveaways, food, drinks and asking for a free will donation to give to the Isanti and Cambridge emergency response units. Republic is also trying to get a few vendors to come out to the event.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

Finance Director Mike Betker

5. **Resolution 2022-158** Setting the 2023 Final Budget and Levy Meeting
6. **Resolution 2022-159** Approving the 2023 Preliminary Budget for the City of Isanti
7. **Resolution 2022-160** Adopting the Proposed 2022 Tax Levy Collectible in 2023 for the City of Isanti

Finance Director Mike Betker shared the proposed preliminary property tax levy is $4,042,954 and reflects an increase in the preliminary taxable market value for 2023 of 26.1%. The City will receive updated property tax values in December from the County. The proposed preliminary property tax rate is 57.61%. A decrease of 2.37% from 2022. The 15-year average tax rate from 2008 through 2022 is 66.70%.

Betker further shared that 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 through June, actual maintenance agreements and contracts costs. All wages include an estimated COLA for 2023 due to ongoing labor negotiations 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 2022 and any necessary inflationary factor was applied. Heath Insurance is projected to increase 15.0%. Final renewal numbers on Health Insurance scheduled to be available early October.

Motion by Bergley to approve K.5., K.6. and K.7., seconded by Collison. Motion carried 4-0.

L. Approve Consent Agenda

1. Payroll in the Amount of $260,110.64 and Accounts Payable in the Amount of $651,508.01
2. **Resolution 2022-161** Approving Resignation of Liquor Store Clerk II Kenneth Frost
3. **Resolution 2022-162** Approving Resignation of Part-Time Police Officer Kevin Stahl
4. **Resolution 2022-163** Removing Alexander Collins from the Planning Commission and to Advertise to Fill the Vacant Planning Commission Seat
5. **Resolution 2022-164** Extending the Site Plan Approval Regulated by the Conditional Use Permit as Approved in Resolution 2003-098 for Construction Purposes at the Isanti Primary School
6. **Resolution 2022-165** Approving the Site Plan for the Isanti Primary School to Allow the Addition of a Temporary Classroom as Allowed in the Conditional Use Permit Approved Through Resolution 2003-098
7. **Resolution 2022-166** Approving Capital Improvement Plan Fund Amendment
8. **Resolution 2022-167** Approving Agreement for Credit Card Payment Processing Service Provider

Mayor Johnson asked Council for discussion on if they would like to move forward with L.4.

City Administrator Josi Wood shared that per City Code 8-6. Planning Commission Section E (3) states: "Absence from any three meetings in a twelve-month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the City Council shall appoint a person to complete the unexpired term." Therefore, the City would post the vacancy and then go through Council to appoint an individual to the vacant seat.

Wood further shared that Mr. Collins has had more than three (3) unexcused absences as well as a number of excused absences. Therefore, staff felt it was time to bring to Council to term out the seat and open it up as a vacancy.

Councilmember Gordon asked if Mr. Collins had been made aware the he cannot miss more than three (3) meetings.

Wood shared that Collins was sent an email from staff informing him of the attendance requirements in City Code for the Planning Commission and that he may reapply for the Planning Commission if that is his desire.

Motion by Collison, seconded by Bergley to approve the consent agenda as presented. Motion carried 4-0.

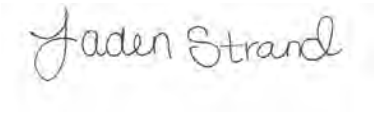
M. Other Communications

None

Adjournment

A motion was made by Bergley, seconded by Collison to adjourn. Motion carried 4-0.

Meeting adjourned at 8:07 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

City of Isanti

Gross Payroll	104,737.31
Social Security & Medicare	6,074.05
Public Employees Retirement	10,560.05
Total City Expense	121,371.41

Pay Date 9/16/2022

Pay Period 19 (8/28-9/10/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/07/2022	59125	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	870.00
09/22	09/07/2022	59126	1231	ACE SOLID WASTE INC	101-20200	1,023.15
09/22	09/07/2022	59127	2873	ADAPCO LLC	101-20200	2,066.07
09/22	09/07/2022	59128	2863	AMAZON CAPITAL SERVICES	101-20200	168.96
09/22	09/07/2022	59129	2030	ARTISAN BEER COMPANY	609-20200	391.80
09/22	09/07/2022	59130	53	BELLBOY CORPORATION	609-20200	990.75
09/22	09/07/2022	59131	9	BERNICKS PEPSI-COLA	609-20200	5,023.67
09/22	09/07/2022	59132	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,798.51
09/22	09/07/2022	59133	2487	CAPITOL BEVERAGE SALES	609-20200	1,217.98
09/22	09/07/2022	59134	1198	CENTER POINT ENERGY	601-20200	749.11
09/22	09/07/2022	59135	1629	CITY OF ISANTI	226-20200	15,489.33
09/22	09/07/2022	59136	918	CRYSTAL SPRINGS ICE	609-20200	221.50
09/22	09/07/2022	59137	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,853.50
09/22	09/07/2022	59138	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	164.70
09/22	09/07/2022	59139	912	FASTENAL COMPANY	101-20200	17.54
09/22	09/07/2022	59140	385	FEDERATED CO-OPS INC	101-20200	32.94
09/22	09/07/2022	59141	2830	GDO LAW	101-20200	4,083.33
09/22	09/07/2022	59142	134	GOPHER STATE ONE-CALL INC	601-20200	149.85
09/22	09/07/2022	59143	739	HACH COMPANY	601-20200	576.60
09/22	09/07/2022	59144	3162	INTEGRATED FIRE & SECURITY INC	609-20200	617.84
09/22	09/07/2022	59145	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,352.12
09/22	09/07/2022	59146	5	KAWALEK TRUCKING	609-20200	324.80
09/22	09/07/2022	59147	1773	KLERSY,SCOT	101-20200	283.96
09/22	09/07/2022	59148	136	LEAGUE OF MN CITIES	101-20200	7,752.00
09/22	09/07/2022	59149	136	LEAGUE OF MN CITIES	101-20200	30.00
09/22	09/07/2022	59150	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	512.85
09/22	09/07/2022	59151	1479	LOFFLER -131511	108-20200	94.11
09/22	09/07/2022	59152	17	MCDONALD DISTRIBUTING CO	609-20200	16,915.10
09/22	09/07/2022	59153	616	MENARDS - CAMBRIDGE	101-20200	58.36
09/22	09/07/2022	59154	2978	MILBANK WINWATER WORKS	601-20200	13,849.98
09/22	09/07/2022	59155	2116	MINUTEMAN PRESS	101-20200	846.50
09/22	09/07/2022	59156	1180	MLB PRINTING INC	101-20200	85.00
09/22	09/07/2022	59157	176	MN DEPT OF REVENUE	101-20200	44,400.00
09/22	09/07/2022	59158	329	MN RURAL WATER ASSN	601-20200	765.00
09/22	09/07/2022	59159	2080	MVTL LABORATORIES INC	602-20200	627.19
09/22	09/07/2022	59160	2992	NEXTERA COMMUNICATIONS	609-20200	321.31
09/22	09/07/2022	59161	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,034.38
09/22	09/07/2022	59162	12	POSTMASTER	603-20200	2,640.00
09/22	09/07/2022	59163	2341	RED BULL DISTRIBUTION CO INC	609-20200	274.55
09/22	09/07/2022	59164	3120	ROOTSTOCK WINE COMPANY	609-20200	422.12
09/22	09/07/2022	59165	1653	SHR SALES	101-20200	35.98
09/22	09/07/2022	59166	2396	SOUTHERN GLAZERS OF MN	609-20200	3,102.06
09/22	09/07/2022	59167	2554	SPECIALTY SOLUTIONS	226-20200	189.23
09/22	09/07/2022	59168	2856	STRAND, JADEN	609-20200	39.98
09/22	09/07/2022	59169	2156	SUMMIT FIRE PROTECTION	101-20200	983.00
09/22	09/07/2022	59170	2598	T.A. SCHIFSKY & SONS INC	101-20200	451.38
09/22	09/07/2022	59171	2944	UNIFIRST CORPORATION	101-20200	919.08
09/22	09/07/2022	59172	1820	URBANS HARDWARE INC	601-20200	536.90
09/22	09/07/2022	59173	2027	US INTERNET	603-20200	57.80
09/22	09/07/2022	59174	950	USABLUEBOOK	602-20200	223.03
09/22	09/07/2022	59175	686	VERIZON WIRELESS	101-20200	1,618.18
09/22	09/07/2022	59176	42	VIKING COCA-COLA BOTTLING CO	609-20200	325.05
09/22	09/07/2022	59177	4	WATSON CO INC	609-20200	2,336.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/07/2022	59178	1922	WEX BANK	101-20200	5,691.25
09/22	09/07/2022	59179	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
09/22	09/07/2022	59180	780	WINE MERCHANTS	609-20200	2,182.77
09/22	09/07/2022	59181	2626	WW GOETSCH	603-20200	455.00
Grand Totals:						183,193.87

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/13/2022 - 9/14/2022 | Sep 14, 2022 12:46PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
09/22	09/13/2022	59186	3038	ALLIANCE BUILDING CORPORATION	609-20200	20,000.00	
09/22	09/13/2022	59187	494	ALLINA HEALTH SYSTEM	603-20200	65.00	
09/22	09/13/2022	59188	53	BELLBOY CORPORATION	609-20200	3,224.85	
09/22	09/13/2022	59189	9	BERNICKS PEPSI-COLA	609-20200	1,961.94	
09/22	09/13/2022	59190	1500	BOLTON & MENK INC	505-20200	46,947.07	
09/22	09/13/2022	59191	851	CASH	101-20200	82.49	
09/22	09/13/2022	59192	1822	CENTURYLINK BUSINESS SERVICES	101-20200	10.52	
09/22	09/13/2022	59193	2751	CMS MONITORING	101-20200	60.00	
09/22	09/13/2022	59194	918	CRYSTAL SPRINGS ICE	609-20200	515.20	
09/22	09/13/2022	59195	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,939.42	
09/22	09/13/2022	59196	3100	DW COMPANIES LLC	603-20200	4,950.00	
09/22	09/13/2022	59197	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	85.23	
09/22	09/13/2022	59198	2028	FURTHER	101-20200	33.10	
09/22	09/13/2022	59199	3140	GARPHISH BREWING COMPANY	609-20200	396.00	
09/22	09/13/2022	59200	3247	GILA LLC	101-20200	99.95	
09/22	09/13/2022	59201	739	HACH COMPANY	601-20200	257.60	
09/22	09/13/2022	59202	160	HAWKINS INC	601-20200	5,369.71	
09/22	09/13/2022	59203	1891	ISANTI AREA JOINT FIRE DISTRICT	609-20200	3,784.48	
09/22	09/13/2022	59204	270	ISANTI READY MIX INC	603-20200	355.00	
09/22	09/13/2022	59205	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,569.72	
09/22	09/13/2022	59206	5	KAWALEK TRUCKING	609-20200	152.00	
09/22	09/13/2022	59207	3172	LAMAR COMPANIES	609-20200	250.00	
09/22	09/13/2022	59208	1479	LOFFLER COMPANIES INC	108-20200	238.45	
09/22	09/13/2022	59209	17	MCDONALD DISTRIBUTING CO	609-20200	5,166.50	
09/22	09/13/2022	59210	2500	METRO SALES INC	101-20200	212.50	
09/22	09/13/2022	59211	1536	MINNESOTA DEED	219-20200	833.33	
09/22	09/13/2022	59212	2208	MINNESOTA EQUIPMENT INC	603-20200	141.09	
09/22	09/13/2022	59213	2842	MN PEIP	861-20200	34,799.34	
09/22	09/13/2022	59214	3220	MORRELL MANUFACTURING INC	920-20200	1,220.95	
09/22	09/13/2022	59215	870	M-R SIGN CO INC	101-20200	171.52	
09/22	09/13/2022	59216	2080	MVTL LABORATORIES INC	602-20200	275.33	
09/22	09/13/2022	59217	838	NORTHLAND SECURITIES INC	409-20200	3,000.00	
09/22	09/14/2022	59218	3200	OLSON, ALYSSA	101-20200	.00	V
09/22	09/13/2022	59219	2553	O'REILLY	603-20200	105.89	
09/22	09/13/2022	59220	3149	ORIGIN WINE & SPIRITS	609-20200	240.00	
09/22	09/13/2022	59221	617	PAUSTIS & SONS	609-20200	894.25	
09/22	09/13/2022	59222	44	PHILLIPS WINE & SPIRITS INC	609-20200	809.91	
09/22	09/13/2022	59223	2396	SOUTHERN GLAZERS OF MN	609-20200	3,650.00	
09/22	09/13/2022	59224	315	ST PAUL STAMP WORKS	101-20200	20.25	
09/22	09/13/2022	59225	1361	STAPLES ADVANTAGE	609-20200	332.35	
09/22	09/13/2022	59226	73	STAR	101-20200	10.50	
09/22	09/13/2022	59227	1290	THE AMBLE GROUP	603-20200	188.50	
09/22	09/13/2022	59228	626	THE WINE COMPANY	609-20200	543.00	
09/22	09/14/2022	59229	919	UPS	601-20200	.00	V
09/22	09/13/2022	59230	42	VIKING COCA-COLA BOTTLING CO	609-20200	641.80	
09/22	09/13/2022	59231	1286	VINOCOPIA INC	609-20200	131.25	
09/22	09/13/2022	59232	4	WATSON CO INC	609-20200	2,153.71	
09/22	09/13/2022	59233	2475	WHITE BEAR IT SOLUTIONS LLC	614-20200	22,990.00	
Grand Totals:						212,879.70	

M = Manual Check, V = Void Check

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Check Issue Dates: 9/14/2022 - 9/14/2022 | Sep 14, 2022 01:26PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
09/22	09/14/2022	59185	3200	OLSON, ALYSSA	101-20200	1,732.50	
09/22	09/14/2022	59218	3200	OLSON, ALYSSA	101-20200	1,732.50-	V
09/22	09/14/2022	59229	919	UPS	601-20200	.97-	V
Grand Totals:						.97-	

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

RESOLUTION 2022-XXX

ACCEPTING FULL-TIME POLICE OFFICER DUSTEN NOREEN LETTER OF RESIGNATION

WHEREAS, Police Officer Dusten Noreen has submitted a letter of resignation to the City of Isanti on September 9, 2022; and,

WHEREAS, the effective date of this resignation is September 24, 2022; and,

WHEREAS, Dusten Noreen 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 Dusten Noreen is hereby accepted effective September 24, 2022.

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 20th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR OCTOBER 29, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on October 29, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,500 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, Jay Bossen, 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: October 29, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 20th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

August 2022

Reported Crime	Month to Date	Year to Date
Theft	10	59
Assault	1	17
Vandalism/Damage to Property	3	20
Narcotics	0	23
Burglary	3	7
Domestics	2	26
Crim Sex	1	6
Robbery	0	0
Loud Party/Disturbance	6	61
Medical	35	312
Permit to Purchase	6	65
Security Check / Extra Patrol	488	3,647

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	99
DUI	1	7
Accidents	13	85
Hit & Run	0	6
Warrant P/U	3	34
Speed	2	54
DAR/DAS	17	164
Administrative Citations (Including Speed)	0	41

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	106,867	754	4,152
Ford Explorer 224 *	104,354	957	2,458
Ford F150 225	58,779	3,124	6,946
Chevy Impala 223	104,897	328	2,182
Dodge Durango 226 **	50,024	2,229	7,679
Dodge Durango 227	57,373	865	8,929
Dodge Durango 228	37,787	761	10,145
Chevy Tahoe 229	24,930	1,559	10,364
Dodge Charger 230	13,932	2,014	11,959

* Last Mileage Reported in April
** Last Mileage Reported in June

CEZT REPORT AUGUST 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64	79				
NEW CASES THIS MONTH		3	0	6	10	22	8	15	13				
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1	8				
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16	21				
CLOSED THIS MONTH		3	2	5	5	19	17	8	13				
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	8	8				
CAN - Prohibited Animals/**87.1**						2			1				
CCV - Comm Vehicle storage/**227-9/10**					1			1					
CDO - Dogs		2		2		1	2						
CPA - Park & Store/**227-8**					7	16	1	6	4				
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5	6				
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4	6				
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2	2				
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		0	2				
ACTIVE CITATIONS END OF MONTH	1	1	1				1	1	3				
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10	10				
ABATED PROPERTIES THIS MONTH							2		1				

CITY OF ISANTI MONTHLY REPORT

August 2022

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	40	148	$0.00	$0.00	$40.00	$75.00	$3,200.00	$12,240.00		
DECK	5	24	$0.00	$0.00	$5.00	$9.00	$1,500.00	$6,982.50		
LL FINISH	2	17	$0.00	$225,000.00	$2.00	$4.00	$600.00	$4,938.00		
REMODEL / ADDITION	1	7	$5,000.00	$260,000.00	$2.50	$2.50	$202.95	$4,928.65		
GARAGE / SHED	0	2	$0.00	$140,000.00	$0.00	$57.50	$0.00	$2,661.45		
MISCELLANEOUS	9	141	$0.00	$4,000.00	$9.00	$27.00	$790.00	$15,068.88		
SINGLE DWELLINGS	5	51	$1,029,221.59	$11,437,863.83	$514.62	$1,016.57	$13,687.90	$145,773.00		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	8	102	$0.00	$0.00	$8.00	$25.00	$600.00	$7,650.00		
PLUMBING	9	81	$0.00	$0.00	$9.00	$20.00	$726.00	$6,534.00		
RESIDENTIAL TOTAL	**79**	**573**	**$1,034,221.59**	**$12,066,863.83**	**$590.12**	**$1,236.57**	**$21,306.85**	**$206,776.48**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$0.00	$0.00	$12,619.20		
REMODEL / ADDITION	0	4	$0.00	$16,500.00	$0.00	$2.50	$0.00	$1,279.95		
PLUMBING	3	13	$15,000.00	$42,000.00	$10.40	$17.65	$332.00	$1,736.50		
MECHANICAL	3	7	$0.00	$114,612.00	$19.50	$19.50	$630.00	$3,756.65		
ROOF / SIDING	2	3	$106,000.00	$140,173.00	$53.00	$70.09	$1,382.00	$1,917.00		
MISCELLANEOUS	5	27	$0.00	$3,688.00	$4.00	$5.00	$375.00	$7,388.61		
COMMERCIAL TOTAL	**13**	**56**	**$121,000.00**	**$2,028,450.00**	**$86.90**	**$114.74**	**$2,719.00**	**$28,697.91**		
RESIDENTIAL/COMMERCIAL TOTAL	**92**	**629**	**$1,155,221.59**	**$14,095,313.83**	**$677.02**	**$1,351.31**	**$24,025.85**	**$235,474.39**	**$33,465.00**	**$361,422.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 8/31/2022**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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	496	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
2022	629	51	0	2	$14,095,313.83	$235,474.39	$361,422.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	80	$3,069,173.27	$41,680.00
May	104	$2,762,554.76	$48,291.90
June	105	$1,742,267.30	$32,294.01
July	75	$827,001.69	$18,223.23
August	92	$1,155,221.59	$24,025.85
September	21	$308,586.00	$6,041.50
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	629	$14,095,313.83	$235,474.39

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 14, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
The fog seal and striping is planned this month.

2) **Brookview South 1-4 Addition Rehabilitation**
The dead sod will be replaced this month. The final assessment process will be completed this fall.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Punchlist items will be completed this month.

5) **Fairway Greens North Development 1st & 2nd Addition**
This project is substantially complete. Punchlist items will be completed this month. The final lift of pavement will go on next year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

8) **Main Street Reconstruction**
This project is complete.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 4, 2022 – 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. Infants Remembered in Silence (IRIS)

G. Approve City Council Minutes
1. September 20, 2022- Regular Meeting of the City Council
2. September 20, 2022- Committee of the Whole Meeting

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, October 10, 2022 *(In Observance of Columbus Day)*
2.	Committee of the Whole	Tuesday, October 18, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, October 18, 2022 at 7:00 p.m.
4.	Planning Commission Meeting	Tuesday, October 18, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Community Development Director Stephanie Hillesheim
1. Amending the Development Agreement for Fairway Greens North Phases I and II for Front Yard Setbacks
    a. Resolution 2022-XXX Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
    b. Resolution 2022-XXX Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)
2. Resolution 2022-XXX Approving Site Plans for a Commercial Building for Rockstad and Co.
3. Resolution 2022-XXX Approving Site Plans for a Manufacturing Building for Special Tools Inc.

L. Approve Consent Agenda
1. Third Quarter Payroll for Council/ Boards/Commissions in the Amount of $8,632.73, Payroll in the Amount of $143,061.39 and Accounts Payable in the Amount of $543,656.72
2. Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens
3. Resolution 2022-XXX Approving Donation Box at Liquor Store
4. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North
5. Resolution 2022- XXX Approving Resignation of Part-Time Liquor Clerk II Kristin Bennett

M. Other Communications

Adjournment

RESOLUTION 2022-XXX

F.1.

RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY

WHEREAS, Infants Remembered In Silence, Inc. and many other nonprofit organizations work with thousands of parents all over the state of Minnesota, and across the United States, who have experienced the death of a child during pregnancy through early childhood; and; and,

WHEREAS, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and,

WHEREAS, Infants Remembered In Silence, Inc. a 501(c)(3) nonprofit organization was founded 1987, 35 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 candle lighting at 7 pm. 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, 2022 be recognized as Pregnancy and Infant Loss Remembrance Day.

This resolution was duly adopted by the Isanti City Council this 4th day of October 2022.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 20, 2022 – 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, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Others Present: Jim Rostberg and Dusten Noreen

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to approve agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Mayor's Proclamation- MN Manufacturer's Month
Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. September 6, 2022- Regular Meeting of the City Council

Motion by Collison, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1.	City Council Meeting	Tuesday, October 4, 2022 at 7:00 p.m.
2.	Economic Development Authority Meeting	Tuesday, October 4, 2022 *(Immediately following the City Council Meeting)*
3.	Park, Recreation and Culture Board	Tuesday, September 27, 2022 at 6:00 p.m.

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
1. Isanti County Beyond the Yellow Ribbon Presentation *(Jim Rostberg)*

Jim Rostberg shared the goals and mission of Isanti County Beyond the Yellow Ribbon.

L. Approve Consent Agenda
1. Payroll in the Amount of $121,371.41 and Accounts Payable in the Amount of $397,806.07
2. Resolution 2022-168 Accepting Letter of Resignation for Police Officer Dusten Noreen
3. Resolution 2022-169 Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for October 29, 2022

Mayor Jeff Johnson thanked Dusten Noreen for his dedication and years of service to the City of Isanti.

Motion by Bergley, seconded by Lundeen to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications
1. August Police Department Report
2. August Code Enforcement Report
3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

At 7:16 p.m. City Council went into closed session regarding labor negotiations.

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03
   a. Summary of tentative agreement with I.U.O.E, Local 49
   b. Memorandum of Understanding (MOU) to allow for lateral hire up to two (2) years and include all newly hired or rehired employees will serve one (1) year probationary period.
   c. Authorization to execute contract with I.U.O, E, Local 49 upon finalization of the Collective Bargaining Agreement
   d. Resolution 2022-170 Consideration for Maintenance Tech II position new hire Dan Wittkop
   e. Summary of tentative agreement with Law Enforcement Labor Services, Local 217
   f. Authorization to execute contract with LELS, Local 217 upon finalization of the Collective Bargaining Agreement

A motion was made by Bergley, seconded by Lundeen to reopen the meeting. The motion carried unanimously.

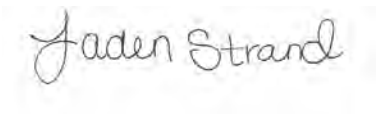
Upon reopening of the meeting at 7:45 p.m., a motion was made by Lundeen, seconded by Bergley to approve summary of tentative agreement, execute I.U.O.E, Local 49 contract upon finalization of the Collective Bargaining Agreement, to approve I.U.O.E, Local 49 MOU to allow for lateral hire up to two years and include all newly hired or rehired employees will serve one-year probationary period. Motion passed 4-1 with Collison abstaining.

A motion was made by Lundeen, seconded by Bergley to approve LELS, Local 217 summary and contract upon finalization of the Collective Bargaining Agreement. Motion carried unanimously.

A motion was made by Lundeen, seconded by Bergley to approve resolution for consideration for Maintenance Tech II position new hire Dan Wittkop. Motion carried unanimously.

Adjournment
A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried 5-0.

Meeting adjourned at 7:49 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 20, 2022 – 5:00 P.M.
CITY HALL

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

Members Present: Mayor Jeff Johnson, Councilmembers: 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 Stephanie Hillesheim, Community Development Specialist Ryan Saltis, Public Services Director Matt Sylvester and Lieutenant John McCarty

D. Public Comment
None

E. Committee Meeting Items

1. Public Works Updates
- Information was shared with Committee.

2. Clean-Up Day
- Committee discussed if Clean-Up Day should continue as is or if it should be contracted out.
- Consensus from Committee is to go out for quotes and remove clean-up day as a provision within the upcoming Refuse contract request for proposals.

3. Tax Increment Financing Districts No. 9 & 10 Update
- Information was shared with Committee.

4. Isanti Street Dance- Amp It Up Update
- CD Director Stephanie Hillesheim shared that the turnout for the 1st Street Dance-Amp it Up Series went well with positive feedback from those who attended.
- Committee discussed which street dances they would like to have at the Amphitheater next year.
- Consensus form Committee is for July and August Street Dances to be held Downtown and June and September held at Bluebird Park at the Amphitheater.

5. ATV/UTV Parking at Bluebird Park
- Committee discussed ATV and UTV parking at Bluebird Park.
- There was no further consensus or recommendation from Committee.

6. Dance Floor at Bluebird Park
- Committee discussed adding a concrete pad for a dance floor at the Amphitheater.
- Committee recommendation is for staff to look into cost options and bring back to Committee for further discussion.

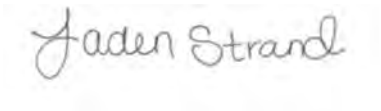
- CD Director Stephanie Hillesheim shared with the Committee that Isanti Lions liked the picnic tables and are considering donating collapsible picnic tables as opposed to the originally decided upon benches.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting was adjourned at 5:45 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO

To: **Mayor and City Council**
From: Stephanie Hillesheim, Community Development Director
Date: October 4, 2022
Subject: Amendment to Fairway Greens North Development Agreements for Phase I and Phase II

Through the staff's recent discussion with developer Josh Savageau and review of the permits and the requirements of the PUD it has come to our attention that the lot sizes do not allow for adequate backyards due to the setbacks required of the R-1 Single Family Residential District. City Staff recommend amending the Development Agreement to reduce the front yard setbacks on 12 specific lots to 20 feet due to wetland locations, to provide future residents with a better living experience after purchasing their homes.

Phase I: Block 2: Lots: 2, 3, 4, 5, 6
Phase II: Block 1: Lots 5, 6, 7, 8, 9, 10, 11

We recommend this change for both phases that have been approved for this development. Set back reductions have been reduced in other PUDs within Isanti to less than the 25 feet requirement as outlined for PUDs within the ordinance.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve the attached resolutions amending the development agreements for Fairway Greens North Phase I and Phase II.

Attachments:

- Resolution 2022-XXX Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Resolution 2022-XXX Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)
- Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)

RESOLUTION 2022-xxx

THIRD AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

WHEREAS, the City Council approved the Master Development Agreement with HomePride, Inc., for Fairway Greens North (Phase I) on September 3, 2021; and,

WHEREAS, the miscellaneous provisions identified describes the front yard setback requirements of the allowed single-family structures at 30 feet; and

WHEREAS, upon further review the setbacks for some of the yards could restrict the size of backyard use due to wetland restrictions; and,

WHEREAS, the ordinance allows PUDs to reduce setbacks; and

WHEREAS, the front yard setback should be reduced to 20 feet for the following lots located in Fairway Greens North (Phase I) Block 2: Lots 2, 3, 4, 5, 6;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase I) be hereby **Amended** as to adjust the front yard setbacks to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase I).

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

CITY OF ISANTI
THIRD AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and HomePride, Inc., (the "Developer").

Recitals

A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE I) approved by City of Isanti Resolution 21-021 describes front yard setback requirements as 30 feet as outlined in the Zoning Ordinance.

B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase I, the requirements for front yard setbacks should be adjusted to meet the following requirements for the development:

    i. The following lots in Fairway Greens North Phase I will be allowed to have a reduced front yard setback of 20 feet:
        1. Block 2: Lots 2, 3, 4, 5, 6

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 recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.

3. This amendment is effective October 4, 2022.

4. All other terms of the Development Agreement and Amendment not modified by this Third Amendment shall remain in effect as originally state

<u>This document drafted by:</u>

City of Isanti
110 1st Ave NW
Isanti, MN 55040

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 _____, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____

Notary Public

HomePride Inc.

By: _____

Its: _____

_____

Josh Savageau

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on this _____day of _____2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

_____

Notary Public

RESOLUTION 2022-xxx

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

WHEREAS, the City Council approved the Master Development Agreement with HomePride, Inc., for Fairway Greens North (Phase II) on May 3, 2022; and,

WHEREAS, the miscellaneous provisions identified describes the front yard setback requirements of the allowed single-family structures at 30 feet; and

WHEREAS, upon further review the setbacks for some of the yards could restrict the size of backyard use due to wetland restrictions; and,

WHEREAS, the ordinance allows PUDs to reduce setbacks; and

WHEREAS, the front yard setback should be reduced to 20 feet for the following lots located in Fairway Greens North Phase II Block 1: Lots 5, 6, 7, 8, 9, 10, 11;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase II) be hereby **Amended** as to adjust the front yard setbacks to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase II).

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

CITY OF ISANTI
SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and HomePride, Inc., (the "Developer").

Recitals

A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE II) approved by City of Isanti Resolution 22-089 describes front yard setback requirements as 30 feet as outlined in the Zoning Ordinance.

B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase II, the requirements for front yard setbacks should be adjusted to meet the following requirements for the development:

    i. The following lots in Fairway Greens North Phase I will be allowed to have a reduced front yard setback of 20 feet:
        1. Block 1: Lots 5, 6, 7, 8, 9, 10, 11

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 recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.

3. This amendment is effective October 4, 2022.

4. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally state

This document drafted by:

City of Isanti
110 1st Ave NW
Isanti, MN 55040

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 _____, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____

Notary Public

HomePride Inc.

By: _____

Its: _____

_____

Josh Savageau

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

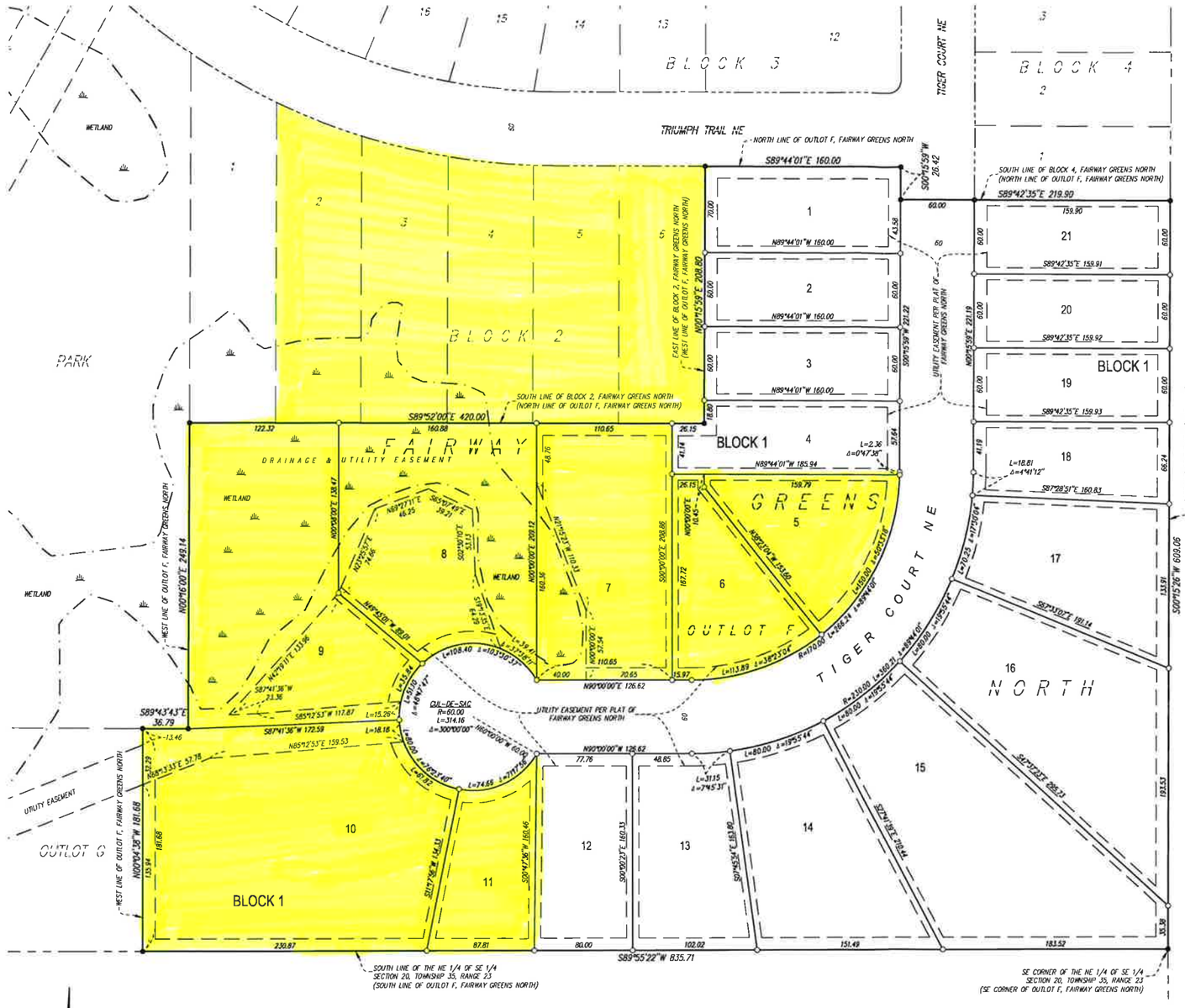
This instrument was acknowledged before me on this _____day of _____2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

_____

Notary Public

FAIRWAY GREENS NORTH PHASE 2

SEC. 20, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY



LEGEND

- ○ DENOTES SET IRON PIPE WITH CAP MARKED RLS 42627
- ● DENOTES FOUND MONUMENT
- ⊙ DENOTES ISANTI COUNTY LAND CORNER MONUMENT

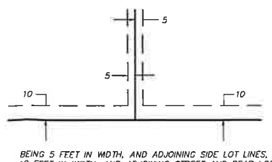
NOTE REGARDING WETLANDS

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 SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA (A.K.A. THE SOUTH LINE OF OUTLOT F, FAIRWAY GREENS NORTH), IS ASSUMED TO BEAR SOUTH 89 DEGREES 55 MINUTES 22 SECONDS WEST.

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.

KNOW ALL MEN BY THESE PRESENTS: That Homepride, Inc., a Minnesota corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot F, FAIRWAY GREENS NORTH, according to the plat of record thereof, 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 PHASE 2 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 Homepride, 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 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. Raddy, 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. Raddy, Land Surveyor, Minnesota License Number 42627.

_____ _____ (DO NOT USE STAMP)
SIGNATURE PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20___.

_____
Isanti County Surveyor
Minn. License No. _____

Approved by the City Council of Isanti, Minnesota, this_____ Day of _____, 20___, and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

_____ _____
Mayor City Administrator

Approved as to form and execution this _____ day of _____, 20___.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 20___.

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 20___.

_____ Attest _____
Chairperson Secretary

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20___.

_____ By_____, Deputy
Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20___ at _____ o'clock __.M. and was duly recorded as Document No. _____.

_____
County Recorder, Isanti County, Minnesota.

LHB
Cambridge, MN

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: October 4th, 2022
Subject: Site Plan Approval for a commercial building with tenant spaces located at 108 Main St E

Background: A presentation was given at the September 20, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the proposed commercial building with tenant spaces for Rockstad Relics and Wares located at 108 Main St E. It was explained that the site does not provide a parking area and that the Downtown Overlay District provides flexibility and encourages shared parking areas. Discussion was had regarding the setbacks for the building, in which the B-2 Zoning District allows zero lot line setbacks. Landscaping was discussed whether the applicants would have room for tree plantings. The Planning Commission members determined that there is not adequate space on the lot to include tree plantings. The applicants, Amy and Erick Rockstad, were present at the meeting and available for questions from the Planning Commission. The applicants further explained their business and plans for their building/site. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans for a commercial building with tenant spaces for Rockstad Relics and Wares with conditions at the September 20, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR A COMMERCIAL BUILDING FOR ROCKSTAD RELICS AND WARES LOCATED AT 108 MAIN ST E

WHEREAS, Amy Rockstad (applicant) has requested approval for site plans of a Commercial Building with tenant spaces at 108 Main St E in the City of Isanti (PID 16.047.0120); and,

WHEREAS, the property is located in the "B-2" General Business District and is subject to the additional requirements of the "D-1" Downtown Overlay District, in both of the Zoning Districts a *General Retail Establishment* 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 a *General Retail Establishment* meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Commercial Building Site Plans on September 20, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on October 4, 2022;

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 commercial building with tenant spaces;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Lighting Designs shall be downlit and follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
2. Trash enclosure must be illuminated for the safety of employees
3. Trash enclosure location must be included on site plans and design shall follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
4. All signs shall need a sign permit when applicable to determine dimensions, design and locations
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 9/7/2022.

This Resolution is hereby approved by the Isanti City Council this 4th day of October, 2022

_____

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 20, 2022

SUBJECT: Site Plan approval for a Commercial building with tenant spaces for Rockstad Relics and Wares located at 108 Main St E

Request: The applicant, Amy Rockstad is requesting site plan approval for a proposed commercial building with tenant spaces located at 108 Main St E.

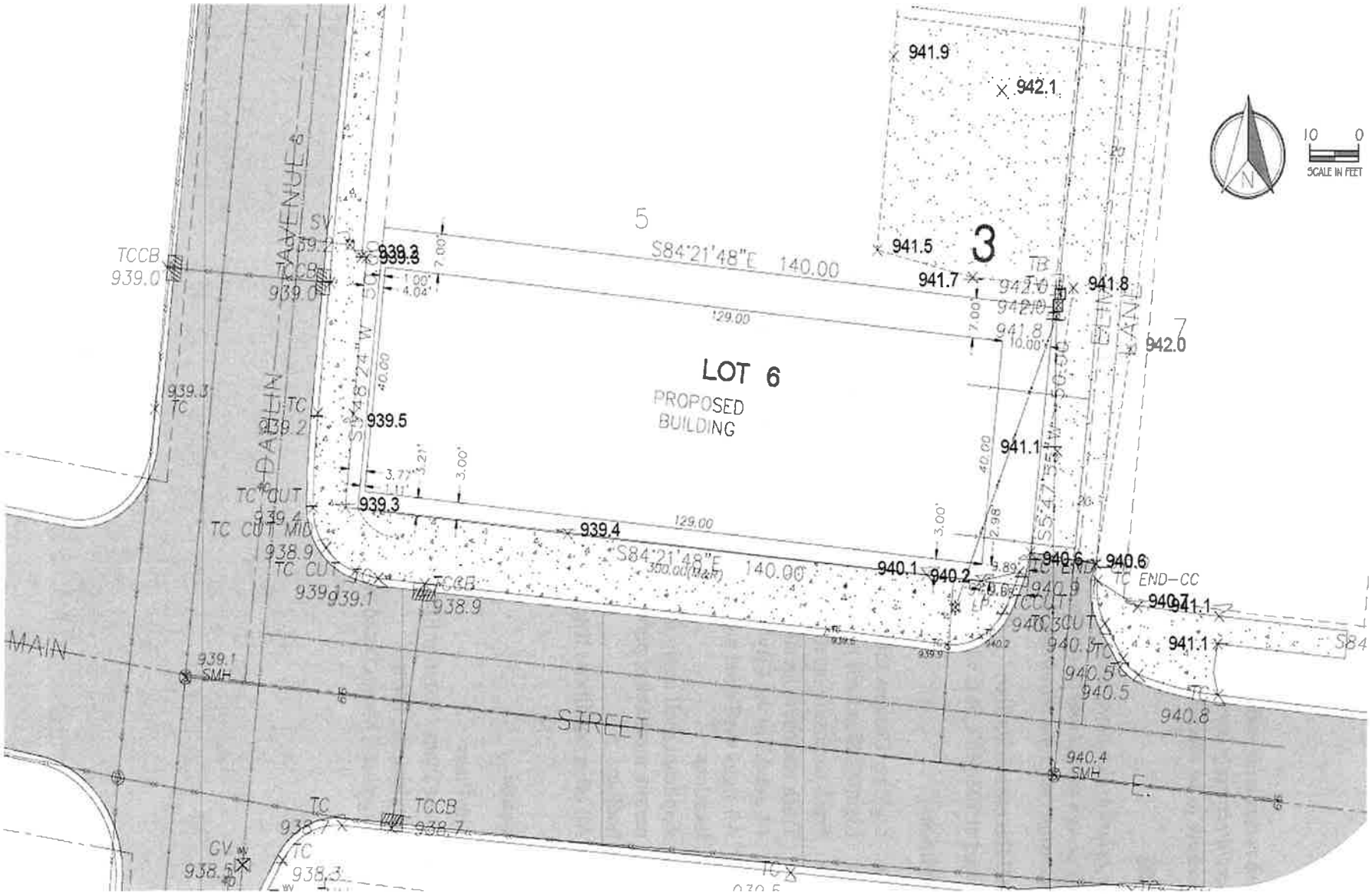
Overview/Background: The applicant would like to construct a commercial building on a 7,000 sq ft vacant lot located at 108 Main St E. This parcel is currently zoned B-1 Central Business District and is within the Downtown Overlay Zoning District in which a "General Retail Establishment" is a permitted use.

The building is proposed to be 5,160 square feet and will consist of the Rockstad Relics and Wares boutique retail space, and three tenant spaces on the east side of the building. Each tenant space will have a separate mechanical space and restroom area. The site does not feature any designated off-street parking areas; however, the Downtown Overlay District allows flexibility for shared parking and promotes pedestrian walkability between businesses.

Analysis of Application: The site plan for the building shall comply with the following requirements for the B-1 Central Business District and Downtown Overlay District:

Lot/Building Size Requirements

There is not a minimum lot size or building size requirement for the B-1 Central Business District or Downtown Overlay District. The building is proposed to be 5,160 sq ft and will be set on a 7,000 sq ft vacant lot. The building will be roughly 74% of the total lot surface.


LOT 6
PROPOSED
BUILDING
S84°21'48"E 140.00
S5°47'55"W 50.50
S5°48'24"W 40.00
129.00
941.9
942.1
941.5
941.7
941.8
942.0
941.1
939.3
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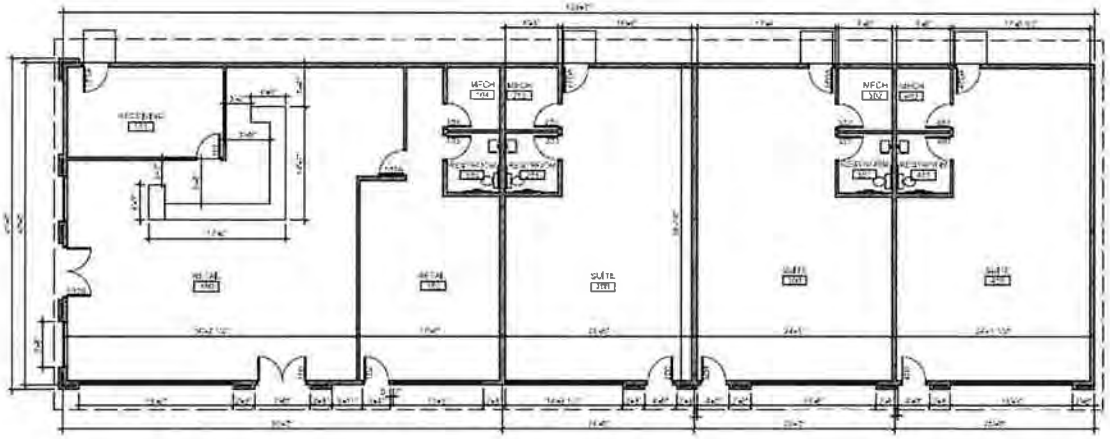
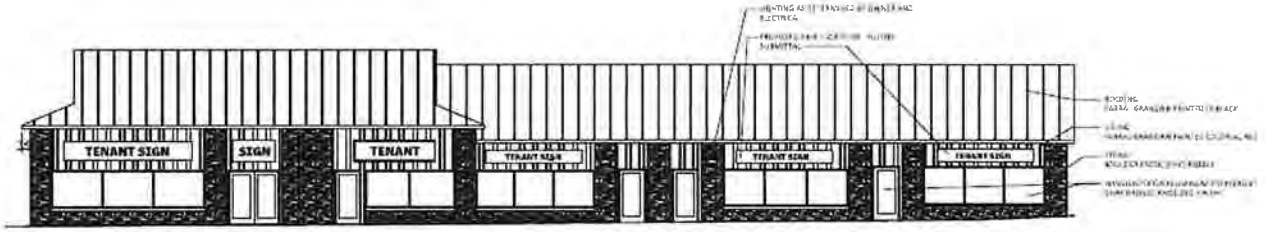
938.7
938.3
DARLIN AVENUE
MAIN STREET
SCALE IN FEET



1 / A1 FLOOR PLAN
1/8" = 1'-0"

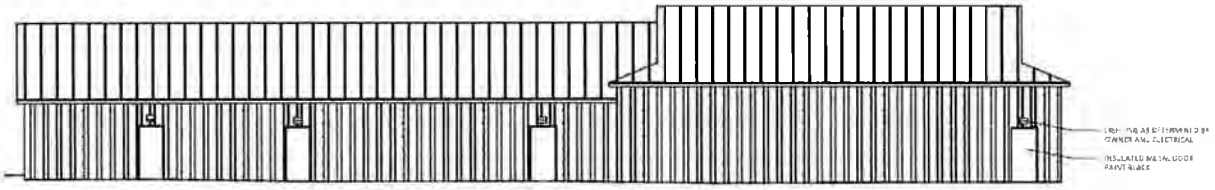
N

2 / A1 WEST ELEVATION
1/8" = 1'-0"

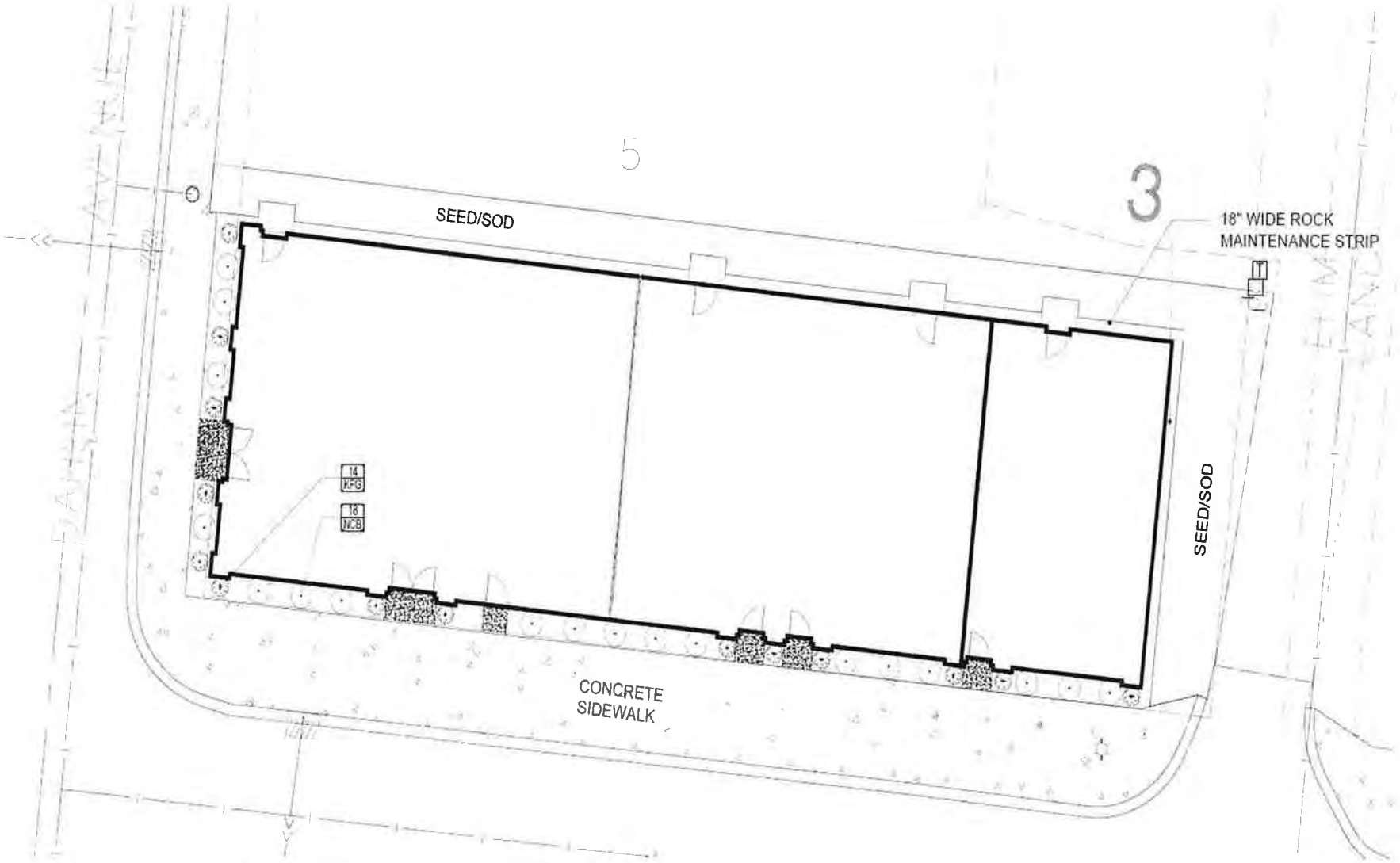


1 / A1 SOUTH ELEVATION

3 / A1 EAST ELEVATION
1/8" = 1'-0"



5 / A1 NORTH ELEVATION



SYM	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
DECIDUOUS SHRUBS						
NCB	4	NORTHERN CHARM BOXWOOD	Buxus x 'Wilson'	24" HGT	POT	PER PLAN
PERENNIALS						
KFG	12	KARL FOERSTER GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 GAL	POT	PLANT 2' O.C.

PLANTING SCHEDULE:

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 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Rockstad – Civil Plan Set - Engineering Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the plan set entitled "Rockstad Civil" dated August 17, 2022 and received on August 29, 2022. The project includes the construction of a new building with multiple tenant spaces. We have reviewed the submitted documents and have the following comments:

Utility Plan C-8:

1. Separate sewer and water service lines will be required with for each separate tenant space. The two sanitary sewer stubs that are shown on the east side of the lot may be used. The 3 separate water services may be able to tap onto the existing water stub that extends to the parcel, but each water service will need to have a curb stop at the ROW.
2. Proposed 2" sanitary line shown to west does not connect to the existing main located on the west side of Dahlin Avenue. If this sewer needs to connect to the main in Dahlin Avenue, the road will need to be closed and we will require a detour route plan be submitted for review prior to approval of this project. Also show patch area, curb and walk removal limits.
    a. If this 2" line is not a forcemain, it will be required to be a minimum 4" gravity pipe SDR 26 at a minimum slope of 1.5%.
3. An overhead line appears to cross the SE corner of the proposed building. Coordinate with this utility to relocate as needed.

Landscape Plan L-1-1:

4. All areas not planned to be landscaped shall receive 6" of topsoil and be sodded. An irrigation plan will also be needed.

We recommend approval of the plans once the above comments are addressed.

Bolton & Menk is an equal opportunity employer.

Setbacks – Principal Building

The following minimum requirements shall be observed in the Central Business District; subject to additional requirements, exceptions, and modifications as set forth within this Ordinance:

A. Setbacks and Height Restrictions – Principal Building.

Minimum Setback from a Railroad Right-of-Way	10 feet
Front, Side, and Rear Yards	Zero Lot Line Maximum
Building Height	Three (3) stories or forty-five (45) feet, whichever is less

The proposed building will be setback 3 ft from the front property line, 7 ft from the rear property line, 10 ft from the east property line and 4 ft from the west property line. These front, side and rear setbacks will meet the requirements of a zero-lot line maximum which would allow for the building to be placed directly on property lines. The building is proposed to be single story construction and will not exceed the forty-five ft height requirement in this Zoning District.

Streets and Sidewalk Network

A. Developments that include public or private streets shall connect with and provide for the future extension of the community's existing street network.
The development will utilize the existing streets of Main Street, Dahlin Ave NE and Elim Lane NE.

B. Sidewalks are required along all public and private streets within the Downtown Overlay District. The location and alignment of new sidewalks shall connect directly with the existing sidewalk network. The width of the sidewalk shall be consistent with City policy.
Existing Sidewalks will be utilized along the front and the west sides of the building, which will run parallel to the existing streets. Concrete pads will be placed from the sidewalk to the building's doors for entrances and easy accessibility.

C. On-street parking shall be incorporated with the street design within the Downtown Overlay District. Parking areas shall be defined by curbing.
On-street parking will be accessible to the building off of Dahlin Ave NE and a parking lot nearby on Main St.

D. The number and width of curb cuts shall be in conformance with City policy. Sites within the Downtown Overlay District that have multiple buildings shall have unified / joint access.
There are no curb cuts proposed on site for parking areas.

E. Street trees shall be placed, no less than one (1) tree per fifty (50) lineal feet of frontage on any street within the Downtown Overlay District. Where street trees cannot be planted, sidewalk planters are encouraged in these areas. Such trees or planters shall be coordinated as part of the streetscape design.
A landscaping plan was provided for review of plant locations and species types. There are no trees proposed on the site. Based on the 1 tree per 50 lineal feet of frontage requirement, the site would be required at least 5 trees (250 linear ft of street frontage on Main St, Dahlin Ave, and Elim Ln). The building setbacks on the front and west sides of the building are too small for tree plantings but the building has 10 ft setbacks from the eastern property line. Staff believes that this area should have at least two trees to make up for lost landscaping areas on all other sides of the building. Plantings of deciduous shrubs and perennials are proposed to be planted along the front and west side of the building.

F. All new utilities shall be encouraged to be placed underground. Compatible lines (e.g., electric, phone, cable) shall be placed in a common trench.
The utilities plan indicates underground connections for the site.

Parking Standards

Off-Street Parking Areas located within the Downtown Overlay District are intended to be a pedestrian-oriented place. The design, location, and availability of parking will be a critical component to ensure the success of redevelopment within this area. Parking must be conveniently located and easily accessible; however, parking areas should not negatively impact the pedestrian character of the area. The purpose of the off-street parking requirements within the Downtown Overlay District is to allow land uses to deviate from the parking requirements provided in Section 17 of this Ordinance. The deviation from these requirements is allowed in recognition of the unique character of the downtown area, which include mixed uses, pedestrian scale development, enhanced streetscape, and potential future availability of mass transit. The regulations of the Downtown Overlay District will allow for a reduction in the number of parking spaces and encourage shared parking.

A. General.

1. Off-street parking areas should not be located in front of buildings between the building and the street.

2. Off-street parking shall be provided where it is physically possible to do so.

3. Exception to those properties located along First Avenue NW or SW, 90-degree parking is permitted abutting the street when approved by the City Council.

4. Access points for rear and side parking lots should be designed to look like streets rather than driveways.

5. Parking areas should be well identified and easy to find.

6. On-street parking should be provided everywhere it is physically possible to do so.

C. Commercial standards.

1. If the required amounts of parking spaces cannot be fully provided on site, then parking may be provided in public or shared lots elsewhere within the Downtown Overlay District.

2. Shared parking facilities among commercial uses should be encouraged where peak hours, proximity, and other characteristics would make these types of facilities feasible.

3. Parking areas should flow together and should not contain barriers that would prevent cross connections between lots, as this should encourage the sharing of parking areas between uses.

4. Shared parking shall meet the requirements as stipulated within Section 17 of this Ordinance.

5. Employees of commercial establishments should be required to park in designated long-term parking areas.

6. When a non-residential use would require 100 or fewer parking spaces based upon the requirements of Section 17 of this Ordinance, the required number of parking spaces provided shall be 50 percent of the total number required.

The site does not provide any off-street parking. Parking is available in shared lots found on Main St and street parking is available on Dahlin Ave to the west of the proposed building. Staff believes that there will be plenty of parking options nearby and that a building with tenant spaces is a good use for this small 7,000 sq ft parcel, rather than a majority of it having to be a parking lot.

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 will need to be submitted with foot candle readings on the site. These foot candle readings will be based on light sources implemented on site and will have to meet all criteria listed in Section 14, Subd. 5 of the City Zoning Ordinance. Lighting will have to be downlit and not be a hazard for vehicular or pedestrian traffic. The trash enclosure must be illuminated for the safety of employees.

Exterior Building Materials

Acceptable Materials. Exterior building materials shall not be dissimilar to existing structures within the immediate area or the downtown area as a whole. Exterior building finishes shall consist of material comparable in grade and quality to the following:

1. Brick

2. Natural stone

3. Wood provided the surfaces are finished for exterior use and only woods of proven durability shall be used.

4. Glass, to include glass curtain wall panels.

5. Tilt up concrete panels that have a grid or block like appearance.

6. EIFS (Exterior Insulating and Finishing System) may be used but not as a primary material.

7. Metal may be used as an accent but not as a primary material.

Exterior building materials include metal siding and roofing, boulder creek stone, and aluminum windows and doors. Siding color is proposed to be colonial red and the roofing will be black. Boulder Creek stone is proposed to be the primary material on the south and west sides of the building and is expected to go up to the roof line on these sides. The exterior of the building has varied detailing with materials and colors and will be visually appealing in the downtown district.

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.

There is not a trash enclosure indicated on site plans. An exterior trash enclosure will need to be included on site plans to verify the location will work on site. It is not identified on plans how the

trash receptacles will be enclosed and designed. The trash enclosure shall be designed so that it is architecturally harmonious with the principal structure on the site. The trash enclosure will also have to be illuminated for the safety of employees.

Signs

The exterior elevations show spaces for signs on the building. All signage on site will need to have a sign permit and be reviewed by city staff to ensure that the location, design and dimensions meet the requirements listed in Section 16 of the City Zoning Ordinances.

Staff Recommendation: Staff recommends approval of the proposed commercial building located at 108 Main St E with the following conditions:

Conditions:

- Lighting Designs shall be downlit and follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
- Trash enclosure must be illuminated for the safety of employees
- Trash enclosure location must be included on site plans and design shall follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
- All signs shall need a sign permit when applicable to determine dimensions, design and locations
- 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.
- All other conditions listed in the City Engineer's memo, dated 9/7/2022.

Attachments:

- Site Plans
- Floor Plans / Exterior Elevations
- Landscaping Plans
- Engineer's Memo Dated 9/7/2022

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 4th, 2022
Subject: Site Plan Approval for a manufacturing building for Special Tools Inc. located at PID 16.159.0010

Background: A presentation was given at the September 20, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the proposed manufacturing building in the City's Industrial Park for Special Tools Inc. located at PID 16.159.0010. The design of the site was explained and the Planning Commission was shown the floor plans, exterior elevations and landscaping plans. Discussion was had regarding the wainscoting for the building, in which the I-1 Zoning District requires wainscoting of 1/3 wall height of the building. The Planning Commission members determined that this requirement would bring the stone up to the top of windows and doors of the building and would not make sense aesthetically. The applicants, Adam Klinker of Special Tools Inc and Doug Haechen of Structural Buildings, were present at the meeting and available for questions from the Planning Commission. The applicants further explained their business and plans for their building/site. Specifically, the trash enclosure location was discussed and will be implemented into site plans. The applicants agreed that the conditions of approval for the project are reasonable and can be met. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans for a manufacturing building for Special Tools Inc. with conditions at the September 20, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR A MANUFACTURING BUILDING FOR SPECIAL TOOLS INC LOCATED AT PID 16.159.0010

WHEREAS, Structural Buildings and Special Tools Inc. (applicants) have requested approval for site plans of a Manufacturing Building at PID 16.159.0010 in the City of Isanti; 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 proposed use for *Light Manufacturing* meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Manufacturing Building Site Plans on September 20, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on October 4, 2022;

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 at PID 16.159.0010;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Trash enclosure shall be illuminated for the safety of employees
2. Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
3. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
4. All signs shall need 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 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 9/7/2022

This Resolution is hereby approved by the Isanti City Council this 4th day of October, 2022

_____

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 20, 2022

SUBJECT: Site Plan Review for a manufacturing building for Special Tools Inc. located on a vacant lot in the Industrial Park District at PID 16.159.0010

Request: The applicant, Structural Buildings is requesting site plan approval for a proposed manufacturing building located at PID 16.159.0010 for Special Tools Inc.

Overview/Background: The applicant would like to construct a manufacturing building on a 2.5-acre vacant lot located in the Industrial Park District at PID 16.159.0010. 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 tool manufacturing services in a warehouse setting. The building is proposed to be 2 stories in height and roughly 12,000 square feet. The first floor will have the manufacturing floor space, offices, bathrooms, mechanical room, a break room and a conference room. Fourteen parking stalls are displayed on the site plans, with one 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 2.5 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 near the center of the parcel roughly 100 ft from the west 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. Roughly 43% of the development is intended to be impervious surface. 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 bituminous pavement. Concrete aprons and sidewalks are proposed around the front of the building near the parking stalls leading to the entrance and along the rear 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.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide white striping will be used across the site for designated parking stalls. One stall will be striped to indicate no parking for a handicap access stall.

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 all 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

PARKING SPACE CALCULATION

REQUIRED PARKING SPACES
OFFICE: 1 SPACE PER 250 SF - 500 SF / 250 = 2 SPACES
MANUFACTURING: 1 SPACE PER 500 SF - 4950 SF / 500 = 10 SPACES
WAREHOUSE: 1 SPACE PER 1500 SF - 3550 SF / 1500 = 2 SPACES

TOTAL REQUIRED PARKING SPACES = **14 SPACES**

PROVIDED PARKING SPACES

TOTAL PROVIDED PARKING SPACES = **14 SPACES**

Based on this number of required parking spaces standard and the use of the industrial building, the site will be required at least 14 parking spaces in which one stall would need to be designated as handicap accessible. The site plans indicate 14 total parking stalls, in which one parking stall is designated as handicap accessible in the front of the building. The site plans meet the required number of parking spaces for the development.

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 both one-way and two-way traffic. Stall dimensions are 10 ft in width and 20 ft in length and drive aisle width is 26 ft. The site will meet 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 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.

An exterior lighting plan was not included in the submittal. A lighting/photometrics plan is required that will show lighting types that are proposed on site. All lighting types proposed shall be downlit and designed to reduce glare. These light sources will have to meet all criteria listed in Section 14 of the City Zoning Ordinance.

Curb Cuts

There are two curb cuts proposed along East Dual Blvd NE. 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 sidewall 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 metal roofing and siding, and stone around the base of the South and West 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 three large garage doors on the building that can be used for loading and service areas. 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.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   An outdoor trash enclosure is required for this Industrial site. Site Plans do not show a location where this trash enclosure will be placed. Site plans must be modified to show the location of the enclosure for staff review. The enclosure shall meet performance standards set in Section 14, Subdivision 3 of the City Zoning Ordinances.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site is completely surrounded by Industrial properties and does not surround a residential area.

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 a total of 10 trees on the property near East Dual Blvd NE. These will be a mix of species including Sugar Maples, Scarlet Oaks, Norway Spruce, and Austrian Pines. 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 10 trees will meet this standard. 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

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 receptacle location is not designated on site plans. The receptacle will have 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. 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.

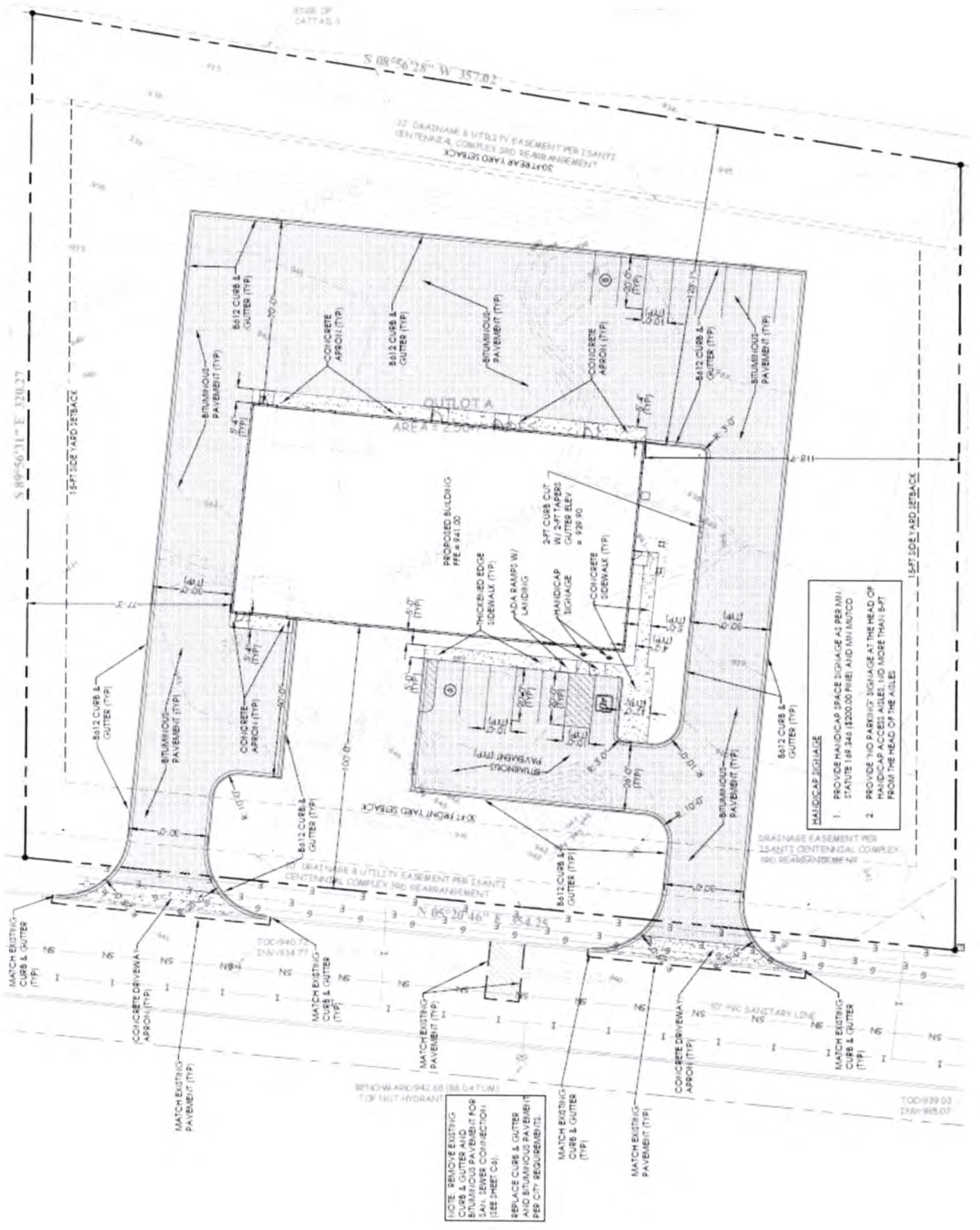
Staff Recommendation: Staff recommends approval of the proposed Special Tools manufacturing building located at PID 16.159.0010 with the following conditions:

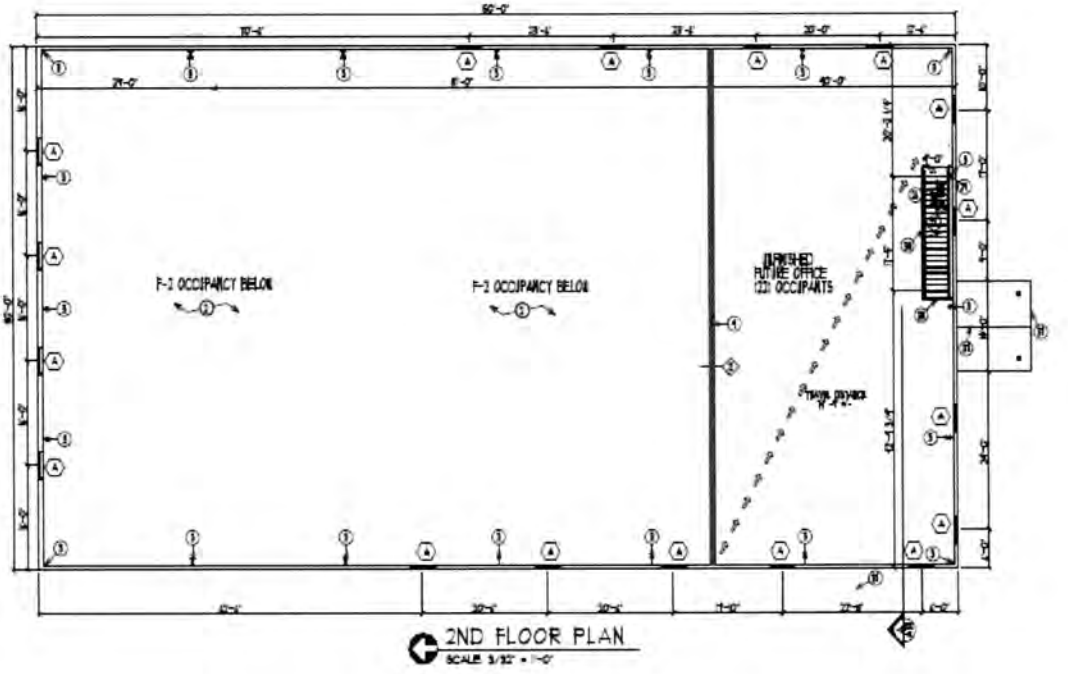
Conditions:

- Trash enclosure shall be illuminated for the safety of employees
- Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
- All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
- 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.
- All other conditions listed in the City Engineer's memo, dated 9/7/2022

Attachments:

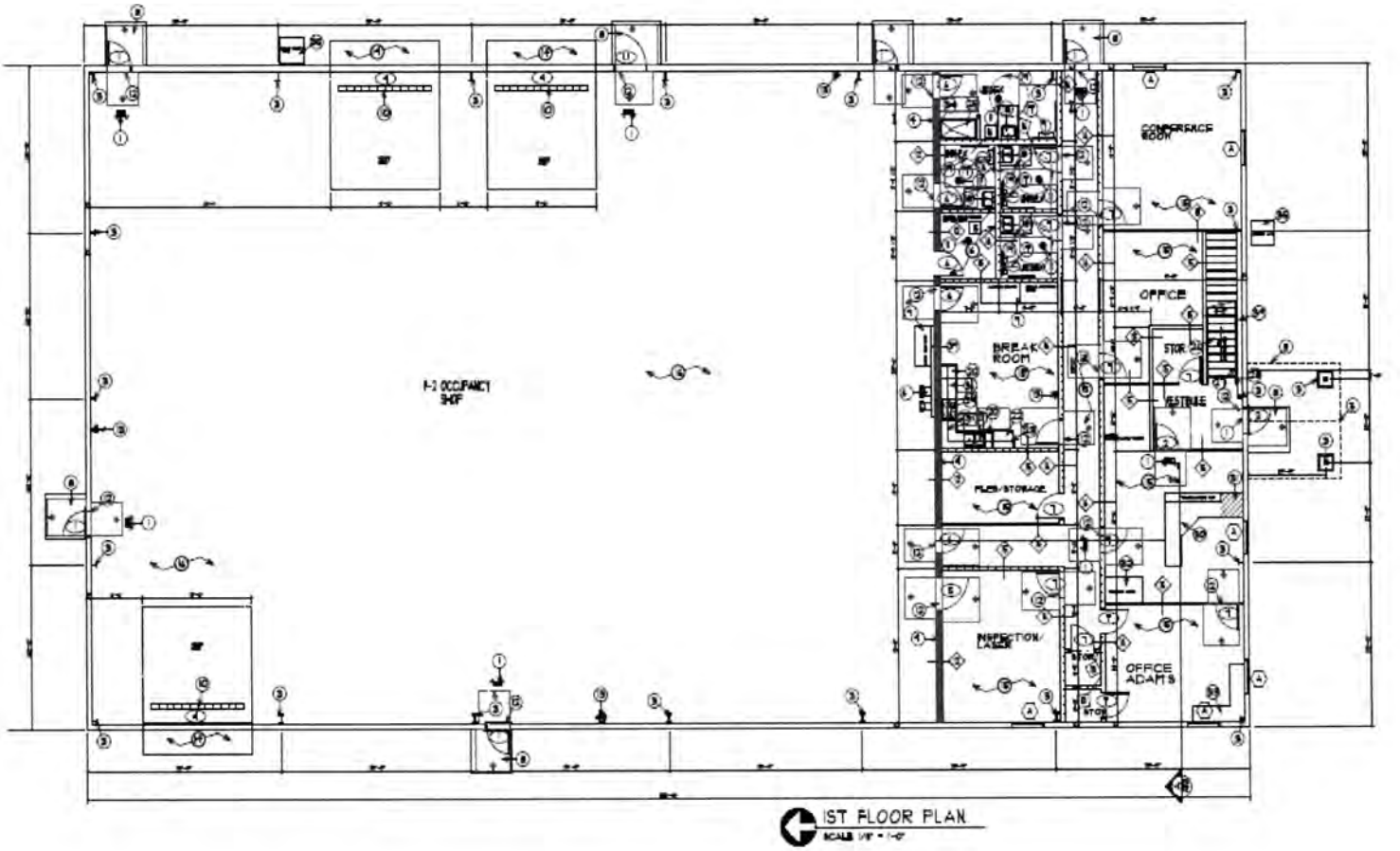
- Site Plans
- Floor Plans
- Landscaping Plans
- Exterior Elevations
- City Engineer's Memo Dated 9/7/2022


S 89°56'31" E 320.27
S 89°56'28" W 357.02
15FT SIDE YARD SETBACK
30FT REAR YARD SETBACK
OUTLOT A
AREA = 250
PROPOSED BUILDING
FFE = 941.00
THICKENED EDGE SIDEWALK (TYP)
ADA RAMPS W/ LANDING
HANDICAP SIGNAGE
2-FT CURB CUT W/ 2-FT TAPERS
GUTTER ELEV = 939.90
CONCRETE SIDEWALK (TYP)
B612 CURB & GUTTER (TYP)
BITUMINOUS PAVEMENT (TYP)
CONCRETE APRON (TYP)
HANDICAP SIGNAGE
1. PROVIDE HANDICAP SPACE SIGNAGE AS PER MN STATUTE 169.346 ($200.00 FINE) AND MN MUTCD
2. PROVIDE "NO PARKING" SIGNAGE AT THE HEAD OF HANDICAP ACCESS AISLE, NO MORE THAN 8-FT FROM THE HEAD OF THE AISLE
DRAINAGE EASEMENT PER 1SANTI CENTENNIAL COMPLEX 3RD REARRANGEMENT
12' DRAINAGE & UTILITY EASEMENT PER 1SANTI CENTENNIAL COMPLEX 3RD REARRANGEMENT
N 05°20'46" E 354.25
MATCH EXISTING CURB & GUTTER (TYP)
MATCH EXISTING PAVEMENT (TYP)
CONCRETE DRIVEWAY APRON (TYP)
8" PVC SANITARY LINE
NOTE: REMOVE EXISTING CURB & GUTTER AND BITUMINOUS PAVEMENT FOR SAN. SEWER CONNECTION (SEE SHEET C4).
REPLACE CURB & GUTTER AND BITUMINOUS PAVEMENT PER CITY REQUIREMENTS.



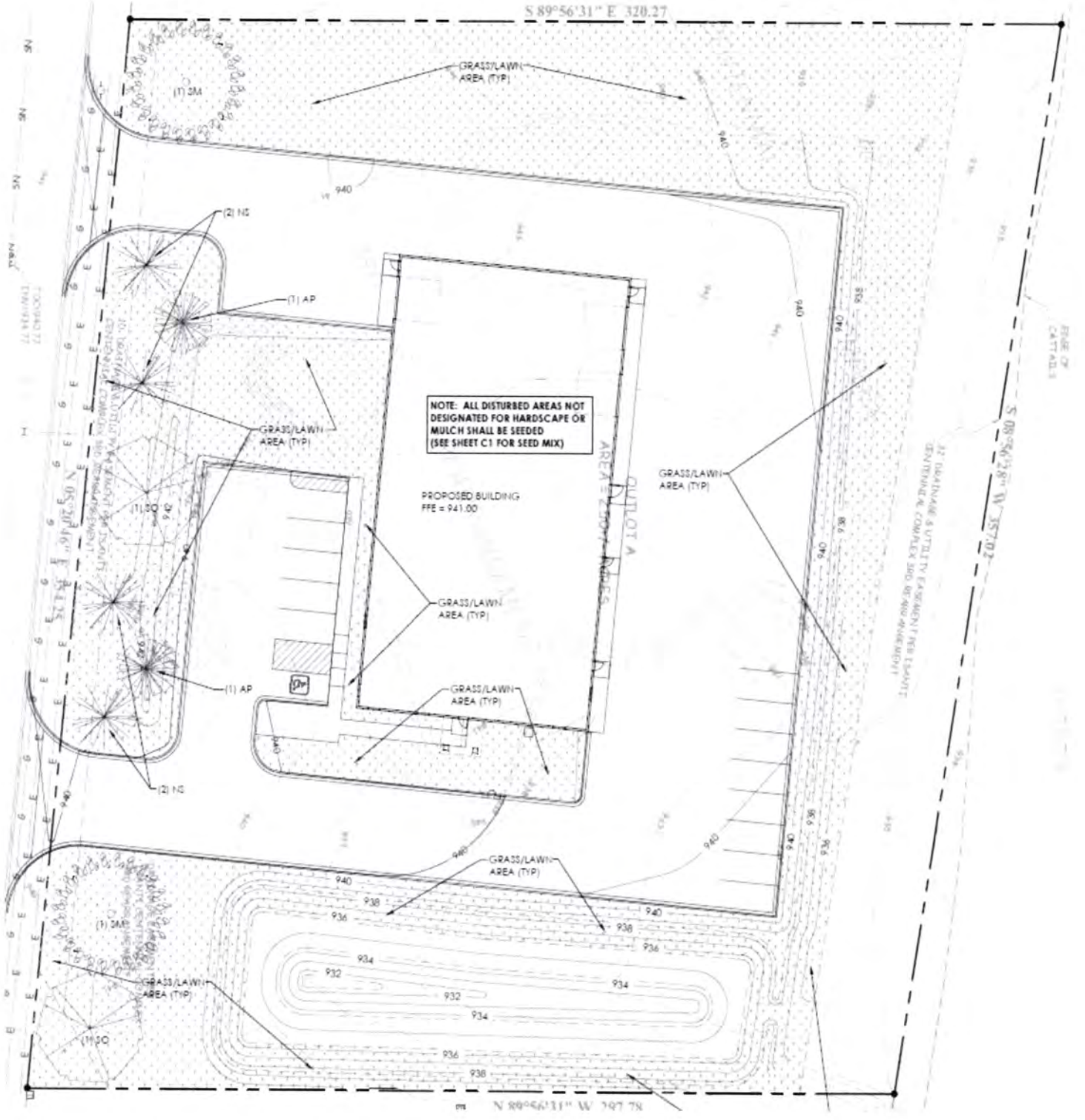
2ND FLOOR PLAN

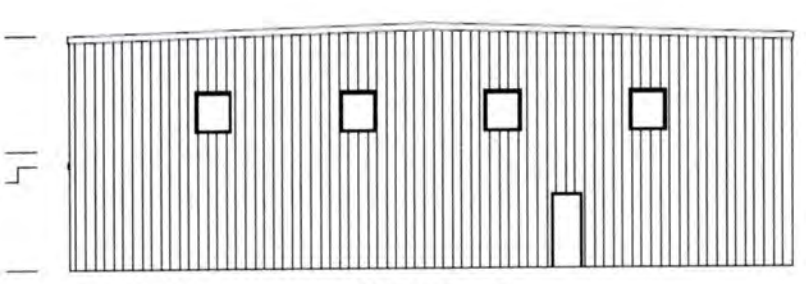
SCALE 3/32" = 1'-0"



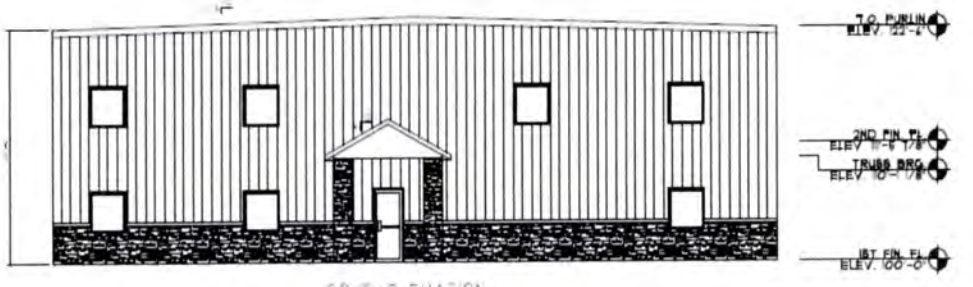
1ST FLOOR PLAN

SCALE 1/8" = 1'-0"

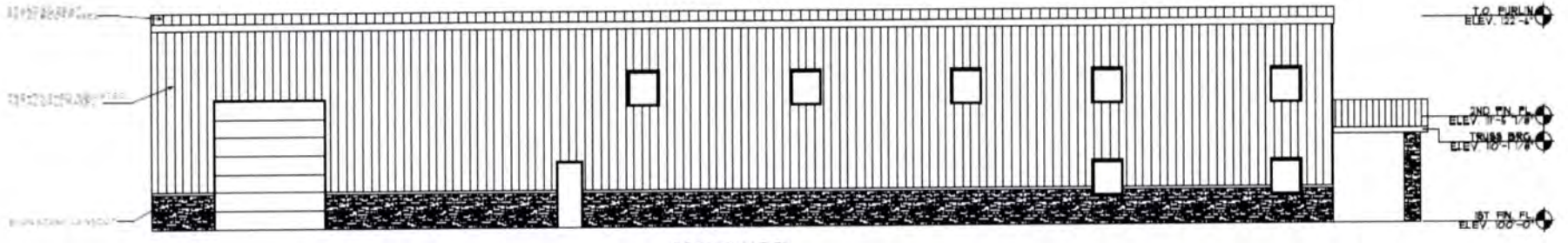

S 89°56'31" E 320.27
GRASS/LAWN AREA (TYP)
(1) 3M
(2) NS
(1) AP
(1) 3O
NOTE: ALL DISTURBED AREAS NOT DESIGNATED FOR HARDSCAPE OR MULCH SHALL BE SEEDED (SEE SHEET C1 FOR SEED MIX)
PROPOSED BUILDING FFE = 941.00
OUTLOT A
AREA FOR ANDES
940
938
936
934
932
N 89°56'31" W 297.78



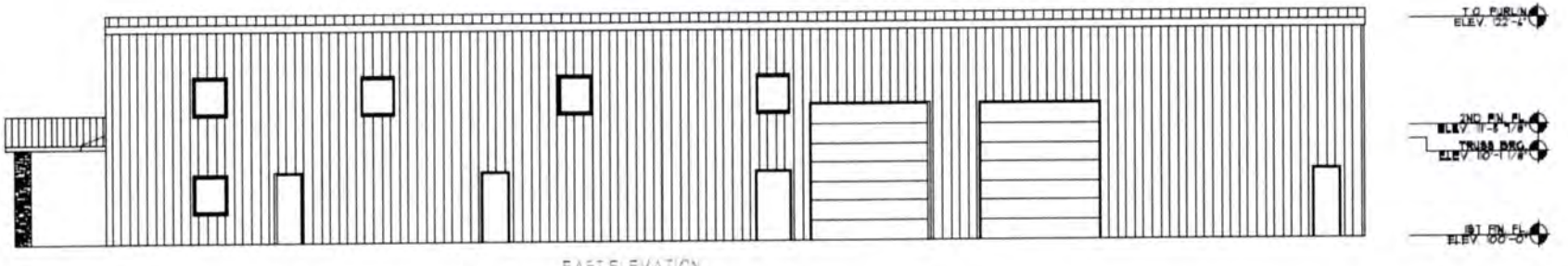
NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION

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 7, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Special Tools – Civil Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the plan set entitled "Special Tools" received on August 29, 2022. The project includes the construction of a new building, a parking lot and a storm water pond. We have reviewed the submitted documents and have the following comments:

Utility Plan C 6 of 6:

1. Use existing sanitary sewer stub to avoid cutting into street. See attached record drawing. Verify depths and adjust site accordingly.

Landscaping Plan CL1 of 1:

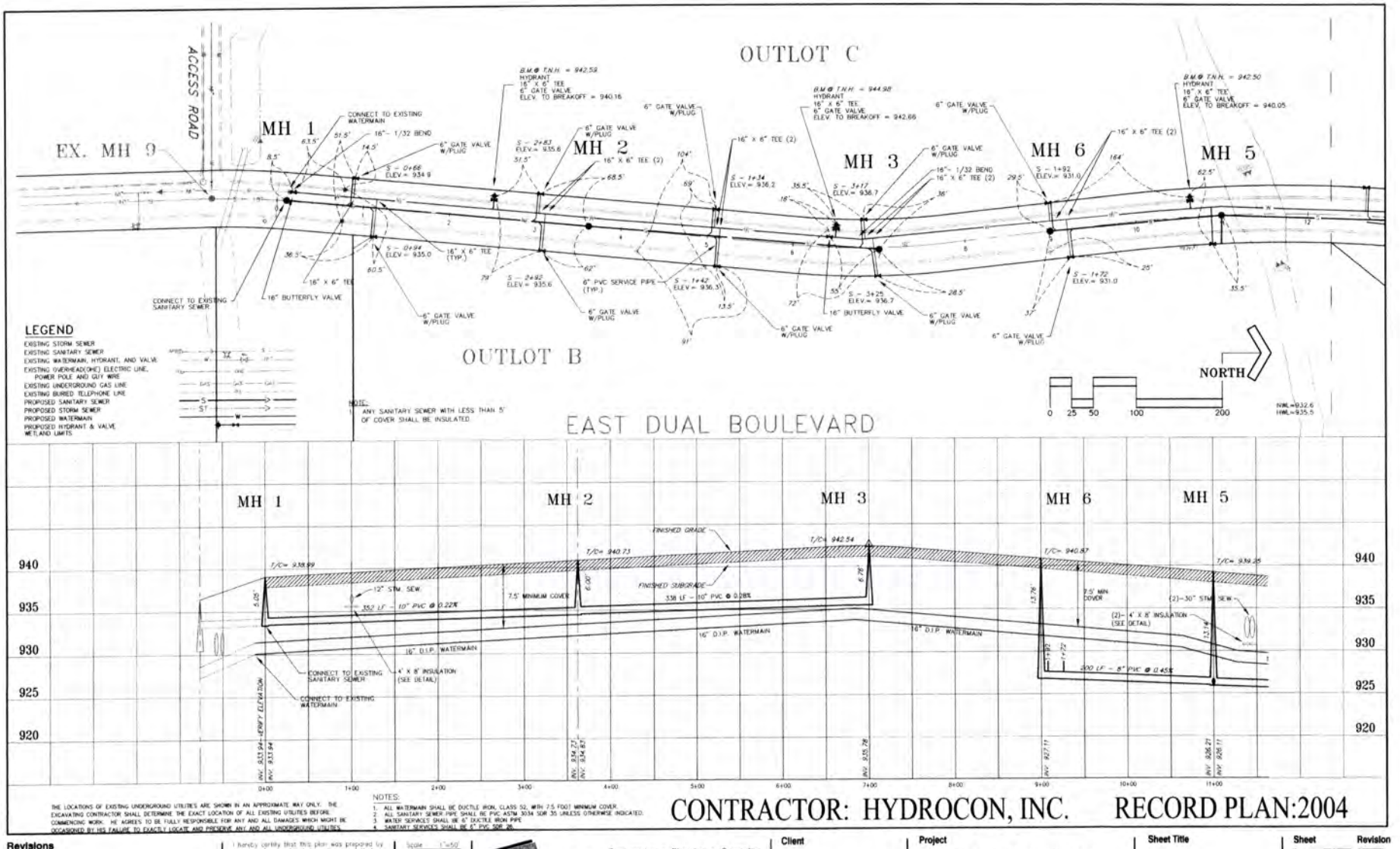
2. Sod all disturbed areas not intended for landscaping, or below normal water level of proposed pond.
3. Do not plan trees within 10 feet of the proposed sanitary sewer or water service lines.

Stormwater:

4. Submit Hydraulic Modeling of the storm system and wet pond sizing.
    a. Verify 2, 10, and 100 year event discharge rates will not be increased from existing.
5. See attached SWPPP checklist and make necessary revisions to address all missing items.
6. Submit NPDES permit to City prior to work beginning on site.

We recommend approval of the plans once the above comments are addressed.

Bolton & Menk is an equal opportunity employer.



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 REVISION

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
Name: ANTHONY F. ROOS
Date: 3/10/03 License # 10206

Scale: 1"=50'
Designed: DLK
Drawn: MHD
Date: 1/15/03
Checked: DLK
Approved: AFR

MFRA
McCombs Frank Roos Associates, Inc.

Engineering • Planning • Surveying

15050 23rd Avenue North • Plymouth, Minnesota • 55447
phone 763/476-6010 • fax 763/476-8532
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 7/19 **Revision** A

MFRA FILE NO.: 13938

City of Isanti

Gross Payroll	8,019.25
Social Security & Medicare	613.48
Total City Expense	8,632.73

Pay Date 9/30/2022

Pay Period: Q3CCPay22 (7/1-9/30/22)

City of Isanti

Gross Payroll	124,716.19
Social Security & Medicare	6,470.21
Public Employees Retirement	11,874.99
Total City Expense	143,061.39

Pay Date 9/30/2022

Pay Period 20 (9/11-9/24/22)

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

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09/22	09/21/2022	59235	692	ARC IRRIGATION LLP	104-20200	752.22	
09/22	09/21/2022	59236	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35	
09/22	09/21/2022	59237	3215	B A DEVELOPMENT	603-20200	5,970.93	
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09/22	09/21/2022	59242	918	CRYSTAL SPRINGS ICE	609-20200	644.30	
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09/22	09/21/2022	59244	1941	DELTA DENTAL	861-20200	3,478.60	
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09/22	09/21/2022	59256	2792	ONE DIVERSIFIED LLC	101-20200	670.00	
09/22	09/21/2022	59257	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,982.40	
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09/22	09/21/2022	59260	2647	SIMPLEX GRINNELL	101-20200	.00	V
09/22	09/21/2022	59261	1361	STAPLES ADVANTAGE	609-20200	84.06	
09/22	09/21/2022	59262	73	STAR	108-20200	136.52	
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09/22	09/21/2022	59270	3248	WEST, STEPHANIE	101-20200	295.28	
09/22	09/21/2022	59271	3249	WHITE, KARA	101-20200	53.69	
09/22	09/21/2022	59272	780	WINE MERCHANTS	609-20200	4,278.55	
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09/22	09/21/2022	59274	2626	WW GOETSCH	602-20200	1,151.00	
09/22	09/22/2022	59275	2647	JOHNSON CONTROLS	101-20200	249.60	
Grand Totals:						123,349.50	

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

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09/22	09/27/2022	59284	602	BURNET TITLE	601-20200	54.71
09/22	09/27/2022	59285	1985	CIVIC SYSTEMS LLC	603-20200	2,500.00
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09/22	09/27/2022	59287	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,130.25
09/22	09/27/2022	59288	897	DVS RENEWAL	101-20200	54.25
09/22	09/27/2022	59289	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	130.90
09/22	09/27/2022	59290	3251	EXECUTIVE TITLE NORTHWEST LLC	601-20200	52.48
09/22	09/27/2022	59291	1101	FIRST AMERICAN TITLE INSURANCE CO	601-20200	129.85
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09/22	09/27/2022	59296	1170	LAND TITLE INC	601-20200	15.88
09/22	09/27/2022	59297	2727	LEGACY TITLE	603-20200	114.72
09/22	09/27/2022	59298	3250	LIFE MEDIA INC	609-20200	365.08
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09/22	09/27/2022	59314	1503	THE AMERICAN BOTTLING COMPANY	609-20200	278.82
09/22	09/27/2022	59315	1762	THE TITLE GROUP	601-20200	79.50
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09/22	09/27/2022	59318	4	WATSON CO INC	609-20200	1,579.33
09/22	09/27/2022	59319	2009	WOOD, JOSEPHINE	101-20200	43.75
Grand Totals:						420,307.22

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, City Clerk
Date: October 4, 2022
Subject: Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens

---

Background:
The City's existing siren maintenance agreement with Ready Watt Electric expires at the end of this year. Ready Watt Electric provided a new proposal for a 4-year maintenance agreement. The proposal from Ready Watt is $2,220.00 per year. As per the past contract, the batteries in the sirens will be replaced on a rotating basis.

Staff has reviewed the proposal from Ready Watt and is recommending approval. A resolution for your consideration is attached, as well as a copy of Ready Watt's proposal.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens
- Proposal

RESOLUTION 2022-XXX

APPROVING A CONTRACT FOR MAINTENANCE OF THE CITY'S OUTDOOR WARNING SIRENS

WHEREAS, the City's existing siren maintenance agreement expires at the end of this year; and,

WHEREAS, the current provider Ready Watt Electric provided a new proposal for a contract in the amount of $2,220.00 per year for maintenance on the City's outdoor sirens, which includes annual maintenance service to the sirens, batteries, and minor parts (if needed) for four years (2023 through 2026); and,

WHEREAS, staff has reviewed the proposal and recommends entering a four-year contract with Ready Watt Electric;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve entering into a four-year contract for siren maintenance with Ready Watt Electric and the City Administrator to sign all necessary documentation.

This resolution was duly adopted by the Isanti City Council this 4th day of October 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

Estimate

Date	Estimate #
7/7/2022	23-26

21269 Jarvis Street NW
Nowthen, MN 55330
PH: 763-241-4944
Fax: 763-241-5245

Name / Address	
City of Isanti 100 Isanti Pkwy Po Box 428 Isanti, MN 55040-0428	Project 23-26 Civil Defense Siren Maintenance

Description

A. Specifications:
Our company will provide preventive maintenance services for 4 year contract period on (4) civil defense sirens. This contract will include service calls per year for sirens; however, in the event of a radio problem, we will work with the radio repair facility for on site or shop repairs. However, any costs sustained in making radio repairs will not be part of this contract.

B. Costs:
As provided in this contract, an annual lump sum price will compensate our Company for maintenance as outlined above. However, any motors or parts at a cost exceeding $10.00 and labor to install will be considered extra, and billed at a list price less a 5 percent discount. parts included in contract are batteries, pulleys, belts ,fuses, oil, grease, screens and bucket truck. Labor and equipment costs for servicing sirens as outlined are included in the contract price.

C. Contract Period: 2023 2024 2025 2026
Cost per Year $2220.00

We look forward to doing business with you.
Rob Schiller 612-221-4983

ACCEPTANCE OF PROPSAL
(must be signed and returned for work to begin)
NOTE: This propsal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.
The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

RESOLUTION 2022-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 "15th Annual 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 "15th Annual MMBA Food Supply Drive" at the Isanti Liquor Store from October 5th, 2022 through October 31st, 2022.

Adopted by the Isanti City Council this 4th day of October 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

15th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA and Miller Lite, in a new partnership with the Minnesota Vikings Foundation, are coordinating the *Fifteenth Annual Municipal Liquor Food Drive.*

This year's initiative has some changes foreshadowed at the 2022 MMBA Annual Conference.

Your effort WILL benefit your local food shelf OR the Minnesota Vikings Foundation.

It's YOUR Choice! Pick ONE!

For those benefitting your local food shelf, there will be two competition brackets, based on 2020 annual sales:

Facilities with $1,000,000 and Above in Sales & Facilities with $1,000,000 & Below in sales.

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf. ($1 donation =3 lb. of food)

Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.

For those benefitting the Minnesota Vikings Foundation, there is a competition between both municipal & private retailers:

PRIZE LEVELS

Retailers will receive all prizes listed for each level that they achieve. For example, if a retailer raises $1000, they will receive everything listed for Levels 1, 2 and 3.

Level 1 (Raise $250) – Entry into a drawing for (4) lower-level tickets to the Vikings vs. Colts game on 12/17 or 12/18 (Game Date TBA per NFL)
Level 2 (Raise $500) – Autographed framed photo of a current Vikings player
Level 3 (Raise $1,000) – Vikings helmet autographed by current player
Level 4 (Raise $2,000) – Vikings jersey autographed by current player

OVERALL WINNERS

The top 5 overall retailers will each be able to select a prize from this list in ranking order:

- Trip for two (2) to a 2023 Vikings away game; includes travel and game tickets. Game is dependent on schedule
- Four (4) Tickets for the Vikings vs. Colts game on December 17th or 18th in the Molson Coors Turf Suite; includes game tickets with a field level view of sidelines, team bench, and the player tunnel, as well as all-inclusive suite hospitality
- Six (6) tickets for Vikings vs. Colts game on December 17th or 18th in Mystic Lake's Club Purple; includes game tickets on couch seats, as well as all-inclusive suite hospitality
- Vikings autographed framed jersey
- Two (2) spots in the 2023 MN Vikings Golf outing; includes two (2) playing spots with a Molson Coors foursome + Vikings players, food and beverage

IN ADDITION, THERE WILL BE A SEPARATE COMPETITON FOR THE TOP FIVE MMBA MEMBERS RAISING THE MOST MONEY FOR THE VIKINGS FOUNDATION:

- 2 Suite tickets for Vikes v Indy Dec 18th – Full food, beers, and great seats!
- 2 tickets to the Vikings v Giants on Dec 24th
- Autographed football by Vikings player
- Autographed jersey by Vikings player
- Vikings Grizzly Cooler

PLUS, the Vikings Foundation will reward the top 5 donating MMBA facilities with a commemorative parking lot logo!

FOR ALL MMBA PARTICIPANTS:

Through a random drawing of non-category winners, ten $100 donations will be made to either your local food shelf or the Vikings Foundation. So, everyone has a chance to win!

Here are additional details:

The program will run **October 3rd – November 25th**

There are many ways to activate donations:

ROUND UP - Retailers with round up capabilities already in place - can add our promotion to their system. *Round up to the nearest dollar at check out. (i.e. final ring is $19.79, customer can opt-in to 'rounding up for charity' to $20.00. $0.21 cents will go to the charity)*

PAPER HORNS FOR THE VIKINGS FOUNDATION - Tear pad with a UPC to scan for $1 available for retailers without round up capabilities ***Horn tear pads are available from your Miller Distributor!***

Consider a "cents per case" donation. For instance, $.50 donated on every case of Miller sold in Oct/Nov.

Hold a silent auction with 100% donations supporting the local food shelf / Vikings Foundation.

Coordinate signs with your Miller Lite Distributor.

From the Vikings Foundation, attached is a logo for advertising, a W9 if needed for donations, a copy of the horn with UPC if needed and a PPT about the program.

In addition to the deadlines listed in the PPT, send the MMBA office your results at: kaspszak@outlook.com.

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jonathan.chance@molsoncoors.com
Eric Pothast: Eric.Pothast@molsoncoors.com

Thanks for your participation!!!!!

Vikings Foundation Food Truck at 2022 MMBA Annual Conference

RESOLUTION 2022-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 request and recommended approval to reduce the LOC by $19,698.53; and,

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.

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

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: September 26, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment 6
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 is the invoice from the contractor for unpaid work to date in the amount of $21,246.75 for this addition. the 2nd Addition costs will be processed through the Fairway Greens North 2nd Addition Letter of Credit separately.

Following city standard retainage practices, we recommend releasing 95% of the turf establishment items and 80% of the erosion control items for a total amount of $19,698.53.

Once the City receives verification that the owner has paid the engineering invoices and sub-contractors to date, we recommend approving the reduction of the Letter of Credit in the amount of **$19,698.53** for materials incorporated into the project. This would hold $1,548.23 in retainage on this reduction 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 #
7/25/2022	78862

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
Straw Blanket with Seed @ Ponds - Fairway Greens Isanti Did the above work on 7/25	6,750	1.29	8,707.50

Thank you for your business.

Total $8,707.50

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
8/9/2022	79358

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
Straw Blanket with Seed @ Pond 2 - Fairway Greens	9,300	1.00	9,300.00
Did the above work on 8/9 as requested by Josh			

Thank you for your business.

Total $9,300.00

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
9/14/2022	80344

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 @ Outlot C	2,835	1.05	2,976.75
Did the above work on 9/14 @ Fairway Greens North as requested by Josh			

Thank you for your business.

Total $2,976.75

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
9/15/2022	80391

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 North (day 2) Did the above work on 9/15 as requested by Josh	250	1.05	262.50

Thank you for your business.

Total $262.50

RESOLUTION 2022-XXX

APPROVING RESIGNATION FOR KRISTIN BENNETT PART TIME LIQUOR STORE CLERK II

WHEREAS, Liquor Store Clerk, Kristin Bennett has resigned from her position on September 23, 2022; and,

WHEREAS, the effective date of this resignation is October 7, 2022; and,

WHEREAS, Kristin Bennett is leaving employment in good standing as she resigned 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 Kristin Bennett is hereby effective October 7, 2022.

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 October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 18, 2022 – 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. Breast Cancer Awareness

G. Approve City Council Minutes
1. October 4, 2022- Regular Meeting of the City Council

H. Announcements

1. Parks, Recreation and Culture Board	Tuesday, October 25, 2022 at 6:00 p.m.
2. City Council Meeting	Tuesday, November 1, 2022 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, November 1, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

1. ORD-XXX Amending the City Zoning Code Ordinance Chapter 445, Section 2 Titled Definitions and Section 15 Titled Fencing, Screening, and Landscaping

Community Development Director Stephanie Hilleshiem

2. Resolution 2022-XXX Acceptance of MN DNR Outdoor Recreation Grant

L. Approve Consent Agenda
1. Payroll in the Amount of $121,212.63 and Accounts Payable in the Amount of $333,529.98
2. Resolution 2022-XXX Appointing Election Judges for the 2022 General Election
3. Resolution 2022-XXX Approving Contract for Commercial Liability Insurance Representative
4. Resolution 2022-XXX Accepting Donation from Rum River BMX
5. Resolution 2022-XXX Accepting Donation from Surface Specialists Metro MN

6. Resolution 2022-XXX Accepting Donation from Serenity Circle Counseling
7. Resolution 2022-XXX Accepting Donation from Lit'l Sprouts Childcare Center
8. Resolution 2022-XXX Accepting Donation from Advanced Telemetry Systems
9. Resolution 2022-XXX Accepting Donation from Falcon National Bank
10. Resolution 2022-XXX Accepting Donation from Minnco Credit Union
11. Resolution 2022-XXX Accepting Donation from Northwoods Electric

M. Other Communications

1. September Police Department Report
2. September Code Enforcement Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

PROCLAMATION

WHEREAS, breast cancer has the second highest mortality rate in women, and is the second most diagnosed cancer; and,

WHEREAS, every two minutes a woman is diagnosed with breast cancer, and 30% of new women's cancer diagnoses will be for breast cancer; and,

WHEREAS, 1 out of every 8 women in the United States will be diagnosed with breast cancer during her lifetime; and,

WHEREAS, by the end of December, 2022, there will be an estimated 287,850 new cases of invasive breast cancer diagnosed, and 51,400 cases of non-invasive, for a total of 339,250; and,

WHEREAS, men can also get breast cancer, and an estimated 2,710 men will be diagnosed with it in 2022; and,

WHEREAS, as of January, 2022, there were 3.8 million breast cancer survivors in the United States;

THERFORE, be it resolved that I, Jeff Johnson, Mayor of Isanti, do hereby proclaim October, 2022 as

Breast Cancer Awareness Month

in the City of Isanti, State of Minnesota, and I commend this observance to all citizens, and encourage all women and men to learn more about how this disease may affect their lives, and to take the necessary steps for early detection and prevention. I ask that during this month, we also recommit ourselves to standing by survivors and their families, and support worthy organizations working tirelessly to find a cure.

_____

Jeff Johnson
Mayor, City of Isanti
October 18, 2022

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 4, 2022 – 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, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

Others Present: George Hemen, Elizabeth Anderson, and Mike Warring

D. Public Comment
George Hemen, 323 Palomino Road SE, shared concerns about the requirement for well water testing. Council consensus is to add to future Committee of the Whole for further discussion.

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Infants Remembered in Silence (IRIS)

Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. September 20, 2022- Regular Meeting of the City Council
2. September 20, 2022- Committee of the Whole Meeting

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. CITY OFFICES CLOSED	Monday, October 10, 2022 *(In Observance of Columbus Day)*
2. Committee of the Whole	Tuesday, October 18, 2022 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 18, 2022 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 18, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Community Development Director Stephanie Hillesheim

1. Amending the Development Agreement for Fairway Greens North Phases I and II for Front Yard Setbacks
    a. **Resolution 2022-172** Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
    b. **Resolution 2022-173** Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)

CDD Hillesheim shared this is an amendment for 11 lots to reduce the front yard setback to 20 feet from 30 feet. The request is because the backyard of these lots is small and this would increase the size of the backyards for future homeowners.

Motion by Lundeen, seconded by Collison to approve resolution K.1. a. and K.1. b as presented. The motion carried unanimously.

2. **Resolution 2022-174** Approving Site Plans for a Commercial Building for Rockstad and Co.

CDD Hillesheim shared site plans for a commercial building with tenant spaces located at 108 Main Street East for Rockstad and Company. They are currently in the Dual Square Mall and looking to expand.

Motion by Lundeen to approve resolution as presented, seconded by Collison. Motion carried unanimously.

3. **Resolution 2022-175** Approving Site Plans for a Manufacturing Building for Special Tools Inc.

CDD Hillesheim shared site plans for a manufacturing building for Special Tools Inc. on one of the remaining last lots in the Industrial Park.

Motion by Lundeen to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

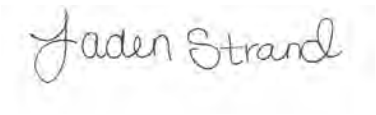
1. Third Quarter Payroll for Council/ Boards/Commissions in the Amount of $8,632.73, Payroll in the Amount of $143,061.39 and Accounts Payable in the Amount of $543,656.72
2. **Resolution 2022-176** Approving a Contract for Maintenance of the City's Outdoor Warning Sirens
3. **Resolution 2022-177** Approving Donation Box at Liquor Store
4. **Resolution 2022-178** Authorizing a Reduction in the Letter of Credit for Fairway Greens North
5. **Resolution 2022-179** Approving Resignation of Part-Time Liquor Clerk II Kristin Bennett

Motion by Lundeen, seconded by Collison to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications
None

Adjournment
A motion was made by Bergley, seconded by Collison to adjourn. Motion carried 5-0.

Meeting adjourned at 7:18 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: October 18, 2022

SUBJECT: Ordinance Amending the City Zoning Ordinance Section 15: FENCING, SCREENING, AND LANDSCAPING

Overview/Background
City staff has recently reviewed and worked on revisions of the Fencing, Screening and Landscaping ordinance to be more consistent throughout the section, clear up contradictions and clarify requirements for all zoning districts.

To amend the ordinance a public hearing was called and for public comment at the September 20, 2022 Planning Commission Meeting. The Planning Commission discussed the changes and recommended adoption of said changes as presented and reviewed by the City Attorney.

Staff Recommendation
Staff recommends recommendation of approval of the amendments to the City Zoning Ordinance Section 15.

Attachments

- Ordinance-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 445 ZONING; SECTION 2 DEFINITIONS AND SECTION 15 FENCING, SCREENING, AND LANDSCAPING

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Additions. Ordinance 445, Section 2: Definitions are hereby amended to add the following definitions in alphabetical order as previously formatted:

Chapter 445

SECTION 2: DEFINITIONS

Landscape Islands
A landscape area completely surrounded by a parking area and/or a vehicular use area.

Native Prairie Grasses
Maintained and weeded prairie, meadow or natural landscape vegetation
that does not contain noxious weed growth and that includes the cultivation of native grasses indigenous to Minnesota.

Payee
Person, business, or entity who makes an original payment of escrow or fee.

Section 2- Amendment. Ordinance 445, Section 15: Fencing, Screening, and Landscaping are hereby amended as follows:

SECTION 15: FENCING, SCREENING, AND LANDSCAPING

Subdivision 1: General Provisions.
Except as otherwise provided herein, all fences and walls within the City shall be subject to the following general provisions:

A. Permit Required.
   1. Building Permit. Prior to the construction and/or installation of a fence and/or retaining wall over four (4) feet in height, an application for a building permit shall be obtained from the City and shall specify the intended location, character, and size of such fence or wall.
   2. Zoning Permit. For all other fences and retaining walls, not meeting the requirements for a building permit, a zoning permit must be obtained prior to construction on the property.

B. Maintenance. All fences and retaining walls shall be properly maintained, so as not to become unsightly, hazardous, or constitute a nuisance. Damaged and destroyed fences and retaining walls shall be removed and replaced within thirty (30) days upon written notice from the Community Development Director or his/ her designee. All ~~fences~~ structures shall be maintained at the property owner's expense. The persons, firms, corporations, or individuals constructing or causing the construction of such ~~fence~~ structures shall be responsible for maintaining that part of the property between the ~~fence~~ structure and the property line.

C. Installation.

1. The side of any fence or wall considered to be its "face" (finished side with no structural supports) shall face either the abutting property or the street right-of-way.
2. Upon installation of the ~~fence~~ structure, no physical damage shall occur to the abutting property owner unless it has been permitted under written agreement with the adjacent property owner.

~~D. Prohibited Materials. Fences shall not be constructed from chicken wire, welded wire, snow fence, branches, or materials originally intended for other purposes. Electric fencing and metal sheeting are also prohibited materials. Barbed wire fencing is prohibited in all non-industrial districts.~~

~~E. Setbacks.~~

~~1. On corner lots or lots adjacent to railroad right-of-ways, streets or public roads, no fence shall be located in the vision clearance triangle, as shown within Section 4 of this Ordinance.~~
~~2. Privacy fences shall be setback a minimum of two (2) feet from any street right-of-way.~~
~~3. Fences shall be located on the property of the owner. All posts and framework shall be placed within the property lines of the fence owner.~~
~~4. No fence shall enclose a water shutoff valve to the interior. A 12-inch minimum separation between the fence and the water shutoff valve must be maintained.~~
~~5. No fences shall be permitted within a stormwater flow path.~~
~~6. Fences within a storm pond drainage easement must provide for the free flow of water by using a material such as chain-link or by providing a minimum ground clearance of four (4) inches.~~
~~7. Fences located within storm pond drainage easements shall be reviewed by Public Works and/or The City Engineer. *(Ord. No. 647)*~~

~~F. Retaining Walls. Retaining walls exceeding four (4) feet in height, including staged walls which cumulatively exceed four (4) feet in height, must be constructed in accordance with plans prepared by a registered engineer or landscaped architect. Building permits for construction of a retaining wall over four (4) feet are required.~~

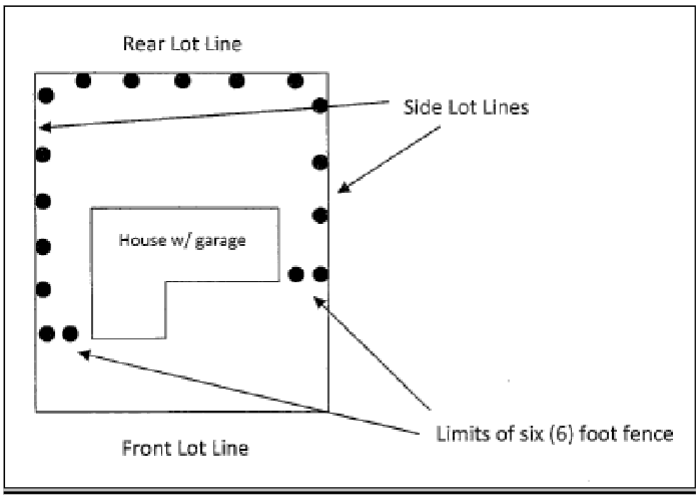
G. Property Owner Responsibility. Any ~~fence~~ structure located on the property line or within a drainage and utility easement shall be removed upon request of the City and at the expense of the property owner.

Subdivision 2: Residential Fences

The following regulations shall apply to all residential properties located within the City.

A. Maximum Height. Fences shall be no higher than three (3) feet when extended past the front corner of the home or garage of the principal structure. Fences shall be no higher than six (6) feet in the rear and side yards and shall not extend past the front corner of the principal structure. Fence height shall be measured from the finished grade level.

FIGURE 12: Fence Location



Note: Drawing has been provided to show the limitations on the location of a six (6) foot fence, in reference to the principal structure on an interior lot only. Corner lots must meet the requirements as provided within the text of this Ordinance.

B. Exceptions. The following exceptions apply to residential fences.

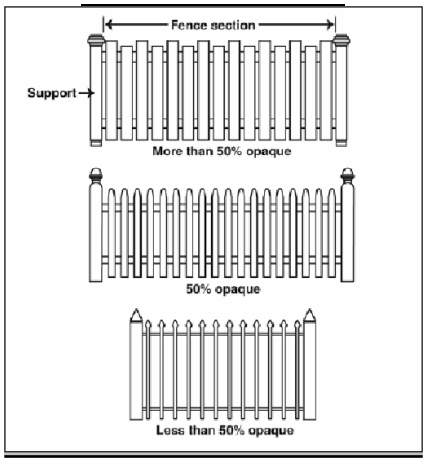
1. On corner lots, the street side setback may match the setback of the prevailing fence line of the corner lot immediately abutting such property. However, at no time shall the fence be within the right-of-way or the vision clearance triangle, as shown within Section 4 of this Ordinance. Such fence location shall be subject to approval by the Community Development Director or his / her designee. *(Ord. No. 623)*
2. On corner lots and through lots, a four (4) foot chain-link fence that is less than ten (10) percent opaque or ninety (90) percent transparent may be placed along the secondary street frontage.
3. Fences permitted past the front corner of the principal structure shall meet the height requirements as specified within this Section. Chain-link fences shall not be permitted within the front yard. A decorative fence is the only type of fence permitted past the front corner of the principal structure and shall have an opaqueness of no greater than 50%.
4. Screening fences, as required by Chapter 227, Article II of the City Code of the City of Isanti; for screening of stored recreational vehicles within the side or rear yard shall meet one of the following acceptable screening options: *(Ord. No. 608)*
    a. A fencing screen per Subdivision 4(A) of this Section and shall obscure from view at ground level any neighboring property or public street by at least 80% of the area.
    b. Installation of a planting screen. Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve 80% opaqueness year-round from view at ground level at any neighboring property or public street.
        (1) Acceptable plantings include arborvitae, upright juniper, upright yew, fountain hemlock, or other species approved by the Zoning Administrator.
        (2) Plants shall be 4'-5' in height when purchased for installation.
        (3) Plantings must be spaced within half the plants spread at maturity.

(4) Plant material centers shall not be located closer than three (3) fet from a side or rear property line or twelve (12) feet from a front property line and shall not be planted to conflict with public plantings, drainage and utility easements, sidewalks, trails, fences, parking areas, and driveways based on the judgment of the Community Development Director or his/her designee.

(5) All planting screens shall be reviewed and approved by the Community Development Director or his/her designee.

(6) Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the Community Development Director or his/her designee.

FIGURE 13: Fence Opacity



C. Prohibited Materials. Fences shall not be constructed from chicken wire, welded wire, snow fence, branches, or materials originally intended for other purposes. Electric fencing and metal sheeting are also prohibited materials. Barbed-wire fencing is prohibited in all non-industrial districts.

D. Setbacks.

a. On corner lots or lots adjacent to railroad right-of-ways, streets or public roads, no fence shall be located in the vision clearance triangle, as shown within Section 4 of this Ordinance.

b. Privacy fences shall be setback a minimum of two (2) feet from any street right-of-way.

c. Fences shall be located on the property of the owner. All posts and framework shall be placed within the property lines of the fence owner.

d. No fence shall enclose a water shutoff valve to the interior. A 12-inch minimum separation between the fence and the water shutoff valve must be maintained.

~~e.~~ Fences within a storm pond drainage easement **must provide sufficient ground clearance for the free flow of water or be made of chain-link material**. ~~by using a material such as chain-link or by providing a minimum ground clearance of four (4) inches.~~

f. Fences located within storm pond drainage easements shall be reviewed by Public Works and/or The City Engineer. *(Ord. No. 647)*

Subdivision 3: Non-Residential Fences

A. Commercial ~~and Industrial~~ properties located in the B-1, B-2, B-3, CBT-1, CBT-2 zoning districts may construct security fences up to six (6) feet in height. Fences in excess of six (6) feet shall require a conditional use permit. Properties located in the I-1 Industrial Park District may construct security fences up to ten (10) feet in height. Fences in excess of ten (10) feet shall require a conditional use permit.

B. Barbed-wire fencing is permitted in Industrial Districts only. Barbed wire security arms shall be constructed at a minimum of six (6) feet in height. The security arm shall be angled in such a manner that it does not overhang any lot lines.

C. Prohibited Materials. Fences shall not be constructed from chicken wire, welded wire, snow fence, branches, or materials originally intended for other purposes. Electric fencing and metal sheeting are also prohibited materials. Barbed-wire fencing is prohibited in all non-industrial districts.

E. Setbacks.

a. On corner lots or lots adjacent to railroad right-of-ways, streets or public roads, no fence shall be located in the vision clearance triangle, as shown within Section 4 of this Ordinance.

b. Privacy fences shall be setback a minimum of two (2) feet from any street right-of-way.

c. Fences shall be located on the property of the owner. All posts and framework shall be placed within the property lines of the fence owner.

d. No fence shall enclose a water shutoff valve to the interior. A 12-inch minimum separation between the fence and the water shutoff valve must be maintained.

~~e.~~ Fences within a storm pond drainage easement **must provide sufficient ground clearance for the free flow of water or be made of chain-link material**. ~~by using a material such as chain-link or by providing a minimum ground clearance of four (4) inches.~~

f. Fences located within storm pond drainage easements shall be reviewed by Public Works and/or The City Engineer. *(Ord. No. 647)*

Subdivision 4: Non-Residential Screening Fences and Planting Screens

All commercial and industrial uses and transitional lot areas as stipulated within this ordinance that are required to provide screening shall do so through the use of one of the following, subject to recommendation by the Planning Commission and approval by the City Council.

A. Screening Fence.

1. Screening fences on properties located in the B-1, B-2, B-3, RC, CBT-1, and CBT-2 zoning districts shall be a~~t~~ maximum of six (6) feet in height with a minimum opaqueness of 80 percent. Screening height shall be measured from the finished grade level.
2. Screening fences on properties located in the I-1 Industrial Park District shall be a maximum of ten (10) feet in height with a minimum opaqueness of 80 percent. Screening height shall be measured form the finished grade level.
3. Screening fences shall be constructed of masonry, brick, wood, chain-link or steel and shall be compatible with the principal building on the site and with the surrounding properties.
4. Screening fences or screening walls shall be setback five (5) feet from the property line.
5. If the property is not adjacent to a street right of way, screening may be placed on the

property line, providing mutual written consent has been granted by the abutting property owners and filed along with a copy of the certificate of survey to the City prior to construction.

~~6. Barbed-wire fencing is permitted in industrial districts the I-1 Industrial Park District only, and provided that the following conditions are met:~~

~~a. The fencing shall be constructed at a minimum of six (6) feet above ground level.~~

~~b. The fencing does not overhang any lot lines.~~

~~7. Screening fences or walls shall be setback five (5) feet from the property line, if a mutual written agreement has not been filed and if the property is not adjacent to a street right-of-way.~~

8. A combination of coniferous and deciduous trees may be planted to soften the appearance of the fence or wall from adjacent properties or the public street.

B. Planting Screens.

1. Planting screens shall consist of a row of alternating evergreen and deciduous trees and shrubs. The species and size shall be in accordance with Subdivision ~~5~~ 6, of this Section.
2. The trees shall be placed in such proximity as to form a screen.
3. Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the Community Development Director or his/her designee.

Subdivision 5: Retaining Walls. Retaining walls exceeding four (4) feet in height, including staged walls which cumulatively exceed four (4) feet in height, must be constructed in accordance with plans prepared by a registered engineer or landscape~~d~~ architect. Building permits for construction of a retaining wall over four (4) feet are required. Construction of retaining walls under four (4) feet in height require a zoning permit. All retaining walls must be installed according to manufacturer's specifications

A. Setbacks.

1. Retaining walls shall be setback a minimum of five (5) feet from any street right-of-way.
2. Retaining walls shall be located on the property of the owner.
3. No retaining wall shall enclose a water shutoff valve to the interior. A 12-inch minimum separation between the landscaping structure and the water shutoff valve must be maintained.
4. No retaining walls shall be permitted within a stormwater flow path or within storm pond drainage easements.

Subdivision ~~5~~ 6: Landscaping Requirements

A. Purpose. The purpose of this Subdivision is to provide specifications, ~~which~~ that will guide landscaping within residential, commercial, mixed-use, and industrial districts; will provide buffering between different and more intense land uses; will ensure that native trees and vegetation are preserved and replenished ; will aid in the stabilization of the environment's ecological balance by reducing stormwater runoff and improving surface water quality; and will enhance the overall beauty and appearance of the City.

B. General Requirements.

1. City Tree lists. The following trees may be used to meet planting and landscaping requirements. If other tree varieties are desired; they shall be approved by City Staff.

TABLE 4: Primary and Secondary Deciduous Tree List

Primary Deciduous Trees	**Common Names**
Acer freemanii	Autumn Blaze (Red Maple x Silver Maple)
Acer platonoides (various species)	Norway Maples - Cleveland, Columnar, Crimson King, Emeral Lustre, Emerald Queen, Schwedler, etc.
Acer rubrum	Red Maple
Acer saccharum	Sugar Maple or Hard Maple
Betula nigra	River Birch
Carya ovate	Shagbark Hickory
Celtis occidentalis	Hackberry
Quercus alba	Oak, White
Quercus coceinea	Scarlet Oak
Quercus macrocarpa	Oak, Bur
Tilia Americana	American Linden (aka – Basswood)
Tilia cordata	Littleleaf Linden or Greenspire Linden
Secondary Deciduous Trees	**Common Names**
Acer pseudoplatanus	Sycamore Maple
Aesculus hippocastanum	Horse Chestnut
Aesculus octandra	Yellow Buckeye
Aralia elata	Japanese Angelica Tree
Betula alleghanie	Yellow Birch
Betula lenta	Sweet or Black Birch
Carpinus betula	European Hornbeam
Carya cordiformis	Bitternut Hickory
Corylus colurna	Turkish Filbert
Catalpa speciosa	Northern Catalpa
Fagus	Beech (both North American and European)
Ginkgo biloba	Ginkgo (only male trees permitted)
Gleditsia triacanthos inermis	Honeylocust, thornless or ‘Imperial’ or ‘Skyline’
Gymnocladus dioicus	Kentucky Coffeetree
Junglans nigra	Black Walnut
Liriodendron tulipifera	Tuliptree (best grown w/ sprinkler system)
Phellodendron amurense	Amur Corktree
Quercus rubra	Red Oak
Quercus palustris	Pin Oak
Tilia x euchlora	‘Redmond’ Linden
Tilia platyphyllos	Bigleaf Linden

TABLE 5: Ornamental Tree List

Ornamentals	Common Names
Acer ginnala	Maple, Amur
Acer tataricum	Tatarian Maple (similar to Amur Maple)
Amelanchier	Serviceberry or Juneberry
Carpinus caroliniana	American Hornbeam
Cornus alternifolia	Pagoda Dogwood
Crataegus spp.	Hawthorne 'Winter King' or 'Washington'
Maackia amurensis	Amur Maackia
Malus baccata columnaris	Crabapple, Columnar Siberian
Malus (various species)	Crabapple, flowering – Varieties; Dolgo, Flame, Radiant, Red, Silver, Red Splendor
Ostrya virginiana	Ironwood (aka – American Hophornbeam)
Prunus cerasifera	'Newport' Plum, Newport
Prunus maackii	Amur Chokecherry
Prunus triloba	Plum, flowering or Rose Tree of China
Prunus virginiana	'Schubert' Chokecherry, Schubert's
Syringa reticulate	Japenese Tree Lilac

TABLE 6: Coniferous Tree List

Conifers	Common Names
Abies balsamea	Fir, Balsam
Abies concolor	Fir, Concolor
Larix laricina	Tamarack
Picea abies	Spruce, Norway
Picea glauca	Spruce, White
Picea glauca densata	Spruce, Black Hills
Picea pungens	Spruce, Colorado Green
Picea pungens	'Glauca' Spruce, Colorado Blue
Pinus nigra	Pine, Austrian
Pinus ponderosa	Pine, Ponderosa (may not be hardy)
Pinus resinosa	Pine, Norway (aka – Red Pine)
Pinus strobes	Pine, White
Pinus sylvestris	Pine, Scotch
Pseudotsuga menziesii	Fir, Douglas
Thuja occidentalis	Arborvitae
Thuja occidentalis	'Techny' Techny Arborvitae

TABLE 7: Permitted Trees Not Meeting Landscaping Requirements

Allowed – but not used to meet requirements	
Acer saccaharinum	'Silver Queen' Maple, (still weak limbs/large roots)
Aesculus glabra	Ohio Buckeye (questionable – mildew, blight, leaf scorch all of which may disfigure)
Betula papyrifera	Birch, Paper (questionable – birch borer –

	understory)
Elaeagnus angustifolia	Russian Olive
Morus (Rubra and Alba)	Red and White Mulberry
Populus tremuloides	Quaking Aspen
Quercus bicolor	Oak, Bicolor (recategorized because it prefers clay soil)
Robinia pseudoacacia	Black Locust
Salix	Willow
Ulmus Americana	American Elm (recategorized – Dutch Elm Disease)
Rhus	Sumac

TABLE 8: Prohibited Trees

Not allowed to be planted within the City	
Acer negundo	Boxelder
Betula pendula	'Dalecarlica' Birch (aka – cut leaf weeping)
Rhamnus	Buckthorn
Ulmus pumila	Siberian Elm
Populus	Poplar
Populus deltoids	Cottonwood

~~2. All properties shall provide one (1) tree per fifty (50) feet of lot frontage, or fraction thereof.~~

~~3. Deciduous trees shall be two and one-half (2.5) inches in diameter and Coniferous/Evergreen tress shall be six (6) feet in height above the root ball at the time of installation.~~

~~4. All trees shall be measured according to American Standards for Nursery Stock.~~

~~5. No more than fifty (50) percent of the required trees provide on the property may be of the same species.~~

6. Underground sprinkler systems.
   a. 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.
   b. Single-family and two-family dwellings as well as additions to existing structures, in which the addition will not exceed the floor area of the existing structure, are exempt from this provision.
   c. On all lots, the City may permit alternative landscaping options, which may not require an irrigation system. Such alternative options shall be reviewed by the Planning Commission. Alternative landscape options include, but are not limited to, rock gardens, native prairie grass, and rain gardens.
7. Tree Preservation Requirements.
   a. A reasonable attempt shall be made to preserve as many existing trees as practicable on a property.
   b. Existing trees identified to be preserved shall be protected by orange snow fencing. The fencing shall be installed at the dripline and shall remain in

place throughout the construction process, from excavation to the completion of the landscaping.

c. No construction materials or equipment shall be located within the fenced area. Grade changes within the fenced area are prohibited. Soil compaction in the critical root zone or damage to trunks or limbs shall be avoided.

d. Should the property owner, developer, or homeowner fail to install or maintain tree protection fencing; existing trees located on the property shall not be counted towards the landscaping requirements.

C. Residential Requirements. In addition to the general requirements noted, properties located within residential districts, shall be subject to the following regulations.

~~1.~~ Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots. ~~All disturbed areas that are not planned to receive an impervious surface shall be graded and finished with a minimum layer of four (4) inches of Premium Topsoil that is screened, pulverized and in compliance with the requirements as defined by MNDOT specifications Section.~~

~~a. The topsoil shall be hauled from a pre-approved source certified by the Minnesota Department of Transportation or the material shall be tested by an independent laboratory hired by the applicant. Any material tested that is not within MNDOT standards will be considered not in compliance and rejected from use within the City limits.~~

~~b. A certificate or written verification shall be provided to the Building Official, which includes the name of the certified site in which the soil was purchased, the type of soil, and the purchase date.~~

~~c. No credit will be given for soil thickness associated with the soil attached to the root zone of sod rolls. Any area receiving sod shall be graded with four (4) inches of premium topsoil before the sod is placed.~~

2. 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.~~

3. Tree Requirements. The following quantity and type of trees are required, unless otherwise set forth in the development agreement or conditions thereof for the coinciding Planned Unit Development.

a. All residential properties shall provide a minimum of two (2) trees.

~~b. Residential lots exceeding 8,000 square feet in area shall provide a minimum of three (3) trees upon the property. Corner lots and lots exceeding 12,000 square feet in area shall provide a minimum of four (4) trees.~~

~~c. When calculating the number of required trees, whether based upon lot area or lot frontage, the greater of the two shall be provided.~~

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.

e. Deciduous trees shall be two and one half (2.5) inches in diameter at the trunk and Coniferous/Evergreen trees shall be six (6) feet in heigh above the root

ball at the time of installation.

4. Tree Location.
   a. Each tree shall be planted a minimum of five (5) feet from the public right-of-way.
   b. Trees should be planted in the front of the primary structure. If more than two trees are planted the majority of trees shall be planted in front of the primary structure. For corner lots, trees may be planted along the secondary street frontage.

~~5. Tree Substitutions.~~
   ~~a. Conifers and deciduous trees found on the City's Secondary Tree list may be substituted for a Primary Tree at a ratio of 3:2.~~
   ~~b. If smaller trees are utilized, one and one-half (1.5) inch Primary Trees may be substituted at a ratio of 2:1 for full-sized trees.~~
   c. ~~Secondary or Ornamental trees, one and one-half (1.5) inches in diameter or four (4) foot tall conifer trees may be substituted at a ratio of 3:1 for required full-sized Primary trees.~~

6. Maintenance of Landscaping.
   a. The owner or tenant shall be responsible for the maintenance of landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris.
   b. Trees and ground cover that are required by this Ordinance or by an approved site or landscape plan and which have died or have been removed 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.

7. Decorative Landscaping. This includes flower beds, rock gardens and any planting(s) or structures other than established turf.
   a. Any planting or decorative items placed in any right of way and/or easement is the reasonability of the property owner to maintain.
   b. The City will not be held liable for any damage to any planting or decorative items placed in any right of way and/or easement. All costs associated with any damage or loss of such decorative landscaping shall be the responsibility of the property owner.
   c. The City may require the property owner to move landscaping due to unforeseen circumstances, If City must remove landscaping the property owner will incur all associated costs.
   d. Natural prairie grass must follow the recommendations listed on the MN Board of Water and Soil Resources website for Pollinator Lawns and must be approved by City staff prior to planting.

D. Non-Residential Requirements. In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations.

1. 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, professional hydro-seeding, 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.

2. Parking Lot Landscaping.
   ~~a.~~ All parking lots containing over fifty (50) stalls shall be designed to incorporate unpaved, landscape islands in number and dimension as

required by the City. ~~All landscape islands shall contain a minimum of 180 square feet.~~

b. Islands, which are necessary to promote the safe and efficient flow of traffic shall be in addition to those required for parking lots with over fifty (50) stalls and shall be required by the City when warranted.

c. Parking lot landscape areas, including landscape islands, shall be reasonably distributed throughout the parking lot area so as to break-up expanses of paved areas.

d. Parking lot landscape areas shall be provided with deciduous shade trees, ornamental trees, evergreen trees, ground cover, mulch and/or shrubbery as determined appropriate by the City Council. Parking lot landscaping shall be contained in planting beds bordered by raised concrete curbs. Alternative landscape options may include, but are not limited to natural prairie grass or rain gardens.

3. 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.

4. Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

5. 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.~~

6. 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. Deciduous trees shall be two and one halve (2.5) inches in diameter at the trunk and Coniferous/Evergreen trees shall be six (6) feet in height above the root ball at the time of installation.

e. 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.

E. Escrow Requirements.

1. The City of Isanti requires all required landscaping as defined in this ordinance to be completed prior to the issuance of a Certificate of Occupancy. If a Certificate of Occupancy is requested prior to completion of required landscaping, a landscape escrow in the amount adopted per the City fee schedule is required.
2. The City will deposit the money into an escrow account and hold until such time that work is completed, or 6 months, whichever comes first.
3. The escrow account is established through a receipt of escrow in which the aforementioned terms are stated and acknowledged by the payor.
4. Upon completion of the required work, the payor is required to contact the City to schedule required inspections. Once the City has approved the topsoil and the trees/yard inspections, the Finance Department is notified to release the escrow back to the party that posted it originally.
5. Upon failure to comply to landscape requirements within 6 months of receipt of the escrow payment, the City will complete landscaping as required using escrow funds. Any expenses inquired to complete the required topsoil, trees, and turf over and above the withheld escrow will be the responsibility of the escrow account holder and billed accordingly

Section 3- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 18th day of October 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 9-29-2022
Reading Date: 10-18-2022
Publication Date: 10-27-2022
Effective Date: 10-27-2022

A Community For Generations.

Isanti

Request for City Council Action

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

From: Stephanie Hillesheim, Community Development Director

Date: October 18, 2022

Subject: Resolution 2022-XXX Acceptance of MN DNR Outdoor Recreation Grant

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Background:

The DNR Outdoor Recreation Grant is an annual grant awarded to local units of government to cover up to 50% of costs associated with projects that continue development of local parks and recreation areas. Staff has completed an application to apply for the 2023 program with maximum award funding of $300,000 that would support the addition of amenities in Bluebird Park. We received confirmation that the City of Isanti was approved for an award of $300,000 in late summer and funds must be expended by December 31, 2022.

The grant application includes features that would have a total project cost of $736,000, with the $300,000 covered through the grant funding. The remaining project costs would include $436,000 allocated for restrooms and the splash pad with $218,000 budgeted in the CIP and $218,000 budgeted from Park Dedication funds.

Request:

Staff is requesting approval to accept the grant funds and enter into the MN DNR State of Minnesota Grant Contract Agreement for this park project.

Attachment:

- Resolution 2022-XXX

RESOLUTION 2022-XXX

ACCEPTANCE OF MN DNR OUTDOOR RECREATION GRANT

WHEREAS, per Resolution 2022-053 Staff was approved to apply for the MN DNR Outdoor Recreation Grant for improvements to Bluebird Park including a splash pad and restrooms; and

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

WHEREAS, the City of Isanti has received grant funding in the amount of $300,000, the maximum amount awarded through this program; and,

WHEREAS, the awarded funding must be used to help construct a splash pad with seating, restrooms, intergenerational fitness equipment, pollinator gardens and paved accessible paths;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby accept $300,000 in grant funds from the MN DNR Outdoor Recreation Program administered under the Land and Water Conservation Fund Act of 1965.

This Resolution hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and City of Isanti, Unique Entity ID: JM6AQ71NK7J5,110 1st Ave NW, Isanti, MN 55040 ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.026, the Commissioner of Natural Resources is authorized to enter into contractual agreements with any public or private entity for the provision of statutorily prescribed natural resources services by the department.

2. Pursuant to Minn. Stat. 84.0264, the state is empowered to receive and administer grants under the Land and Water Conservation Fund grant program authorized by Congress in the Land and Water Conservation Fund Act of 1965, as amended, and the Local Grants program authorized by the State of Minnesota. Fifty percent of the funds granted under subdivision 1 shall be distributed for projects to be acquired, developed, and maintained by local units of government, providing that any project approved is consistent with a statewide or a county or regional recreational plan and compatible with the statewide recreational plan. All money received by the commissioner for local units of government is appropriated annually to carry out the purposes for which the funds are received.

3. Under the Land and Water Conservation Fund, National Park Service, CFDA No. 15.916, Grant No. P22AP01788-00, the state received a federal award on September 25, 2022 for 27-01467 City of Isanti - Bluebird Park Splash Pad. This project is not a research and development project.

4. The Grantee has made application to the State for a portion of the allocation for the purpose of conducting the project entitled Bluebird Park.

5. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat.16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 ***Effective date***

October 1, 2022, Notwithstanding Minnesota Statues, section 16A.41, the Commissioner may make payments for otherwise eligible grant-program expenditures that are made on or after the effective date of the appropriation. No payments will be made to the Grantee until this grant contract is fully executed.

1.2 ***Expiration date***

December 31, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 ***Survival of Terms***

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue, 15. Data Disclosure, 24. Land Retention

and Deed Restriction and 25. Resource Management and Protection.

2 Grantee's Duties

The Grantee, who is not a state employee, will:
Comply with required grants management policies and procedures set forth through Minn. Stat.16B.97 Subd. 4 (a) (1) and comply with Attachment A, Project Budget, which is incorporated and made a part of this contract.

The Grantee agrees to complete the project in accordance with the approved budget to the extent practicable and within the project period specified in the grant contract. Any material change in the scope of the project, budget or completion date shall require prior written approval by the State.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 ***Consideration***

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid for all services performed pursuant to this grant contract not to exceed $300,00.00.

(b) Matching Requirement

Grantee certifies that the following matching requirement for the Grant will be met by Grantee. The Grantee agrees to provide a nonstate match of a least $436,000.00. The total project cost is $736,000.00.

(c) Total Obligation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed $300,000.00.

(d) Indirect Cost Rate

Federal indirect costs are not eligible for reimbursement in the State's federal award or this sub-award agreement.

4.2 ***Payment***

(a) Reimbursement Requests

The State will promptly pay the Grantee after the Grantee presents a payment request and required expenditure documentation for the services actually performed and the State's Authorized Representative accepts the documentation. Invoices must be submitted timely and according to the following schedule: Upon completion of services or up to four requests during the contract period. A final reimbursement of no more than 10% may be withheld until final completion of services.

(b) Federal funds

Payments under this grant contract will be made from federal funds obtained by the State through the National Park Service of the United States Department of Interior, Land and Water Conservation Fund, 15.916, Act of 1965 as amended thereto. If at any time such funds become unavailable, this Grant Contract shall be terminated immediately upon written notice of such fact

by the State to the Grantee. In the event of such termination, Grantee shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 ***Contracting and Bidding Requirements***

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of $25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN or by the Federal Government: http://www.mmd.admin.state.mn.us/debarredreport.asp

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives

The State's Authorized Representative is Mai Neng Moua, Grants Specialist Coordinator, Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155, mai.n.moua@state.mn.us, 651.259.5638 or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Stephanie Hillesheim, Community Development Director, City of Isanti, 110 1st Avenue Northwest, Isanti, MN 55040, SHillesheim@cityofisanti.us, 763.762.5761 or her successor, and has the authority to accept the services provided under this grant contract agreement. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 ***Assignment***

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 ***Amendments***

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 ***Waiver***

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 ***Grant Contract Agreement Complete***

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend $750,000 or more of Federal awards in a fiscal year must have a single audit according to the new OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is $750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property Rights

10.1 ***Government Data Practices***

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

10.2 ***Intellectual Property Rights***

The State owns any intellectual property developed with these funds.

The federal awarding agency may receive royalty-free, non-exclusive and an irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so as noted in 2 CFR 200.315.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 ***Publicity***

Any publicity regarding the subject matter of this grant contract agreement must identify the State as

the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 ***Signage***

Any site funded by this grant contract shall display a sign at a prominent location at the entrance to the site and in a form approved by the State that acknowledges funding through this grant.

12.3 ***Endorsement***

The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of 2 CFR 200.315.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 ***Termination by the State***

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 ***Termination for Cause***

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Affirmative Action and Non-Discrimination

(a) The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified (Minn. Stat. 363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

(b) The grantee must not discriminate against any employee or applicant for employment because of

physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, (Minnesota Rules, part 5000.3500).

(c) The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

17 Americans with Disabilities Act and Final Guidelines for Outdoor Developed Areas

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines. The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design. The Grantee shall construct, operate, and maintain all facilities and programs in compliance with all state and federal accessibility laws, regulations, and guidelines including the Final Guidelines for Outdoor Developed Areas. Information on compliance with the Americans with Disabilities Act is available at U.S. Access Board.

18 Reporting

The Grantee shall submit a progress report, in a form prescribed by the State, by January 1 of each year during the term of this grant contract. A final report must be submitted with the request for final reimbursement. Forms will be provided by the State.

19 Inspections

The State's authorized representatives shall be allowed, at any time, to conduct periodic site visits and inspections to ensure work progress in accordance with this grant contract, including a final inspection upon project completion. Following closure of the project, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

20 Conflict of Interest

It is the policy of the State to work to deliberately avoid actual and potential conflict of interests related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

21.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

21.2 Where the prospective lower tier participant is unable to certify to any of the statements in this

certification, such prospective participant shall attach an explanation to this agreement.

22 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;

b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.

d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

e) Any other applicable non-discrimination law(s).

23 Minnesota Historical Sites Act and Minnesota Field Archaeology Act

For projects involving land acquisition and/or construction, the State Historic Preservation Office must review the project to determine if the site is a potential location for historical or archeological findings. If the State Historic Preservation Office determines that a survey is required, the survey would need to be completed prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

24 Land Retention and Deed Restriction

24.1 Land Retention

Any lands acquired or developed with assistance from the Outdoor Recreation grant program must be retained solely for public outdoor recreation use. The lands subject to this contract are shown in Attachment B – Boundary Map which is attached and incorporated into this contract. No other use can be made of these lands without prior written approval of the State and the Secretary of Interior. The State will consider requests to convert these lands to other uses only if all practical alternatives have been evaluated and rejected on a sound basis and replacement lands of equal or greater fair market value and reasonably equivalent usefulness are acquired and dedicated to public outdoor recreation use.

24.2 Deed Restriction

The Grantee shall have the following condition recorded with the deed to all lands within the park as described in Attachment B – Boundary Map and submit an attested copy of the deed and the condition to the State:

In order to comply with the Department of Natural Resources Outdoor Recreation Project Contract LW27-01467, the City of Isanti does hereby impose the following restrictions on the property described

in Attachment B to that contract:

1. The property shall be permanently managed and maintained for public outdoor recreation use.

2. The property has been acquired and/or developed with Land and Water Conservation Fund assistance and that it cannot be converted to other than public outdoor recreation use without the written approval of the State acting through its Commissioner of Natural Resources and the Secretary of the Interior.

25 Resource Management and Protection

The Grantee shall protect, manage and maintain, or cause to maintain, the property acquired and/or developed pursuant to this grant contract. Properties shall be kept reasonably safe for public use, if applicable. All state and federal accessibility laws, regulations and standards shall be adhered to. Vegetation management and similar safeguards and supervision shall be provided to the extent feasible. Buildings, roads, trails and other structures and improvements, if any, shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration.

The Grantee shall keep the facility open to the general public at reasonable hours and at times of the year consistent with the purpose and type of use of the property and appropriate management and protection of natural resources.

26 Invasive Species Prevention

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this contract by reference. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by Grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The Grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the Grantee or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

27 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minn. Stat. 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: Link to December 2014 version.

28 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance

must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

28 Program Requirements

The grantee will comply with the provisions of the Land and Water Conservation Fund Act of 1965 (78 Stat. 897), and Attachment C, Federal Land and Water Conservation Fund Program General and Special Provisions, attached and incorporated into this contract.

29 General and Special Provisions

1. **Department of Interior Standard (DOI) Terms and Conditions**. DOI Standard Terms and Conditions apply and are located at https://www.doi.gov/grants/doi-standard-terms-and-conditions (version effective December 19, 2019-revised June 19, 2020), except the provision related to the Davis-Bacon Act in Section VII.

2. **2 C.F.R. §200.92 Subaward; 200.101 Applicability; and 200.331 Subrecipients and contractor determinations**. Requirements for passthrough entities applies.

3. **Lobbying Prohibition**. 18 U.S.C. § 1913, Lobbying with Appropriated Moneys, as amended by Public Law 107–273, Nov. 2, 2002 Violations of this section shall constitute violations of section 1352(a) of title 31. In addition, the related restrictions on the use of appropriated funds found in Div. F, § 402 of the Omnibus Appropriations Act of 2008 (P.L. 110–161) also apply.

4. **Byrd Anti-Lobbying Amendment Certification and Disclosure: (If applicable – For Grants over $100,000)**
   a. The Grantee certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352
   b. The Grantee shall comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Vol. 55, No. 38, February 26, 1990, and any permanent rules that are adopted in place of the Interim Final Rule. The Interim Final Rule requires the Grantee to certify as to their lobbying activity. Further definition of lobbying can be found in 2 CFR 200.450.
   c. If the Grantee engages in lobbying activities with non-Federal funds that takes place in connection with obtaining any Federal award, they will promptly inform the authorized representative, and complete any certifications the authorized representative requires.

5. **Whistleblower Protection Rights**
   41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

   (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

   (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

6. **Ensuring the future is made in all of America by all of America's Work**s per **E.O. 14005**. Per Executive Order 14005, entitled "Ensuring the Future Is Made in All of America by All of America's Workers," the Recipient shall maximize the use of goods, products, and materials produced in, and services offered in, the United States, and whenever possible, procure goods, products, materials, and services from sources that will help American businesses compete in strategic industries and help America's workers thrive.

7. **Build America, Buy America.** Note: This term effective as of January 13, 2023. For more information on DOI's approved waiver, see: https://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers.

   As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. The requirements of this section must be included in all subawards, including all contracts and purchase orders for work or products under this program. Recipients of an award of Federal financial assistance are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

   1. all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

   2. all manufactured products used in the project are produced in the United States —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

   3. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

   The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

   For further information on the Buy America preference, please visit https://www.doi.gov/grants/BuyAmerica. Additional information can also be found at the White House Made in America Office website: https://www.whitehouse.gov/omb/management/made-in-america.

Waivers

When necessary, recipients may apply for, and the Department of the Interior (DOI) may grant, a waiver from these requirements, subject to review by the Made in America Office. The DOI may waive the application of the domestic content procurement preference in any case in which it is determined that one of the below circumstances applies:

1. Non-availability Waiver: the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality;

2. Unreasonable Cost Waiver: the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent; or

3. Public Interest Waiver: applying the domestic content procurement preference would be inconsistent with the public interest.

There may be instances where an award qualifies, in whole or in part, for an existing DOI general applicability waiver as described at: https://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers.

If the specific financial assistance agreement, infrastructure project, or non-domestic materials meets the criteria of an existing general applicability waiver within the limitations defined within the waiver, the recipient is not required to request a separate waiver for non-domestic materials. If a general applicability waiver does not already apply, and a recipient believes that one of the above circumstances applies to an award, a request to waive the application of the domestic content procurement preference may be submitted to the financial assistance awarding officer in writing. Waiver requests shall include the below information. The waiver shall not include any Privacy Act information, sensitive data, or proprietary information within their waiver request. Waiver requests will be posted to https://www.doi.gov/grants/buyamerica and are subject to public comment periods of no less than 15 days. Waiver requests will also be reviewed by the Made in America Office.

1. Type of waiver requested (non-availability, unreasonable cost, or public interest)

2. Requesting entity and Unique Entity Identifier (UEI) submitting the request.

3. Department of Interior Bureau or Office who issued the award.

4. Federal financial assistance listing name and number (reference block 2 on DOI Notice of Award)

5. Financial assistance title of project (reference block 8 on DOI Notice of Award).

6. Federal Award Identification Number (FAIN).

7. Federal funding amount (reference block 11.m. on DO Notice of Award).

8. Total cost of Infrastructure expenditures (includes federal and non-federal funds to the extent known).

9. Infrastructure project description(s) and location(s) (to the extent known).

10. List of iron or steel item(s), manufactured goods, and construction material(s) the recipient seeks to waive from Buy America requirements. Include the name, cost, countries of origin (if known), and relevant PSC or NAICS code for each.

11. A certification that the recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with the prime contractor.

12. A statement of waiver justification, including a description of efforts made (e.g., market research, industry outreach) by the recipient, in an attempt to avoid the need for a waiver. Such a justification may cite, if applicable, the absence of any Buy America-compliant bids received in response to a solicitation.

13. Anticipated impact if no waiver is issued. Approved waivers will be posted at https://www.doi.gov/grants/BuyAmerica/ApprovedWaivers; recipients requesting a waiver will be notified of their waiver request determination by an awarding officer.

Questions pertaining to waivers should be directed to the financial assistance awarding officer.

Definitions
"Construction materials" includes an article, material, or supply that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

"Construction Materials" does not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

"Domestic content procurement preference'' means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

"Infrastructure" includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

''Project'' means the construction, alteration, maintenance, or repair of infrastructure in the United States

8. **Minority Business Enterprise Development**. Pursuant to Executive Order 12432 it is national policy to award a fair share of contracts to small and minority firms. NPS is strongly committed to the objectives of this policy and encourages all recipients of its Cooperative

Agreements to take affirmative steps to ensure such fairness by ensuring procurement procedures are carried out in accordance with the Executive Order.

9. **Program Income.** If the Grantee earns program income, as defined in 2 CFR § 200.80, during the period of performance of this agreement, to the extent available the Grantee must disburse funds available from program income, and interest earned on such funds, before requesting additional cash payments *(2 CFR § 200.305 (5)).* As allowed under 2 CFR § 200.307, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purposes, and under the conditions of, the Federal award. Disposition of program income remaining after the end of the period of performance shall be negotiated as part of the agreement closeout process.

10. **Rights in Data.** The Grantee must grant the United States of America a royalty–free, non–exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the Recipient, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.

11. Conflict of Interest

(a) Applicability

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR §200.318 apply.

(b) Requirements

(1) Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.

(2) In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.

(3) No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

(c) Notification. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass- through entity in accordance with 2 CFR § 200.112, Conflicts of interest.

(d) Grantees must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients. Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC § 1352.

(e) Review Procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(f) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR § 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed:_____

Date:_____

SWIFT Contract/PO No(s)._____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

3. STATE AGENCY

By:_____
(with delegated authority)

Title:_____

Date:_____

Distribution:
Agency
Grantee
State's Authorized Representative

Attachment A - Project Narrative and Budget Detail

Recipient: City of Isanti

Park Name: Bluebird Park

Project Number: LW27-01467

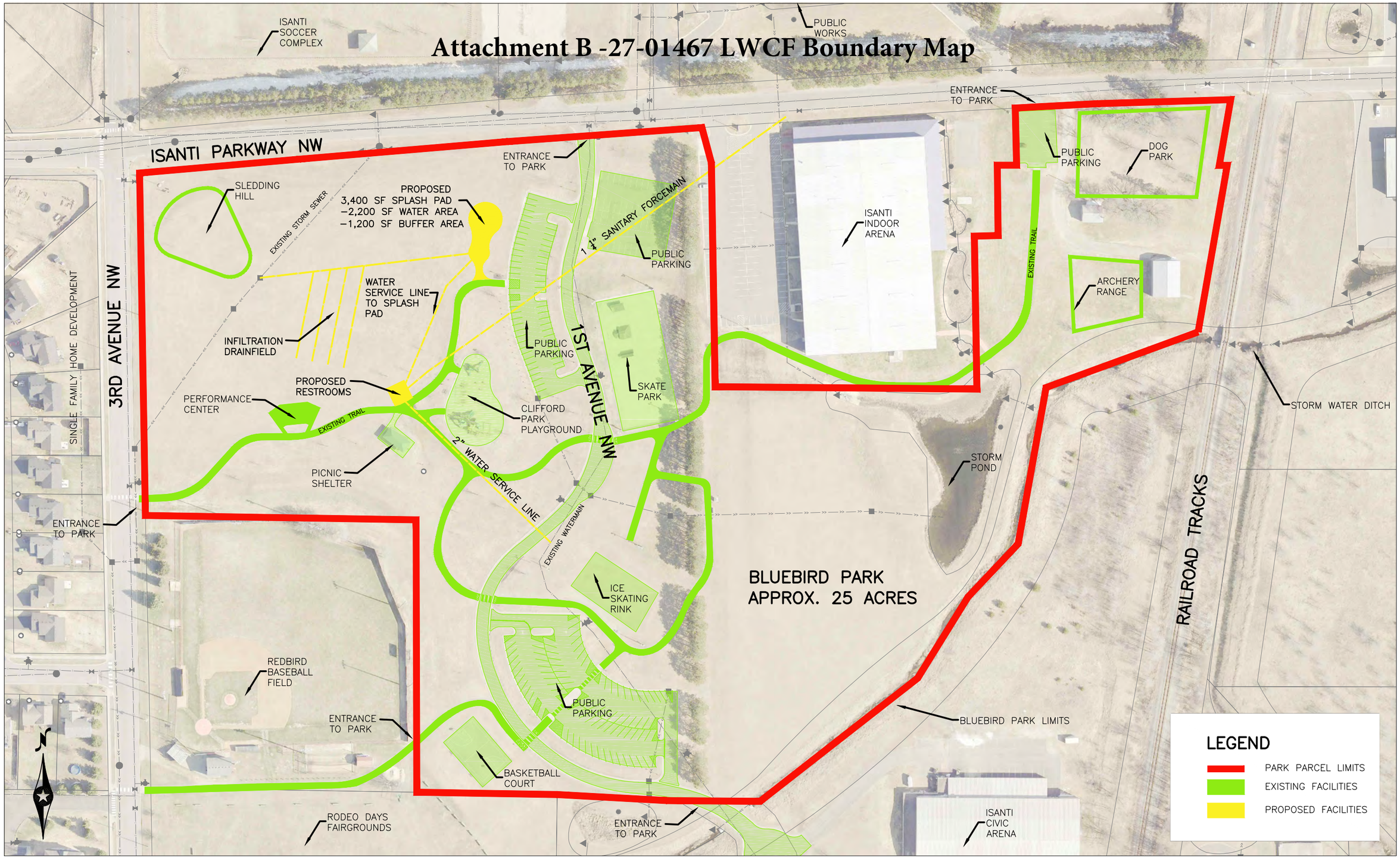
LWCF Amount:	$300,000
Local Match:	$436,000
Total Project Cost:	$736,000

Project Scope:

The City of Isanti will construct a splash pad with seating, restrooms, intergenerational fitness equipment, pollinator gardens, and paved accessible paths.

Project Components	**Estimated Total Cost**
Outdoor splash pad (3000 sq. ft. with seating and shade options)	$400,000
Outdoor restroom (six stall plumbed facility)	$298,000
Pollinator Garden (with information signage)	$3,000
ADA Path Connections (for basketball courts and ice skating rink)	$2,000
Fitness Trail	$33,000
Total Cost	$736,000

Attachment B -27-01467 LWCF Boundary Map



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H:\ISAN\OR1126218\Splash Pad\20220224 126218 Splashpad BSE.dwg 2/28/2022 11:59:51 AM

0 70 140
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	NO.	ISSUED FOR	DATE
JWC	1	DNR	2/22/22
DRAWN JWC			
CHECKED JWC			
CLIENT PROJ. NO. OR1.126218			

ISANTI, MN
RECREATION SITE PLAN CONCEPT
BLUEBIRD PARK
SPLASH PAD & RESTROOM IMPROVEMENTS

FIGURE 1

ATTACHMENT C
LWCF GENERAL PROVISIONS

Part I – Definitions

A. The term "NPS" as used herein means the National Park Service, United States Department of the Interior (DOI).

B. The term "Director" as used herein means the Director of the National Park Service, or any representative lawfully delegated the authority to act for such Director.

C. The term "Secretary" as used herein means the Secretary of the Interior, or any representative lawfully delegated the authority to act for such Secretary.

D. The term "State" as used herein means the State, Territory, or District of Columbia that is a party to the grant agreement to which these general provisions are attached, and, when applicable, the political subdivision or other public agency to which funds are to be subawarded pursuant to this agreement. Wherever a term, condition, obligation, or requirement refers to the State, such term, condition, obligation, or requirement shall also apply to the political subdivision or public agency, except where it is clear from the nature of the term, condition, obligation, or requirement that it applies solely to the State. For purposes of these provisions, the terms "State," "grantee," and "recipient" are deemed synonymous.

E. The term “Land and Water Conservation Fund” or “LWCF” as used herein means the Financial Assistance to States section of the LWCF Act (Public Law 88-578, 78 Stat 897, codified at 54 U.S.C. § 2003), which is administered by the NPS.

F. The term "Manual" as used herein means the Land and Water Conservation Fund State Assistance Program Manual, Volume 71 (March 11, 2021).

G. The term "project" as used herein refers to an LWCF grant, which is subject to the grant agreement and/or its subsequent amendments.

Part II - Continuing Assurances

The parties to the grant agreement specifically recognize that accepting LWCF assistance for the project creates an obligation to maintain the property described in the agreement and supporting application documentation consistent with the LWCF Act and the following requirements.

Further, it is the acknowledged intent of the parties hereto that recipients of LWCF assistance will use the monies granted hereunder for the purposes of this program, and that assistance granted from the LWCF will result in a net increase, commensurate at least with the Federal cost-share, in a participant's outdoor recreation.

It is intended by both parties hereto that the LWCF assistance will be added to, rather than replace or be substituted for, the State and/or local outdoor recreation funds.

A. The State agrees, as the recipient of the LWCF assistance, that it will meet these LWCF General Provisions, and the terms and provisions as contained or referenced in, or attached to, the NPS grant agreement and that it will further impose these terms and provisions upon any political subdivision or public agency to which funds are subawarded pursuant to the grant agreement. The State also agrees that it shall be responsible for compliance with the terms and provisions of the agreement by such a political subdivision or public agency and that failure by such political subdivision or public agency to so comply shall be deemed a failure by the State to comply.

B. The State agrees that the property described in the grant agreement and depicted on the signed and dated project boundary map made part of that agreement is being acquired or developed with LWCF assistance, or is integral to such acquisition or development, and that, without the approval of the Secretary, it shall not be converted to other than public outdoor recreation use but shall be maintained in public outdoor recreation in perpetuity or for the term of the lease in the case of property leased from a federal agency. The Secretary shall approve such a conversion only if it is found to be in accord with the then existing statewide comprehensive outdoor recreation plan and only upon such conditions deemed necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location (54 U.S.C. 200305(f)(3)). The LWCF post-completion compliance regulations at 36 C.F.R. Part 59 provide further requirements. The replacement land then becomes subject to LWCF protection. The approval of a conversion shall be at the sole discretion of the Secretary, or her/his designee.

   Prior to the completion of this project, the State and the Director may mutually agree to alter the area described in the grant agreement and depicted in the signed and dated project boundary map to provide the most satisfactory public outdoor recreation unit, except that acquired parcels are afforded LWCF protection as soon as reimbursement is provided.

   In the event the NPS provides LWCF assistance for the acquisition and/or development of property with full knowledge that the project is subject to reversionary rights and outstanding interests, conversion of said property to other than public outdoor recreation use as a result of such right or interest being exercised will occur. In receipt of this approval, the State agrees to notify the NPS of the potential conversion as soon as possible and to seek approval of replacement property in accord with the conditions set forth in these provisions and the program regulations. The provisions of this paragraph are also applicable to: leased properties developed with LWCF assistance where such lease is terminated prior to its full term due to the existence of provisions in such lease known and agreed to by the NPS; and properties subject to other outstanding rights and interests that may result in a conversion when known and agreed to by the NPS.

C. The State agrees that the benefit to be derived by the United States from the full compliance by the State with the terms of this agreement is the preservation, protection, and the net increase in the quality and quantity of public outdoor recreation facilities and resources that are available to the people of the State and of the United States, and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the United States by way of assistance under the terms of this agreement. The State agrees that payment by the State to the United States of an amount equal to the amount of assistance extended

under this agreement by the United States would be inadequate compensation to the United States for any breach by the State of this agreement.

The State further agrees, therefore, that the appropriate remedy in the event of a breach by the State of this agreement shall be the specific performance of this agreement or the submission and approval of a conversion request as described in Part II.B above.

D. The State agrees to comply with the policies and procedures set forth in the Manual. Provisions of said Manual are incorporated into and made a part of the grant agreement.

E. The State agrees that the property and facilities described in the grant agreement shall be operated and maintained as prescribed by Manual requirements and published post-completion compliance regulations (36 C.F.R Part 59).

F. The State agrees that a notice of the grant agreement shall be recorded in the public property records (e.g., registry of deeds or similar) of the jurisdiction in which the property is located, to the effect that the property described and shown in the scope of the grant agreement and the signed and dated project boundary map made part of that agreement, has been acquired or developed with LWCF assistance and that it cannot be converted to other than public outdoor recreation use without the written approval of the Secretary as described in Part II.B above.

G. Nondiscrimination

1. By signing the LWCF agreement, the State certifies that it will comply with all Federal laws relating to nondiscrimination as outlined in Section V of the Department of the Interior Standard Award Terms and Conditions.

2. The State shall not discriminate against any person on the basis of residence, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence, as set forth in 54 U.S.C. § 200305(i) and the Manual.

Part III - Project Assurances

A. Project Application

1. The Application for Federal Assistance bearing the same project number as the Grant Agreement and associated documents is by this reference made a part of the agreement.

2. The State possesses legal authority to apply for the grant, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed authorizing the filing of the application, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative of the State to act in connection with the application and to provide such additional information as may be required.

3. The State has the capability to finance the non-Federal share of the costs for the project. Sufficient funds will be available to assure effective operation and maintenance of the facilities acquired or developed by the project.

B. Project Execution

1. The State shall transfer to the project sponsor identified in the Application for Federal Assistance all funds granted hereunder except those reimbursed to the State to cover eligible expenses derived from a current approved negotiated indirect cost rate agreement.

2. The State will cause work on the project to start within a reasonable time after receipt of notification that funds have been approved and assure that the project will be implemented to completion with reasonable diligence.

3. The State shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.

4. The State will provide for and maintain competent and adequate architectural/engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the NPS may require.

5. In the event the project cannot be completed in accordance with the plans and specifications for the project, the State shall bring the project to a point of recreational usefulness agreed upon by the State and the Director or her/his designee in accord with Section III.C below.

6. As referenced in the DOI Standard Terms and Conditions, the State will ensure the project's compliance with applicable federal laws and their implementing regulations, including: the Architectural Barriers Act of 1968 (P.L. 90-480) and DOI's Section 504 Regulations (43 CFR Part 17); the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and applicable regulations; and the Flood Disaster Protection Act of 1973 (P.L. 93-234).

7. The State will comply with the provisions of: Executive Order (EO) 11988, relating to evaluation of flood hazards; EO 11288, relating to the prevention, control, and abatement or water pollution, and EO 11990 relating to the protection of wetlands.

8. The State will assist the NPS in its compliance with Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108) and the Advisory Council on Historic Preservation regulations (36 C.F.R. Part 800) by adhering to procedural requirements while considering the effect of this grant award on historic properties. The Act requires federal agencies to take into account the effects of their undertaking (grant award) on historic properties by following the process outlined in regulations. That process includes (1) initiating the process through consultation with the State Historic Preservation Officer and others on the undertaking, as necessary, by (2) identifying historic properties listed on or eligible for inclusion on the National Register of Historic Places that are subject to effects by the undertaking, and notifying the NPS of the existence of any such properties, by (3) assessing the effects of the undertaking upon such properties, if present, and by (4)

resolving adverse effects through consultation and documentation according to 36 C.F.R. §800.11. If an unanticipated discovery is made during implementation of the undertaking, the State in coordination with NPS shall consult per provisions of 36 C.F.R. §800.13.

9. The State will assist the NPS in its compliance with the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 et seq) and the CEQ regulations (40 C.F.R. §1500-1508), by adhering to procedural requirements while considering the consequences of this project on the human environment. This Act requires Federal agencies to take into account the reasonably foreseeable environmental consequences of all grant-supported activities. Grantees are required to provide the NPS with a description of any foreseeable impacts to the environment from grant-supported activities or demonstrate that no impacts will occur through documentation provided to the NPS. The applicant must submit an Application & Revision Form in order to assist the NPS in determining the appropriate NEPA pathway when grant-assisted development and other ground disturbing activities are expected. If a Categorical Exclusion (CE) is the appropriate NEPA pathway, the NPS will confirm which CE, according to NPS Director's Order 12, applies.

C. Project Termination

1. The Director may temporarily suspend Federal assistance under the project pending corrective action by the State or pending a decision to terminate the grant by the NPS.

2. The State may unilaterally terminate the project at any time prior to the first payment on the project. After the initial payment, the project may be terminated, modified, or amended by the State only by mutual agreement with the NPS.

3. The Director may terminate the project in whole, or in part, at any time before the date of completion whenever it is determined that the grantee has failed to comply with the conditions of the grant. The Director will promptly notify the State in writing of the determination and the reasons for the termination, together with the effective date. Payments made to States or recoveries by the NPS under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.

4. The Director or State may terminate grants in whole or in part at any time before the date of completion when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible. The NPS may allow full credit to the State for the Federal share of the non-cancelable obligations, properly incurred by the grantee prior to termination.

5. Termination either for cause or for convenience requires that the project in question be brought to a state of recreational usefulness agreed upon by the State and the Director or that all funds provided by the NPS be returned.

D. Project Closeout

1. The State will determine that all applicable administrative actions, including financial, and all required work as described in the grant agreement has been completed by the end of the project's period of performance.

2. Within 120 calendar days after completing the project or following the Expiration Date of the period of performance, whichever comes first, the State will submit all required documentation as outlined in the Manual and the Federal Financial Report (SF-425) as outlined in Article XIV of this Agreement for approval by the NPS prior to requesting final reimbursement.

3. After review, including any adjustments, and approval from the NPS, the State will request through ASAP the final allowable payment of reimbursable costs. The State will submit a completed "LWCF Record of Electronic Payment" form to the NPS within 24 hours (before or after) of initiating the request for payment in ASAP.

4. The NPS retains the right to disallow costs and recover funds on the basis of later audit or other review within the record retention period.

City of Isanti

Gross Payroll	104,869.43
Social Security & Medicare	6,025.86
Public Employees Retirement	10,317.34
Total City Expense	121,212.63

Pay Date 10/14/2022

Pay Period 21 (9/25-10/8/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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10/22	10/05/2022	59321	1231	ACE SOLID WASTE INC	101-20200	883.38
10/22	10/05/2022	59322	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,149.50
10/22	10/05/2022	59323	9	BERNICKS PEPSI-COLA	609-20200	3,971.56
10/22	10/05/2022	59324	2319	BREAKTHRU BEVERAGE OF MN	609-20200	22,271.12
10/22	10/05/2022	59325	1937	CHILSON JEWELERS	101-20200	62.00
10/22	10/05/2022	59326	1629	CITY OF ISANTI	101-20200	16,481.23
10/22	10/05/2022	59327	918	CRYSTAL SPRINGS ICE	609-20200	286.50
10/22	10/05/2022	59328	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,557.87
10/22	10/05/2022	59329	912	FASTENAL COMPANY	101-20200	113.67
10/22	10/05/2022	59330	1682	FERGUSON WATERWORKS	601-20200	333.63
10/22	10/05/2022	59331	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	106.14
10/22	10/05/2022	59332	2028	FURTHER	861-20200	141.94
10/22	10/05/2022	59333	3140	GARPHISH BREWING COMPANY	609-20200	180.00
10/22	10/05/2022	59334	2830	GDO LAW	101-20200	4,333.33
10/22	10/05/2022	59335	134	GOPHER STATE ONE-CALL INC	601-20200	128.25
10/22	10/05/2022	59336	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	58.84
10/22	10/05/2022	59337	188	ISANTI COUNTY SHERIFF	101-20200	220.80
10/22	10/05/2022	59338	1563	ISANTI ELECTRIC INC	601-20200	1,296.86
10/22	10/05/2022	59339	162	ISANTI RENTAL INC	228-20200	103.00
10/22	10/05/2022	59340	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,271.74
10/22	10/05/2022	59341	5	KAWALEK TRUCKING	609-20200	345.20
10/22	10/05/2022	59342	3255	KUHARSKI, GREG	101-20200	101.00
10/22	10/05/2022	59343	1479	LOFFLER -131511	108-20200	157.17
10/22	10/05/2022	59344	17	MCDONALD DISTRIBUTING CO	609-20200	25,959.57
10/22	10/05/2022	59345	616	MENARDS - CAMBRIDGE	101-20200	229.44
10/22	10/05/2022	59346	110	METAL COATING & MFG CO	228-20200	1,273.95
10/22	10/05/2022	59347	194	MN DEPT OF HEALTH	601-20200	46.00
10/22	10/05/2022	59348	3220	MORRELL MANUFACTURING INC	920-20200	324.13
10/22	10/05/2022	59349	2080	MVTL LABORATORIES INC	602-20200	895.29
10/22	10/05/2022	59350	3122	NEW FRANCE WINE COMPANY	609-20200	2,176.00
10/22	10/05/2022	59351	2553	O'REILLY	603-20200	74.98
10/22	10/05/2022	59352	3149	ORIGIN WINE & SPIRITS	609-20200	1,155.00
10/22	10/05/2022	59353	2495	PELTIER, TABITHA	603-20200	816.80
10/22	10/05/2022	59354	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,993.20
10/22	10/05/2022	59355	12	POSTMASTER	603-20200	275.00
10/22	10/05/2022	59356	2341	RED BULL DISTRIBUTION CO INC	609-20200	391.52
10/22	10/05/2022	59357	3257	SALTIS, RYAN	101-20200	467.97
10/22	10/05/2022	59358	2396	SOUTHERN GLAZERS OF MN	609-20200	9,912.03
10/22	10/05/2022	59359	2156	SUMMIT FIRE PROTECTION	101-20200	16.00
10/22	10/05/2022	59360	2598	T.A. SCHIFSKY & SONS INC	101-20200	458.25
10/22	10/05/2022	59361	1290	THE AMBLE GROUP	101-20200	529.80
10/22	10/05/2022	59362	97	TOTAL CONTROL SYSTEMS INC	602-20200	3,480.13
10/22	10/05/2022	59363	2944	UNIFIRST CORPORATION	609-20200	804.26
10/22	10/05/2022	59364	686	VERIZON WIRELESS	101-20200	1,616.08
10/22	10/05/2022	59365	427	VESSCO INC	601-20200	961.49
10/22	10/05/2022	59366	42	VIKING COCA-COLA BOTTLING CO	609-20200	332.80
10/22	10/05/2022	59367	1286	VINOCOPIA INC	609-20200	1,432.76
10/22	10/05/2022	59368	4	WATSON CO INC	609-20200	1,917.73
10/22	10/05/2022	59369	1922	WEX BANK	101-20200	4,649.99
10/22	10/05/2022	59370	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
10/22	10/05/2022	59371	780	WINE MERCHANTS	609-20200	448.00
10/22	10/05/2022	59372	2872	WINEBOW	609-20200	5,224.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/05/2022	59373	3256	WOLD ARCHITECTS AND ENGINEERS	920-20200	4,751.04
Grand Totals:						162,778.79

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
10/22	10/12/2022	59374	1231	ACE SOLID WASTE INC	101-20200	75.20
10/22	10/12/2022	59375	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	352.16
10/22	10/12/2022	59376	2863	AMAZON CAPITAL SERVICES	228-20200	2,039.30
10/22	10/12/2022	59377	2030	ARTISAN BEER COMPANY	609-20200	529.20
10/22	10/12/2022	59378	53	BELLBOY CORPORATION	609-20200	6,626.73
10/22	10/12/2022	59379	9	BERNICKS PEPSI-COLA	609-20200	2,846.46
10/22	10/12/2022	59380	2609	BETKER, MIKE	101-20200	123.75
10/22	10/12/2022	59381	368	BILLS QUALITY CLEANING	609-20200	712.00
10/22	10/12/2022	59382	1387	BJORKLUND COMPANIES LLC	101-20200	1,464.52
10/22	10/12/2022	59383	2319	BREAKTHRU BEVERAGE OF MN	609-20200	90.90
10/22	10/12/2022	59384	2487	CAPITOL BEVERAGE SALES	609-20200	905.64
10/22	10/12/2022	59385	1198	CENTER POINT ENERGY	601-20200	881.98
10/22	10/12/2022	59386	1822	CENTURYLINK BUSINESS SERVICES	101-20200	9.45
10/22	10/12/2022	59387	918	CRYSTAL SPRINGS ICE	609-20200	220.40
10/22	10/12/2022	59388	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,686.86
10/22	10/12/2022	59389	2244	DEZURIK INC - BIN# 135058	602-20200	2,291.10
10/22	10/12/2022	59390	385	FEDERATED CO-OPS INC	101-20200	79.92
10/22	10/12/2022	59391	2028	FURTHER	101-20200	33.10
10/22	10/12/2022	59392	2028	FURTHER	861-20200	3,857.50
10/22	10/12/2022	59393	3258	HOBBY FARMS PLUS INC	920-20200	1,195.00
10/22	10/12/2022	59394	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	231.93
10/22	10/12/2022	59395	270	ISANTI READY MIX INC	228-20200	285.00
10/22	10/12/2022	59396	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	511.24
10/22	10/12/2022	59397	7	JOHNSON BROTHERS LIQUOR CO	609-20200	16,555.49
10/22	10/12/2022	59398	5	KAWALEK TRUCKING	609-20200	272.60
10/22	10/12/2022	59399	17	MCDONALD DISTRIBUTING CO	609-20200	1,147.27
10/22	10/12/2022	59400	110	METAL COATING & MFG CO	228-20200	60.00
10/22	10/12/2022	59401	2829	MN DEPT OF COMMERCE	101-20200	150.18
10/22	10/12/2022	59402	194	MN DEPT OF HEALTH	601-20200	5,778.00
10/22	10/12/2022	59403	176	MN DEPT OF REVENUE	101-20200	45,464.00
10/22	10/12/2022	59404	2842	MN PEIP	861-20200	35,149.72
10/22	10/12/2022	59405	3119	MOOSE LAKE BREWING CO. LLC	609-20200	192.00
10/22	10/12/2022	59406	2080	MVTL LABORATORIES INC	602-20200	105.79
10/22	10/12/2022	59407	2450	NORTHERN HOLLOW WINERY	609-20200	583.57
10/22	10/12/2022	59408	283	OLSON POWER & EQUIPMENT	101-20200	89.19
10/22	10/12/2022	59409	3149	ORIGIN WINE & SPIRITS	609-20200	120.00
10/22	10/12/2022	59410	617	PAUSTIS & SONS	609-20200	1,912.25
10/22	10/12/2022	59411	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,952.07
10/22	10/12/2022	59412	2630	RAPP, JORDAN	602-20200	41.28
10/22	10/12/2022	59413	2473	RITEWAY BUSINESS FORMS	609-20200	330.07
10/22	10/12/2022	59414	808	SHERMIK TREE FARMS	101-20200	5,000.00
10/22	10/12/2022	59415	2396	SOUTHERN GLAZERS OF MN	609-20200	5,382.40
10/22	10/12/2022	59416	554	STEVES TIRE INC	101-20200	576.00
10/22	10/12/2022	59417	1290	THE AMBLE GROUP	101-20200	361.20
10/22	10/12/2022	59418	97	TOTAL CONTROL SYSTEMS INC	602-20200	2,397.00
10/22	10/12/2022	59419	1820	URBANS HARDWARE INC	601-20200	217.88
10/22	10/12/2022	59420	2027	US INTERNET	603-20200	57.80
10/22	10/12/2022	59421	42	VIKING COCA-COLA BOTTLING CO	609-20200	392.60
10/22	10/12/2022	59422	4	WATSON CO INC	609-20200	2,413.49
Grand Totals:						170,751.19

RESOLUTION 2022-XXX

APPOINTING ELECTION JUDGES FOR THE 2022 GENERAL ELECTION

WHEREAS, the General Election shall be held on November 8, 2022; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the General Election to be held on November 8, 2022:

Dean Fleming	Katie Grotte
Laureen Simon	Margaret Johnson
Leslie Knudson	David Rysted
Elaine Fischer	Dan Balk
Connie Anderson	Jodi Anderson
Pamela Dahlheimer	Ryan Saltis
Pamela Van Buren	Megan Drews
Leslie Pendergast	Margaret Engquist
Tabitha Peltier	Allen Garber
Leroy Johnson	Elizabeth Anderson
Jaden Strand	

2. Election Judges (non-staff) shall be compensated for mileage, election judge training, and for the hours served as an Election Judge.
3. Election Judges (non-staff) shall be compensated at $14.00/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

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: October 18, 2022
Subject: Resolution 2022-XXX Approving Contract for Commercial Liability Insurance Representative

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Background:
The League of MN Cities requires members who participate in their property/ casualty program work through a licensed insurance agent.

The City's current commercial insurance representative agreement with Associated Benefits and Risk Consulting is set to expire October 31, 2022. Associated Benefits and Risk Consulting was acquired by USI Insurance Services LLC (USI) on June 30, 2020.

USI submitted a new proposed 3-year service agreement to begin 01/01/2023. The proposed agreement from USI is consistent with the previous agreement initiated with Associated Benefit and Risk Consulting with an annual fee of $6,500.00. USI will continue to provide agency services at no additional cost to the city from 10/31/2022 through 01/01/2023 when the new agreement becomes effective.

Staff has reviewed the proposed agreement from USI and is recommending approval. A resolution for your consideration is attached, as well as a copy of USI's proposed agreement.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022-XXX Approving Contract for Commercial Liability Insurance Representative
- Proposed Agreement

RESOLUTION 2022-XXX

APPROVING CONTRACT FOR COMMERCIAL LIABILITY INSURANCE REPRESENTATIVE

WHEREAS, the City of Isanti approved Resolution 2017-276 on November 7th, 2017 entering into a service agreement with Associated Benefits and Risk Consulting for commercial liability insurance services as the City's agent of record which is set to expire October 31st, 2022; and,

WHEREAS, Associated Benefits and Risk Consulting was acquired by USI Insurance Services LLC (USI) on June 30th, 2020.

WHEREAS, the City is permitted to extend agreements without requesting new proposals as allowed by Statute; and,

WHEREAS, USI has provided a proposed agreement in the amount of $6,500.00 annually for three years (2023 through 2025); and,

WHEREAS, staff has reviewed the proposed agreement and recommends a three-year contract with USI 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 approve a three-year contract with USI for commercial insurance representative and the City Administrator to sign all necessary documentation.

This resolution was duly adopted by the Isanti City Council this 18th day of October 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

CLIENT SERVICE AGREEMENT

This Client Service Agreement ("Agreement") is made and entered into this 01 day of January, 2023 ("Effective Date"), by and between USI Insurance Services LLC ("USI"), and City of Isanti ("Client").

WHEREAS, USI is duly licensed to engage in the insurance business for the purposes set forth herein, and;

WHEREAS, Client desires to engage the services of USI upon the terms and conditions hereinafter set forth;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. LINES OF INSURANCE COVERAGE

This Agreement is entered into with respect to the following lines of insurance coverage and for which Client agrees to retain USI as its Broker of Record:

Commercial Package, Workers' Compensation and Liquor Liability

2. SERVICES

USI agrees to provide to Client the following insurance brokerage services:

Ongoing

- Negotiate coverage terms, premiums and the placement of coverages with insurers
- Oversee the quality and success in the delivery of all USI services
- Provide day-to-day consulting on servicing of insurance
- Review contracts related to insurance requirements
- Review the accuracy of each binder, certificate, endorsement, premium audit and other documents received from the insurers, and obtain necessary revisions
- Obtain from the insurers and promptly deliver to Client the requested insurance policies, endorsements and related documentation within the timeframes of our service level agreement
- Prepare certificates of insurance as requested by Client and as appropriate
- Monitor the finance strength of the insurer(s) providing Client's coverages, and inform Client in the event that the A.M. Best rating of such insurer(s) is reduced below "A-"
- Assist Client in developing and maintaining the underwriting-related information required to obtain insurance coverage, relying on the information provided by Client on the understanding that Client shall be responsible for the accuracy of such information

Claims services

- Provide detailed loss data to Client on a periodic basis, based on data from the insurers

- Monitor problematic claims regularly and advocate for Client

The above-referenced services shall be rendered by USI to Client pursuant to the terms of this Agreement. Any additional services requested by Client shall be negotiated by the parties under separate written agreement.

3. COMPENSATION

USI will be compensated for the services through payment of a fee by Client to USI as outlined in this Agreement. The [Annual] fee will be $6,500.00, payable and to be invoiced as follows, Yearly.

Describe details of payment plan.

Contingent, supplemental, or bonus commissions
It is possible that some of the insurance companies from which USI obtains coverage may pay it additional incentive commissions, sometimes referred to as contingent, supplemental, or bonus commissions, which may be based on the total volume of business we sell for them, and/or the growth rate of that business, retention rate, claims loss ratio, or other factors considering our entire book of business with an insurance company for a designated period of time. Such additional commissions, if any, would be in addition to any other compensation USI may receive. At your request, USI will provide you with a detailed statement regarding our compensation on your account and how the compensation is calculated.

Miscellaneous sources of compensation
In addition to the foregoing, USI may also receive income from the following sources:

- Interest earned on premiums received from you and forwarded to the insurance company through USI's bank accounts
- Payments from insurance companies to defray the cost of services provided for them, including advertising, training, certain employee compensation, and other expenses.
- Vendors and / or service providers

In the event there is a significant change in Client operations which affects the nature and scope of its insurance requirements, the parties agree to renegotiate USI's compensation as appropriate.

4. BROKERAGE INTERMEDIARIES

USI may utilize the services of other intermediaries, such as wholesale brokers, excess and surplus lines brokers, reinsurance intermediaries and underwriting managers, to assist in the marketing of Client insurance coverages, when in USI's professional judgment those services are necessary. Depending on the circumstances involved, it may be necessary to use an intermediary affiliated with USI. The compensation of such intermediaries is not included in USI's compensation under this Agreement and will be paid by insurers out of paid premiums. The compensation paid to USI's affiliates will be disclosed to Client prior to binding any coverage on your behalf.

5. TERM AND TERMINATION

5.1. Term. The term of this Agreement shall commence on 01/01/23 and shall terminate Three Year thereafter. The term may be extended by mutual written agreement of the parties. In the event of termination, USI will assist Client in arranging a smooth transition process. However, USI's obligation and the obligation of its affiliates to provide services to Client will cease upon the effective date of termination, unless otherwise agreed in writing.

5.2. Termination. Notwithstanding the term of this Agreement, either party shall have the right to terminate this Agreement upon 60 days' prior notice to the other. In the event of termination by the Client prior to expiration, USI's "annual" compensation will be deemed earned according to the following schedule:

- 60% at inception
- 75% after four months
- 100% after seven months

6. ACCURACY OF INFORMATION

USI's ability to provide Client with the services outlined in paragraph 2 above is conditioned upon USI's receipt of accurate and timely information from Client. USI will not independently verify or authenticate information provided by or on behalf of Client. Client shall be solely responsible for the accuracy and completeness of such information and other documentation furnished to USI.

7. SURPLUS LINES

In certain cases, placements that USI makes on Client's behalf may require the payment of surplus lines taxes and/or fees to state regulators, boards or associations, which Client agrees to pay. Such taxes will be identified on marketing results and invoices covering these placements.

8. BOOKS AND RECORDS

Client is entitled to copies of reports prepared by USI hereunder, contracts between Client and its carriers/administrators to the extent such contracts are in USI's possession and control, and communications between USI and Client's insurance carriers and employee benefits providers to the extent such books and records are maintained by USI with regard to its performance under this Agreement.

9. MISCELLANEOUS

To the extent required by applicable law, USI will implement and maintain reasonable security procedures and practices appropriate to the nature of the personal information it receives, and which are designed to help protect such information from unauthorized access, acquisition, destruction, use, modification, or disclosure.

In order to provide the services identified herein, it may be necessary for USI to receive from Client, or from a party on your behalf, information of a personal nature that may be protected by

various federal and state privacy or other laws. USI advises Client to consult with its legal counsel as to how these laws impact you and your employees, Client's plan, our contemplated engagement and disclosure of information to USI. Client represents that it has the authority and all rights, authorizations, approvals and consents required to disclose its employees' and their beneficiaries' information to USI for USI's use in performing its services for you and your employees. Client further represents that USI's use of this information to perform services for you and your employees does not and will not violate any privacy notice or other policy issued by you or any benefit program you maintain, or any applicable law.

Moreover, because USI is not engaged in the practice of law and the services provided hereunder are not intended as a substitute for legal advice, USI recommends that Client secure the advice of competent legal counsel with respect to any legal matters related to any plan subject to this agreement.

10. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties with respect to the subject matter contained herein, superseding all prior agreements, understandings, and negotiations with respect to such matters. This Agreement may be modified or otherwise amended and the observance of any term of this Agreement may be waived only if such modification, amendment, or waiver is in writing and signed by the party to be charged with same. This Agreement shall be binding upon and inure to the benefit of the parties' respective successors. Neither party shall have any liability for any failure or delay in performance of its obligations under this Agreement because of circumstances beyond its reasonable control, including, without limitation, acts of God, fires, floods, earthquakes, acts of war or terrorism, civil disturbances, sabotage, accidents, unusually severe weather, governmental actions, power failures, computer/network viruses that are not preventable through generally available retail products, catastrophic hardware failures, or attacks on its server. The parties further agree that neither party shall have any liability for indirect, special, punitive, consequential, or incidental damages, including, without limitation, loss of profits.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of State of New York, without regard to its conflict of laws principles.

12. SELECTION OF ISSUING INSURANCE COMPANY

USI has no ownership interest in and is not under common control with the insurance company that is issuing the lines of insurance coverage described in this Agreement.

IN WITNESS THEREOF, the parties have hereunto set their hands on the date and year first above written for the purposes set forth in this Agreement:

USI Insurance Services LLC	City of Isanti
Signature	Signature
Print Name	Print Name
Title	Title
Date	Date

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Rum River BMX

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Rum River BMX has graciously donated $1800.00 to purchase three light displays for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Rum River BMX

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM RUM RIVER BMX

WHEREAS, Rum River BMX has donated $1800.00 to purchase 3 light displays for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Rum River BMX.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Surface Specialists Metro MN

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Surface Specialists Metro MN has graciously donated $1000.00 to be a "Bronze Sponsor" for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022-XXX Accepting Donation from Surface Specialists Metro MN

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM SURFACE SPECIALISTS METRO MN

WHEREAS, Surface Specialists Metro MN has donated $1000.00 to be named a Bronze Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Surface Specialists Metro MN.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Serenity Circle Counseling

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Serenity Circle Counseling has graciously donated $450.00 to purchase one light display for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Serenity Circle Counseling

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM SERENITY CIRCLE COUNSELING

WHEREAS, Serenity Circle Counseling has donated $450.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Serenity Circle Counseling.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Lit'l Sprouts Childcare Center

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Lit'l Sprouts Childcare Center has graciously donated $600.00 to purchase one light display for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Lit'l Sprouts Childcare Center

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM LIT'L SPROUTS CHILDCARE CENTER

WHEREAS, Lit'l Sprouts Childcare Center has donated $600.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Lit'l Sprouts Childcare Center.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Advanced Telemetry Systems

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Advanced Telemetry Systems has graciously donated $1000.00 to be a "Bronze Sponsor". We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Advanced Telemetry Systems

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM ADVANCED TELEMETRY SYSTEMS

WHEREAS, Advanced Telemetry Systems has donated $1000.00 to be named a Bronze Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Advanced Telemetry Systems.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Falcon National Bank

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Falcon National Bank has graciously donated $500.00 to be a "Participating Sponsor". We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Falcon National Bank

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM FALCON NATIONAL BANK

WHEREAS, Falcon National Bank has donated $500.00 to be named a Participating Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Falcon National Bank.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Minnco Credit Union

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Minnco Credit Union has graciously donated $1000.00 to be a "Bronze Sponsor" for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Minnco Credit Union

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM MINNCO CREDIT UNION

WHEREAS, Minnco Credit Union has donated $1000.00 to be named a Bronze Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Minnco Credit Union.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: October 18, 2022
Subject: Resolution 2022-XXX Accepting Donation from Northwoods Electric

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Surface Specialists Metro MN has graciously donated $500.00 to be a "Participating Sponsor" for the event. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Accepting Donation from Northwoods Electric

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM NORTHWOODS ELECTRIC

WHEREAS, Northwoods Electric has donated $500.00 to be named a Participating Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Northwoods Electric.

This Resolution is hereby approved by the Isanti City Council this 18th day of October 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department Monthly Report

September 2022

Reported Crime	Month to Date	Year to Date
Theft	5	64
Assault	4	21
Vandalism/Damage to Property	3	23
Narcotics	2	25
Burglary	0	7
Domestics	8	34
Crim Sex	3	9
Robbery	0	0
Loud Party/Disturbance	7	68
Medical	45	357
Permit to Purchase	8	73
Security Check / Extra Patrol	367	4,014

Traffic Offenses	Month to Date	Year to Date
No Insurance	8	107
DUI	1	8
Accidents	9	94
Hit & Run	1	7
Warrant P/U	3	37
Speed	6	60
DAR/DAS	17	181
Administrative Citations (Including Speed)	1	42

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	107,296	429	4,581
Ford Explorer 224	104,867	513	2,971
Ford F150 225	59,139	360	7,306
Chevy Impala 223	105,308	411	2,593
Dodge Durango 226	51,519	1,495	9,174
Dodge Durango 227	57,792	419	9,348
Dodge Durango 228	39,119	1,332	11,477
Chevy Tahoe 229	26,161	1,231	11,595
Dodge Charger 230	15,166	1,234	13,193

CEZT REPORT SEPTEMBER 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64	77	\			
NEW CASES THIS MONTH		3	0	6	10	22	8	15	13	12			
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1	8	8			
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16	21	20			
CLOSED THIS MONTH		3	2	5	5	19	17	8	13	13			
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	8	8	7			
CAN - Prohibited Animals/**87.1**						2			1	3			
CCV - Comm Vehicle storage/**227-9/10**					1			1					
CDO - Dogs		2		2		1	2						
CPA - Park & Store/**227-8**					7	16	1	6	4	1			
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5	6	6			
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4	6	3			
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2	2				
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**										1			
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		0	2	0			
ACTIVE CITATIONS END OF MONTH	1	1	1				1	1	3	3			
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10	10	8			
ABATED PROPERTIES THIS MONTH							2		1	0			

M.2.

CITY OF ISANTI MONTHLY REPORT

September 2022

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	36	179	$0.00	$0.00	$36.00	$103.00	$2,880.00	$14,720.00		
DECK	3	29	$0.00	$0.00	$3.00	$12.00	$900.00	$8,353.80		
LL FINISH	2	18	$0.00	$225,000.00	$2.00	$4.00	$600.00	$5,238.00		
REMODEL / ADDITION	1	8	$5,600.00	$265,600.00	$2.80	$5.30	$227.70	$5,156.35		
GARAGE / SHED	1	2	$115,000.00	$140,000.00	$57.50	$57.50	$1,963.50	$2,661.45		
MISCELLANEOUS	5	144	$0.00	$4,000.00	$5.00	$28.00	$460.30	$15,424.18		
SINGLE DWELLINGS	5	57	$1,153,243.00	$12,800,013.02	$576.62	$1,496.40	$13,567.20	$162,255.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	10	114	$0.00	$0.00	$10.00	$33.00	$750.00	$8,550.00		
PLUMBING	7	89	$0.00	$0.00	$7.00	$25.00	$578.00	$7,206.00		
RESIDENTIAL TOTAL	**70**	**640**	**$1,273,843.00**	**$13,434,613.02**	**$699.92**	**$1,764.20**	**$21,926.70**	**$229,565.68**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$0.00	$0.00	$12,619.20		
REMODEL / ADDITION	1	6	$5,000.00	$78,034.00	$2.50	$33.27	$202.95	$2,730.30		
PLUMBING	1	14	$6,500.00	$48,500.00	$3.25	$20.90	$97.50	$1,834.00		
MECHANICAL	0	7	$0.00	$114,612.00	$0.00	$19.50	$0.00	$3,756.65		
ROOF / SIDING	1	4	$0.00	$140,173.00	$0.00	$70.09	$435.50	$2,352.50		
MISCELLANEOUS	1	29	$63,300.00	$66,988.00	$31.65	$36.65	$1,566.68	$9,102.79		
COMMERCIAL TOTAL	**4**	**62**	**$74,800.00**	**$2,159,784.00**	**$37.40**	**$180.41**	**$2,302.63**	**$32,395.44**		
RESIDENTIAL/COMMERCIAL TOTAL	**74**	**702**	**$1,348,643.00**	**$15,594,397.02**	**$737.32**	**$1,944.61**	**$24,229.33**	**$261,961.12**	**$33,465.00**	**$401,580.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 9/30/2022**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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	$380,150.00
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
2022	702	57	0	2	$15,594,397.02	$261,961.12	$401,580.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	62	$1,799,554.74	$25,859.30
April	81	$3,069,173.27	$41,851.30
May	107	$2,762,554.76	$48,745.90
June	105	$1,742,267.30	$32,344.01
July	76	$827,001.69	$18,400.73
August	93	$1,211,755.59	$25,273.25
September	74	$1,348,643.00	$24,229.33
October	7	$0.00	$790.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	702	$15,594,397.02	$261,961.12

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 12, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is substantially complete. Final punch list items will be addressed this month.

2) **Brookview South 1-4 Addition Rehabilitation**
The dead sod will be replaced this month. The final assessment process will be completed this fall.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Punchlist items will be completed this month.

5) **Fairway Greens North Development 1st & 2nd Addition**
This project is substantially complete. Punchlist items will be completed this month. The final lift of pavement will go on next year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **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, NOVEMBER 1, 2022 – 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 18, 2022- Regular Meeting of the City Council
2. October 18, 2022- Committee of the Whole Meeting

H. Announcements

1.	**CITY OFFICES CLOSED**	Friday, November 11, 2022 *(In Observance of Veterans Day)*
2.	Committee of the Whole	Tuesday, November 15, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, November 15, 2022 at 7:00 p.m.
4.	Canvass Board Meeting	Tuesday, November 15, 2022 *(Immediately following the City Council Meeting)*
5.	Planning Commission Meeting	Tuesday, November 15, 2022 *(Immediately following the Canvass Board Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

<u>City Administrator Josi Wood</u>
1. ORD-XXX An Ordinance Amending City Code Chapter 8; City Council
2. ORD-XXX An Ordinance Amending City Code Chapter 87; Keeping of Certain Animals

<u>Community Development Director Stephanie Hillesheim</u>
3. Resolution 2022-XXX Approving Site Plans for an Industrial Building for American First CDL Academy
4. Resolution 2022-XXX Approving a Comprehensive Plan Zoning/ Map Amendment to Rezone PID 16.021.0200 to R-1A
5. Resolution 2022-XXX Approving a Zoning Ordinance Text Amendment to Include Horse Stables under Conditional Uses in the R-1A Zoning District
6. Resolution 2022-XXX Approving a Conditional Use Permit for Horse Stables on PID 16.021.0200

L. Approve Consent Agenda

1. Payroll in the Amount of $120,083.47 and Accounts Payable in the Amount of $327,157.78
2. Memo: Personnel Policy Update 4.07 Selection Process
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Heather Behm
4. Resolution 2022-XXX Approving New Hire Full-Time Police Officer Noah Heiller
5. Resolution 2022-XXX Accepting Donation from Strike Life Tributes
6. Resolution 2022-XXX Accepting Donation from Rosewood Senior Living
7. Resolution 2022-XXX Accepting Donation from Laureen Simons
8. Resolution 2022-XXX Approving Contracted Services and Volunteers at Illuminate Isanti
9. Resolution 2022-XXX Approving Eagle Scout Project in Bluebird Park

M. Other Communications

N. Closed Session

1. City Administrator Annual Performance Review

O. Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 18, 2022 – 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, Councilmembers: 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 Stephanie Hillesheim, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Commissioner Mike Warring

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Bergley to adopt the agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Breast Cancer Awareness

Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. October 4, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1.	Parks, Recreation and Culture Board	Tuesday, October 25, 2022 at 6:00 p.m.
2.	City Council Meeting	Tuesday, November 1, 2022 at 7:00 p.m.
3.	Economic Development Authority Meeting	Tuesday, November 1, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
City Administrator Josi Wood

1. **ORD-775** Amending the City Zoning Code Ordinance Chapter 445, Section 2 Titled Definitions and Section 15 Titled Fencing, Screening, and Landscaping

CDD Hillesheim shared that the presented ordinance amendment is an amendment to zoning code ensuring consistency, clearing up contradictions, and to clarify requirements in zoning districts.

Motion by Lundeen, seconded by Gordon to approve ordinance as presented. Motion carried unanimously.

Community Development Director Stephanie Hilleshiem

2. Resolution **2022-180** Acceptance of MN DNR Outdoor Recreation Grant

CDD Hillesheim shared that the presented resolution is for the acceptance of the MN DNR Outdoor Recreation Grant for the Splash Park. The City was awarded the maximum grant amount of $300,000.00.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $121,212.63 and Accounts Payable in the Amount of $333,529.98
2. **Resolution 2022-181** Appointing Election Judges for the 2022 General Election
3. **Resolution 2022-182** Approving Contract for Commercial Liability Insurance Representative
4. **Resolution 2022-183** Accepting Donation from Rum River BMX
5. **Resolution 2022-184** Accepting Donation from Surface Specialists Metro MN
6. **Resolution 2022-185** Accepting Donation from Serenity Circle Counseling
7. **Resolution 2022-186** Accepting Donation from Lit'l Sprouts Childcare Center
8. **Resolution 2022-187** Accepting Donation from Advanced Telemetry Systems
9. **Resolution 2022-188** Accepting Donation from Falcon National Bank
10. **Resolution 2022-189** Accepting Donation from Minnco Credit Union
11. **Resolution 2022-190** Accepting Donation from Northwoods Electric

City Council recognized the businesses for their generous donations for Illuminate Isanti.

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. September Police Department Report

2. September Code Enforcement Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment
A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting adjourned at 7:09 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 18, 2022 – 5:00 P.M.
CITY HALL

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

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

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester; Community Development Specialist, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Private Well Water Testing Discussion
- Committee discussed well water testing for private wells.
- Consensus from Committee include:
  - That Staff send out annual notices that the City recommends private wells be tested annually, but that it is not a requirement.
  - Retain in City Code that if the well fails, it is required to hook up to City water.
  - Amend City Code to remove the current testing requirement.

2. Illuminate Isanti Update
- Committee discussed the pricing structure and ticket fees for Illuminate Isanti.
- Consensus from Committee include:
  - Ticket pricing for children under 6 years of age are free, Ages 6-12; $5.00, adults ages 12 years and up; $12.00. The ticket prices will include the Eventbrite processing fee.
  - Staff to look into the possibility of a discount for Cambridge-Isanti school students.
  - Staff to create $2 off discount coupon for military/veterans and Senior 62 years of age and older.
  - Staff to create $2 off discount coupon for adult tickets at Isanti Liquor.

3. Meetings and Agenda Discussion

- Information was shared with Committee regarding the new packet management system that is planned to go live January 2023.
- Committee discussed the Planning Commission meeting time.
- Consensus from Committee is for Planning Commission meetings to start at 6:00 p.m. beginning January 2023.

4. Proclamations Discussion
    - Committee discussed what the process for proclamations should be.
    - Census from Committee to amend City Code to reflect proclamations are at the discretion of the mayor.

5. Police Updates
    - Information was shared with Committee.

6. 2023 Budget Discussion
    - Information was shared with Committee including updated insurance costs and other updated numbers since the preliminary budget was presented.

7. Moratorium Update
    - Information was shared with Committee regarding where Isanti County was at with their discussions on the THC moratorium topic.

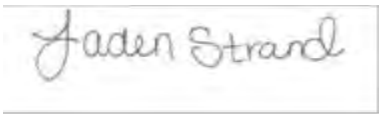
8. Hunting Along Rum River Drive
    - Committee discussed if hunting should be allowed on Rum River Drive.
    - Consensus from Committee is not to allow and follow only regulations that are permitted within City Code.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

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 City Council**
From: Jaden Strand, City Clerk
Date: November 1, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 8; City Council

---

Background:
At the October 18, 2022 Committee of the Whole meeting, Committee discussed the process for proclamations. Consensus from Committee is to amend city code to reflect that proclamations are at the discretion of the Mayor. The attached ordinance amendment reflects this as well as that proclamations will be adopted by majority of Council through adoption of the agenda.

Request:
Staff is requesting action on this item.

Attachment:
- ORD-XXX An Ordinance Amending Chapter 8; City Council

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 707; ADOPTED ON JUNE 18, 2019 AND TITLED CITY COUNCIL

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 707 is hereby amended as follows:

Chapter 8

City Council

§8-30 Mayor and City Proclamations.

~~Except as otherwise provided by law, all mayoral and City proclamations recognizing events, persons, and official observances shall be adopted by a majority of Council members present at the meeting where such proclamation is presented for adoption.~~
Proclamations recognizing events, persons, and official observances shall be at the discretion of the Mayor. The City Administrator shall place such proclamations on the Council agenda which shall be adopted by a majority of the Council members with adoption of the Council agenda.

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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 1st day of November 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on:10/20/2022
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: November 1st, 2022
Subject: Ordinance Amending Chapter 87: "Keeping of Certain Animals" to include regulations for Horses

---

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist and explained the proposed regulations for Horses. City staff researched surrounding communities' regulations for horses and created specific regulations that would reflect Isanti's existing Zoning Districts and City Code language for other animals.

The added language to City Code Chapter 87 Article 1 includes the following:

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.
B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
C. There shall be no more than 1 horse per 2 acres of land.
D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.
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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.
J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.
K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.
L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Request: Consider adopting the attached Ordinance Amendment

Attachments

- ORD-XXX An Ordinance Amending Chapter 87; Keeping of Certain Animals

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 763 ADOPTED ON JULY 20, 2021, ORDINANCE NO. 757 ADOPTED ON JULY 6, 2021, ORDINANCE NO. 755 ADOPTED MAY 4, 2021, ORDINANCE NO. 738 ADOPTED ON OCTOBER 15, 2020, ORDINANCE NO. 709 ADOPTED SEPTEMBER 3, 2019 AND TITLED CHAPTER 87 ARTICLE I KEEPING OF CERTAIN ANIMALS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment Ordinance 763, Ordinance 757, Ordinance 755, Ordinance 738, Ordinance 739 and Ordinance 709, codified in Chapter 87 of City Code, are hereby amended as follows:

Chapter 87
KEEPING OF CERTAIN ANIMALS

§87-1 Prohibited Animals
No person, firm or corporation shall keep, harbor, feed or raise cows, hogs or any other livestock, chicks or poultry, not in accordance with this chapter, in the City of Isanti.

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.
B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
C. There shall be no more than 1 horse per 2 acres of land.
D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.

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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.

J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.

K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.

L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Section 2- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 1st day of November 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date:
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: November 1st, 2022
Subject: Site Plan Approval for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the CDL Truck Driving School located in the Industrial Park District at PID 16.029.1400. It was explained that the site will be accessed from an easement off of East Dual Blvd NW and will consist of a 7,000 sq ft building and a 100,000 sq ft driving practice area. Discussion was had between City Staff and Planning Commission Members regarding the easement access, parking stall lengths, driveway widths and surfacing.

A surrounding property owner, Becky Balk of 411 Hillock St NE was present at the public hearing and asked about potential noise from the truck driving school and potential hours of operation. Staff pointed out that a privacy fence will be required as a buffer in between the Residential and Industrial uses. The Planning Commission members assumed that the driving of trucks would most likely be limited to daylight hours. Staff confirmed that there is a noise section of City Code that would be in effect for the truck driving school. Staff pointed out several other conditions of approval that will protect surrounding residences. The applicants were not present at the meeting. No one else from the public spoke at the public hearing. Motion for approval of the site plans for a truck driving school was made by Bergley and seconded by Collison, motion passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR AMERICAN FIRST CDL ACADEMY WITHIN THE I-1 INDUSTRIAL PARK ZONING DISTRICT LOCATED AT PID 16.029.1400

WHEREAS, American First CDL Academy (applicant) has requested approval for a Site Plans for a Truck Driving School at PID 16.126.0070; and,

WHEREAS, the property is located in the I-1 Industrial Park zoning district; and,

WHEREAS, Motor Vehicle Repair Facilities are a Permitted Use in the I-1 Industrial Park zoning district; 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 the Site Plans on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
2. A handicapped accessible parking stall is required and shall be designated using striping and signage
3. Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
4. One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
5. Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
6. Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
7. Trash enclosure shall be illuminated for the safety of employees
8. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
9. Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
10. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances

11. 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.
12. All other conditions listed in the Fire Chief's memo, dated 9/30/2022
13. All other conditions listed in the City Engineer's memo, dated 10/3/2022

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Site Plan Review for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Request: The applicant, American First CDL Academy is requesting site plan approval for a proposed industrial building located at PID 16.029.1400 for a truck driving school.

Overview/Background: The applicant would like to construct an industrial building on a 4-acre vacant lot located in the Industrial Park District. This parcel is currently zoned I-1 Industrial Park District in which an "Office-Warehouse" and a "Motor Vehicle Repair Facility" are permitted uses. Access to the site will be from East Dual Blvd NE by way of a city-owned easement.

The building is intended to provide offices, classrooms and garage space for the Truck Driving School. The building is proposed to be single story in height and roughly 7,036 square feet. A majority of the site of roughly 100,000 square feet is proposed to be designated driving practice area. Eighteen parking stalls are displayed on the site plans, with these one-way parking stalls oriented at a 45-degree angle. A stormwater pond is shown on site plans near the north property line and will have three catch basins located in the parking lot and driving practice area. A 1 ft high retaining wall is proposed along the western perimeter of the site in between the building and the ditch.

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 acres in size and exceeds the lot size minimum. The site will meet the minimum landscaping requirements and be under 75% impervious surface.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located on the north east corner of the site 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, concrete walkways and Class 5 gravel driving surfaces. Roughly 68% of the development is intended to be impervious surface. 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 bituminous pavement. Concrete aprons and sidewalks are proposed around the front of the building leading to the entrance.

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 perimeter of the parking lot and paved area leading to the site. Additional curbing comments can be found in the City Engineer's report attached to this memo.

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 all 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

Industrial Uses	
Manufacturing, assembly, processing, research, experimental or testing stations	1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater *(Ord. No. 617)*
Wholesale business establishments	1.25 spaces for each employee on the major shift plus 1 space for each company vehicle
Warehouse / Storage	1 space per 1,500 square feet of floor area *(Ord. No. 617)*

Based on this number of required parking spaces standard and the use of the building, the site will be required at least 14 parking spaces (7,000 sf building / 500 sf per parking space) in which one stall would need to be designated as handicap accessible. The site plans indicate 18 total parking stalls, in which one parking stall will need to be designated as handicap accessible. A handicapped accessible sign and striping is required in this parking stall. The site plans meet the required number of parking spaces for the development.

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
75 degrees	9 feet	9 feet	20 feet	23 feet	24 feet
60 degrees	9 feet	10 feet	22 feet	18 feet	24 feet
45 degrees	9 feet	12 feet	25 feet	13 feet	24 feet
0 degrees	9 feet	22 feet	19 feet	12 feet	24 feet

The site features 45-degree parking stalls and will have one-way traffic. Stall dimensions on site plans are not listed but will have to meet the requirements of 9 ft in width and 25 ft in length. The drive aisle width is 18 ft 2 in and will meet the required aisle width for one-way traffic of 13 ft. Directional striping will be required due to one way circulation of the 45-degree angled parking.

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.

An exterior lighting plan was not included in the submittal. A lighting/photometrics plan is required that will show lighting types that are proposed on site. All lighting types proposed shall be downlit and designed to reduce glare. These light sources will have to meet all criteria listed in Section 14 of the City Zoning Ordinance.

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 sidewall 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 were not included on plans but visuals were provided to understand the look of the building. From the architectural drawings, it appears that the building is proposed to have red metal roofing and neutral siding with concrete block around the base of all sides of the building. The exterior siding and wainscoting 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 three large garage doors on the building that can be used for loading and service areas. 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 abuts a residential property to the east and a privacy fence will be required as screening.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   An outdoor trash enclosure is required for this Industrial site. Site Plans do not show a location where this trash enclosure will be placed. Site plans must be modified to show the location of the enclosure for staff review. The enclosure shall meet performance standards set in Section 14, Subdivision 3 of the City Zoning Ordinances.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site is adjacent to a residential property to the east of the site. Screening will need to be provided with a privacy fence to protect from glare of 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.

There was not a separate landscaping plan submitted. Civil plans show plantings and trees proposed near the south entrance of the building. The City Landscaping Ordinance requires that the site have at least 8 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage). Tree and planting species shall comply with Section 15 of the City's Zoning Ordinances. 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

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 receptacle location is not designated on site plans. The receptacle will have 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. 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.

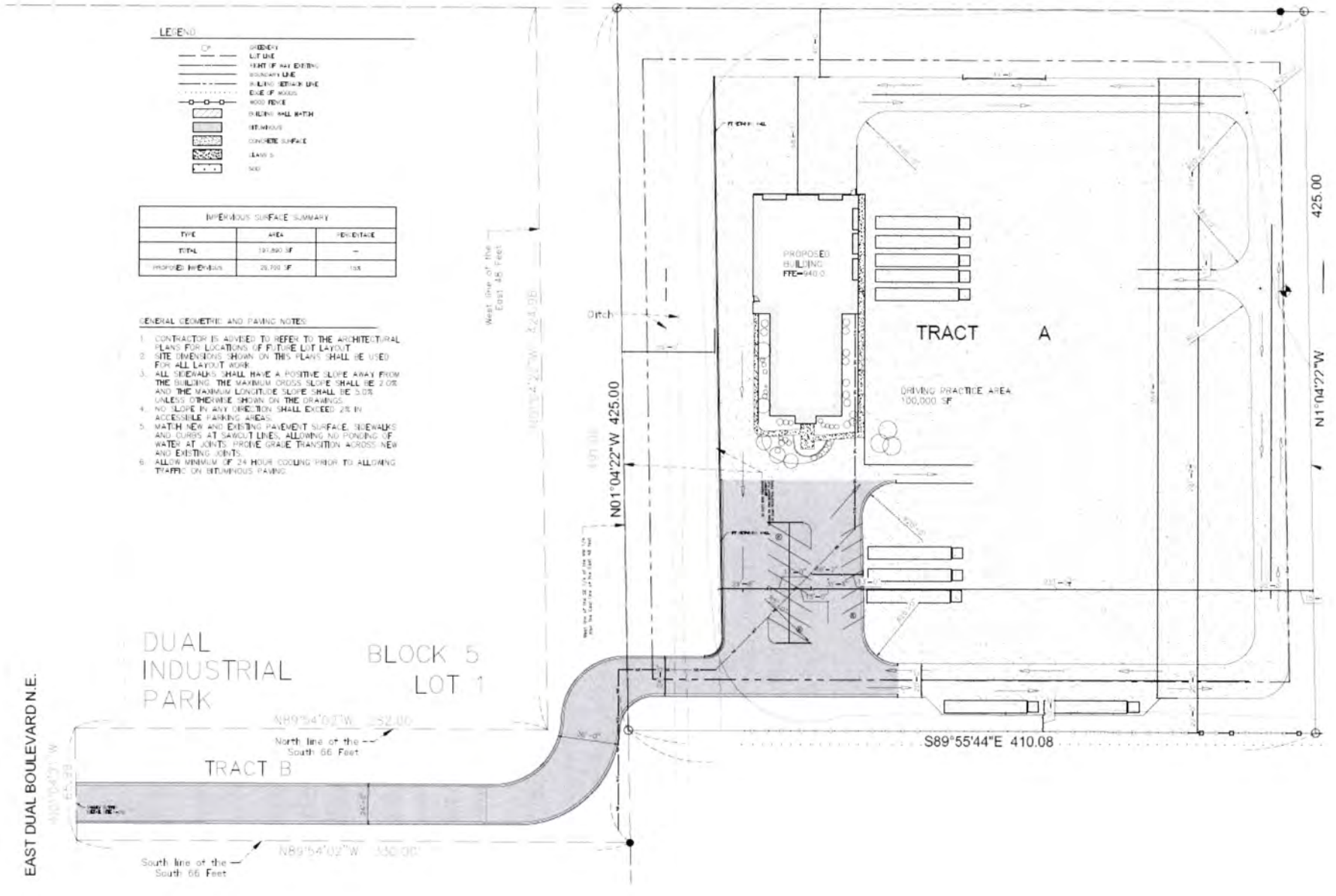
Staff Recommendation: Staff recommends approval of the proposed Special Tools manufacturing building located at PID 16.159.0010 with the following conditions:

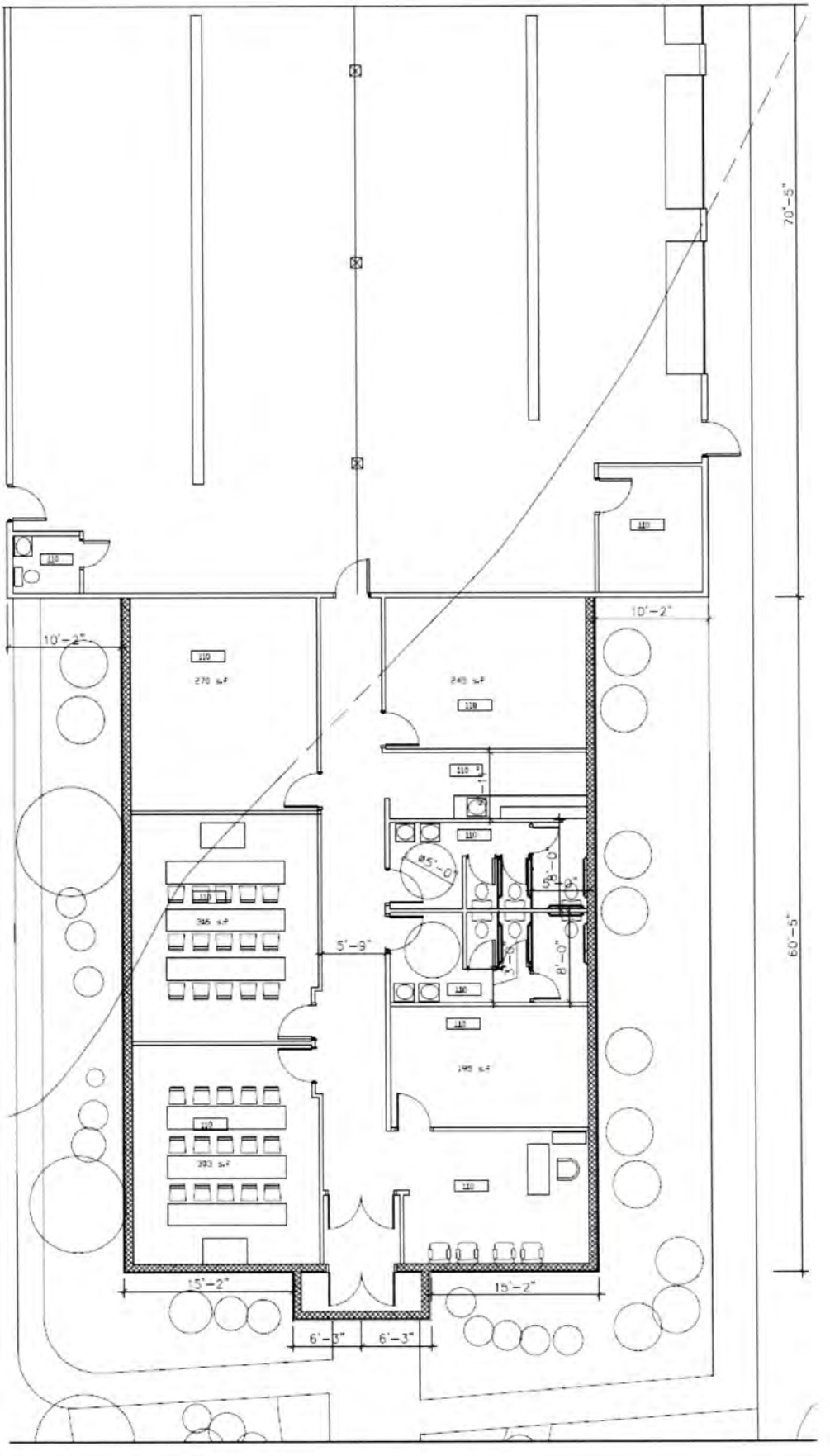
Conditions:

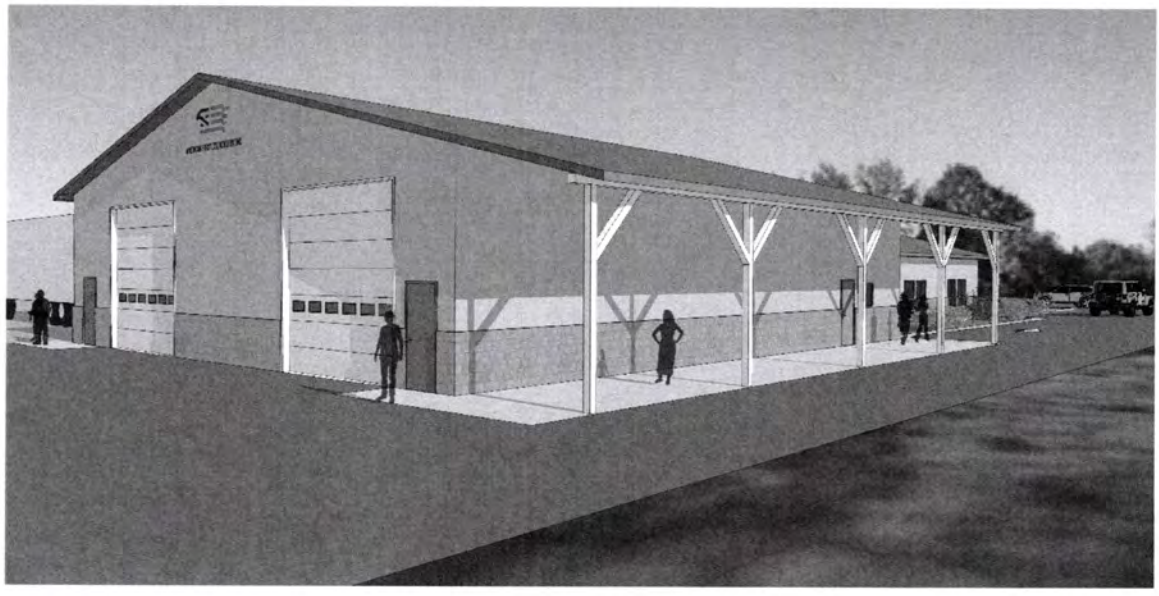
- Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
- A handicapped accessible parking stall is required and shall be designated using striping and signage
- Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
- One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
- Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
- Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
- Trash enclosure shall be illuminated for the safety of employees
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
- Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
- All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
- 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.
- All other conditions listed in the Fire Chief's memo, dated 9/30/2022
- All other conditions listed in the City Engineer's memo, dated 10/3/2022

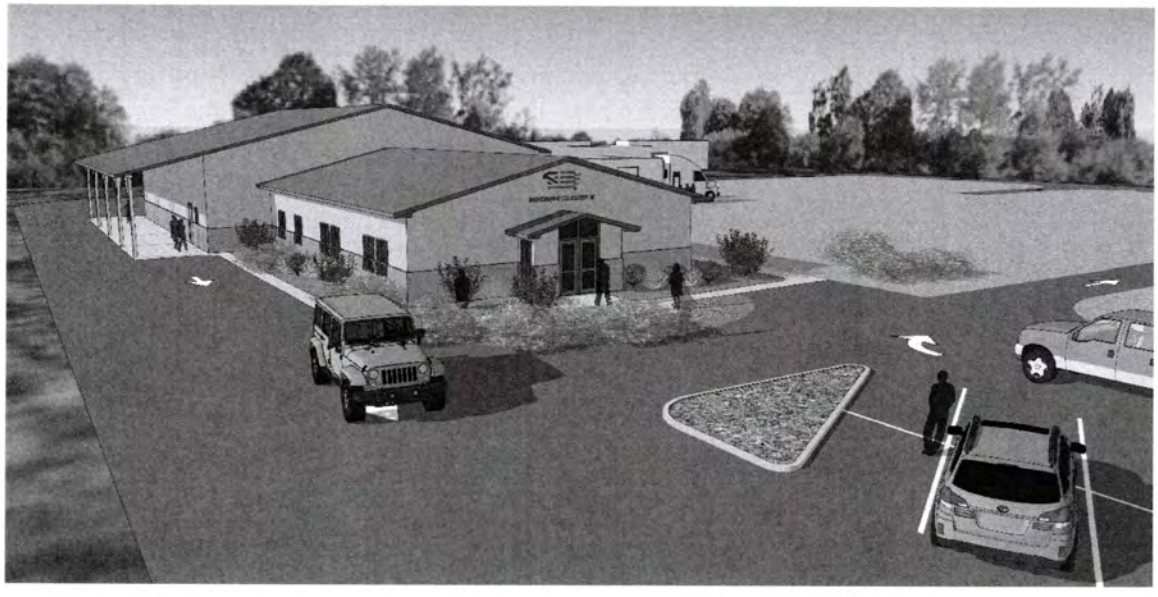
Attachments:

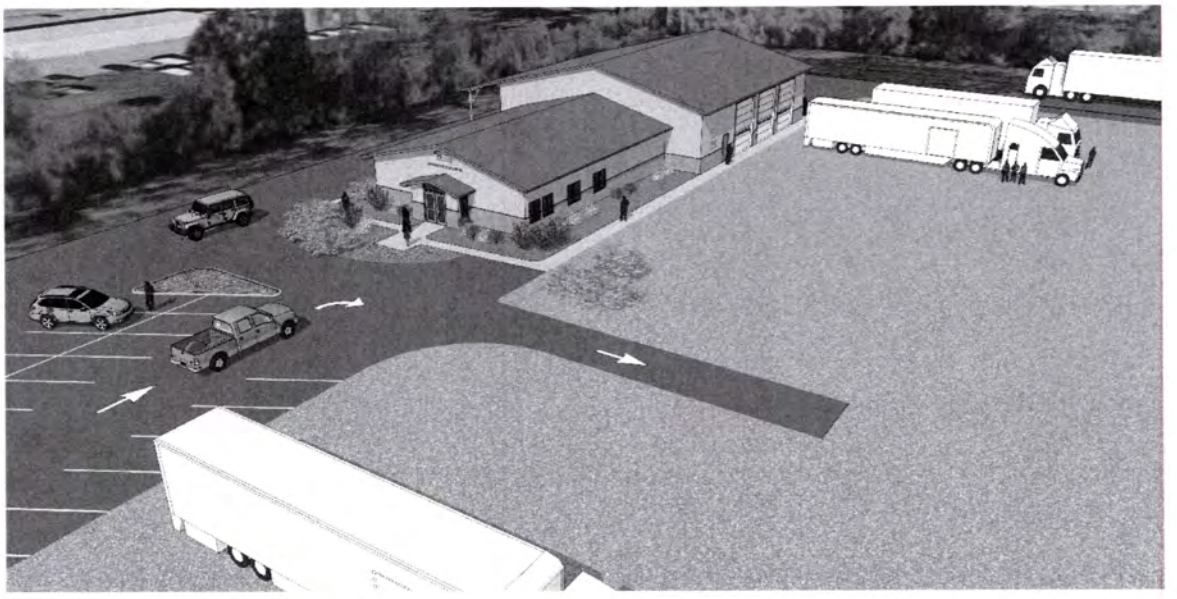
- Site Plans
- Floor Plans
- Exterior Elevations
- Fire Chief's Memo Dated 9/30/2022
- City Engineer's Memo Dated 10/3/2022


LEGEND
PROPERTY
LOT LINE
BOUNDARY LINE
BUILDING SETBACK LINE
EDGE OF WOODS
WOOD FENCE
BUILDING WALL WIDTH
BITUMINOUS
CONCRETE SURFACE
GRAVEL
SOD
IMPERVIOUS SURFACE SUMMARY
TYPE
AREA
PERCENTAGE
TOTAL
191,800 SF
PROPOSED IMPERVIOUS
25,700 SF
GENERAL GEOMETRIC AND PAVING NOTES:
1. CONTRACTOR IS ADVISED TO REFER TO THE ARCHITECTURAL PLANS FOR LOCATIONS OF FUTURE LOT LAYOUT.
2. SITE DIMENSIONS SHOWN ON THIS PLANS SHALL BE USED FOR ALL LAYOUT WORK.
3. ALL SIDEWALKS SHALL HAVE A POSITIVE SLOPE AWAY FROM THE BUILDING. THE MAXIMUM CROSS SLOPE SHALL BE 2.0% AND THE MAXIMUM LONGITUDE SLOPE SHALL BE 5.0% UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
4. NO SLOPE IN ANY DIRECTION SHALL EXCEED 2% IN ACCESSIBLE PARKING AREAS.
5. MATCH NEW AND EXISTING PAVEMENT SURFACE, SIDEWALKS AND CURBS AT SAWCUT LINES, ALLOWING NO PONDING OF WATER AT JOINTS. PROVIDE GRADE TRANSITION ACROSS NEW AND EXISTING JOINTS.
6. ALLOW MINIMUM OF 24 HOUR CURING PRIOR TO ALLOWING TRAFFIC ON BITUMINOUS PAVING.
PROPOSED BUILDING FFE=940.0
TRACT A
DRIVING PRACTICE AREA 100,000 SF
Ditch
West line of the East 66 Feet
N01°04'22"W 425.00
425.00
N01°04'22"W
S89°55'44"E 410.08
DUAL INDUSTRIAL PARK
BLOCK 5
LOT 1
TRACT B
North line of the South 66 Feet
South line of the South 66 Feet
EAST DUAL BOULEVARD N.E.


70'-5"
60'-5"
10'-2"
10'-2"
110
270 s.f.
240 s.f.
110
110
110







September 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: American First CDL Academy, Inc

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed truck driving school business to be built on parcel 1 60291 400 by American First CDL Academy, Inc.

Isanti Fire supports the conditions outlined in the September 21, 2022 plans ensuring the below, and all City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Due to the unique entrance to the facility, we seek compliance with Section 503 of the MN State Fire Code; *Fire Access Roads* and Appendix D, *Fire Apparatus Access Roads.* Continuing with a minimum 20' width with 28' radius **would require** signage per Appendix D, 103.6 *Fire Lane Signs.*

We request to confirm the entrance driveway radius dimensions prior to continuation.

Please contact me for further clarity if needed.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

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Suite 206
Ramsey, MN 55303-5119

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Fax: (763) 427-0833
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MEMORANDUM

Date: October 3, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Truck Driving School – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Truck Driving School" with a preliminary stamp and dated of 9/21/2022.

The plan includes the construction of a new building, parking lot and a storm sewer system with a pond.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C-2 Survey Plan:
    a. Survey topo will be needed along the entire entrance road and connection points.
2. Sheet C-3 – Civil Site Plan:
    a. Class 5 surface is considered impervious. Update the impervious area table and percentage.
    b. No curb is needed along the entrance road that falls within the City owned "Tract B".
        i. Survey and proposed grades are needed along the entrance road.
    c. The 1-foot tall wall along the west side of the site seems unnecessary and hazardous. Recommend a curb run along the entire west side to prevent vehicles from going into ditch.
    d. A perimeter privacy fence is required around the perimeter of the site if the entire drivable surface is not paved and perimeter curb installed.
    e. The 10-foot radius circles around the two inlets shall be paved (concrete or bituminous)
3. Sheet C-4 – Erosion & Sediment Control Plans:
    a. Show impervious lined pond as there is not 3 feet of separation from the water table.
        i. Show erosion control blanket and seed type where slopes are 4:1 or greater including around pond and embankment slopes down to ditch.
        ii. Show sod locations
        iii. Show silt fence along west side of wall at top of ditch slope.

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b. The gravel surface cannot drain away from the site. The entire west side of the building appears to sheet drain directly to the ditch.

4. Sheet C-6 – SWPPP:
   a. Submit City SWPPP checklist (attached)
   b. Submit NPDES Permit to City prior to beginning work.
5. Sheet C-7 – Grading Plan:
   a. Show spot elevations on the proposed curb & gutter with slopes called out.
   b. Show slope labels on the proposed gravel and around the perimeter of the gravel on the proposed grass surfaces to match existing.
   c. Call out low elevation between the two inlets, it should not be more than 0.5' above the proposed rims.
   d. Call out low elevation along the north edge of the proposed gravel where the north inlet would overflow. It should not be more than 0.5' above the proposed rim.
   e. Call out EOF of pond to ditch, set at lowest rim elevation of structures in the parking lot.
   f. Show elevations, grades, and matching existing surfaces along the entire entrance drive.
6. Sheet C-8 – Utility Plan:
   a. Show how sewer and water services will connect to existing mains.
      i. Call out tee into existing watermain in street, add gate valve on east side of new tee.
      ii. Call out saddle wye onto existing sanitary sewer main or core & boot into manhole. Verify pipe size between manhole on Tract B and manhole in street.
   b. Keep utilities at least 5 feet from any property line. (2" sanitary clips close to property corner at entrance curve.)
   c. 2" sanitary is a forcemain, no cleanouts apply, may need air relief if high point after ditch. Call out inverts along forcemain keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
   d. Call out water service inverts along service run. Keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
      i. Does the building need an irrigation system? Will the 1.5" water service line provide enough water?
   e. Show curb stop where the water service crosses the property line before the ditch. Call out small casting to cover curb stop as it will be in the pavement.
   f. Call out 8" watermain inverts. Keep 8-feet deep.
   g. Call out hydrant finished ground elevation, valve, fittings, 6" wmn length, etc.

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h. Water service to UPS will be hit from new main installation. See attached record drawing. Show reconnecting UPS service and installing curb stop at north property line of tract B where service crosses onto UPS property.

i. Storm sewer discharge pipe from the pond shall be a minimum 12" diameter. Install skimmer structure for rate control under 12" flow rates. Slope should also be at a minimum self-cleaning velocity.

j. The two inlet structures in gravel shall have a 2-foot sump to collect the class 5 sediment washout.

7. Sheet C-9 – Details:

   a. Call out gravel pavement section. Should not be less than 8".

   b. Use attached valley gutter detail.

   c. Submit City SWPPP checklist (attached)

   d. Submit NPDES Permit to City prior to beginning work.

Stormwater Modeling:

1. Submit subcatchment maps for the existing and proposed models. Need to catch all new impervious area created on the 4 acre parcel and run through pond prior to discharge to ditch.
2. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.

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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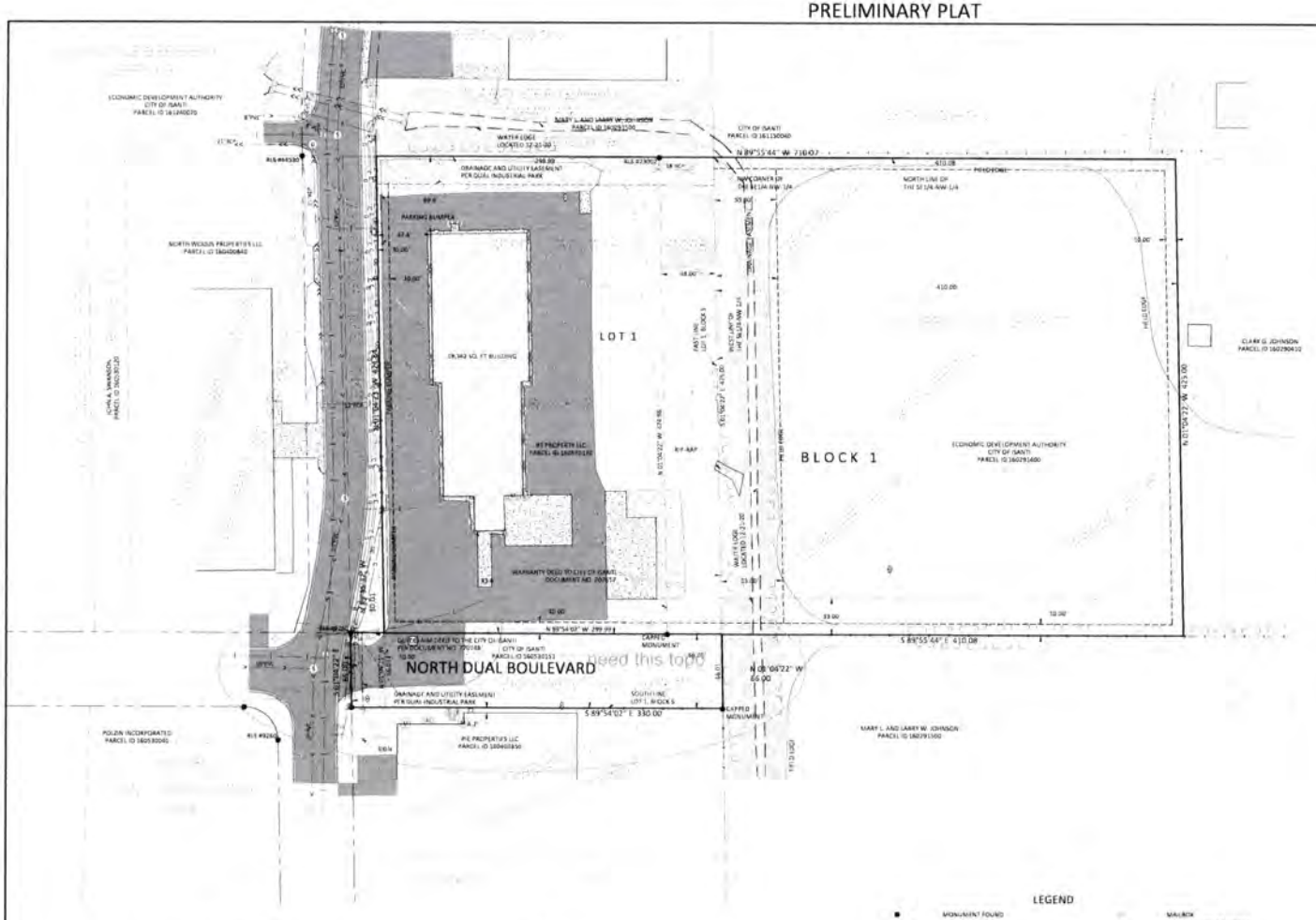
PRELIMINARY PLAT



NAME OF PLAT

PRELIMINARY PLAT

LEGAL DESCRIPTION

(per document #207617)
Tract A
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 1/4 of NW 1/4) 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 1016 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, containing ten acres, more or less, and subject to existing highways.

Tract B
The South sixty-six feet (S 66') and the East forty eight feet (E 48') of Lot One (1), Block Five (5) Dual Industrial Park, as measured at right angles
to the South line and the East line, respectively of said Lot 1, Isanti County

AND

(per document #220748)
That part of the Southwest Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:
Commencing at the southwest corner of Lot 1, Block 5 of the recorded plat of Dual Industrial Park, Isanti County, Minnesota; thence northerly on an azimuth of 350 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of 60.00 feet to the point of beginning of the parcel to be herein described; thence westerly on azimuth of 270 degrees 00 minutes 00 seconds, along the north line of Dual Boulevard, as dedicated on the plat of Dual Industrial Park, a distance of 50.00 feet; thence northerly on an azimuth of 16 degrees 13 minutes 10 seconds, a distance of 48.85 feet to the point of intersection with a line drawn parallel with and distant 36.00 feet west of the west line of said Lot 1, Block 5 of Dual Industrial Park, as measured at right angles to said west line of Lot 1; thence northerly on an azimuth of 358 degrees 50 minutes 10 seconds, along said parallel line, a distance of 379.81 feet to the north line of the SW 1/4 of NW 1/4 of Section 29; thence easterly on an azimuth of 89 degrees 58 minutes 50 seconds, along said north line, a distance of 36.00 feet to the northwest corner of said Lot 1, Block 5 of Dual Industrial Park; thence southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of 424.81 feet to the point of beginning.

AND

(per document #XXXXX)
Lot 1, Block 5, XXXXXXXXXXX

SURVEYOR'S NOTES:

1. Contours are at 1 foot intervals
2. Orientation of the bearing system is based upon the Isanti County Coordinate System (NAD83), 1986 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
110 FIRST AVENUE NW
ISANTI, MN 55040

CURRENT ZONING:

INDUSTRIAL PARK (I-1)

SURVEYOR/ENGINEER:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

LOT REQUIREMENTS AND SETBACKS:

BUILDING SETBACKS: (PER CITY OF ISANTI CODE, SECTION 8, ARTICLE 2, SUBDIVISION 7)

FRONT YARD	30 FEET
SIDE YARD	15 FEET
REAR YARD	30 FEET

FIELD TOPOGRAPHY PROVIDED BY:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

DATE OF PREPARATION:

XXXXXXXXXX

VICINITY MAP

NOT TO SCALE

AREA TABULATION

LOT 1	SQ. FT.	ACRES
RIGHT OF WAY	SQ. FT.	ACRES
TOTAL AREA	323,474 SQ FT	7.426 ACRES

LEGEND

- MONUMENT FOUND
- CONTROL POINT
- BENCH MARK
- AIR CONDITIONER
- BOLLARD
- CATCH BASIN
- CATCH BASIN
- FIRE HYDRANT
- FLAG POLE
- FLARED END / APRON
- GUY WIRE ANCHOR
- HANDHOLE
- COMMUNICATION UNDERGROUND
- ELECTRIC UNDERGROUND
- FIBER UNDERGROUND
- GAS UNDERGROUND
- OVERHEAD ELECTRIC
- SANITARY SEWER
- STORM SEWER
- WATER SYSTEM
- FENCE
- CURB & GUTTER
- EDGE OF TREES
- MAILBOX
- MANHOLE SANITARY SEWER
- MANHOLE STORM SEWER
- METER
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- POLE-UTILITY
- SIGN-TRAFFIC
- TRANSFORMER-ELECTRIC
- TREE-CONIFEROUS
- TREE-DECIDUOUS
- VALVE
- ADJACENT
- EASEMENT
- RIGHT OF WAY
- INTERMEDIATE CONTOUR
- INDEX CONTOUR
- WATER EDGE
- GRAVEL SURFACE
- CONCRETE SURFACE
- BITUMINOUS SURFACE

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.

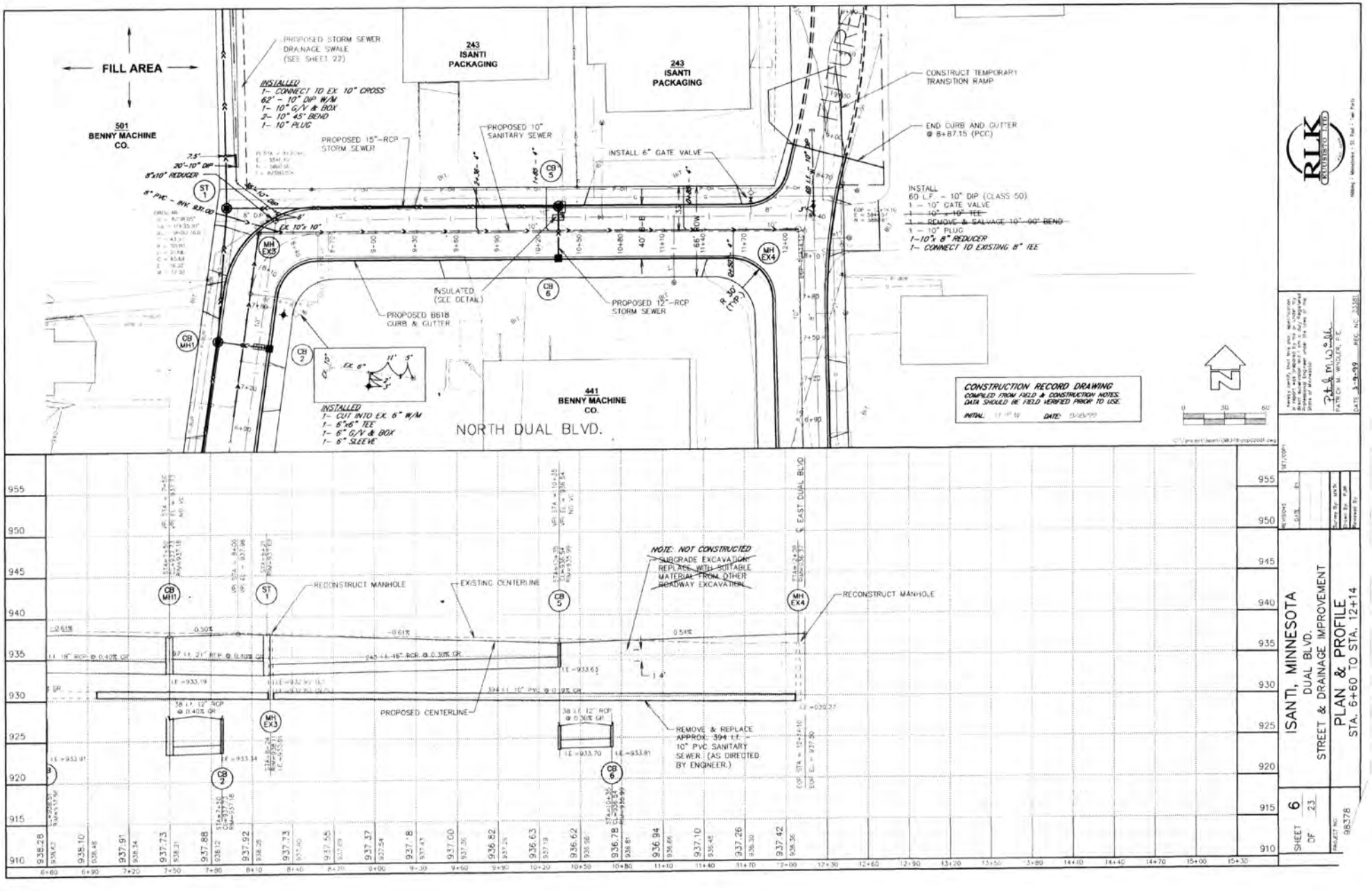
Andrew Hill
License Number 57652

XX/XX/XXXX
Date

THIS PLAT PREPARED BY BOLTON & MENK, INC.

H:\SAMWORK\123523\READY\SOU123523_V_PROP_1.dwg 1/5/2021 7:28 AM

JOB NUMBER: 0B1123523 FIELD BOOK: SEE FILE DRAWN BY: CJZ


FILL AREA
501
BENNY MACHINE
CO.
PROPOSED STORM SEWER
DRAINAGE SWALE
(SEE SHEET 22)
INSTALLED
1- CONNECT TO EX. 10" CROSS
62' - 10" DIP W/M
1- 10" G/V & BOX
2- 10" 45° BEND
1- 10" PLUG
243
ISANTI
PACKAGING
243
ISANTI
PACKAGING
PROPOSED 15"-RCP
STORM SEWER
PROPOSED 10"
SANITARY SEWER
INSTALL 6" GATE VALVE
CONSTRUCT TEMPORARY
TRANSITION RAMP
END CURB AND GUTTER
@ 8+87.15 (PCC)
INSTALL
60 L.F. - 10" DIP (CLASS 50)
1 - 10" GATE VALVE
1 - 10" x 10" TEE
1 - REMOVE & SALVAGE 10" - 90° BEND
1 - 10" PLUG
1-10"x 8" REDUCER
1- CONNECT TO EXISTING 8" TEE
7.5°
20'-10" DIP
8"x10" REDUCER
8" PVC - INV. 937.00
EX. 10"x 10"
INSULATED
(SEE DETAIL)
PROPOSED B618
CURB & GUTTER
PROPOSED 12"-RCP
STORM SEWER
R 30'
(TYP.)
INSTALLED
1- CUT INTO EX. 6" W/M
1- 6"x6" TEE
1- 6" G/V & BOX
1- 6" SLEEVE
441
BENNY MACHINE
CO.
NORTH DUAL BLVD.
CONSTRUCTION RECORD DRAWING
COMPILED FROM FIELD & CONSTRUCTION NOTES.
DATA SHOULD BE FIELD VERIFIED PRIOR TO USE.
INITIAL:
DATE: 8/26/99
0 30 60
RECONSTRUCT MANHOLE
EXISTING CENTERLINE
NOTE: NOT CONSTRUCTED
SUBGRADE EXCAVATION
REPLACE WITH SUITABLE
MATERIAL FROM OTHER
ROADWAY EXCAVATION
RECONSTRUCT MANHOLE
EAST DUAL BLVD.
PROPOSED CENTERLINE
REMOVE & REPLACE
APPROX. 394 L.F. -
10" PVC SANITARY
SEWER. (AS DIRECTED
BY ENGINEER.)
RLK
PATRICK M. WINDLER, P.E.
DATE 3-9-99 REG. NO. 23581
ISANTI, MINNESOTA
DUAL BLVD.
STREET & DRAINAGE IMPROVEMENT
PLAN & PROFILE
STA. 6+60 TO STA. 12+14
SHEET 6 OF 23
PROJECT NO. 98378

LEGEND

EXISTING

- BUSH/SHRUB
- CONIFEROUS TREE
- DECIDUOUS TREE
- WETLAND
- STEEL/WOOD POST
- SIGN-TRAFFIC/OTHER
- SIGN-TRAFFIC/OTHER
- MAIL BOX
- HANDICAPPED STALL
- PERC TEST
- MONITORING WELL
- CABLE TV BOX
- GAS METER
- STREET LIGHT
- GUY WIRE
- POWER POLE
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- ELECTRIC TOWER
- SANITARY MANHOLE
- SEWER CLEANOUT
- BEEHIVE CATCH BASIN
- CATCH BASIN
- CONCRETE SURFACE
- CLEARED LAND SECTION
- STORM MANHOLE
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE
- TRAFFIC LIGHT
- GATE VALVE
- HYDRANT
- WATER METER
- CURB STOP BOX
- WATER MANHOLE
- WELL
- GAS LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE LINE
- WATERMAIN
- FENCE LINE
- DECIDUOUS TREE LINE
- CONIFEROUS TREE LINE
- CURB & GUTTER
- BITUMINOUS SURFACE

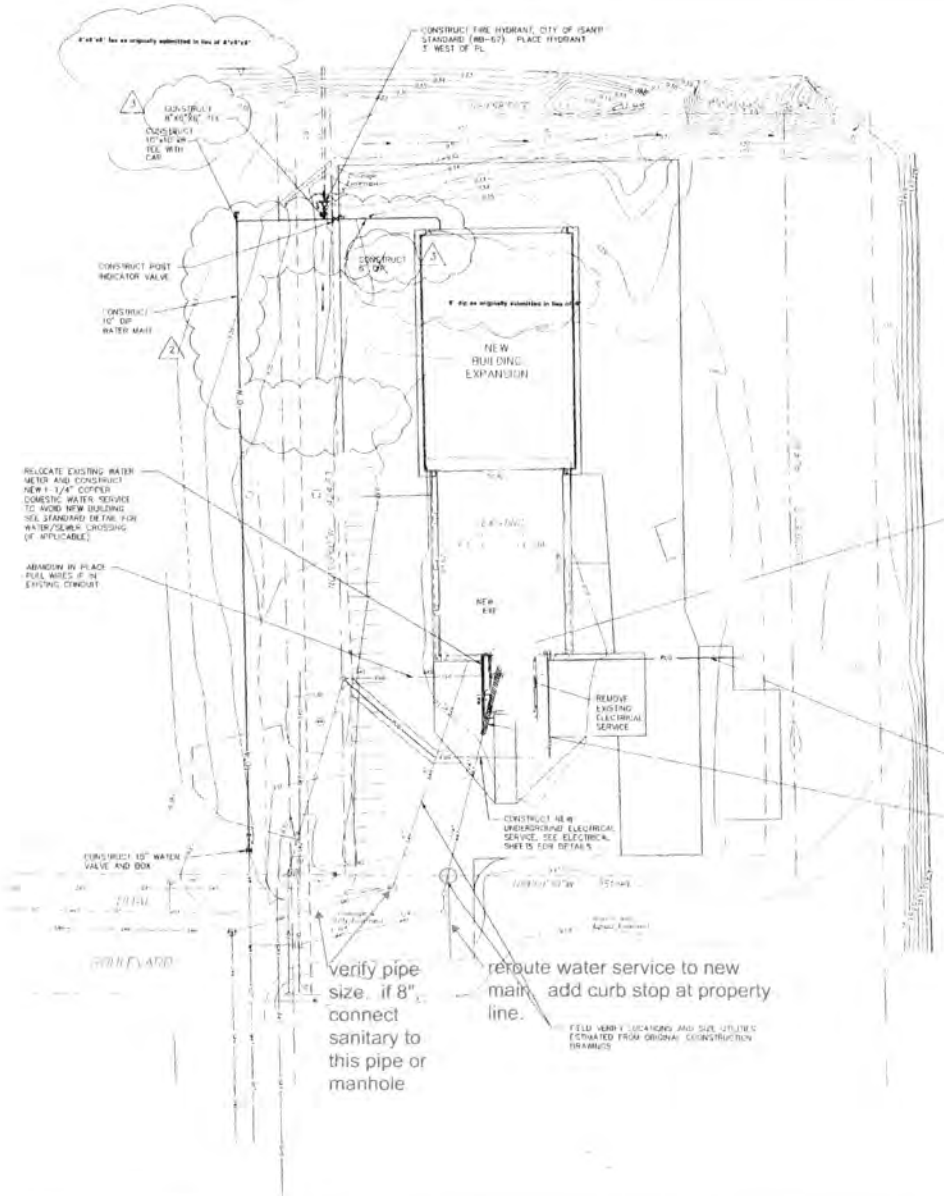
PROPOSED

- 100 — NEW CONTOURS
- SS — SANITARY LINE
- SD — STORM LINE
- W — WATER LINE
- E — UNDERGROUND ELECTRIC LINE
- T — UNDERGROUND TELEPHONE LINE
- G — LOW PRESSURE GAS LINE
- NEW CONCRETE PAVEMENT

NORTH

30 0 30

SCALE: 1" = 30'



GENERAL NOTES

1. THE LOCATION OF ALL AERIAL AND UNDERGROUND UTILITY FACILITIES SHOWN ARE APPROXIMATE OR MAY NOT BE INDICATED IN THESE PLANS. UNDERGROUND CONDUITS, WHETHER INDICATED OR NOT, WILL BE LOCATED AND FLAGGED BY THE UTILITIES AT THE REQUEST OF THE CONTRACTOR. THE CONTRACTOR SHALL BE REQUIRED TO NOTIFY AND COORDINATE ALL NECESSARY UTILITY INTERRUPTIONS WITH OWNER. ANY DAMAGE TO EXISTING UTILITIES AND/OR WHEN STRUCK CAUSED BY CONSTRUCTION OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
2. ALL CONSTRUCTION, EXCEPT WHERE OTHERWISE INDICATED, SHALL BE IN ACCORDANCE WITH THE CITY OF ISANTI (GOVERNING BODY). IF NOT STATED BY CITY OF ISANTI, CONSTRUCTION SHALL BE IN ACCORDANCE WITH MN/DOT STANDARD SPECIFICATIONS.
3. DUCTILE IRON PIPE FOR WATER MAIN SHALL BE POLY WRAPPED AND CEMENT LINED AND SHALL BE IN ACCORDANCE WITH THE CITY OF ISANTI PUBLIC WATER MAIN STANDARDS. SEE MINNESOTA DEPARTMENT OF HEALTH STANDARDS FOR PRESSURE TESTING, PURITY, SERVICE, AND DISINFECTION REQUIREMENTS.

PROFESSIONAL ENGINEER

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

Date: May 26, 1999 Reg. No. 21

No.	Date	By	Description
1	6/4/99	MS	REVISE PER CITY COMMENTS
2	6/7/99	MS	ADD FIRE SPRINKLER SYSTEM

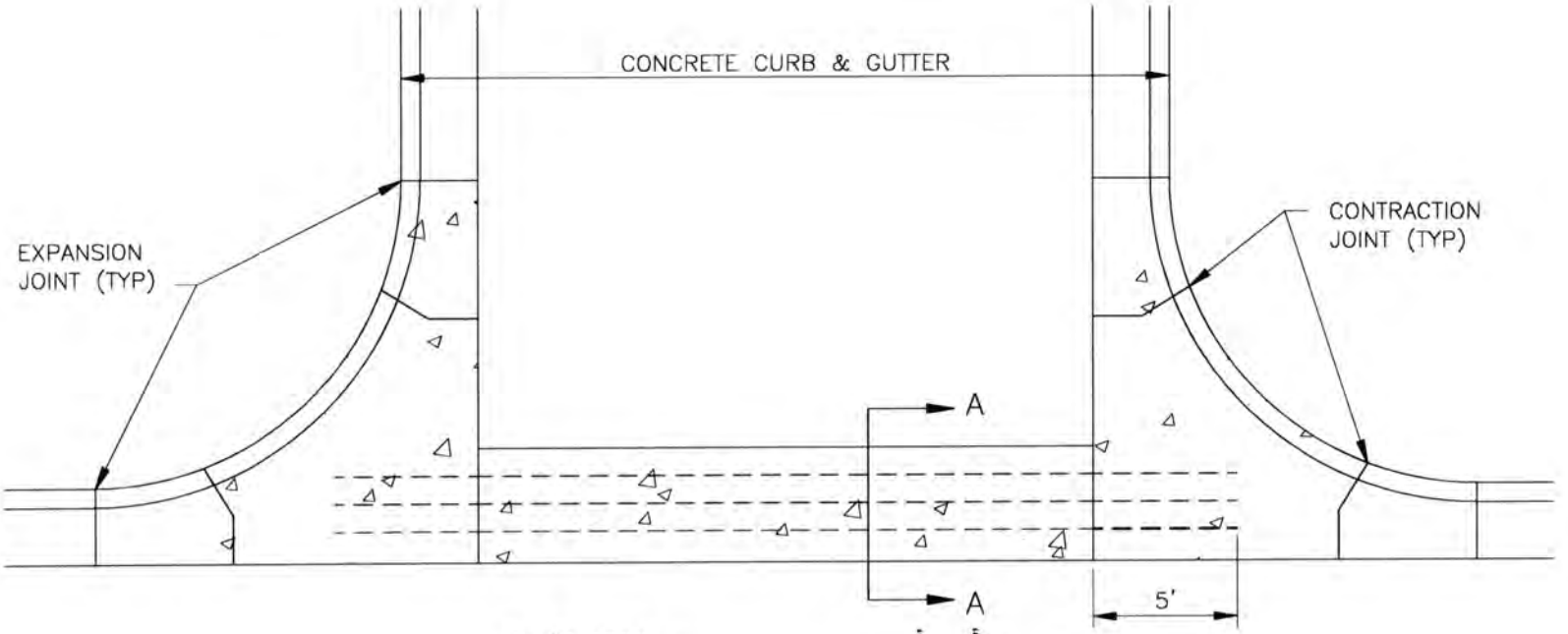
DESIGNED: MS
DRAWN: MS
CHECKED: JKT
APPROVED: JKT

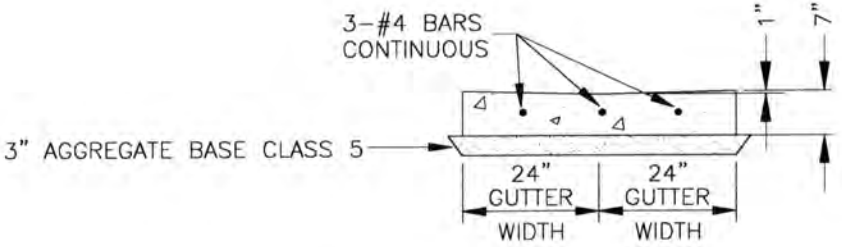
THE SCHEMMER ASSOCIATES
Architects Engineers

UPS Building Expansion
Isanti, MN

UTILITY PLAN

JOB NO. 40710
SHEET C4-1
6 OF 40





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

SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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

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: November 1st, 2022
Subject: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist and explained the zoning ordinance text amendment, comp plan text/map amendment and CUP approval for horse stables and why the changes need to be made for this request. Staff explained that they believe horses should be allowed with regulations within the R-1A Residential Rural Zoning District. Regulations for horses were discussed between staff and Planning Commission members. As presented, horses would be allowed on parcels of 30 or more acres within the R-1A zoning district and 1 horse would be allowed for every 2 acres of land. The parcel in question would also have to be rezoned from R-1 to R-1A to fit a Rural Residential designation. "Horse Stables" would be added as language under Conditional Uses within the R-1A zoning district. This would provide the applicants the ability to construct horse stables as the principal use on this parcel, and the horse stables would have to meet the minimum requirements for allowing a CUP. This would mean that each person who would like to have horse stables in the future will have to pass the Planning Commission and City Council to determine the location of the stables and that they don't negatively impact surrounding properties. The CUP regulations were analyzed for this specific request and location, and was determined that the stables would not negatively impact the area or surrounding properties/homeowners.

A surrounding property owner, Lynn Swanson was present at the public hearing. Mr. Swanson stated that he believes that this would be a good use for the parcel in that it is a rural area and horses should be allowed. The applicant Stephanie Neumann was also present at the meeting and available for questions from the Planning Commission. The Planning Commission asked what their goals are for the property altogether. Stephanie said that they hope to have private stables and an indoor riding barn along the north side of the parcel and could potentially build a house in the future. Planning Commission members asked if the regulations for horses are reasonable and make sense for what they are looking to accomplish. The applicant said that they could meet the regulations proposed to be put in place for horses. Motion for approval of the Zoning Ordinance Text Amendment, Comp Plan Text/Map Amendment and CUP for horse stables by Lundeen and seconded by Collison, motion passed 6-0.

Request: Consider adopting the attached resolutions.

Attachments

- Resolutions
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A COMPREHENSIVE LAND USE PLAN AMENDMENT FOR PID 16.021.0200 FROM R-1 SINGLE FAMILY RESIDENTIAL TO R-1A RESIDENTIAL RURAL DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Comprehensive Land Use Plan Amendment for PID 16.021.0200; and,

WHEREAS, PID 16.021.0200 is currently guided in the Comprehensive Land Use Plan as R-1 Single Family Residential; and,

WHEREAS, the designation of these parcels shall be changed to be guided for R-1A Residential Rural District; 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 October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Comprehensive Land Use Plan Amendment at its regularly scheduled meeting on November 1, 2022;

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 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A ZONING ORDINANCE TEXT AMENDMENT TO INCLUDE "HORSE STABLES" AS A CONDITIONAL USE WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Zoning Ordinance Text Amendment to include "Horse Stables" under Conditional Uses within the R-1A Residential Rural zoning district; and,

WHEREAS, Section 6, Article 6: "R-1A" Residential Rural District, Subdivision 4 lists Conditional Uses within this Zoning District; and,

WHEREAS, "Horse Stables" will require a Conditional Use Permit in the R-1A zoning district and each request will be reviewed by the Planning Commission and City Council; and,

WHEREAS, Section 21, Article 1: Amendments (Text and Map) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Zoning Ordinance Text Amendment request; and

WHEREAS, the City of Isanti Planning Commission recommended approval of a Zoning Ordinance Text Amendment for "Horse Stables" on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Zoning Ordinance Text Amendment at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti that Section 6, Article 6, Subd. 4 of the City Zoning Ordinances be hereby Amended to include the following:

A. ~~H.~~ Bed and Breakfast establishments subject to those standards as provided within Section 13 of this Ordinance.

B. ~~I.~~ Cemetery.

C. ~~J.~~ Community recreation.

D. ~~K.~~ Educational institutions.

E. ~~L.~~ Public buildings.

F. ~~M.~~ Religious institutions.

G. ~~N.~~ Telecommunication towers and antennas. Standards as provided in Section 13 shall be met; in addition to the following stipulation.

2. Towers and antennas located within the "R-1A" Single-Family Rural District are limited to municipal functions and applications only.

H. Adult Day Center serving twelve (12) or fewer persons. (Ord. No. 594)

I. Horse Stables

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

City Clerk Jaden Strand

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR HORSE STABLES WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT LOCATED AT PID 16.021.0200

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Conditional Use Permit for "Horse Stables" at PID 16.021.0200; and,

WHEREAS, the property has been rezoned from R-1 Single Family Residential to R-1A Residential Rural zoning district; and,

WHEREAS, the proposed Conditional Use Permit is contingent on the City Council passing the amended zoning ordinance text amendment which includes "Horse Stables" as a Conditional Use in the R-1A zoning district; 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 Horse Stables meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of a Conditional Use Permit for Horse Stables on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

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 Horse Stables at PID 16.021.0200;

BE IT FURTHER RESOLVED that the requested Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. Applicant shall apply with the City for all permits associated with the horse stables
2. The proposed Zoning Ordinance Amendment to include "Horse Stables" as a Conditional Use in the R-1A Zoning District gets approved by the City Council
3. Proposed building and associated site construction shall conform with the current editions of the MN State Building and Fire Codes unless the structure and associated parcel are properly classified as agricultural to meet the agricultural building exemption.

4. Under an agricultural exemption, the building can only be used for private use and could not be considered as open to the public for boarding services and events such as; classes, trainings, seminars, etc.
5. A SWPPP (Stormwater Pollution Prevention Plan) shall be submitted if there is greater than 1 acre of land disturbed for construction.

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Stephanie Neumann for a Conditional Use Permit for Horse Stables located at PID 16.021.0200 within the R-1A Residential Rural District.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Horse Stables for the property located at PID 16.021.0200.
2. The Property is zoned R-1A, Rural Residential District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on October 18, 2022 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 October 6, 2022. 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 intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City's Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to public facilities and capital improvement plans.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

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 stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

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 stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on October 18, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for Horse Stables at PID 16.021.0200.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Request: The applicant, Stephanie Neumann is requesting a Zoning Ordinance Text Amendment to allow for the keeping of horses in a R-1A zoning district, a comprehensive plan text/map amendment to rezone PID 16.021.0200 to R-1A Residential Rural and to approve a conditional use permit for a horse stable within the R-1A zoning district.

Overview/Background: The applicant would like to construct horse stables for private boarding on a 38.1-acre vacant lot located just within Isanti's limits along the northeast border. Currently, horses are considered prohibited animals in Isanti according to Chapter 87 of City Code. Staff have researched how surrounding municipalities regulate horses, and have discussed regulations that would be beneficial to the Isanti community. In order to fulfill the request for horse stables on this property, multiple changes have to be made within the City Zoning Ordinances and a section in city code will need to be added to allow and regulate the keeping of horses.

The parcel is currently zoned R-1 "Single Family Residential" and is proposed to be rezoned to the R-1A "Residential Rural Zoning District". The R-1A zoning district provides less restrictions than an R-1 district, due to the size and location of these parcels.

Analysis of Application: The analysis of the request is broken up in sections for the Rezoning, Comprehensive Plan/Zoning Text and Map Amendment, Conditional Use Permit and the proposed horse regulations in city code. Voting shall take place for each request as they are separate items.

Rezoning/Map Amendment

The current zoning of PID 16.021.0200 is R-1 "Single Family Residential" and is proposed to be rezoned to R-1A "Residential Rural Zoning District". The R-1A zoning district was created with the intent of providing residential development while keeping the enjoyment of a rural lifestyle. Staff believes that this zoning district would be the right designation for horses based on larger lot sizes and the location of the parcels on the exterior borders of city limits. The PID in question is just within city limits along the northeast border with Isanti Township. A Rezoning also constitutes a change to the current zoning map and also land use maps within the City's Comprehensive Plan.

A rezoning request is determined by the judgement of the Planning Commission and shall be based upon 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.

   The intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City's Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to 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.

   The parcel meets the minimum lot requirements for the R-1A "Residential Rural" zoning district in that it is over 1 acre in size. The R-1A requirements will need to be amended to allow horse stables as a Conditional Use to fulfill the intent of the rezoning and is analyzed in this report in a following CUP section.

3. There is adequate infrastructure available to service the proposed action.

   The intended use will not require infrastructure changes to accommodate the request.

4. There is an adequate buffer or transition provided between potentially incompatible districts.

   The parcel is completely surrounded by properties zoned R-1 "Single Family Residential". The golf course which is currently not operating surrounds the south and west boundaries. Vacant land and one residential property surround the parcel to the north and east. City staff believes that there is an adequate buffer and natural transition of surrounding uses based on the size of the parcels and locations of existing residences.

Conditional Use Permit – Horse Stables

Staff believes that horse stables shall require a Conditional Use Permit in the R-1A zoning district. Each request will be reviewed by the Planning Commission and City Council to ensure that the use is not detrimental to surrounding properties and to determine the suitability of the use in regards to the general welfare, public health and safety.

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.

   Response found above in "Rezoning" section.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

   The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

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 stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

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 stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

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.

   Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

   Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

   The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.

   The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Text Amendments:

The request to keep horses and build stables on this property require amendments to both the zoning ordinances and also the city code. Changes to the text are indicated below either by having a line through the words if text is being removed and underlined if text is being added. These changes have been separated by zoning ordinance amendments and city code amendments and are analyzed below:

Zoning Ordinance Amendments:

- The term "Horse Stables" must be added to the list of Conditional Uses within the R-1A Zoning District:

  ARTICLE SIX: "R-1A" RESIDENTIAL RURAL DISTRICT

  Subdivision 4: Conditional Uses

  The following are conditional uses allowed in the "R-1A" Single-Family Residential Rural District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

  I. Horse Stables

City Code Amendments:

- "Horses" must be regulated and added to Article 1 Keeping of Certain Animals within Chapter 87 of City Code:

§ 87-1.5 **Horses.**

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.

B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.

C. There shall be no more than 1 horse per 2 acres of land.

D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.

E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.

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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.

(4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.

J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.

K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.

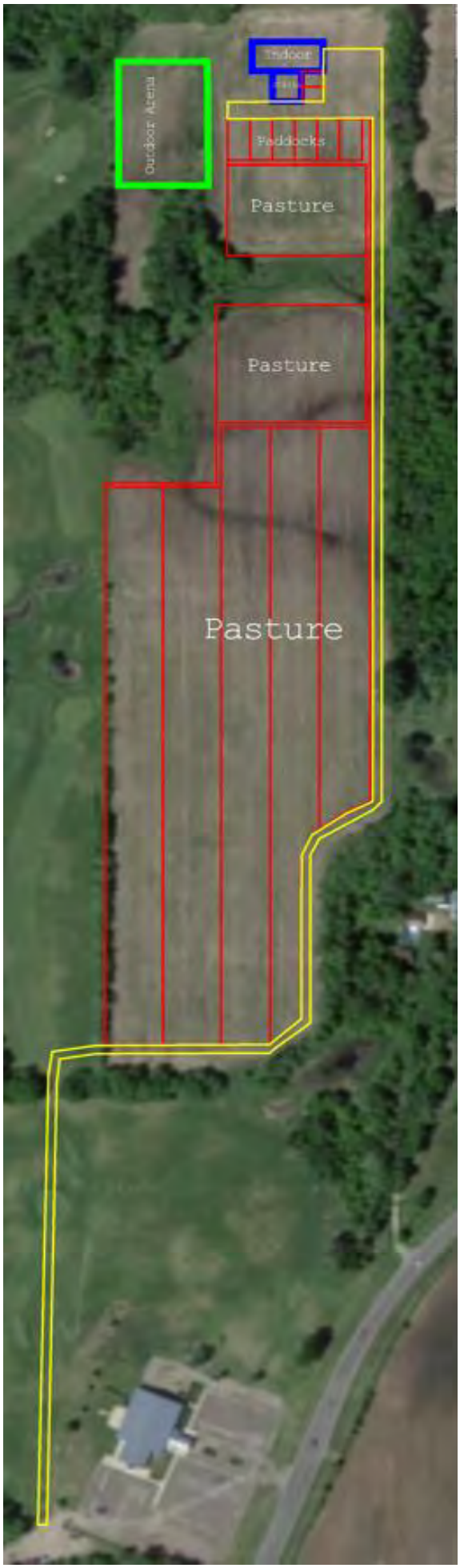
L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

City staff have researched surrounding cities regulations for the keeping of horses and the regulations above have been modified to better fit the City of Isanti while staying consistent with language from other regulated animals within City Code.

Staff Recommendation: Staff recommends approval of the Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to R-1A Residential Rural and Conditional Use Permit approval for horse stables in the R-1A Zoning District.

Attachments:

- Site Plans


Indoor
Barn
Outdoor Arena
Paddocks
Pasture
Pasture
Pasture

City of Isanti

Gross Payroll	103,631.73
Social Security & Medicare	6,088.23
Public Employees Retirement	10,363.51
Total City Expense	120,083.47

Pay Date 10/28/2022

Pay Period 22 (10/9-10/22/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/18/2022	59427	494	ALLINA HEALTH SYSTEM	603-20200	252.25
10/22	10/18/2022	59428	1858	ASTLEFORD INTERNATIONAL	101-20200	993.10
10/22	10/18/2022	59429	9	BERNICKS PEPSI-COLA	609-20200	3,158.30
10/22	10/18/2022	59430	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,451.44
10/22	10/18/2022	59431	1792	CARLOS CREEK WINERY	609-20200	1,560.00
10/22	10/18/2022	59432	1815	CENTURYLINK	602-20200	535.57
10/22	10/18/2022	59433	918	CRYSTAL SPRINGS ICE	609-20200	187.20
10/22	10/18/2022	59434	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,138.17
10/22	10/18/2022	59435	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/22	10/18/2022	59436	3159	ELM CREEK BREWING	609-20200	152.00
10/22	10/18/2022	59437	2933	FALCON NATIONAL BANK	228-20200	13,656.72
10/22	10/18/2022	59438	912	FASTENAL COMPANY	101-20200	458.31
10/22	10/18/2022	59439	739	HACH COMPANY	601-20200	438.96
10/22	10/18/2022	59440	3260	IMAGE CONTRACTING	505-20200	8,000.00
10/22	10/18/2022	59441	7	JOHNSON BROTHERS LIQUOR CO	609-20200	25,274.80
10/22	10/18/2022	59442	2647	JOHNSON CONTROLS	101-20200	578.40
10/22	10/18/2022	59443	5	KAWALEK TRUCKING	609-20200	359.60
10/22	10/18/2022	59444	3259	KIELSER POLICE SUPPLY	101-20200	429.00
10/22	10/18/2022	59445	3253	KINMOUNT EXTERIORS LLC	101-20200	16,291.50
10/22	10/18/2022	59446	1282	LEAF TOWING & RECOVERY	220-20200	200.00
10/22	10/18/2022	59447	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	416.00
10/22	10/18/2022	59448	1479	LOFFLER COMPANIES INC	108-20200	238.45
10/22	10/18/2022	59449	3096	MARIE RIDGEWAY LICSW LLC	101-20200	230.00
10/22	10/18/2022	59450	3117	MAVERICK WINE LLC	609-20200	724.00
10/22	10/18/2022	59451	17	MCDONALD DISTRIBUTING CO	609-20200	16,309.25
10/22	10/18/2022	59452	616	MENARDS - CAMBRIDGE	228-20200	414.10
10/22	10/18/2022	59453	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.18
10/22	10/18/2022	59454	1536	MINNESOTA DEED	219-20200	833.33
10/22	10/18/2022	59455	2080	MVTL LABORATORIES INC	602-20200	746.23
10/22	10/18/2022	59456	3122	NEW FRANCE WINE COMPANY	609-20200	684.00
10/22	10/18/2022	59457	2992	NEXTERA COMMUNICATIONS	609-20200	305.02
10/22	10/18/2022	59458	3149	ORIGIN WINE & SPIRITS	609-20200	136.00
10/22	10/18/2022	59459	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,691.25
10/22	10/18/2022	59460	3120	ROOTSTOCK WINE COMPANY	609-20200	211.08
10/22	10/18/2022	59461	1361	STAPLES ADVANTAGE	101-20200	62.73
10/22	10/18/2022	59462	73	STAR	101-20200	11.03
10/22	10/18/2022	59463	2441	TACTICAL SOLUTIONS	101-20200	236.00
10/22	10/18/2022	59464	626	THE WINE COMPANY	609-20200	311.00
10/22	10/18/2022	59465	1946	TRADEWINDS HEATING AIR	101-20200	165.79
10/22	10/18/2022	59466	42	VIKING COCA-COLA BOTTLING CO	609-20200	544.85
10/22	10/18/2022	59467	1286	VINOCOPIA INC	609-20200	1,494.71
10/22	10/18/2022	59468	4	WATSON CO INC	609-20200	2,196.60
Grand Totals:						124,433.77

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/26/2022	59475	2863	AMAZON CAPITAL SERVICES	228-20200	4,372.86
10/22	10/26/2022	59476	3261	ANIMATED LIGHTING INC	228-20200	2,265.00
10/22	10/26/2022	59477	692	ARC IRRIGATION LLP	104-20200	134.22
10/22	10/26/2022	59478	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35
10/22	10/26/2022	59479	53	BELLBOY CORPORATION	609-20200	3,104.15
10/22	10/26/2022	59480	9	BERNICKS PEPSI-COLA	609-20200	1,834.44
10/22	10/26/2022	59481	2319	BREAKTHRU BEVERAGE OF MN	609-20200	575.50
10/22	10/26/2022	59482	602	BURNET TITLE	601-20200	135.18
10/22	10/26/2022	59483	120	CONNEXUS ENERGY	101-20200	20,325.83
10/22	10/26/2022	59484	2583	CONTINENTAL RESEARCH CORP	101-20200	263.00
10/22	10/26/2022	59485	918	CRYSTAL SPRINGS ICE	609-20200	312.50
10/22	10/26/2022	59486	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,029.85
10/22	10/26/2022	59487	2809	DAHLHEIMER, PAMELA	101-20200	175.00
10/22	10/26/2022	59488	3265	DAVID STEWART	101-20200	53.69
10/22	10/26/2022	59489	1941	DELTA DENTAL	861-20200	3,478.60
10/22	10/26/2022	59490	3010	EVERPINE LAND HOLDINGS	601-20200	14.89
10/22	10/26/2022	59491	2933	FALCON NATIONAL BANK	228-20200	19,866.96
10/22	10/26/2022	59492	3263	FREEDOM MORTGAGE	601-20200	25.18
10/22	10/26/2022	59493	3262	IRONI, BRENDAN	601-20200	5.04
10/22	10/26/2022	59494	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
10/22	10/26/2022	59495	1563	ISANTI ELECTRIC INC	101-20200	2,210.33
10/22	10/26/2022	59496	113	ISANTI TIRE & AUTO CARE INC	101-20200	25.00
10/22	10/26/2022	59497	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,545.75
10/22	10/26/2022	59498	3245	JP BROOKS	601-20200	30.69
10/22	10/26/2022	59499	5	KAWALEK TRUCKING	609-20200	156.00
10/22	10/26/2022	59500	2587	LEAGUE OF MN CITIES	614-20200	759.40
10/22	10/26/2022	59501	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	3,328.80
10/22	10/26/2022	59502	2435	LINDBERG LAW OFFICE PA	601-20200	58.40
10/22	10/26/2022	59503	131	MACQUEEN EQUIPMENT INC	602-20200	547.36
10/22	10/26/2022	59504	3117	MAVERICK WINE LLC	609-20200	953.00
10/22	10/26/2022	59505	17	MCDONALD DISTRIBUTING CO	609-20200	4,877.11
10/22	10/26/2022	59506	2208	MINNESOTA EQUIPMENT INC	101-20200	26.22
10/22	10/26/2022	59507	2906	MOUA, MOA	601-20200	57.62
10/22	10/26/2022	59508	617	PAUSTIS WINE COMPANY	609-20200	1,358.25
10/22	10/26/2022	59509	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,068.21
10/22	10/26/2022	59510	12	POSTMASTER	603-20200	184.00
10/22	10/26/2022	59511	3264	REITZER, CHAD	601-20200	22.01
10/22	10/26/2022	59512	2518	SEMLER CONSTRUCTION INC	601-20200	64.24
10/22	10/26/2022	59513	2396	SOUTHERN GLAZERS OF MN	609-20200	22,741.41
10/22	10/26/2022	59514	1442	ST LOUIS MRO INC	603-20200	75.50
10/22	10/26/2022	59515	315	ST PAUL STAMP WORKS	101-20200	34.60
10/22	10/26/2022	59516	2834	SUN MECHANICAL INC	601-20200	11,496.71
10/22	10/26/2022	59517	2598	T.A. SCHIFSKY & SONS INC	101-20200	222.75
10/22	10/26/2022	59518	1290	THE AMBLE GROUP	602-20200	402.48
10/22	10/26/2022	59519	1503	THE AMERICAN BOTTLING COMPANY	609-20200	240.00
10/22	10/26/2022	59520	1762	THE TITLE GROUP	601-20200	27.71
10/22	10/26/2022	59521	2251	TITLE SMART INC	601-20200	47.99
10/22	10/26/2022	59522	2944	UNIFIRST CORPORATION	609-20200	739.05
10/22	10/26/2022	59523	42	VIKING COCA-COLA BOTTLING CO	609-20200	312.65
10/22	10/26/2022	59524	4	WATSON CO INC	609-20200	2,622.27
10/22	10/26/2022	59525	780	WINE MERCHANTS	609-20200	120.00
10/22	10/26/2022	59526	2872	WINEBOW	609-20200	582.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						202,724.01

Dated: _____

Mayor: _____

City Council: _____

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_____

City Recorder: _____

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

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Grotte, Human Resources Director
Date: November 1, 2022
Subject: Employee Personnel Policy- Updates

Background:

The below statement is red has been added to the personnel policy for clarification purposes only. Standard practice of job offers has not changed.

4.07 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. All pre-employment job offers will be negotiated by the City Administrator prior to approval at a City Council meeting. 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, seasonal 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.

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR HEATHER BEHM

WHEREAS, the City Council of the City of Isanti approves hiring of all employees; and,

WHEREAS, the City Council has approved the part-time Liquor Store Clerk II positions; and,

WHEREAS, the interviewing team has selected Heather Behm as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Heather Behm.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date will be October 24, 2022.
4. The wage will start at Step 1 of the wage scale at $14.9056.
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 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE OFFER FOR FULL-TIME POLICE OFFICER NOAH HEILLER

WHEREAS, the City Council of the City of Isanti is required to approve all new employee offers; 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 Noah Heiller 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 Noah Heiller 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 Noah Heiller shall start at Step 6 of the current wage scale in the 2020-2022 Collective Bargaining Agreement #217 and eligible for all benefits offered by the City of Isanti.
3. 80 hours of front-loaded sick time to start, but not to accrue until 10 months of employment has been completed.
4. That Noah Heiller shall be on probationary status per the Personnel Policy and current Collective Bargaining Agreement #217.
5. Noah Heiller start date is effective November 1, 2022 or after.
6. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
7. 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 November 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Strike Life Tributes

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Strike Life Tributes has graciously donated $500.00 to be a participating sponsor. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Strike Life Tributes

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM STRIKE LIFE TRIBUTES

WHEREAS, Strike Life Tributes has donated $500.00 to be named a Participating Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Strike Life Tributes.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Rosewood Senior Living

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Rosewood Senior Living has graciously donated $300.00 to purchase a light display. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Rosewood Senior Living

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM ROSEWOOD SENIOR LIVING

WHEREAS, Rosewood Senior Living has donated $300.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Rosewood Senior Living.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Laureen Simons

Background:
Laureen Simons completed the Memorial Giving/Donation application and submitted payment of $1,500.00 to donate a tree and a park bench in memorial of Rose (Williams) Beck. The bench and tree are to be placed near the playground at Bluebird Park. Bench cost not to exceed $1000.00 and the tree cost is not to exceed $500.00. The City will purchase and install the bench and guarantee it for ten years. The City will purchase and plant a 2.5" caliper balled and burlapped tree and guarantee the health of it for three years, replaced once.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Laureen Simons

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM LAUREEN SIMONS

WHEREAS, Laureen Simons donated $1,500.00 to have a park bench and tree placed near the Bluebird Park playground in memorial of Rose (Williams) Beck; and,

WHEREAS, City staff will purchase a park bench with engraving stating "IN LOVING MEMORY" "ROSE (WILLIAMS) BECK"; and,

WHEREAS, in accordance with the Park and Feature Naming Policy, the City will guarantee the bench for ten years.

WHEREAS, City staff will purchase and plant a 2.5" caliper balled and burlapped tree; and,

WHEREAS, in accordance with the Park and Feature Naming Policy the City will guarantee the health of the tree for three years (replaced once);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Laureen Simons.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

RESOLUTION APPROVING INDEPENDENT CONTRACTED SERVICES AND VOLUNTEERS TO COLLECT DONATIONS AT ILLUMINATE ISANTI

WHEREAS, Council approved the budget and concept for the holiday lighting event, Illuminate Isanti; and,

WHEREAS, the event will be 10 days with multiple vendors, kid's activities, food trucks and be ticketed; and,

WHEREAS, independent contractors will be used as attendants to assist staff and the event where needed; and,

WHEREAS, there will be a maximum of ten independent contracted individuals receiving individual amounts, not to exceed, $600.00; and,

WHEREAS, funding is outlined within the allocated event budget; and,

WHEREAS, to encourage volunteer opportunities and involvement of non-profit community organizations, staff has dedicated one display element that is interactive for a photo opportunity that volunteers will be permitted to receive unsolicited donations by using a donation box;

WHEREAS, donations received by the volunteer organizations will not be part of City funds nor be reported to the City;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to allow independent contractors and volunteers at Illuminate Isanti per this Resolution.

This resolution was duly adopted by the Isanti City Council this 1st day of November, 2022.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Eagle Scout Project Proposal - Gaga Ball Pit by Will Wood

Background:
On October 17th, 2022 City Staff received an Eagle Scout project request by Will Wood, Troop 16.

Will would like to build a Gaga Ball Pit to help the City add more recreation opportunities for youth in Bluebird Park. Having activities available will bring more youth of varying ages to the park. The project would be in the Spring with completion by end of May, 2023. Will plans to build a Gaga Ball Pit custom and use a local metal manufacturing Isanti business for the brackets. The cost to the City would be $600 or less.

An Eagle Scout Service Project is an opportunity for a Scout in Scouts of America to demonstrate service and leadership of others while performing a project for the benefit of a community or organization. The Scout must propose a plan, share the benefit and execute the project using skills they have gained throughout their scout journey.

Gaga is a fast paced, high energy sport played in an octagonal pit. The game is played with a soft foam or rubber ball and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. This sport is becoming more and more popular and is often added to recreational areas within cities, churches, campgrounds, camps and more.

The Park, Recreation and Culture Board was in support of this project and voted 3-0 at its October 25th, 2022 meeting to move it to the City Council for their approval.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- PARKS – Wood- Eagle Scout Project
- Gaga Ball Pit Proposed Locations Map
- Gaga Ball Pit Pictures

RESOLUTION NO. 2022-XXX

A RESOLUTION AUTHORIZING WILL WOOD TO CONSTRUCT A GAGA BALL PIT IN BLUEBIRD PARK AS PART OF A 2023 EAGLE SCOUT PROJECT

WHEREAS, on October 17, 2022, the City of Isanti had received a request from Will Wood for the placement of a gaga ball pit located at 201 Isanti Parkway NW in Bluebird Park as part of his 2023 Eagle Scout Project; and,

WHEREAS, the City of Isanti owns the property located at 201 Isanti Parkway NW; and,

WHEREAS, Mr. Wood had prepared a written request outlining the specifications for what he intends to build; and,

WHEREAS, Mr. Wood would obtain all materials necessary to complete the project before the project begins; and,

WHEREAS, the Parks, Recreation, and Culture Board voted 3-0 to recommend moving this project forward for City Council approval,

WHEREAS, the Parks, Recreation, and Culture Board will select final placement of the gaga ball pit; and,

WHEREAS, the City Council must review and approve any improvements that would occur on City owned property as well as authorize any funding requests associated with such projects; and,

WHEREAS, the City of Isanti Public Works would maintain the gaga ball pit upon completion of the project; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes Will Wood to donate labor to construct a gaga ball pit located at 201 Isanti Parkway NW.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the request for funding for such project, in an amount not to exceed $600.00 to be provided from 101-45300-404 Repairs/Maintenance/Machinery/Equipment.

This resolution was duly adopted by the Isanti City Council this 1st day of November 2022.

_____
Mayor Jeff Johnson

ATTEST:

_____
Jaden Strand
City Clerk

Gaga Ball Pit Proposed Locations

1- Potential to put VB courts here in future
2- Good spot
3- Good spot
4- Good spot
5- Too close to picnic shelter with balls leaving the pit
6- Too close to parking lot
7- Splashpad will be in this area
8- Too close to parking with balls leaving the pit
9- Concrete isn't a good option due to knuckles scraping ground during game play. Sand is preferred.
10- Ok spot, pine needles could be in issue every fall
11- Good spot
12- Skating rink exists in this spot

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 1, 2022 – 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 18, 2022- Regular Meeting of the City Council
2. October 18, 2022- Committee of the Whole Meeting

H. Announcements

1.	**CITY OFFICES CLOSED**	Friday, November 11, 2022 *(In Observance of Veterans Day)*
2.	Committee of the Whole	Tuesday, November 15, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, November 15, 2022 at 7:00 p.m.
4.	Canvass Board Meeting	Tuesday, November 15, 2022 *(Immediately following the City Council Meeting)*
5.	Planning Commission Meeting	Tuesday, November 15, 2022 *(Immediately following the Canvass Board Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

<u>City Administrator Josi Wood</u>
1. ORD-XXX An Ordinance Amending City Code Chapter 8; City Council
2. ORD-XXX An Ordinance Amending City Code Chapter 87; Keeping of Certain Animals

<u>Community Development Director Stephanie Hillesheim</u>
3. Resolution 2022-XXX Approving Site Plans for an Industrial Building for American First CDL Academy
4. Resolution 2022-XXX Approving a Comprehensive Plan Zoning/ Map Amendment to Rezone PID 16.021.0200 to R-1A
5. Resolution 2022-XXX Approving a Zoning Ordinance Text Amendment to Include Horse Stables under Conditional Uses in the R-1A Zoning District
6. Resolution 2022-XXX Approving a Conditional Use Permit for Horse Stables on PID 16.021.0200

L. Approve Consent Agenda

1. Payroll in the Amount of $120,083.47 and Accounts Payable in the Amount of $327,157.78
2. Memo: Personnel Policy Update 4.07 Selection Process
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Heather Behm
4. Resolution 2022-XXX Approving New Hire Full-Time Police Officer Noah Heiller
5. Resolution 2022-XXX Accepting Donation from Strike Life Tributes
6. Resolution 2022-XXX Accepting Donation from Rosewood Senior Living
7. Resolution 2022-XXX Accepting Donation from Laureen Simons
8. Resolution 2022-XXX Approving Contracted Services and Volunteers at Illuminate Isanti
9. Resolution 2022-XXX Approving Eagle Scout Project in Bluebird Park
10. Memorandum of Understanding Between the City of Isanti and Law Enforcement Labor Services, Inc. Local #217

M. Other Communications

N. Closed Session

1. City Administrator Annual Performance Review

O. Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 18, 2022 – 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, Councilmembers: 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 Stephanie Hillesheim, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Commissioner Mike Warring

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Bergley to adopt the agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. Breast Cancer Awareness

Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. October 4, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1.	Parks, Recreation and Culture Board	Tuesday, October 25, 2022 at 6:00 p.m.
2.	City Council Meeting	Tuesday, November 1, 2022 at 7:00 p.m.
3.	Economic Development Authority Meeting	Tuesday, November 1, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
City Administrator Josi Wood

1. **ORD-775** Amending the City Zoning Code Ordinance Chapter 445, Section 2 Titled Definitions and Section 15 Titled Fencing, Screening, and Landscaping

CDD Hillesheim shared that the presented ordinance amendment is an amendment to zoning code ensuring consistency, clearing up contradictions, and to clarify requirements in zoning districts.

Motion by Lundeen, seconded by Gordon to approve ordinance as presented. Motion carried unanimously.

Community Development Director Stephanie Hilleshiem

2. Resolution **2022-180** Acceptance of MN DNR Outdoor Recreation Grant

CDD Hillesheim shared that the presented resolution is for the acceptance of the MN DNR Outdoor Recreation Grant for the Splash Park. The City was awarded the maximum grant amount of $300,000.00.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $121,212.63 and Accounts Payable in the Amount of $333,529.98
2. **Resolution 2022-181** Appointing Election Judges for the 2022 General Election
3. **Resolution 2022-182** Approving Contract for Commercial Liability Insurance Representative
4. **Resolution 2022-183** Accepting Donation from Rum River BMX
5. **Resolution 2022-184** Accepting Donation from Surface Specialists Metro MN
6. **Resolution 2022-185** Accepting Donation from Serenity Circle Counseling
7. **Resolution 2022-186** Accepting Donation from Lit'l Sprouts Childcare Center
8. **Resolution 2022-187** Accepting Donation from Advanced Telemetry Systems
9. **Resolution 2022-188** Accepting Donation from Falcon National Bank
10. **Resolution 2022-189** Accepting Donation from Minnco Credit Union
11. **Resolution 2022-190** Accepting Donation from Northwoods Electric

City Council recognized the businesses for their generous donations for Illuminate Isanti.

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. September Police Department Report

2. September Code Enforcement Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment
A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting adjourned at 7:09 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 18, 2022 – 5:00 P.M.
CITY HALL

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

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

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester; Community Development Specialist, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Private Well Water Testing Discussion
- Committee discussed well water testing for private wells.
- Consensus from Committee include:
  - That Staff send out annual notices that the City recommends private wells be tested annually, but that it is not a requirement.
  - Retain in City Code that if the well fails, it is required to hook up to City water.
  - Amend City Code to remove the current testing requirement.

2. Illuminate Isanti Update
- Committee discussed the pricing structure and ticket fees for Illuminate Isanti.
- Consensus from Committee include:
  - Ticket pricing for children under 6 years of age are free, Ages 6-12; $5.00, adults ages 12 years and up; $12.00. The ticket prices will include the Eventbrite processing fee.
  - Staff to look into the possibility of a discount for Cambridge-Isanti school students.
  - Staff to create $2 off discount coupon for military/veterans and Senior 62 years of age and older.
  - Staff to create $2 off discount coupon for adult tickets at Isanti Liquor.

3. Meetings and Agenda Discussion

- Information was shared with Committee regarding the new packet management system that is planned to go live January 2023.
- Committee discussed the Planning Commission meeting time.
- Consensus from Committee is for Planning Commission meetings to start at 6:00 p.m. beginning January 2023.

4. Proclamations Discussion
    - Committee discussed what the process for proclamations should be.
    - Census from Committee to amend City Code to reflect proclamations are at the discretion of the mayor.

5. Police Updates
    - Information was shared with Committee.

6. 2023 Budget Discussion
    - Information was shared with Committee including updated insurance costs and other updated numbers since the preliminary budget was presented.

7. Moratorium Update
    - Information was shared with Committee regarding where Isanti County was at with their discussions on the THC moratorium topic.

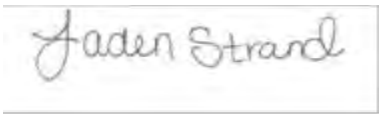
8. Hunting Along Rum River Drive
    - Committee discussed if hunting should be allowed on Rum River Drive.
    - Consensus from Committee is not to allow and follow only regulations that are permitted within City Code.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

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 City Council**
From: Jaden Strand, City Clerk
Date: November 1, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 8; City Council

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Background:
At the October 18, 2022 Committee of the Whole meeting, Committee discussed the process for proclamations. Consensus from Committee is to amend city code to reflect that proclamations are at the discretion of the Mayor. The attached ordinance amendment reflects this as well as that proclamations will be adopted by majority of Council through adoption of the agenda.

Request:
Staff is requesting action on this item.

Attachment:
- ORD-XXX An Ordinance Amending Chapter 8; City Council

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 707; ADOPTED ON JUNE 18, 2019 AND TITLED CITY COUNCIL

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 707 is hereby amended as follows:

Chapter 8

City Council

§8-30 Mayor and City Proclamations.

~~Except as otherwise provided by law, all mayoral and City proclamations recognizing events, persons, and official observances shall be adopted by a majority of Council members present at the meeting where such proclamation is presented for adoption.~~
Proclamations recognizing events, persons, and official observances shall be at the discretion of the Mayor. The City Administrator shall place such proclamations on the Council agenda which shall be adopted by a majority of the Council members with adoption of the Council agenda.

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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 1st day of November 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on:10/20/2022
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: November 1st, 2022
Subject: Ordinance Amending Chapter 87: "Keeping of Certain Animals" to include regulations for Horses

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Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist and explained the proposed regulations for Horses. City staff researched surrounding communities' regulations for horses and created specific regulations that would reflect Isanti's existing Zoning Districts and City Code language for other animals.

The added language to City Code Chapter 87 Article 1 includes the following:

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.
B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
C. There shall be no more than 1 horse per 2 acres of land.
D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.
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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.
J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.
K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.
L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Request: Consider adopting the attached Ordinance Amendment

Attachments

- ORD-XXX An Ordinance Amending Chapter 87; Keeping of Certain Animals

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 763 ADOPTED ON JULY 20, 2021, ORDINANCE NO. 757 ADOPTED ON JULY 6, 2021, ORDINANCE NO. 755 ADOPTED MAY 4, 2021, ORDINANCE NO. 738 ADOPTED ON OCTOBER 15, 2020, ORDINANCE NO. 709 ADOPTED SEPTEMBER 3, 2019 AND TITLED CHAPTER 87 ARTICLE I KEEPING OF CERTAIN ANIMALS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment Ordinance 763, Ordinance 757, Ordinance 755, Ordinance 738, Ordinance 739 and Ordinance 709, codified in Chapter 87 of City Code, are hereby amended as follows:

Chapter 87
KEEPING OF CERTAIN ANIMALS

§87-1 Prohibited Animals
No person, firm or corporation shall keep, harbor, feed or raise cows, hogs or any other livestock, chicks or poultry, not in accordance with this chapter, in the City of Isanti.

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.
B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
C. There shall be no more than 1 horse per 2 acres of land.
D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.

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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.

J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.

K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.

L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Section 2- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 1st day of November 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date:
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: November 1st, 2022
Subject: Site Plan Approval for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the CDL Truck Driving School located in the Industrial Park District at PID 16.029.1400. It was explained that the site will be accessed from an easement off of East Dual Blvd NW and will consist of a 7,000 sq ft building and a 100,000 sq ft driving practice area. Discussion was had between City Staff and Planning Commission Members regarding the easement access, parking stall lengths, driveway widths and surfacing.

A surrounding property owner, Becky Balk of 411 Hillock St NE was present at the public hearing and asked about potential noise from the truck driving school and potential hours of operation. Staff pointed out that a privacy fence will be required as a buffer in between the Residential and Industrial uses. The Planning Commission members assumed that the driving of trucks would most likely be limited to daylight hours. Staff confirmed that there is a noise section of City Code that would be in effect for the truck driving school. Staff pointed out several other conditions of approval that will protect surrounding residences. The applicants were not present at the meeting. No one else from the public spoke at the public hearing. Motion for approval of the site plans for a truck driving school was made by Bergley and seconded by Collison, motion passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR AMERICAN FIRST CDL ACADEMY WITHIN THE I-1 INDUSTRIAL PARK ZONING DISTRICT LOCATED AT PID 16.029.1400

WHEREAS, American First CDL Academy (applicant) has requested approval for a Site Plans for a Truck Driving School at PID 16.126.0070; and,

WHEREAS, the property is located in the I-1 Industrial Park zoning district; and,

WHEREAS, Motor Vehicle Repair Facilities are a Permitted Use in the I-1 Industrial Park zoning district; 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 the Site Plans on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
2. A handicapped accessible parking stall is required and shall be designated using striping and signage
3. Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
4. One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
5. Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
6. Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
7. Trash enclosure shall be illuminated for the safety of employees
8. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
9. Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
10. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances

11. 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.
12. All other conditions listed in the Fire Chief's memo, dated 9/30/2022
13. All other conditions listed in the City Engineer's memo, dated 10/3/2022

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Site Plan Review for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Request: The applicant, American First CDL Academy is requesting site plan approval for a proposed industrial building located at PID 16.029.1400 for a truck driving school.

Overview/Background: The applicant would like to construct an industrial building on a 4-acre vacant lot located in the Industrial Park District. This parcel is currently zoned I-1 Industrial Park District in which an "Office-Warehouse" and a "Motor Vehicle Repair Facility" are permitted uses. Access to the site will be from East Dual Blvd NE by way of a city-owned easement.

The building is intended to provide offices, classrooms and garage space for the Truck Driving School. The building is proposed to be single story in height and roughly 7,036 square feet. A majority of the site of roughly 100,000 square feet is proposed to be designated driving practice area. Eighteen parking stalls are displayed on the site plans, with these one-way parking stalls oriented at a 45-degree angle. A stormwater pond is shown on site plans near the north property line and will have three catch basins located in the parking lot and driving practice area. A 1 ft high retaining wall is proposed along the western perimeter of the site in between the building and the ditch.

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 acres in size and exceeds the lot size minimum. The site will meet the minimum landscaping requirements and be under 75% impervious surface.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located on the north east corner of the site 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, concrete walkways and Class 5 gravel driving surfaces. Roughly 68% of the development is intended to be impervious surface. 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 bituminous pavement. Concrete aprons and sidewalks are proposed around the front of the building leading to the entrance.

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 perimeter of the parking lot and paved area leading to the site. Additional curbing comments can be found in the City Engineer's report attached to this memo.

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 all 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

Industrial Uses	
Manufacturing, assembly, processing, research, experimental or testing stations	1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater *(Ord. No. 617)*
Wholesale business establishments	1.25 spaces for each employee on the major shift plus 1 space for each company vehicle
Warehouse / Storage	1 space per 1,500 square feet of floor area *(Ord. No. 617)*

Based on this number of required parking spaces standard and the use of the building, the site will be required at least 14 parking spaces (7,000 sf building / 500 sf per parking space) in which one stall would need to be designated as handicap accessible. The site plans indicate 18 total parking stalls, in which one parking stall will need to be designated as handicap accessible. A handicapped accessible sign and striping is required in this parking stall. The site plans meet the required number of parking spaces for the development.

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
75 degrees	9 feet	9 feet	20 feet	23 feet	24 feet
60 degrees	9 feet	10 feet	22 feet	18 feet	24 feet
45 degrees	9 feet	12 feet	25 feet	13 feet	24 feet
0 degrees	9 feet	22 feet	19 feet	12 feet	24 feet

The site features 45-degree parking stalls and will have one-way traffic. Stall dimensions on site plans are not listed but will have to meet the requirements of 9 ft in width and 25 ft in length. The drive aisle width is 18 ft 2 in and will meet the required aisle width for one-way traffic of 13 ft. Directional striping will be required due to one way circulation of the 45-degree angled parking.

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.

An exterior lighting plan was not included in the submittal. A lighting/photometrics plan is required that will show lighting types that are proposed on site. All lighting types proposed shall be downlit and designed to reduce glare. These light sources will have to meet all criteria listed in Section 14 of the City Zoning Ordinance.

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 sidewall 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 were not included on plans but visuals were provided to understand the look of the building. From the architectural drawings, it appears that the building is proposed to have red metal roofing and neutral siding with concrete block around the base of all sides of the building. The exterior siding and wainscoting 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 three large garage doors on the building that can be used for loading and service areas. 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 abuts a residential property to the east and a privacy fence will be required as screening.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   An outdoor trash enclosure is required for this Industrial site. Site Plans do not show a location where this trash enclosure will be placed. Site plans must be modified to show the location of the enclosure for staff review. The enclosure shall meet performance standards set in Section 14, Subdivision 3 of the City Zoning Ordinances.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site is adjacent to a residential property to the east of the site. Screening will need to be provided with a privacy fence to protect from glare of 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.

There was not a separate landscaping plan submitted. Civil plans show plantings and trees proposed near the south entrance of the building. The City Landscaping Ordinance requires that the site have at least 8 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage). Tree and planting species shall comply with Section 15 of the City's Zoning Ordinances. 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

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 receptacle location is not designated on site plans. The receptacle will have 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. 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.

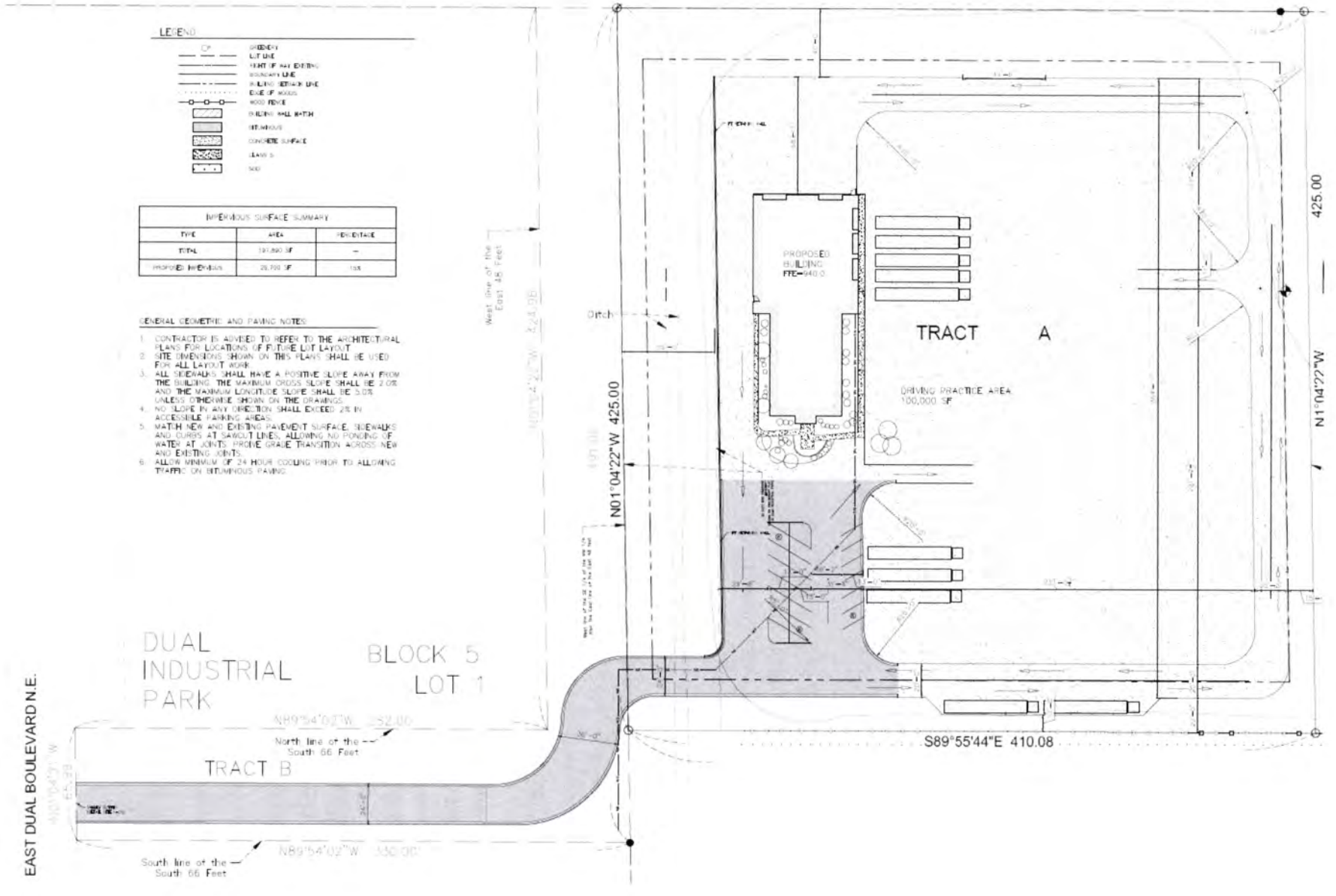
Staff Recommendation: Staff recommends approval of the proposed Special Tools manufacturing building located at PID 16.159.0010 with the following conditions:

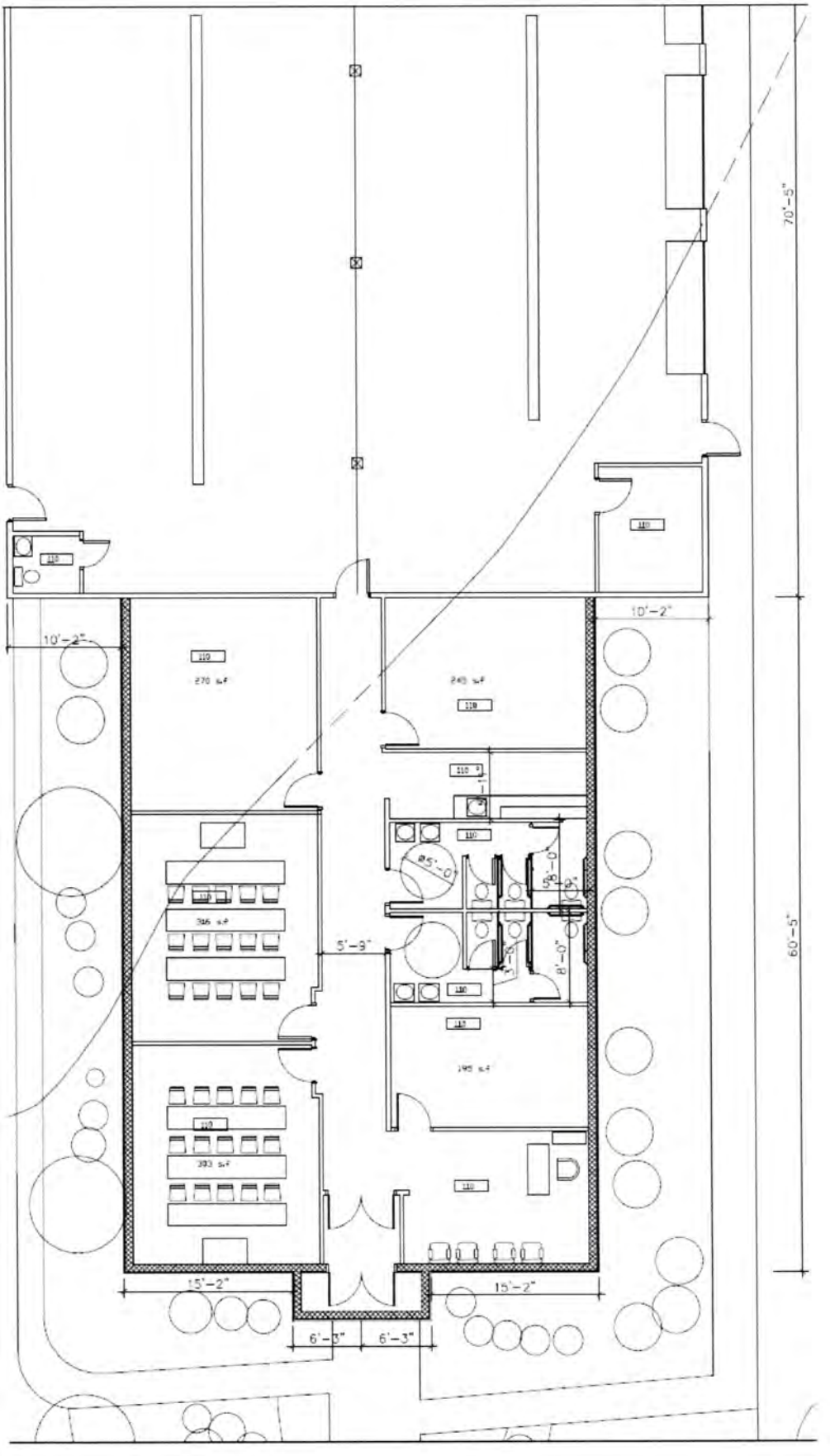
Conditions:

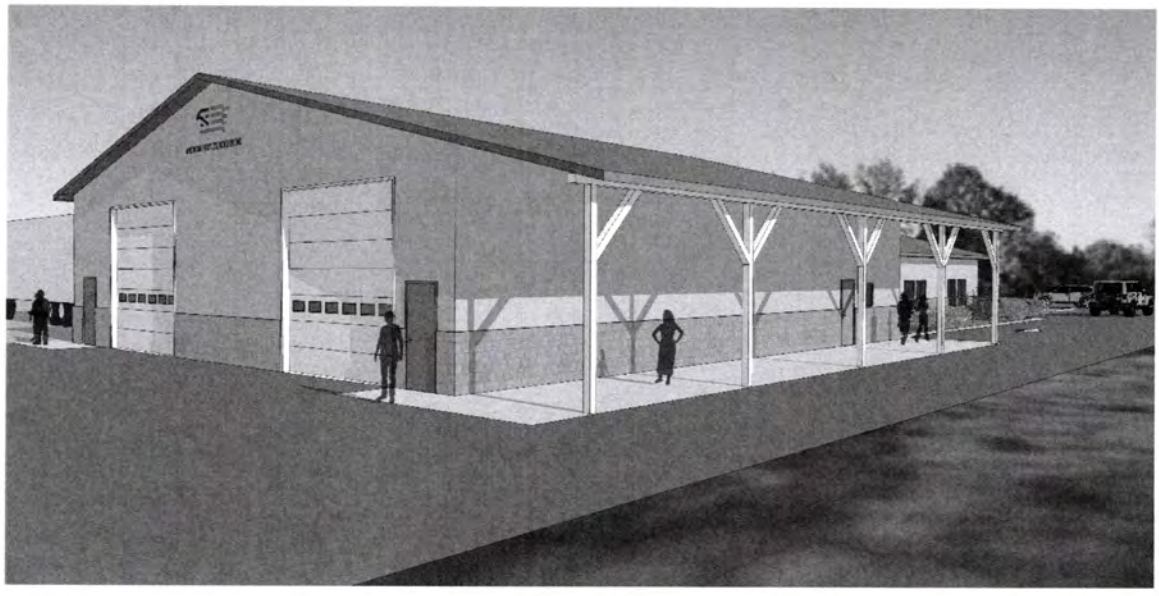
- Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
- A handicapped accessible parking stall is required and shall be designated using striping and signage
- Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
- One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
- Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
- Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
- Trash enclosure shall be illuminated for the safety of employees
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
- Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
- All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
- 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.
- All other conditions listed in the Fire Chief's memo, dated 9/30/2022
- All other conditions listed in the City Engineer's memo, dated 10/3/2022

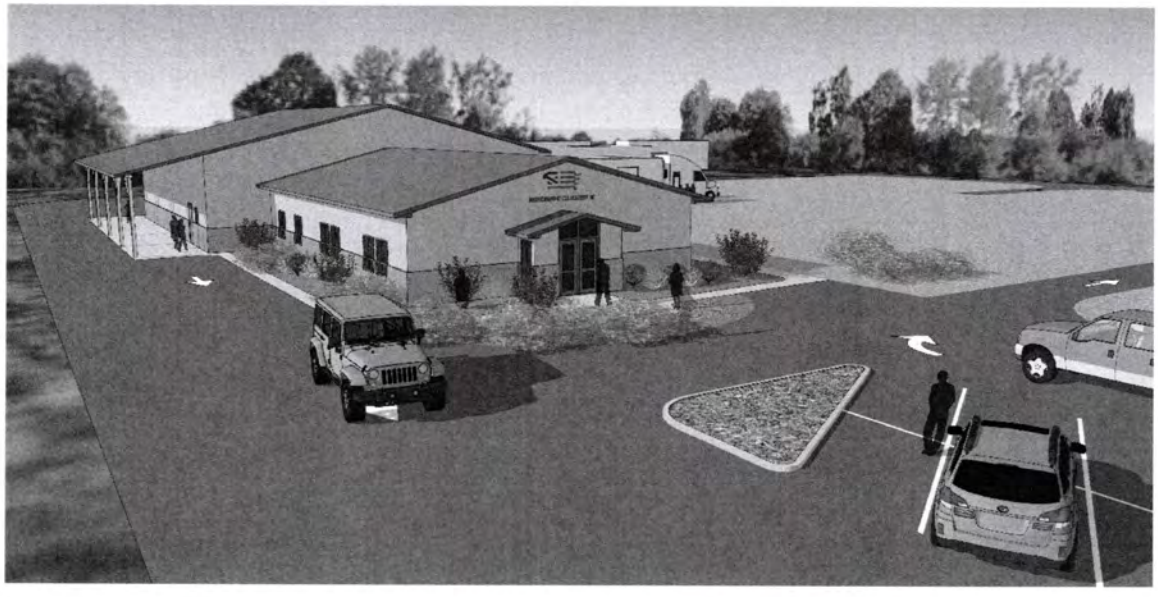
Attachments:

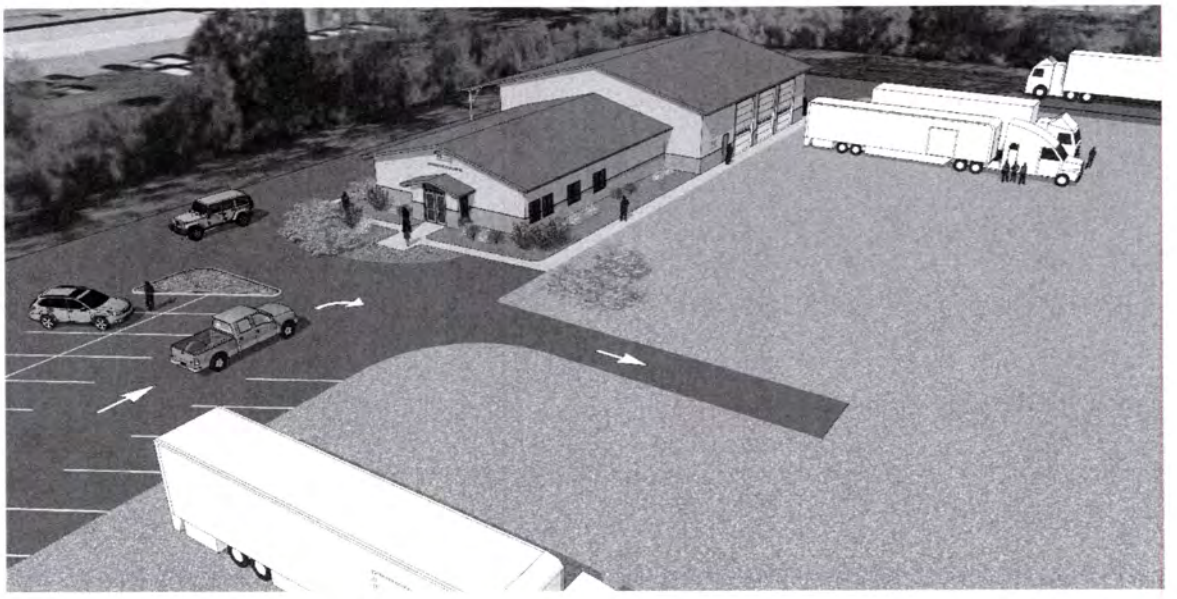
- Site Plans
- Floor Plans
- Exterior Elevations
- Fire Chief's Memo Dated 9/30/2022
- City Engineer's Memo Dated 10/3/2022


LEGEND
PROPERTY
LOT LINE
BOUNDARY LINE
BUILDING SETBACK LINE
EDGE OF WOODS
WOOD FENCE
BUILDING WALL WIDTH
BITUMINOUS
CONCRETE SURFACE
GRAVEL
SOD
IMPERVIOUS SURFACE SUMMARY
TYPE
AREA
PERCENTAGE
TOTAL
191,800 SF
PROPOSED IMPERVIOUS
25,700 SF
GENERAL GEOMETRIC AND PAVING NOTES:
1. CONTRACTOR IS ADVISED TO REFER TO THE ARCHITECTURAL PLANS FOR LOCATIONS OF FUTURE LOT LAYOUT.
2. SITE DIMENSIONS SHOWN ON THIS PLANS SHALL BE USED FOR ALL LAYOUT WORK.
3. ALL SIDEWALKS SHALL HAVE A POSITIVE SLOPE AWAY FROM THE BUILDING. THE MAXIMUM CROSS SLOPE SHALL BE 2.0% AND THE MAXIMUM LONGITUDE SLOPE SHALL BE 5.0% UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
4. NO SLOPE IN ANY DIRECTION SHALL EXCEED 2% IN ACCESSIBLE PARKING AREAS.
5. MATCH NEW AND EXISTING PAVEMENT SURFACE, SIDEWALKS AND CURBS AT SAWCUT LINES, ALLOWING NO PONDING OF WATER AT JOINTS. PROVIDE GRADE TRANSITION ACROSS NEW AND EXISTING JOINTS.
6. ALLOW MINIMUM OF 24 HOUR CURING PRIOR TO ALLOWING TRAFFIC ON BITUMINOUS PAVING.
PROPOSED BUILDING FFE=940.0
TRACT A
DRIVING PRACTICE AREA 100,000 SF
Ditch
West line of the East 66 Feet
N01°04'22"W 425.00
425.00
N01°04'22"W
S89°55'44"E 410.08
DUAL INDUSTRIAL PARK
BLOCK 5
LOT 1
TRACT B
North line of the South 66 Feet
South line of the South 66 Feet
EAST DUAL BOULEVARD N.E.


70'-5"
60'-5"
10'-2"
10'-2"
110
270 s.f.
240 s.f.
110
110
110







September 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: American First CDL Academy, Inc

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed truck driving school business to be built on parcel 1 60291 400 by American First CDL Academy, Inc.

Isanti Fire supports the conditions outlined in the September 21, 2022 plans ensuring the below, and all City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Due to the unique entrance to the facility, we seek compliance with Section 503 of the MN State Fire Code; *Fire Access Roads* and Appendix D, *Fire Apparatus Access Roads.* Continuing with a minimum 20' width with 28' radius **would require** signage per Appendix D, 103.6 *Fire Lane Signs.*

We request to confirm the entrance driveway radius dimensions prior to continuation.

Please contact me for further clarity if needed.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

BOLTON & MENK
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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: October 3, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Truck Driving School – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Truck Driving School" with a preliminary stamp and dated of 9/21/2022.

The plan includes the construction of a new building, parking lot and a storm sewer system with a pond.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C-2 Survey Plan:
    a. Survey topo will be needed along the entire entrance road and connection points.
2. Sheet C-3 – Civil Site Plan:
    a. Class 5 surface is considered impervious. Update the impervious area table and percentage.
    b. No curb is needed along the entrance road that falls within the City owned "Tract B".
        i. Survey and proposed grades are needed along the entrance road.
    c. The 1-foot tall wall along the west side of the site seems unnecessary and hazardous. Recommend a curb run along the entire west side to prevent vehicles from going into ditch.
    d. A perimeter privacy fence is required around the perimeter of the site if the entire drivable surface is not paved and perimeter curb installed.
    e. The 10-foot radius circles around the two inlets shall be paved (concrete or bituminous)
3. Sheet C-4 – Erosion & Sediment Control Plans:
    a. Show impervious lined pond as there is not 3 feet of separation from the water table.
        i. Show erosion control blanket and seed type where slopes are 4:1 or greater including around pond and embankment slopes down to ditch.
        ii. Show sod locations
        iii. Show silt fence along west side of wall at top of ditch slope.

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b. The gravel surface cannot drain away from the site. The entire west side of the building appears to sheet drain directly to the ditch.

4. Sheet C-6 – SWPPP:
   a. Submit City SWPPP checklist (attached)
   b. Submit NPDES Permit to City prior to beginning work.
5. Sheet C-7 – Grading Plan:
   a. Show spot elevations on the proposed curb & gutter with slopes called out.
   b. Show slope labels on the proposed gravel and around the perimeter of the gravel on the proposed grass surfaces to match existing.
   c. Call out low elevation between the two inlets, it should not be more than 0.5' above the proposed rims.
   d. Call out low elevation along the north edge of the proposed gravel where the north inlet would overflow. It should not be more than 0.5' above the proposed rim.
   e. Call out EOF of pond to ditch, set at lowest rim elevation of structures in the parking lot.
   f. Show elevations, grades, and matching existing surfaces along the entire entrance drive.
6. Sheet C-8 – Utility Plan:
   a. Show how sewer and water services will connect to existing mains.
      i. Call out tee into existing watermain in street, add gate valve on east side of new tee.
      ii. Call out saddle wye onto existing sanitary sewer main or core & boot into manhole. Verify pipe size between manhole on Tract B and manhole in street.
   b. Keep utilities at least 5 feet from any property line. (2" sanitary clips close to property corner at entrance curve.)
   c. 2" sanitary is a forcemain, no cleanouts apply, may need air relief if high point after ditch. Call out inverts along forcemain keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
   d. Call out water service inverts along service run. Keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
      i. Does the building need an irrigation system? Will the 1.5" water service line provide enough water?
   e. Show curb stop where the water service crosses the property line before the ditch. Call out small casting to cover curb stop as it will be in the pavement.
   f. Call out 8" watermain inverts. Keep 8-feet deep.
   g. Call out hydrant finished ground elevation, valve, fittings, 6" wmn length, etc.

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h. Water service to UPS will be hit from new main installation. See attached record drawing. Show reconnecting UPS service and installing curb stop at north property line of tract B where service crosses onto UPS property.

i. Storm sewer discharge pipe from the pond shall be a minimum 12" diameter. Install skimmer structure for rate control under 12" flow rates. Slope should also be at a minimum self-cleaning velocity.

j. The two inlet structures in gravel shall have a 2-foot sump to collect the class 5 sediment washout.

7. Sheet C-9 – Details:

   a. Call out gravel pavement section. Should not be less than 8".

   b. Use attached valley gutter detail.

   c. Submit City SWPPP checklist (attached)

   d. Submit NPDES Permit to City prior to beginning work.

Stormwater Modeling:

1. Submit subcatchment maps for the existing and proposed models. Need to catch all new impervious area created on the 4 acre parcel and run through pond prior to discharge to ditch.
2. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.

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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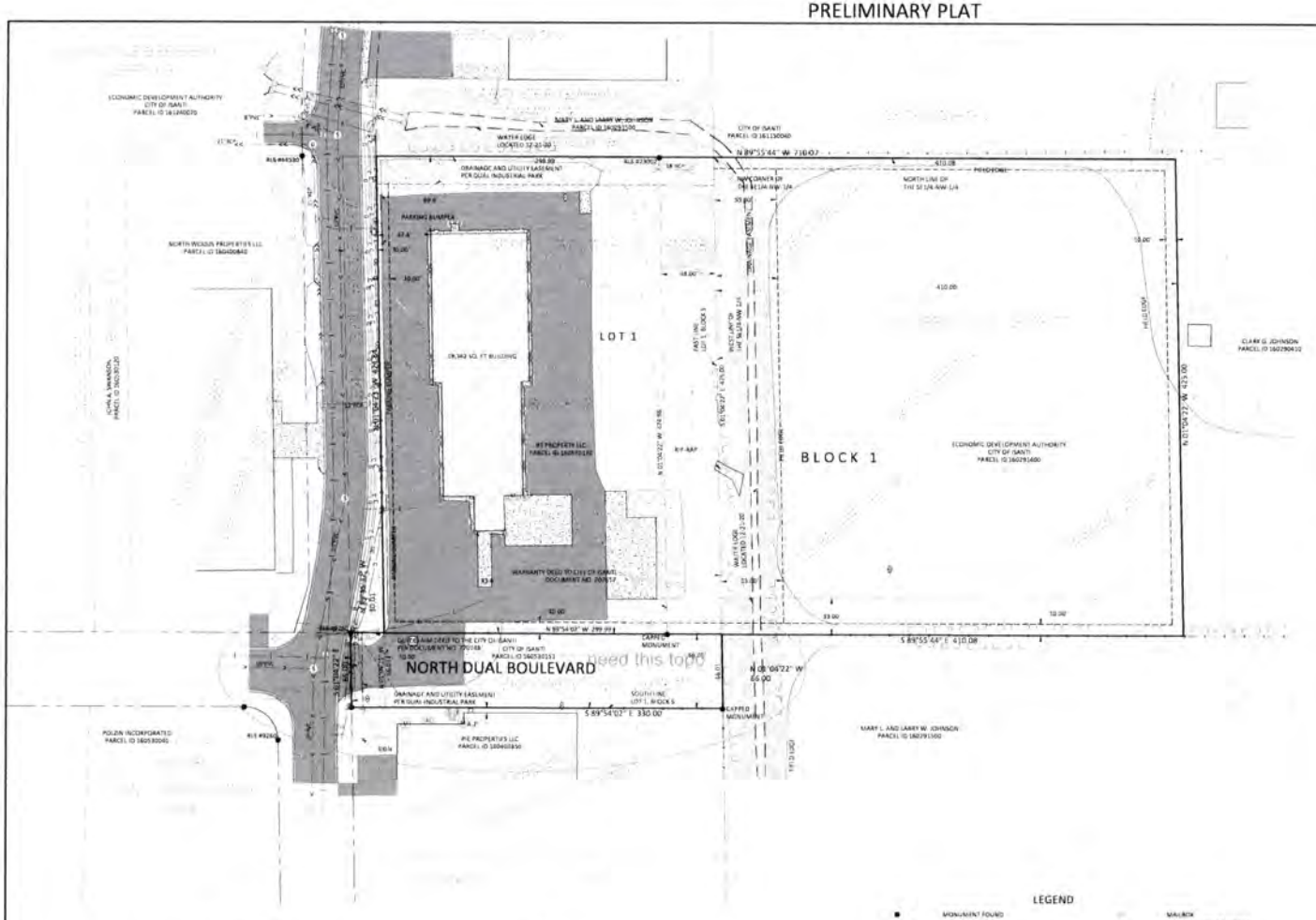
PRELIMINARY PLAT



NAME OF PLAT

PRELIMINARY PLAT

LEGAL DESCRIPTION

(per document #207617)
Tract A
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 1/4 of NW 1/4) 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 1016 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, containing ten acres, more or less, and subject to existing highways.

Tract B
The South sixty-six feet (S 66') and the East forty eight feet (E 48') of Lot One (1), Block Five (5) Dual Industrial Park, as measured at right angles
to the South line and the East line, respectively of said Lot 1, Isanti County

AND

(per document #220748)
That part of the Southwest Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:
Commencing at the southwest corner of Lot 1, Block 5 of the recorded plat of Dual Industrial Park, Isanti County, Minnesota; thence northerly on an azimuth of 350 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of 60.00 feet to the point of beginning of the parcel to be herein described; thence westerly on azimuth of 270 degrees 00 minutes 00 seconds, along the north line of Dual Boulevard, as dedicated on the plat of Dual Industrial Park, a distance of 50.00 feet; thence northerly on an azimuth of 16 degrees 13 minutes 10 seconds, a distance of 48.85 feet to the point of intersection with a line drawn parallel with and distant 36.00 feet west of the west line of said Lot 1, Block 5 of Dual Industrial Park, as measured at right angles to said west line of Lot 1; thence northerly on an azimuth of 358 degrees 50 minutes 10 seconds, along said parallel line, a distance of 379.81 feet to the north line of the SW 1/4 of NW 1/4 of Section 29; thence easterly on an azimuth of 89 degrees 58 minutes 50 seconds, along said north line, a distance of 36.00 feet to the northwest corner of said Lot 1, Block 5 of Dual Industrial Park; thence southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of 424.81 feet to the point of beginning.

AND

(per document #XXXXX)
Lot 1, Block 5, XXXXXXXXXXX

SURVEYOR'S NOTES:

1. Contours are at 1 foot intervals
2. Orientation of the bearing system is based upon the Isanti County Coordinate System (NAD83), 1986 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
110 FIRST AVENUE NW
ISANTI, MN 55040

CURRENT ZONING:

INDUSTRIAL PARK (I-1)

SURVEYOR/ENGINEER:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

LOT REQUIREMENTS AND SETBACKS:

BUILDING SETBACKS: (PER CITY OF ISANTI CODE, SECTION 8, ARTICLE 2, SUBDIVISION 7)

FRONT YARD	30 FEET
SIDE YARD	15 FEET
REAR YARD	30 FEET

FIELD TOPOGRAPHY PROVIDED BY:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

DATE OF PREPARATION:

XXXXXXXXXX

VICINITY MAP

NOT TO SCALE

AREA TABULATION

LOT 1	SQ. FT.	ACRES
RIGHT OF WAY	SQ. FT.	ACRES
TOTAL AREA	323,474 SQ FT	7.426 ACRES

LEGEND

- MONUMENT FOUND
- CONTROL POINT
- BENCH MARK
- AIR CONDITIONER
- BOLLARD
- CATCH BASIN
- CATCH BASIN
- FIRE HYDRANT
- FLAG POLE
- FLARED END / APRON
- GUY WIRE ANCHOR
- HANDHOLE
- COMMUNICATION UNDERGROUND
- ELECTRIC UNDERGROUND
- FIBER UNDERGROUND
- GAS UNDERGROUND
- OVERHEAD ELECTRIC
- SANITARY SEWER
- STORM SEWER
- WATER SYSTEM
- FENCE
- CURB & GUTTER
- EDGE OF TREES
- MAILBOX
- MANHOLE SANITARY SEWER
- MANHOLE STORM SEWER
- METER
- PEDESTAL-COMMUNICATION
- PEDESTAL-ELECTRIC
- POLE-UTILITY
- SIGN-TRAFFIC
- TRANSFORMER-ELECTRIC
- TREE-CONIFEROUS
- TREE-DECIDUOUS
- VALVE
- ADJACENT
- EASEMENT
- RIGHT OF WAY
- INTERMEDIATE CONTOUR
- INDEX CONTOUR
- WATER EDGE
- GRAVEL SURFACE
- CONCRETE SURFACE
- BITUMINOUS SURFACE

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.

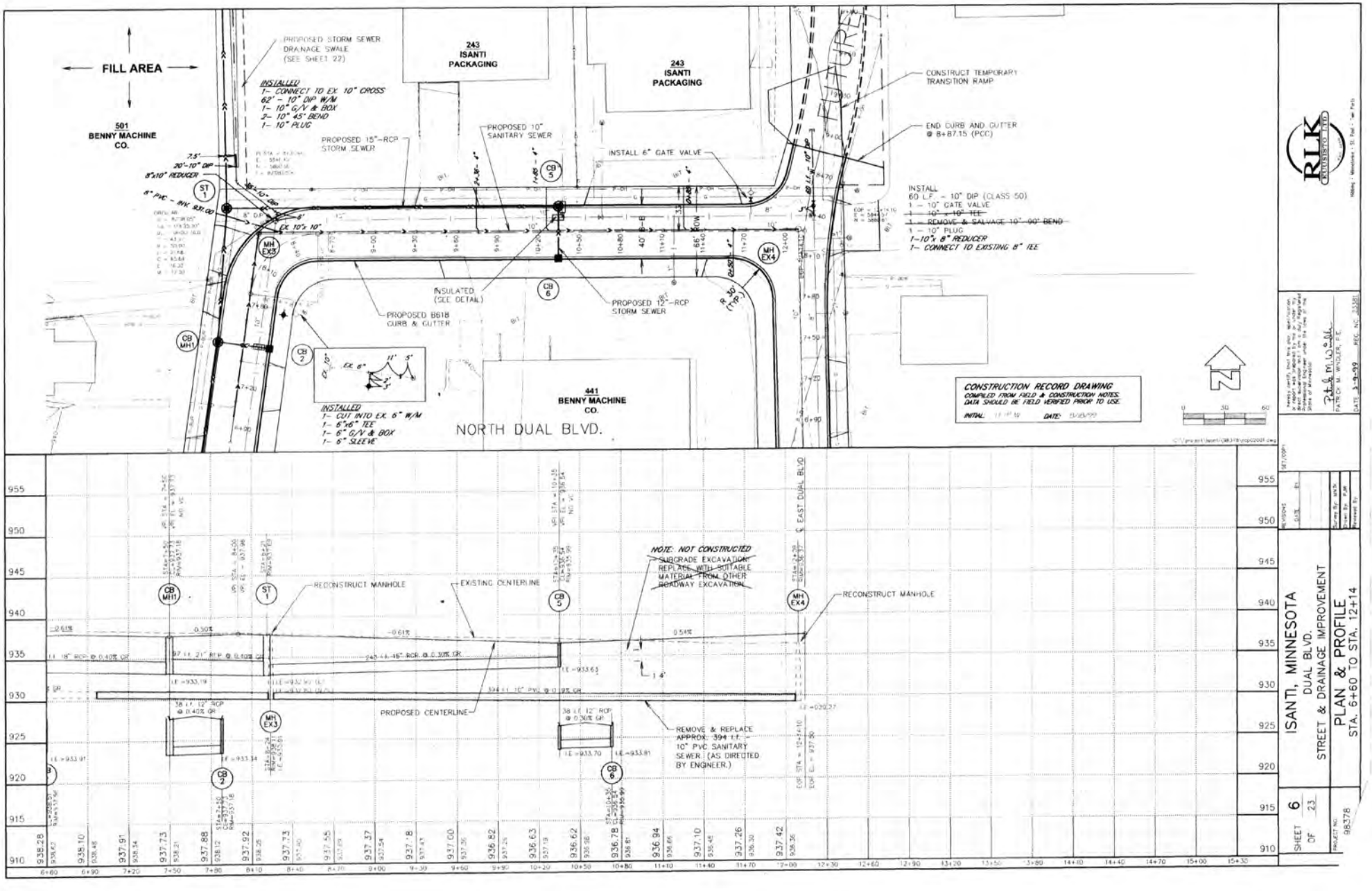
Andrew Hill
License Number 57652

XX/XX/XXXX
Date

THIS PLAT PREPARED BY BOLTON & MENK, INC.

H:\SAMWORK\123523\READY\SOU123523_V_PROP_1.dwg 1/5/2021 7:28 AM

JOB NUMBER: 0B1123523 FIELD BOOK: SEE FILE DRAWN BY: CJZ


FILL AREA
501
BENNY MACHINE
CO.
PROPOSED STORM SEWER
DRAINAGE SWALE
(SEE SHEET 22)
INSTALLED
1- CONNECT TO EX. 10" CROSS
62' - 10" DIP W/M
1- 10" G/V & BOX
2- 10" 45° BEND
1- 10" PLUG
243
ISANTI
PACKAGING
243
ISANTI
PACKAGING
PROPOSED 15"-RCP
STORM SEWER
PROPOSED 10"
SANITARY SEWER
INSTALL 6" GATE VALVE
CONSTRUCT TEMPORARY
TRANSITION RAMP
END CURB AND GUTTER
@ 8+87.15 (PCC)
INSTALL
60 L.F. - 10" DIP (CLASS 50)
1 - 10" GATE VALVE
1 - 10" x 10" TEE
1 - REMOVE & SALVAGE 10" - 90° BEND
1 - 10" PLUG
1-10"x 8" REDUCER
1- CONNECT TO EXISTING 8" TEE
7.5°
20'-10" DIP
8"x10" REDUCER
8" PVC - INV. 937.00
EX. 10"x 10"
INSULATED
(SEE DETAIL)
PROPOSED B618
CURB & GUTTER
PROPOSED 12"-RCP
STORM SEWER
R 30'
(TYP.)
INSTALLED
1- CUT INTO EX. 6" W/M
1- 6"x6" TEE
1- 6" G/V & BOX
1- 6" SLEEVE
441
BENNY MACHINE
CO.
NORTH DUAL BLVD.
CONSTRUCTION RECORD DRAWING
COMPILED FROM FIELD & CONSTRUCTION NOTES.
DATA SHOULD BE FIELD VERIFIED PRIOR TO USE.
INITIAL:
DATE: 8/26/99
0 30 60
RECONSTRUCT MANHOLE
EXISTING CENTERLINE
NOTE: NOT CONSTRUCTED
SUBGRADE EXCAVATION
REPLACE WITH SUITABLE
MATERIAL FROM OTHER
ROADWAY EXCAVATION
RECONSTRUCT MANHOLE
EAST DUAL BLVD.
PROPOSED CENTERLINE
REMOVE & REPLACE
APPROX. 394 L.F. -
10" PVC SANITARY
SEWER. (AS DIRECTED
BY ENGINEER.)
RLK
PATRICK M. WINDLER, P.E.
DATE 3-9-99 REG. NO. 23581
ISANTI, MINNESOTA
DUAL BLVD.
STREET & DRAINAGE IMPROVEMENT
PLAN & PROFILE
STA. 6+60 TO STA. 12+14
SHEET 6 OF 23
PROJECT NO. 98378

LEGEND

EXISTING

- BUSH/SHRUB
- CONIFEROUS TREE
- DECIDUOUS TREE
- WETLAND
- STEEL/WOOD POST
- SIGN-TRAFFIC/OTHER
- SIGN-TRAFFIC/OTHER
- MAIL BOX
- HANDICAPPED STALL
- PERC TEST
- MONITORING WELL
- CABLE TV BOX
- GAS METER
- STREET LIGHT
- GUY WIRE
- POWER POLE
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- ELECTRIC TOWER
- SANITARY MANHOLE
- SEWER CLEANOUT
- BEEHIVE CATCH BASIN
- CATCH BASIN
- CONCRETE SURFACE
- CLEARED LAND SECTION
- STORM MANHOLE
- TELEPHONE BOX
- TELEPHONE MANHOLE
- HAND HOLE
- TRAFFIC LIGHT
- GATE VALVE
- HYDRANT
- WATER METER
- CURB STOP BOX
- WATER MANHOLE
- WELL
- GAS LINE
- GAS LINE
- POWER OVERHEAD
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- TELEPHONE LINE
- WATERMAIN
- FENCE LINE
- DECIDUOUS TREE LINE
- CONIFEROUS TREE LINE
- CURB & GUTTER
- BITUMINOUS SURFACE

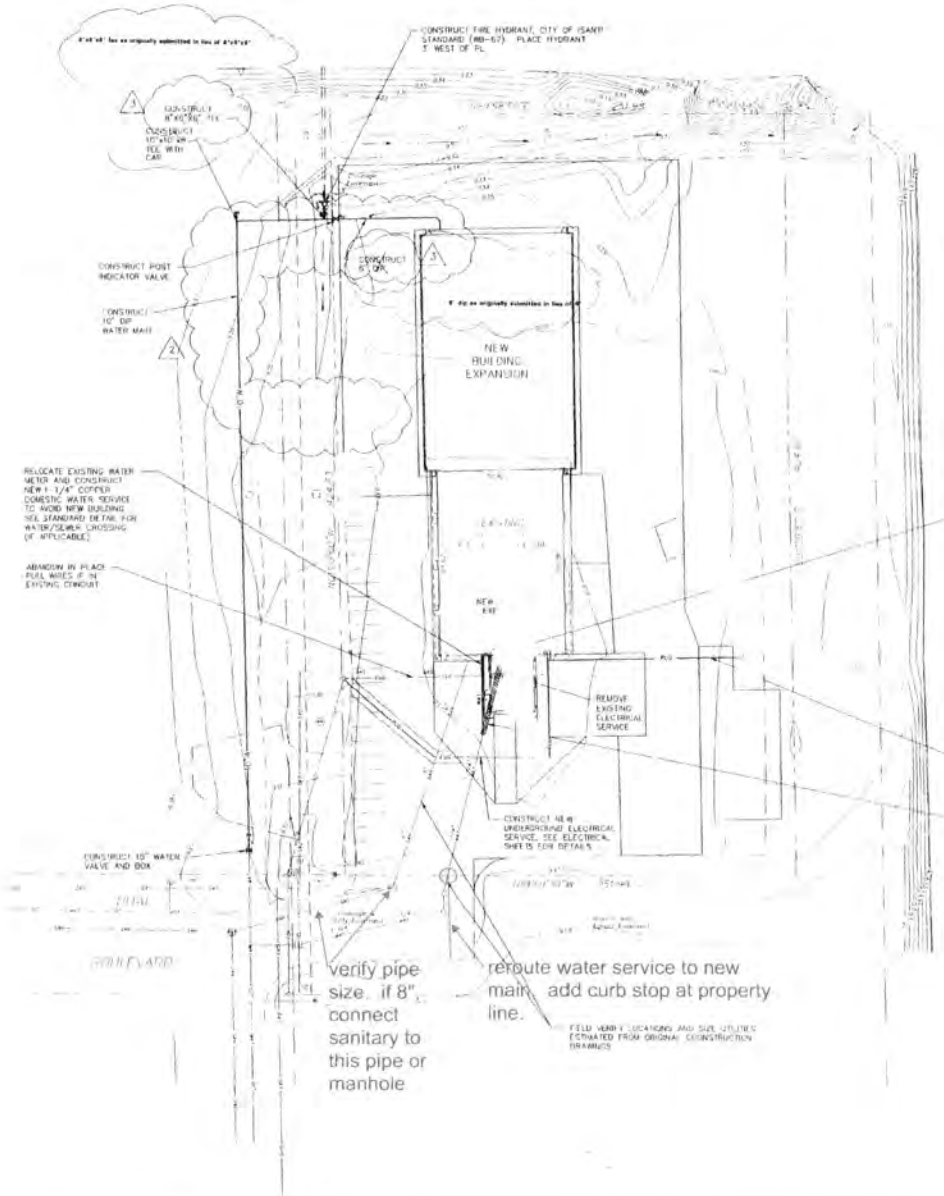
PROPOSED

- 100 — NEW CONTOURS
- SS — SANITARY LINE
- SD — STORM LINE
- W — WATER LINE
- E — UNDERGROUND ELECTRIC LINE
- T — UNDERGROUND TELEPHONE LINE
- G — LOW PRESSURE GAS LINE
- NEW CONCRETE PAVEMENT

NORTH

30 0 30

SCALE: 1" = 30'



GENERAL NOTES

1. THE LOCATION OF ALL AERIAL AND UNDERGROUND UTILITY FACILITIES SHOWN ARE APPROXIMATE OR MAY NOT BE INDICATED IN THESE PLANS. UNDERGROUND CONDUITS, WHETHER INDICATED OR NOT, WILL BE LOCATED AND FLAGGED BY THE UTILITIES AT THE REQUEST OF THE CONTRACTOR. THE CONTRACTOR SHALL BE REQUIRED TO NOTIFY AND COORDINATE ALL NECESSARY UTILITY INTERRUPTIONS WITH OWNER. ANY DAMAGE TO EXISTING UTILITIES AND/OR WHEN STRUCK CAUSED BY CONSTRUCTION OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
2. ALL CONSTRUCTION, EXCEPT WHERE OTHERWISE INDICATED, SHALL BE IN ACCORDANCE WITH THE CITY OF ISANTI (GOVERNING BODY). IF NOT STATED BY CITY OF ISANTI, CONSTRUCTION SHALL BE IN ACCORDANCE WITH MN/DOT STANDARD SPECIFICATIONS.
3. DUCTILE IRON PIPE FOR WATER MAIN SHALL BE POLY WRAPPED AND CEMENT LINED AND SHALL BE IN ACCORDANCE WITH THE CITY OF ISANTI PUBLIC WATER MAIN STANDARDS. SEE MINNESOTA DEPARTMENT OF HEALTH STANDARDS FOR PRESSURE TESTING, PURITY, SERVICE, AND DISINFECTION REQUIREMENTS.

PROFESSIONAL ENGINEER

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

Date: May 26, 1999 Reg. No. 21

No.	Date	By	Description
1	6/4/99	MS	REVISE PER CITY COMMENTS
2	6/7/99	MS	ADD FIRE SPRINKLER SYSTEM

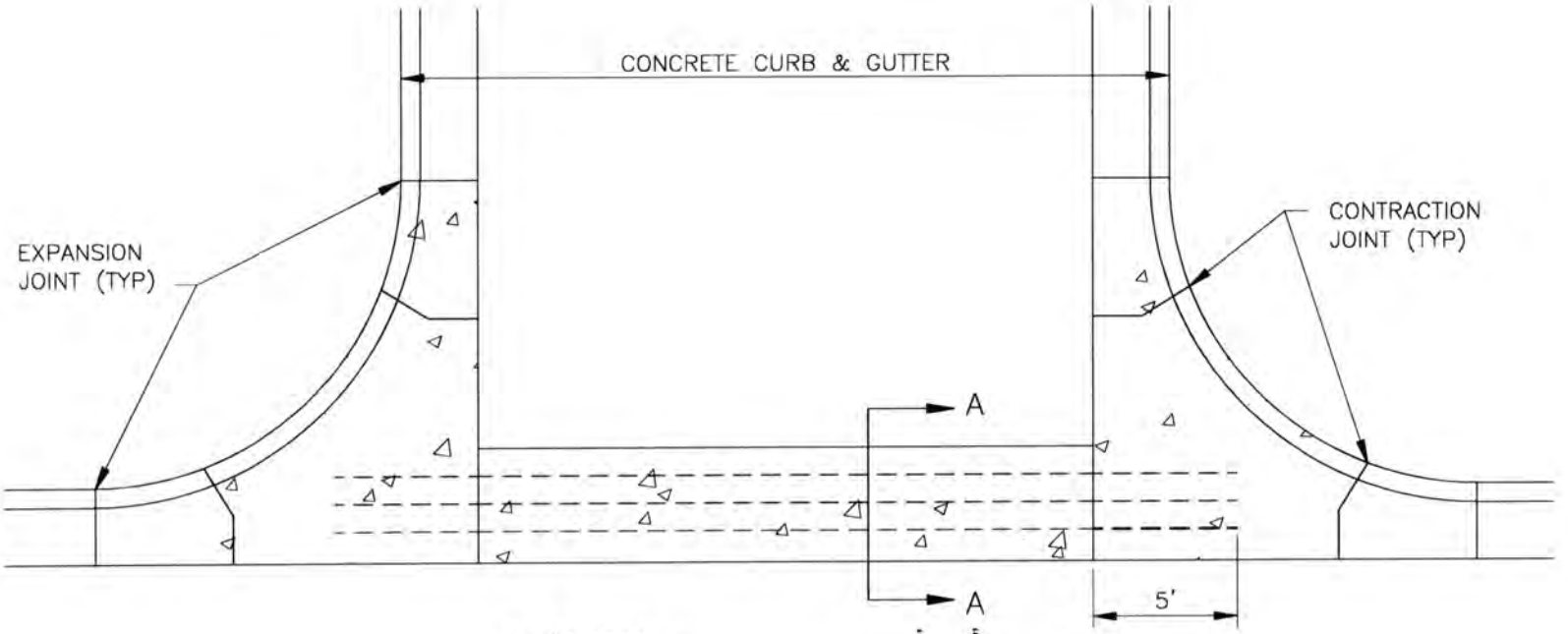
DESIGNED: MS
DRAWN: MS
CHECKED: JKT
APPROVED: JKT

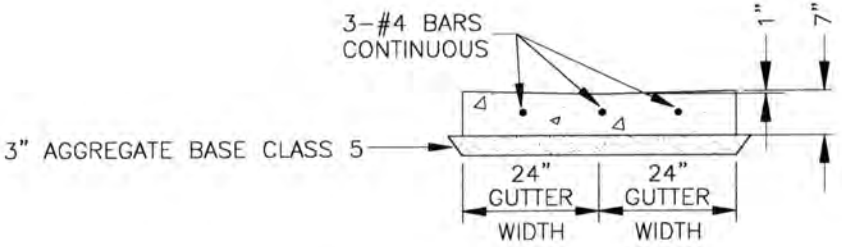
THE SCHEMMER ASSOCIATES
Architects Engineers

UPS Building Expansion
Isanti, MN

UTILITY PLAN

JOB NO. 40710
SHEET C4-1
6 OF 40





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

SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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

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: November 1st, 2022
Subject: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist and explained the zoning ordinance text amendment, comp plan text/map amendment and CUP approval for horse stables and why the changes need to be made for this request. Staff explained that they believe horses should be allowed with regulations within the R-1A Residential Rural Zoning District. Regulations for horses were discussed between staff and Planning Commission members. As presented, horses would be allowed on parcels of 30 or more acres within the R-1A zoning district and 1 horse would be allowed for every 2 acres of land. The parcel in question would also have to be rezoned from R-1 to R-1A to fit a Rural Residential designation. "Horse Stables" would be added as language under Conditional Uses within the R-1A zoning district. This would provide the applicants the ability to construct horse stables as the principal use on this parcel, and the horse stables would have to meet the minimum requirements for allowing a CUP. This would mean that each person who would like to have horse stables in the future will have to pass the Planning Commission and City Council to determine the location of the stables and that they don't negatively impact surrounding properties. The CUP regulations were analyzed for this specific request and location, and was determined that the stables would not negatively impact the area or surrounding properties/homeowners.

A surrounding property owner, Lynn Swanson was present at the public hearing. Mr. Swanson stated that he believes that this would be a good use for the parcel in that it is a rural area and horses should be allowed. The applicant Stephanie Neumann was also present at the meeting and available for questions from the Planning Commission. The Planning Commission asked what their goals are for the property altogether. Stephanie said that they hope to have private stables and an indoor riding barn along the north side of the parcel and could potentially build a house in the future. Planning Commission members asked if the regulations for horses are reasonable and make sense for what they are looking to accomplish. The applicant said that they could meet the regulations proposed to be put in place for horses. Motion for approval of the Zoning Ordinance Text Amendment, Comp Plan Text/Map Amendment and CUP for horse stables by Lundeen and seconded by Collison, motion passed 6-0.

Request: Consider adopting the attached resolutions.

Attachments

- Resolutions
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A COMPREHENSIVE LAND USE PLAN AMENDMENT FOR PID 16.021.0200 FROM R-1 SINGLE FAMILY RESIDENTIAL TO R-1A RESIDENTIAL RURAL DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Comprehensive Land Use Plan Amendment for PID 16.021.0200; and,

WHEREAS, PID 16.021.0200 is currently guided in the Comprehensive Land Use Plan as R-1 Single Family Residential; and,

WHEREAS, the designation of these parcels shall be changed to be guided for R-1A Residential Rural District; 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 October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Comprehensive Land Use Plan Amendment at its regularly scheduled meeting on November 1, 2022;

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 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A ZONING ORDINANCE TEXT AMENDMENT TO INCLUDE "HORSE STABLES" AS A CONDITIONAL USE WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Zoning Ordinance Text Amendment to include "Horse Stables" under Conditional Uses within the R-1A Residential Rural zoning district; and,

WHEREAS, Section 6, Article 6: "R-1A" Residential Rural District, Subdivision 4 lists Conditional Uses within this Zoning District; and,

WHEREAS, "Horse Stables" will require a Conditional Use Permit in the R-1A zoning district and each request will be reviewed by the Planning Commission and City Council; and,

WHEREAS, Section 21, Article 1: Amendments (Text and Map) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Zoning Ordinance Text Amendment request; and

WHEREAS, the City of Isanti Planning Commission recommended approval of a Zoning Ordinance Text Amendment for "Horse Stables" on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Zoning Ordinance Text Amendment at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti that Section 6, Article 6, Subd. 4 of the City Zoning Ordinances be hereby Amended to include the following:

A. ~~H.~~ Bed and Breakfast establishments subject to those standards as provided within Section 13 of this Ordinance.

B. ~~I.~~ Cemetery.

C. ~~J.~~ Community recreation.

D. ~~K.~~ Educational institutions.

E. ~~L.~~ Public buildings.

F. ~~M.~~ Religious institutions.

G. ~~N.~~ Telecommunication towers and antennas. Standards as provided in Section 13 shall be met; in addition to the following stipulation.

2. Towers and antennas located within the "R-1A" Single-Family Rural District are limited to municipal functions and applications only.

H. Adult Day Center serving twelve (12) or fewer persons. (Ord. No. 594)

I. Horse Stables

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

City Clerk Jaden Strand

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR HORSE STABLES WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT LOCATED AT PID 16.021.0200

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Conditional Use Permit for "Horse Stables" at PID 16.021.0200; and,

WHEREAS, the property has been rezoned from R-1 Single Family Residential to R-1A Residential Rural zoning district; and,

WHEREAS, the proposed Conditional Use Permit is contingent on the City Council passing the amended zoning ordinance text amendment which includes "Horse Stables" as a Conditional Use in the R-1A zoning district; 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 Horse Stables meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of a Conditional Use Permit for Horse Stables on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

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 Horse Stables at PID 16.021.0200;

BE IT FURTHER RESOLVED that the requested Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. Applicant shall apply with the City for all permits associated with the horse stables
2. The proposed Zoning Ordinance Amendment to include "Horse Stables" as a Conditional Use in the R-1A Zoning District gets approved by the City Council
3. Proposed building and associated site construction shall conform with the current editions of the MN State Building and Fire Codes unless the structure and associated parcel are properly classified as agricultural to meet the agricultural building exemption.

4. Under an agricultural exemption, the building can only be used for private use and could not be considered as open to the public for boarding services and events such as; classes, trainings, seminars, etc.
5. A SWPPP (Stormwater Pollution Prevention Plan) shall be submitted if there is greater than 1 acre of land disturbed for construction.

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Stephanie Neumann for a Conditional Use Permit for Horse Stables located at PID 16.021.0200 within the R-1A Residential Rural District.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Horse Stables for the property located at PID 16.021.0200.
2. The Property is zoned R-1A, Rural Residential District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on October 18, 2022 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 October 6, 2022. 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 intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City's Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to public facilities and capital improvement plans.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

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 stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

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 stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on October 18, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for Horse Stables at PID 16.021.0200.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Request: The applicant, Stephanie Neumann is requesting a Zoning Ordinance Text Amendment to allow for the keeping of horses in a R-1A zoning district, a comprehensive plan text/map amendment to rezone PID 16.021.0200 to R-1A Residential Rural and to approve a conditional use permit for a horse stable within the R-1A zoning district.

Overview/Background: The applicant would like to construct horse stables for private boarding on a 38.1-acre vacant lot located just within Isanti's limits along the northeast border. Currently, horses are considered prohibited animals in Isanti according to Chapter 87 of City Code. Staff have researched how surrounding municipalities regulate horses, and have discussed regulations that would be beneficial to the Isanti community. In order to fulfill the request for horse stables on this property, multiple changes have to be made within the City Zoning Ordinances and a section in city code will need to be added to allow and regulate the keeping of horses.

The parcel is currently zoned R-1 "Single Family Residential" and is proposed to be rezoned to the R-1A "Residential Rural Zoning District". The R-1A zoning district provides less restrictions than an R-1 district, due to the size and location of these parcels.

Analysis of Application: The analysis of the request is broken up in sections for the Rezoning, Comprehensive Plan/Zoning Text and Map Amendment, Conditional Use Permit and the proposed horse regulations in city code. Voting shall take place for each request as they are separate items.

Rezoning/Map Amendment

The current zoning of PID 16.021.0200 is R-1 "Single Family Residential" and is proposed to be rezoned to R-1A "Residential Rural Zoning District". The R-1A zoning district was created with the intent of providing residential development while keeping the enjoyment of a rural lifestyle. Staff believes that this zoning district would be the right designation for horses based on larger lot sizes and the location of the parcels on the exterior borders of city limits. The PID in question is just within city limits along the northeast border with Isanti Township. A Rezoning also constitutes a change to the current zoning map and also land use maps within the City's Comprehensive Plan.

A rezoning request is determined by the judgement of the Planning Commission and shall be based upon 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.

   The intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City's Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to 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.

   The parcel meets the minimum lot requirements for the R-1A "Residential Rural" zoning district in that it is over 1 acre in size. The R-1A requirements will need to be amended to allow horse stables as a Conditional Use to fulfill the intent of the rezoning and is analyzed in this report in a following CUP section.

3. There is adequate infrastructure available to service the proposed action.

   The intended use will not require infrastructure changes to accommodate the request.

4. There is an adequate buffer or transition provided between potentially incompatible districts.

   The parcel is completely surrounded by properties zoned R-1 "Single Family Residential". The golf course which is currently not operating surrounds the south and west boundaries. Vacant land and one residential property surround the parcel to the north and east. City staff believes that there is an adequate buffer and natural transition of surrounding uses based on the size of the parcels and locations of existing residences.

Conditional Use Permit – Horse Stables

Staff believes that horse stables shall require a Conditional Use Permit in the R-1A zoning district. Each request will be reviewed by the Planning Commission and City Council to ensure that the use is not detrimental to surrounding properties and to determine the suitability of the use in regards to the general welfare, public health and safety.

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.

   Response found above in "Rezoning" section.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

   The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

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 stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

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 stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

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.

   Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

   Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

   The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.

   The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Text Amendments:

The request to keep horses and build stables on this property require amendments to both the zoning ordinances and also the city code. Changes to the text are indicated below either by having a line through the words if text is being removed and underlined if text is being added. These changes have been separated by zoning ordinance amendments and city code amendments and are analyzed below:

Zoning Ordinance Amendments:

- The term "Horse Stables" must be added to the list of Conditional Uses within the R-1A Zoning District:

  ARTICLE SIX: "R-1A" RESIDENTIAL RURAL DISTRICT

  Subdivision 4: Conditional Uses

  The following are conditional uses allowed in the "R-1A" Single-Family Residential Rural District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

  I. Horse Stables

City Code Amendments:

- "Horses" must be regulated and added to Article 1 Keeping of Certain Animals within Chapter 87 of City Code:

§ 87-1.5 **Horses.**

The City allows the keeping of horses on residential properties, subject to the following requirements:

A. Must be located in an R-1A Residential Rural Zoning District.

B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.

C. There shall be no more than 1 horse per 2 acres of land.

D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.

E. Stables are required and shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.
   (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.

F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.

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. Manure stockpiles shall:
   (1) Be located at least 50 feet from a side or rear property line.
   (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
   (3) Be at least 100 feet from any residential dwelling on any adjacent property.

(4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.

J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.

K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed "at large" when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.

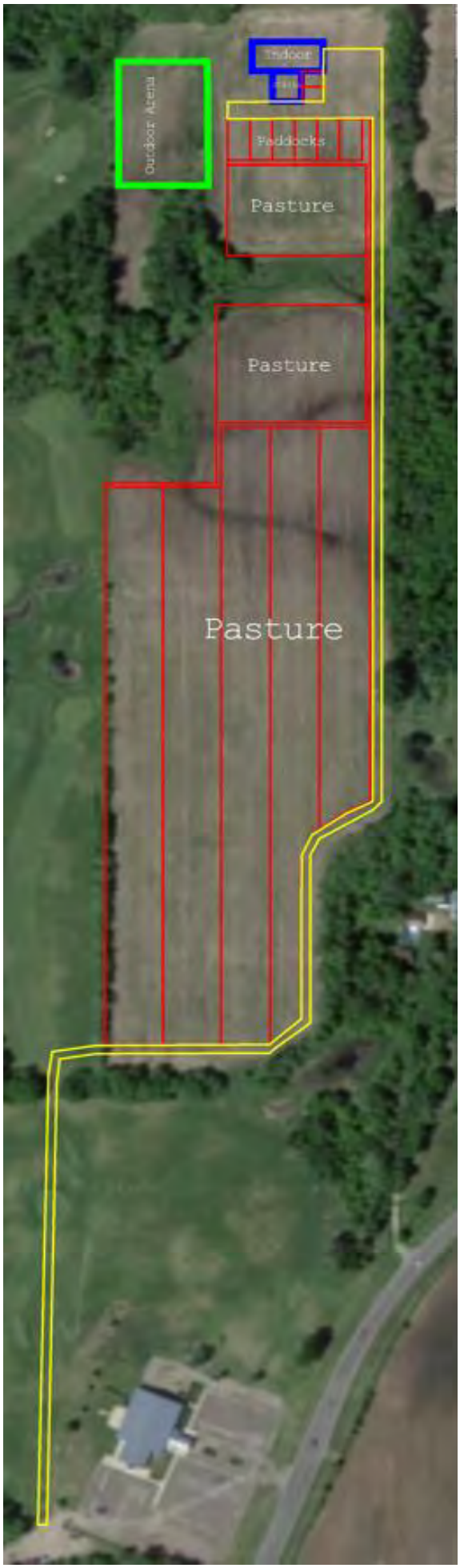
L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

City staff have researched surrounding cities regulations for the keeping of horses and the regulations above have been modified to better fit the City of Isanti while staying consistent with language from other regulated animals within City Code.

Staff Recommendation: Staff recommends approval of the Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to R-1A Residential Rural and Conditional Use Permit approval for horse stables in the R-1A Zoning District.

Attachments:

- Site Plans


Indoor
Barn
Outdoor Arena
Paddocks
Pasture
Pasture
Pasture

City of Isanti

Gross Payroll	103,631.73
Social Security & Medicare	6,088.23
Public Employees Retirement	10,363.51
Total City Expense	120,083.47

Pay Date 10/28/2022

Pay Period 22 (10/9-10/22/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/18/2022	59427	494	ALLINA HEALTH SYSTEM	603-20200	252.25
10/22	10/18/2022	59428	1858	ASTLEFORD INTERNATIONAL	101-20200	993.10
10/22	10/18/2022	59429	9	BERNICKS PEPSI-COLA	609-20200	3,158.30
10/22	10/18/2022	59430	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,451.44
10/22	10/18/2022	59431	1792	CARLOS CREEK WINERY	609-20200	1,560.00
10/22	10/18/2022	59432	1815	CENTURYLINK	602-20200	535.57
10/22	10/18/2022	59433	918	CRYSTAL SPRINGS ICE	609-20200	187.20
10/22	10/18/2022	59434	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,138.17
10/22	10/18/2022	59435	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/22	10/18/2022	59436	3159	ELM CREEK BREWING	609-20200	152.00
10/22	10/18/2022	59437	2933	FALCON NATIONAL BANK	228-20200	13,656.72
10/22	10/18/2022	59438	912	FASTENAL COMPANY	101-20200	458.31
10/22	10/18/2022	59439	739	HACH COMPANY	601-20200	438.96
10/22	10/18/2022	59440	3260	IMAGE CONTRACTING	505-20200	8,000.00
10/22	10/18/2022	59441	7	JOHNSON BROTHERS LIQUOR CO	609-20200	25,274.80
10/22	10/18/2022	59442	2647	JOHNSON CONTROLS	101-20200	578.40
10/22	10/18/2022	59443	5	KAWALEK TRUCKING	609-20200	359.60
10/22	10/18/2022	59444	3259	KIELSER POLICE SUPPLY	101-20200	429.00
10/22	10/18/2022	59445	3253	KINMOUNT EXTERIORS LLC	101-20200	16,291.50
10/22	10/18/2022	59446	1282	LEAF TOWING & RECOVERY	220-20200	200.00
10/22	10/18/2022	59447	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	416.00
10/22	10/18/2022	59448	1479	LOFFLER COMPANIES INC	108-20200	238.45
10/22	10/18/2022	59449	3096	MARIE RIDGEWAY LICSW LLC	101-20200	230.00
10/22	10/18/2022	59450	3117	MAVERICK WINE LLC	609-20200	724.00
10/22	10/18/2022	59451	17	MCDONALD DISTRIBUTING CO	609-20200	16,309.25
10/22	10/18/2022	59452	616	MENARDS - CAMBRIDGE	228-20200	414.10
10/22	10/18/2022	59453	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.18
10/22	10/18/2022	59454	1536	MINNESOTA DEED	219-20200	833.33
10/22	10/18/2022	59455	2080	MVTL LABORATORIES INC	602-20200	746.23
10/22	10/18/2022	59456	3122	NEW FRANCE WINE COMPANY	609-20200	684.00
10/22	10/18/2022	59457	2992	NEXTERA COMMUNICATIONS	609-20200	305.02
10/22	10/18/2022	59458	3149	ORIGIN WINE & SPIRITS	609-20200	136.00
10/22	10/18/2022	59459	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,691.25
10/22	10/18/2022	59460	3120	ROOTSTOCK WINE COMPANY	609-20200	211.08
10/22	10/18/2022	59461	1361	STAPLES ADVANTAGE	101-20200	62.73
10/22	10/18/2022	59462	73	STAR	101-20200	11.03
10/22	10/18/2022	59463	2441	TACTICAL SOLUTIONS	101-20200	236.00
10/22	10/18/2022	59464	626	THE WINE COMPANY	609-20200	311.00
10/22	10/18/2022	59465	1946	TRADEWINDS HEATING AIR	101-20200	165.79
10/22	10/18/2022	59466	42	VIKING COCA-COLA BOTTLING CO	609-20200	544.85
10/22	10/18/2022	59467	1286	VINOCOPIA INC	609-20200	1,494.71
10/22	10/18/2022	59468	4	WATSON CO INC	609-20200	2,196.60
Grand Totals:						124,433.77

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/26/2022	59475	2863	AMAZON CAPITAL SERVICES	228-20200	4,372.86
10/22	10/26/2022	59476	3261	ANIMATED LIGHTING INC	228-20200	2,265.00
10/22	10/26/2022	59477	692	ARC IRRIGATION LLP	104-20200	134.22
10/22	10/26/2022	59478	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35
10/22	10/26/2022	59479	53	BELLBOY CORPORATION	609-20200	3,104.15
10/22	10/26/2022	59480	9	BERNICKS PEPSI-COLA	609-20200	1,834.44
10/22	10/26/2022	59481	2319	BREAKTHRU BEVERAGE OF MN	609-20200	575.50
10/22	10/26/2022	59482	602	BURNET TITLE	601-20200	135.18
10/22	10/26/2022	59483	120	CONNEXUS ENERGY	101-20200	20,325.83
10/22	10/26/2022	59484	2583	CONTINENTAL RESEARCH CORP	101-20200	263.00
10/22	10/26/2022	59485	918	CRYSTAL SPRINGS ICE	609-20200	312.50
10/22	10/26/2022	59486	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,029.85
10/22	10/26/2022	59487	2809	DAHLHEIMER, PAMELA	101-20200	175.00
10/22	10/26/2022	59488	3265	DAVID STEWART	101-20200	53.69
10/22	10/26/2022	59489	1941	DELTA DENTAL	861-20200	3,478.60
10/22	10/26/2022	59490	3010	EVERPINE LAND HOLDINGS	601-20200	14.89
10/22	10/26/2022	59491	2933	FALCON NATIONAL BANK	228-20200	19,866.96
10/22	10/26/2022	59492	3263	FREEDOM MORTGAGE	601-20200	25.18
10/22	10/26/2022	59493	3262	IRONI, BRENDAN	601-20200	5.04
10/22	10/26/2022	59494	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
10/22	10/26/2022	59495	1563	ISANTI ELECTRIC INC	101-20200	2,210.33
10/22	10/26/2022	59496	113	ISANTI TIRE & AUTO CARE INC	101-20200	25.00
10/22	10/26/2022	59497	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,545.75
10/22	10/26/2022	59498	3245	JP BROOKS	601-20200	30.69
10/22	10/26/2022	59499	5	KAWALEK TRUCKING	609-20200	156.00
10/22	10/26/2022	59500	2587	LEAGUE OF MN CITIES	614-20200	759.40
10/22	10/26/2022	59501	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	3,328.80
10/22	10/26/2022	59502	2435	LINDBERG LAW OFFICE PA	601-20200	58.40
10/22	10/26/2022	59503	131	MACQUEEN EQUIPMENT INC	602-20200	547.36
10/22	10/26/2022	59504	3117	MAVERICK WINE LLC	609-20200	953.00
10/22	10/26/2022	59505	17	MCDONALD DISTRIBUTING CO	609-20200	4,877.11
10/22	10/26/2022	59506	2208	MINNESOTA EQUIPMENT INC	101-20200	26.22
10/22	10/26/2022	59507	2906	MOUA, MOA	601-20200	57.62
10/22	10/26/2022	59508	617	PAUSTIS WINE COMPANY	609-20200	1,358.25
10/22	10/26/2022	59509	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,068.21
10/22	10/26/2022	59510	12	POSTMASTER	603-20200	184.00
10/22	10/26/2022	59511	3264	REITZER, CHAD	601-20200	22.01
10/22	10/26/2022	59512	2518	SEMLER CONSTRUCTION INC	601-20200	64.24
10/22	10/26/2022	59513	2396	SOUTHERN GLAZERS OF MN	609-20200	22,741.41
10/22	10/26/2022	59514	1442	ST LOUIS MRO INC	603-20200	75.50
10/22	10/26/2022	59515	315	ST PAUL STAMP WORKS	101-20200	34.60
10/22	10/26/2022	59516	2834	SUN MECHANICAL INC	601-20200	11,496.71
10/22	10/26/2022	59517	2598	T.A. SCHIFSKY & SONS INC	101-20200	222.75
10/22	10/26/2022	59518	1290	THE AMBLE GROUP	602-20200	402.48
10/22	10/26/2022	59519	1503	THE AMERICAN BOTTLING COMPANY	609-20200	240.00
10/22	10/26/2022	59520	1762	THE TITLE GROUP	601-20200	27.71
10/22	10/26/2022	59521	2251	TITLE SMART INC	601-20200	47.99
10/22	10/26/2022	59522	2944	UNIFIRST CORPORATION	609-20200	739.05
10/22	10/26/2022	59523	42	VIKING COCA-COLA BOTTLING CO	609-20200	312.65
10/22	10/26/2022	59524	4	WATSON CO INC	609-20200	2,622.27
10/22	10/26/2022	59525	780	WINE MERCHANTS	609-20200	120.00
10/22	10/26/2022	59526	2872	WINEBOW	609-20200	582.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						202,724.01

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Grotte, Human Resources Director
Date: November 1, 2022
Subject: Employee Personnel Policy- Updates

Background:

The below statement is red has been added to the personnel policy for clarification purposes only. Standard practice of job offers has not changed.

4.07 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. All pre-employment job offers will be negotiated by the City Administrator prior to approval at a City Council meeting. 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, seasonal 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.

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR HEATHER BEHM

WHEREAS, the City Council of the City of Isanti approves hiring of all employees; and,

WHEREAS, the City Council has approved the part-time Liquor Store Clerk II positions; and,

WHEREAS, the interviewing team has selected Heather Behm as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Heather Behm.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date will be October 24, 2022.
4. The wage will start at Step 1 of the wage scale at $14.9056.
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 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE OFFER FOR FULL-TIME POLICE OFFICER NOAH HEILLER

WHEREAS, the City Council of the City of Isanti is required to approve all new employee offers; 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 Noah Heiller 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 Noah Heiller 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 Noah Heiller shall start at Step 6 of the current wage scale in the 2020-2022 Collective Bargaining Agreement #217 and eligible for all benefits offered by the City of Isanti.
3. 80 hours of front-loaded sick time to start, but not to accrue until 10 months of employment has been completed.
4. That Noah Heiller shall be on probationary status per the Personnel Policy and current Collective Bargaining Agreement #217.
5. Noah Heiller start date is effective November 1, 2022 or after.
6. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
7. 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 November 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Strike Life Tributes

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Strike Life Tributes has graciously donated $500.00 to be a participating sponsor. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Strike Life Tributes

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM STRIKE LIFE TRIBUTES

WHEREAS, Strike Life Tributes has donated $500.00 to be named a Participating Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Strike Life Tributes.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Rosewood Senior Living

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Rosewood Senior Living has graciously donated $300.00 to purchase a light display. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Rosewood Senior Living

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM ROSEWOOD SENIOR LIVING

WHEREAS, Rosewood Senior Living has donated $300.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Rosewood Senior Living.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Laureen Simons

Background:
Laureen Simons completed the Memorial Giving/Donation application and submitted payment of $1,500.00 to donate a tree and a park bench in memorial of Rose (Williams) Beck. The bench and tree are to be placed near the playground at Bluebird Park. Bench cost not to exceed $1000.00 and the tree cost is not to exceed $500.00. The City will purchase and install the bench and guarantee it for ten years. The City will purchase and plant a 2.5" caliper balled and burlapped tree and guarantee the health of it for three years, replaced once.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Laureen Simons

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM LAUREEN SIMONS

WHEREAS, Laureen Simons donated $1,500.00 to have a park bench and tree placed near the Bluebird Park playground in memorial of Rose (Williams) Beck; and,

WHEREAS, City staff will purchase a park bench with engraving stating "IN LOVING MEMORY" "ROSE (WILLIAMS) BECK"; and,

WHEREAS, in accordance with the Park and Feature Naming Policy, the City will guarantee the bench for ten years.

WHEREAS, City staff will purchase and plant a 2.5" caliper balled and burlapped tree; and,

WHEREAS, in accordance with the Park and Feature Naming Policy the City will guarantee the health of the tree for three years (replaced once);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Laureen Simons.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

RESOLUTION APPROVING INDEPENDENT CONTRACTED SERVICES AND VOLUNTEERS TO COLLECT DONATIONS AT ILLUMINATE ISANTI

WHEREAS, Council approved the budget and concept for the holiday lighting event, Illuminate Isanti; and,

WHEREAS, the event will be 10 days with multiple vendors, kid's activities, food trucks and be ticketed; and,

WHEREAS, independent contractors will be used as attendants to assist staff and the event where needed; and,

WHEREAS, there will be a maximum of ten independent contracted individuals receiving individual amounts, not to exceed, $600.00; and,

WHEREAS, funding is outlined within the allocated event budget; and,

WHEREAS, to encourage volunteer opportunities and involvement of non-profit community organizations, staff has dedicated one display element that is interactive for a photo opportunity that volunteers will be permitted to receive unsolicited donations by using a donation box;

WHEREAS, donations received by the volunteer organizations will not be part of City funds nor be reported to the City;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to allow independent contractors and volunteers at Illuminate Isanti per this Resolution.

This resolution was duly adopted by the Isanti City Council this 1st day of November, 2022.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Eagle Scout Project Proposal - Gaga Ball Pit by Will Wood

Background:
On October 17th, 2022 City Staff received an Eagle Scout project request by Will Wood, Troop 16.

Will would like to build a Gaga Ball Pit to help the City add more recreation opportunities for youth in Bluebird Park. Having activities available will bring more youth of varying ages to the park. The project would be in the Spring with completion by end of May, 2023. Will plans to build a Gaga Ball Pit custom and use a local metal manufacturing Isanti business for the brackets. The cost to the City would be $600 or less.

An Eagle Scout Service Project is an opportunity for a Scout in Scouts of America to demonstrate service and leadership of others while performing a project for the benefit of a community or organization. The Scout must propose a plan, share the benefit and execute the project using skills they have gained throughout their scout journey.

Gaga is a fast paced, high energy sport played in an octagonal pit. The game is played with a soft foam or rubber ball and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. This sport is becoming more and more popular and is often added to recreational areas within cities, churches, campgrounds, camps and more.

The Park, Recreation and Culture Board was in support of this project and voted 3-0 at its October 25th, 2022 meeting to move it to the City Council for their approval.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- PARKS – Wood- Eagle Scout Project
- Gaga Ball Pit Proposed Locations Map
- Gaga Ball Pit Pictures

RESOLUTION NO. 2022-XXX

A RESOLUTION AUTHORIZING WILL WOOD TO CONSTRUCT A GAGA BALL PIT IN BLUEBIRD PARK AS PART OF A 2023 EAGLE SCOUT PROJECT

WHEREAS, on October 17, 2022, the City of Isanti had received a request from Will Wood for the placement of a gaga ball pit located at 201 Isanti Parkway NW in Bluebird Park as part of his 2023 Eagle Scout Project; and,

WHEREAS, the City of Isanti owns the property located at 201 Isanti Parkway NW; and,

WHEREAS, Mr. Wood had prepared a written request outlining the specifications for what he intends to build; and,

WHEREAS, Mr. Wood would obtain all materials necessary to complete the project before the project begins; and,

WHEREAS, the Parks, Recreation, and Culture Board voted 3-0 to recommend moving this project forward for City Council approval,

WHEREAS, the Parks, Recreation, and Culture Board will select final placement of the gaga ball pit; and,

WHEREAS, the City Council must review and approve any improvements that would occur on City owned property as well as authorize any funding requests associated with such projects; and,

WHEREAS, the City of Isanti Public Works would maintain the gaga ball pit upon completion of the project; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes Will Wood to donate labor to construct a gaga ball pit located at 201 Isanti Parkway NW.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the request for funding for such project, in an amount not to exceed $600.00 to be provided from 101-45300-404 Repairs/Maintenance/Machinery/Equipment.

This resolution was duly adopted by the Isanti City Council this 1st day of November 2022.

_____
Mayor Jeff Johnson

ATTEST:

_____
Jaden Strand
City Clerk

Gaga Ball Pit Proposed Locations

1- Potential to put VB courts here in future
2- Good spot
3- Good spot
4- Good spot
5- Too close to picnic shelter with balls leaving the pit
6- Too close to parking lot
7- Splashpad will be in this area
8- Too close to parking with balls leaving the pit
9- Concrete isn't a good option due to knuckles scraping ground during game play. Sand is preferred.
10- Ok spot, pine needles could be in issue every fall
11- Good spot
12- Skating rink exists in this spot

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217

This Memorandum of Understanding ("MOU") is made by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA") effective January 1, 2023 through December 31, 2025, setting forth terms and conditions of employment for City police officers, including a provision for calculating longevity credit for prior law enforcement experience (Article 17.8); and,

WHEREAS, the City desires to calculate the prior experience of each officer the same for clarity and consistency as follows:

> Prior full-time work experience will be calculated using whole months that are equivalent to years (total months / 12). One (1) day or thirty-one (31) days in a single month will count as credit for an entire month. The longevity credit will be applied *(1-year prior full-time experience = 0.5 years longevity credit)*. Then years of longevity credit would always be rounded up.
>
> Example: 105 months of prior service equals 8.75 years. 0.5 years credit would be 4.38 years. Then the calculated years of longevity credit would be rounded up to the nearest whole number, 5 years.
>
> In this example, upon completion of the officer's 5th year of service with Isanti, they would have 10 years of service total, per this calculation method. Upon completion of the 10th, 15th and 20th year of service, which would include the calculated years of service credit detailed above, 2%, 4% or 6% longevity would be applied per the contract, Article 17.4, to the base wage for the respective officer.

NOW THEREFORE, the parties agree as follows:

1. Notwithstanding the language of Article 17.8, longevity shall be calculated using the following calculation method

   A. Prior full-time work experience will be calculated using whole months. One (1) day or thirty-one (31) days in a single month will count as credit for an entire month.

   B. The total number of whole months shall then be divided by 12 for purposes of determining the number of years to be used in the calculation.

   C. The number of years of longevity credit shall be rounded up.

   D. The rounded up years shall then be used to calculate the longevity credit *(e.g., 1-year prior full-time experience = 0.5 years longevity credit).*

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 be effective January 1, 2023- December 31, 2025, or until a successor collective bargaining agreement is ratified and approved, whichever is later

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 _____, 2022.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #217:

Brian Bone
_____
LELS Business Agent

_____
LELS Union Steward

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 15, 2022 – 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 9, 2022- Regular Meeting of the City Council

H. Announcements

1. Isanti Liquor Store 1 Year Anniversary Celebration	Friday, November 18, 2022 - Sunday, November 20, 2022
2. Parks, Recreation and Culture Board	Tuesday, November 22, 2022 at 6:00 p.m.
3. CITY OFFICES CLOSED	*Thursday, November 24, 2022 and Friday, November 25, 2022 (In Observance of Thanksgiving)*
4. City Council Meeting	Tuesday, December 6, 2022 at 7:00 p.m.
5. Economic Development Authority Meeting	Tuesday, December 6, 2022 *(Immediately following the City Council Meeting)*
6. Illuminate Isanti at Bluebird Park	Saturday, December 10, 2022 – Sunday, December 18, 2022 at 5:00 p.m.

I. Council Committee Reports

J. Public Hearings
1. South Brookview Improvements Final Assessment Hearing
a. Resolution 2022-XXX Adopting Assessment for the South Brookview Improvements Project

K. Business Items
City Clerk Jaden Strand
1. ORD-XXX An Ordinance Amending City Code Chapter 325; Water

L. Approve Consent Agenda
1. Payroll in the Amount of $125,359.15 and Accounts Payable in the Amount of $677,891.76
2. Annual City Administrator Review Summary
3. 2022-XXX Approving the Resignation of PT Liquor Clerk II Heather Behm

4. Resolution 2022-XXX Rescind Resolution 2022-183 Accepting Donation from Rum River BMX
5. Resolution 2022-XXX Accepting Donation from Hermann Insurance Services
6. Resolution 2022-XXX Approving Certification of Delinquent Charges for City Services Collectible in 2023

M. Other Communications

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

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 1, 2022 – 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, Councilmembers: 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 Stephanie Hillesheim and Chief of Police Travis Muyres

Others Present: Commissioner Warring, Isanti-Chisago County Star Editor Bill Stickels III, and County News Review Editor John Wagner

D. Public Comment
Isanti-Chisago County Star Editor Bill Stickels III shared that the City received 3 different awards for the Isanti-Chisago County Star's Reader's Choice Best of Contest. Isanti Municipal Liquor Store was recognized for the best liquor store, Isanti Municipal Liquor Store was also a finalist for customer service, and Isanti Street Dances was recognized as a finalist for best outdoor event.

E. Adopt Agenda
ADDITION:
1. **Add L.1.** Memorandum of Understanding Between the City of Isanti and Law Enforcement Labor Services, Inc. Local #217

Motion by Lundeen, seconded by Bergley to approve agenda with the addition listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. October 18, 2022- Regular Meeting of the City Council
2. October 18, 2022- Committee of the Whole Meeting

Motion by Bergley, seconded by Lundeen to approve minutes as presented. Motion carried unanimously.

H. Announcements

1.	**CITY OFFICES CLOSED**	Friday, November 11, 2022 *(In Observance of Veterans Day)*
2.	Committee of the Whole	Tuesday, November 15, 2022 at 5:00 p.m.
3.	City Council Meeting	Tuesday, November 15, 2022 at 7:00 p.m.

4. Canvass Board Meeting — Tuesday, November 15, 2022 *(Immediately following the City Council Meeting)*

5. Planning Commission Meeting — Tuesday, November 15, 2022 *(Immediately following the Canvass Board Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. **ORD-776** An Ordinance Amending City Code Chapter 8; City Council

CA Wood shared that the presented ordinance is an amendment to the Mayoral and City Proclamations section of Chapter 8 in City Code. The ordinance amendment is to make it clear who can make recommendations for proclamations and how they are approved.

Motion by Lundeen, seconded by Bergley to approve ordinance as presented. Motion carried unanimously.

2. **ORD-777** An Ordinance Amending City Code Chapter 87; Keeping of Certain Animals

CA Wood shared that this is an ordinance amendment to allow horses in the R-1A Residential Rural Zoning District.

Motion by Bergley, seconded by Lundeen to approve ordinance as presented. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

3. **Resolution 2022-191** Approving Site Plans for an Industrial Building for American First CDL Academy

CDD Hillesheim shared site plans for an industrial building in the Industrial Park as recommended by the Planning Commission on October 18th.

Mayor Johnson asked if CDD Hillesheim has had recent contact with the requestor about the facility hours.

CDD Hillesheim shared that she had not. *[It was later determined from the owner that the hours would be 7 a.m-6 p.m.]*

Motion by Gordon, seconded by Collison to approve resolution upon submission of facility hours to the City. Motion carried unanimously.

4. **Resolution 2022-192** Approving a Comprehensive Plan Zoning/ Map Amendment to Rezone PID 16.021.0200 to R-1A
CDD Hillesheim shared that this is to rezone PID 16.021.0200 into R-1A Residential Rural.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

5. **Resolution 2022-193** Approving a Zoning Ordinance Text Amendment to Include Horse Stables under Conditional Uses in the R-1A Zoning District

CDD Hillesheim shared that this is to allow horse stables as a Conditional Use in the R-1A Zoning District.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

6. **Resolution 2022-194** Approving a Conditional Use Permit for Horse Stables on PID 16.021.0200

   CDD Hillesheim shared that this is for a CUP for horse stables at PID 16.021.0200.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

2. Payroll in the Amount of $120,083.47 and Accounts Payable in the Amount of $327,157.78
3. Memo: Personnel Policy Update 4.07 Selection Process
4. **Resolution 2022-195** Approving the Hire of Liquor Store Clerk II Heather Behm
5. **Resolution 2022-196** Approving New Hire Full-Time Police Officer Noah Heiller
6. **Resolution 2022-197** Accepting Donation from Strike Life Tributes
7. **Resolution 2022-198** Accepting Donation from Rosewood Senior Living
8. **Resolution 2022-199** Accepting Donation from Laureen Simons
9. **Resolution 2022-200** Approving Contracted Services and Volunteers at Illuminate Isanti
10. **Resolution 2022-201** Approving Eagle Scout Project in Bluebird Park
11. Memorandum of Understanding Between the City of Isanti and Law Enforcement Labor Services, Inc. Local #217

    Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

None

N. Closed Session

1. City Administrator Annual Performance Review Pursuant to Minnesota Statutes 13D.05 Subd3 (a)
   At 7:17 p.m. the City Council went into closed session regarding performance of the City Administrator.

   Upon reopening of the meeting at 7:28 p.m., no further action was taken and Mayor Johnson and City Council commended Administrator Wood for her hard work and dedication to the City of Isanti.

O. Adjournment

A motion was made by Lundeen, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 7:28 p.m.
Respectfully Submitted,

Jaden Strand

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 7, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: South Brookview Improvements Project – Final Assessment Hearing
City of Isanti, MN
BMI Project No. 0R1.126222

Attached is the final assessment roll for the South Brookview Improvements 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 $15.85 per assessable front footage. This is an average of $1,571.69 per parcel. The preliminary engineering report had an estimated average assessment of $1,825.54 per parcel. The average assessment on this project is $253.85 ***less*** than presented at the improvement hearing.

It is proposed to do a 10-year payment schedule levied on the property taxes with a 4.54% interest rate. beginning in 2023. This comes out to an average parcel cost of approximately $200/year.

The total cost proposed to be assessed to benefiting properties is $127,307.20.

We recommend approving the final assessment as presented.

Please contact me at (763) 200-2444 if you have any questions.

Bolton & Menk is an equal opportunity employer.

South Brookview Improvements
Final Assessment Roll
Bolton & Menk Project # 0R1.126222
10/19/2022

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Improvement Side Frontage (LF)	Notes	Final Assessed Street Cost Per Front Footage $15.85	Preliminary Assessed Street Cost Per Front Footage $18.41	Change in Assessed Cost -$2.56
SOUTH BROOKVIEW LANE SW											
1	160410090	BLISKOWSKI JOSEPH		800 S BROOKVIEW LN SW, ISANTI MN 55040	89	89		1	$1,410.65	$1,638.49	-$227.84
2	160410100	BLISKOWSKI JOSEPH	800 S BROOKVIEW LN SW		91	91		2	$1,442.35	$1,675.31	-$232.96
3	160410110	LILLEDAHL LISA	714 S BROOKVIEW LN SW		108	108		1	$1,711.80	$1,988.28	-$276.48
4	160410120	ALBERDING MARCI C	710 S BROOKVIEW LN SW		103	103		1	$1,632.55	$1,896.23	-$263.68
5	160410130	EBELING CORDELL E	706 S BROOKVIEW LN SW		104	104		1	$1,648.40	$1,914.64	-$266.24
6	160410140	KESTON ALEXANDER T	612 S BROOKVIEW LN SW		208	208		1	$3,296.80	$3,829.28	-$532.48
7	160410141	BARTHOLDHENTGES LLC	608 S BROOKVIEW LN	11616 OREGON AVE N, CHAMPLIN MN 55316	93	93		1	$1,474.05	$1,712.13	-$238.08
8	160620010	ROSTER RICHARD	809 S BROOKVIEW LN SW		83	83		1	$1,315.55	$1,528.03	-$212.48
9	160620020	HICKMAN MICHAEL W & DEBORAH HICKMAN	805 S BROOKVIEW LN SW		81	81		1	$1,283.85	$1,491.21	-$207.36
10	160620030	EASTLING JAMES	801 S BROOKVIEW LN SW		158	83	117	2	$2,504.30	$2,908.78	-$404.48
11	160620040	CALHOUN JUSTIN	715 S BROOKVIEW LN SW		160	85	117		$2,536.00	$2,945.60	-$409.60
12	160620050	THORSON RACHEL A	711 S BROOKVIEW LN SW		85	85			$1,347.25	$1,564.85	-$217.60
13	160620060	SAVAGE MARY B	707 S BROOKVIEW LN SW		85	85			$1,347.25	$1,564.85	-$217.60
14	160620070	ARRIAZA DOUGLAS A	701 S BROOKVIEW LN SW		85	85			$1,347.25	$1,564.85	-$217.60
15	160620080	BROWNING JAMES D	611 S BROOKVIEW LN SW		97	97		1	$1,537.45	$1,785.77	-$248.32
16	161210010	ECCLES SCOTT A	606 S BROOKVIEW LN SW		0	0			$0.00	$0.00	$0.00
17	161210090	GONNERMAN RICK J	609 S BROOKVIEW LN SW	PO BOX 226, ISANTI MN 55040	60	60		1	$951.00	$1,104.60	-$153.60
8TH AVENUE SW											
18	160630040	DOCKEN RUTH ANNE	311 8TH AVE SW		163	88	125		$2,583.55	$3,000.83	-$417.28
19	160630050	NELSON GEORGE HOWARD	310 8TH AVE SW		160	85	125		$2,536.00	$2,945.60	-$409.60
20	160630130	BARTON MATTHEW	400 8TH AVE SW		161	86	126		$2,551.85	$2,964.01	-$412.16
21	160650060	STEWART-CARLSON RYLEE	409 8TH AVE SW		160	85	126		$2,536.00	$2,945.60	-$409.60
22	160650070	BROMWICH RICK	408 8TH AVE SW		163	88	125	2	$2,583.55	$3,000.83	-$417.28
MARION STREET SW											
23	160630060	DUSAN LORI L	710 MARION ST SW		85	85			$1,347.25	$1,564.85	-$217.60
24	160630070	ANDERSON JENNIFER KAY	706 MARION ST SW		85	85			$1,347.25	$1,564.85	-$217.60
25	160630080	WELCOME PRISCILLA	702 MARION ST SW		78	78		1	$1,236.30	$1,435.98	-$199.68
26	160630090	CARLIN JAMES E	700 MARION ST SW		79	79		1	$1,252.15	$1,454.39	-$202.24
27	160630100	SWANSON JACOB	610 MARION ST SW	13520 1ST AVE S, BURNSVILLE MN 55337	82	82		1	$1,299.70	$1,509.62	-$209.92
28	160630110	RANUM BREANNA	606 MARION ST SW		85	85			$1,347.25	$1,564.85	-$217.60
29	160630010	DANIELS SANDRA MARIE	812 MARION ST SW		84	84		2	$1,331.40	$1,546.44	-$215.04
30	160630020	DIXON AARON L	808 MARION ST SW		99	99		1	$1,569.15	$1,822.59	-$253.44
31	160630030	BANGHART SARAH	804 MARION ST SW		81	81			$1,283.85	$1,491.21	-$207.36
32	160630140	ELLIOTT LEONARD A	711 MARION ST SW		85	85			$1,347.25	$1,564.85	-$217.60
33	160630150	GUSTAFSON JESSICA ROSE & ZACHARY GUSTAFSON	707 MARION ST SW		85	85			$1,347.25	$1,564.85	-$217.60
34	160630160	LEONARD CHARLES E JR	701 MARION ST SW		95	95		1	$1,505.75	$1,748.95	-$243.20
35	160630170	BASSETT KATRINA	609 MARION ST SW		103	103		1	$1,632.55	$1,896.23	-$263.68
36	160630180	SCHOENING SARAH L	601 MARION ST SW		75		133	2 ,3	$1,188.75	$1,380.75	-$192.00
37	160630190	BRADY SHERRI L	813 MARION ST SW		84	84		2	$1,331.40	$1,546.44	-$215.04
38	160630200	SMITH LENORD E JR & BARBARA M SMITH	809 MARION ST SW		80	80		1	$1,268.00	$1,472.80	-$204.80
39	160630210	VANBECK LARRY A & JESSICA VANBEEK	807 MARION ST SW		93	93		1	$1,474.05	$1,712.13	-$238.08
40	160630220	BUHMAN CHRISTOPHER	805 MARION ST SW		86	86		2	$1,363.10	$1,583.26	-$220.16
41	160630230	MASER ALLAN L	801 MARION ST SW		158	83	125		$2,504.30	$2,908.78	-$404.48
NINA STREET SW											
42	160650010	O'BRIEN MICHAEL R	816 NINA ST SW	1955 261ST AVE NE, ISANTI MN 55040	83	83		2	$1,315.55	$1,528.03	-$212.48
43	160650020	WOODCOCK RUSSELL A & TAMMY A WOODCOCK	814 NINA ST SW		78	78		2	$1,236.30	$1,435.98	-$199.68
44	160650030	AUFDERHAR MICHAEL R	812 NINA ST SW		91	91		1	$1,442.35	$1,675.31	-$232.96

South Brookview Improvements
Final Assessment Roll
Bolton & Menk Project # 0R1.126222
10/19/2022

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Improvement Side Frontage (LF)	Notes	Final Assessed Street Cost Per Front Footage $15.85	Preliminary Assessed Street Cost Per Front Footage $18.41	Change in Assessed Cost -$2.56
45	160650040	JONES CASEY JEAN	808 NINA ST SW		101	101		1	$1,600.85	$1,859.41	-$258.56
46	160650050	ERICKSON IAN R	804 NINA ST SW		82	82		2	$1,299.70	$1,509.62	-$209.92
47	160650080	CARLSON KELLIE	710 NINA ST SW		83	83		2	$1,315.55	$1,528.03	-$212.48
48	160650090	TORGERSON PATRICK W	706 NINA ST SW		88	88		1	$1,394.80	$1,620.08	-$225.28
49	160650100	KOENIG MITCHELL E & TERESA G KOENIG	606 NINA ST SW		84	84		1	$1,331.40	$1,546.44	-$215.04
50	160650110	KYLE, RILEY X	600 NINA ST SW		75		126	2, 3	$1,188.75	$1,380.75	-$192.00
51	160650130	PHILLIPS RANDALL D	809 NINA ST SW		175	100	116	1	$2,773.75	$3,221.75	-$448.00
52	160650140	WE BUY HOUSES MN LLC	807 NINA ST SW	11677 TULIP ST NW, COON RAPIDS MN 55433	87	87		1	$1,378.95	$1,601.67	-$222.72
53	160650150	CARPENTER GREG R	805 NINA ST SW		84	84		2	$1,331.40	$1,546.44	-$215.04
54	160650160	HANSON JEANNETTE	801 NINA ST SW		86	86			$1,363.10	$1,583.26	-$220.16
55	160650170	CREGER SARA M	719 NINA ST SW		81	81		2	$1,283.85	$1,491.21	-$207.36
56	160650180	LENTZ DEBBRA D	715 NINA ST SW		95	95		2	$1,505.75	$1,748.95	-$243.20
57	160650190	THEEDE DAVID M	711 NINA ST SW		94	94			$1,489.90	$1,730.54	-$240.64
58	160650200	FERRIS MICHAEL D	609 NINA ST SW		103	103		1	$1,632.55	$1,896.23	-$263.68
59	160650220	REYES JUAN MANUAL	815 NINA ST SW		176	101	128	1, 2	$2,789.60	$3,240.16	-$450.56
PAGE STREET SW											
60	160660010	BRAATAN SHELBE	813 PAGE ST SW		109	109		1	$1,727.65	$2,006.69	-$279.04
61	160660020	SHVETS ZINAIDA	811 PAGE ST SW		120	120		1	$1,902.00	$2,209.20	-$307.20
62	160660030	LEE KIMBERLY SUE	808 PAGE ST SW		146	146		1	$2,314.10	$2,687.86	-$373.76
63	160660040	REISTAD JOSHUA O	806 PAGE ST SW		91	91		1	$1,442.35	$1,675.31	-$232.96
64	160660050	SANVIG STEPHANIE	804 PAGE ST SW		88	88			$1,394.80	$1,620.08	-$225.28
65	160660060	JOHNSON AMY JO	800 PAGE ST SW		88	88		2	$1,394.80	$1,620.08	-$225.28
66	160660070	URHAMMER EDWARD	718 PAGE ST SW		87	87			$1,378.95	$1,601.67	-$222.72
67	160660080	714 PAGE LLC	714 PAGE ST SW	1256 BUNKER LAKE BLVD NE, HAM LAKE MN 55304	85	85			$1,347.25	$1,564.85	-$217.60
68	160660090	BARTZ NICKOLAS	710 PAGE ST SW		83	83		2	$1,315.55	$1,528.03	-$212.48
69	160660100	FAUVER GRANT	608 PAGE ST SW		80	80		1	$1,268.00	$1,472.80	-$204.80
70	160660120	HERCENRODEN HAROLD	809 PAGE ST SW		114	114		1	$1,806.90	$2,098.74	-$291.84
71	160660130	JPS HOMES LLC	807 PAGE ST SW	2401 W 66TH ST, RICHFIELD MN 55423	88	88		1	$1,394.80	$1,620.08	-$225.28
72	160660140	CHASENSKY AMANDA	805 PAGE ST SW		90	90			$1,426.50	$1,656.90	-$230.40
73	160660150	BOEHMER VICTOR & DAISY BOEHMER	801 PAGE ST SW		90	90			$1,426.50	$1,656.90	-$230.40
74	160660160	MCGUIRE TRACIE	719 PAGE ST SW		90	90			$1,426.50	$1,656.90	-$230.40
75	160660170	MISKAVIGE WANDA M & PATRICK J MISKAVIGE	715 PAGE ST SW		88	88		2	$1,394.80	$1,620.08	-$225.28
76	160660180	THOMAS DAWN	711 PAGE ST SW		90	90			$1,426.50	$1,656.90	-$230.40
77	160660190	VELASCO HOLLI	609 PAGE ST SW		90	90			$1,426.50	$1,656.90	-$230.40
78	160660200	TAPPLIN TYLER	601 PAGE ST SW		89	89		3	$1,410.65	$1,638.49	-$227.84
6TH AVENUE SW											
79	160630120	LENDWAY KRISTEN & MARK A LORSUNG	311 6TH AVE SW		85	85		3	$1,347.25	$1,564.85	-$217.60
80	160650210	OLSON MEGAN	501 6TH AVE SW		103	103		2, 3	$1,632.55	$1,896.23	-$263.68
81	160660110	COLE JEROME D	505 6TH AVE SW	1104 BIRCH ST SW, ISANTI MN 55040	93	93		1, 3	$1,474.05	$1,712.13	-$238.08
				Totals	**8,032.0**	**7,132**	**1,489**		**$127,307.20**	**$147,869.12**	**-$20,561.92**

NOTES:

(1) ODD SHAPED LOT
(2) APPROXIMATELY RECTANGULAR LOT
(3) ASSESSED ON 6TH AVENUE IMPROVEMENTS IN 2020
* PROPERTY OWNERS PULLED FROM ISANTI COUNTY BEACON ON 10/17/2022

Assessed Street Cost

AVERAGE	$1,571.69
HIGH	$3,296.80
LOW (NON-ZERO)	$951.00
MEDIAN	$1,394.80
MODE	$1,347.25

Total Assessable Project Cost	$509,382.56
Percent Assessable	25%
Total Assessable Cost	$127,345.64
Final Assessed Cost	$127,307.20
Final Assesed Percent Decrease	13.9%

RESOLUTION 2022-XXX

ADOPTING ASSESSMENT FOR THE SOUTH BROOKVIEW IMPROVEMENTS 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 South Brookview Improvements Project, consisting of the improvement of: South Brookview Lane SW, Marion Street SW, Nina Street SW, Page Street SW and 8th Avenue SW between Whiskey Road and 6th Avenue SW. Said improvement consisted of the reconstruction of street, and curb and gutter repair. 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, 2023, and shall bear interest at the rate of 4.54 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, 2023 until December 31, 2023. 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 15th day of November 2022.

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 the City Council**
From: Matt Sylvester, Public Services Director
Date: November 15,2022
Subject: Ordinance 2022-XXX- Amending Chapter 325; Water

Background:
As was reviewed and recommended by Committee of the Whole at the October 18, 2022 meeting, staff drafted the attached Ordinance to remove the requirement that private wells be tested on an annual basis for coliform bacteria and Nitrates.

Staff Request:
Staff is seeking action on this item.

Attachment:
- ORD 2022-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 716 ADOPTED ON 1-7-2020 AND TITLED WATER

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance 716, codified in Chapter 325 of City Code, are hereby amended as follows:

Chapter 325

Water

ARTICLE III Private Wells

§325-13 Private wells; testing; water quality; condemnation.

The City Council recommends that private wells used for human consumption be tested on an annual basis and follow the State of Minnesota Department of Health guidance for health and safety. Private wells with water that is unfit for human consumption will be required to hook up to the public water system, if available.

A. Water quality standards. For the purposes of this article, in order for water from private wells located in the City of Isanti to be deemed fit for human consumption, the chemical analysis of such water must indicate that said water complies with the following standards:

(1) Bacteriological. The maximum contaminant level for coliform bacteria in water from private wells is zero.

(2) Nitrates. The concentration of nitrates (as N) in water from private wells shall not exceed 10 milligrams per liter.

B. Certain private wells condemned. All private wells used to provide water for human consumption in the City found to be unfit for human consumption as a result of chemical analysis of said water, are hereby declared to be a nuisance and are hereby condemned. Upon hearing and proper findings by the City Council, the owner of the building or premises served by such private well is required to apply for and hook up to the City water system. Upon failure or refusal by said owner to apply and hook up, the Council may order such hookup and assess the costs and interest as determined by the City Council, against the premises affected as a special assessment payable in one lump sum with the real estate taxes due the following year as per § 325-12 of this chapter.

Section 2- Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 15th day of November 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 10-25-2022
Reading Date: 11-15-2022
Publication Date:
Effective Date:

City of Isanti

Gross Payroll	108,532.09
Social Security & Medicare	6,343.23
Public Employees Retirement	10,483.83
Total City Expense	125,359.15

Pay Date 11/10/2022

Pay Period 23 (10/23-11/5/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/02/2022	59527	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	870.00
11/22	11/02/2022	59528	2695	ANDERSON & KOCH FORD INC	101-20200	832.09
11/22	11/02/2022	59529	2030	ARTISAN BEER COMPANY	609-20200	73.80
11/22	11/02/2022	59530	1500	BOLTON & MENK INC	425-20200	14,159.50
11/22	11/02/2022	59531	2319	BREAKTHRU BEVERAGE OF MN	609-20200	10,791.86
11/22	11/02/2022	59532	2621	BUREAU OF CRIM. APPREHENSION	101-20200	600.00
11/22	11/02/2022	59533	1629	CITY OF ISANTI	226-20200	15,096.16
11/22	11/02/2022	59534	1736	COMM OF MMB TREAS DIV	101-20200	200.00
11/22	11/02/2022	59535	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,955.75
11/22	11/02/2022	59536	16	ELECTRO WATCHMAN INC	101-20200	300.00
11/22	11/02/2022	59537	912	FASTENAL COMPANY	101-20200	58.27
11/22	11/02/2022	59538	2830	GDO LAW	101-20200	4,333.33
11/22	11/02/2022	59539	739	HACH COMPANY	601-20200	769.08
11/22	11/02/2022	59540	3266	HIME, JOELLE	101-20200	100.00
11/22	11/02/2022	59541	113	ISANTI TIRE & AUTO CARE INC	101-20200	25.00
11/22	11/02/2022	59542	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	1,946.32
11/22	11/02/2022	59543	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,246.14
11/22	11/02/2022	59544	5	KAWALEK TRUCKING	609-20200	161.40
11/22	11/02/2022	59545	2345	LARSEN DIRT WORKS LLC	101-20200	2,629.00
11/22	11/02/2022	59546	616	MENARDS - CAMBRIDGE	228-20200	265.40
11/22	11/02/2022	59547	2080	MVTL LABORATORIES INC	602-20200	599.35
11/22	11/02/2022	59548	3122	NEW FRANCE WINE COMPANY	609-20200	558.00
11/22	11/02/2022	59549	1165	NORTHLAND TRUST SERVICES INC	602-20200	356,422.50
11/22	11/02/2022	59550	3149	ORIGIN WINE & SPIRITS	609-20200	168.00
11/22	11/02/2022	59551	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,971.04
11/22	11/02/2022	59552	2630	RAPP, JORDAN	101-20200	59.50
11/22	11/02/2022	59553	2341	RED BULL DISTRIBUTION CO INC	609-20200	464.40
11/22	11/02/2022	59554	2396	SOUTHERN GLAZERS OF MN	609-20200	12,217.15
11/22	11/02/2022	59555	73	STAR	425-20200	266.18
11/22	11/02/2022	59556	1878	TOWMASTER	101-20200	416.50
11/22	11/02/2022	59557	3125	UNCOMMON LOON BREWING CO	609-20200	166.50
11/22	11/02/2022	59558	1820	URBANS HARDWARE INC	101-20200	119.70
11/22	11/02/2022	59559	686	VERIZON WIRELESS	101-20200	1,615.06
11/22	11/02/2022	59560	42	VIKING COCA-COLA BOTTLING CO	609-20200	241.00
11/22	11/02/2022	59561	4	WATSON CO INC	609-20200	1,280.12
11/22	11/02/2022	59562	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
11/22	11/02/2022	59563	780	WINE MERCHANTS	609-20200	1,290.00
11/22	11/02/2022	59564	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,328.00
Grand Totals:						457,546.10

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/10/2022	59569	2689	ADVANCED POWER SERVICES INC	602-20200	895.00
11/22	11/10/2022	59570	2863	AMAZON CAPITAL SERVICES	228-20200	1,200.60
11/22	11/10/2022	59571	3280	APITZ, DAVID	603-20200	127.32
11/22	11/10/2022	59572	53	BELLBOY CORPORATION	609-20200	5,836.20
11/22	11/10/2022	59573	2853	BENEFIT EXTRAS INC	101-20200	43.50
11/22	11/10/2022	59574	9	BERNICKS PEPSI-COLA	609-20200	6,176.10
11/22	11/10/2022	59575	368	BILLS QUALITY CLEANING	609-20200	712.00
11/22	11/10/2022	59576	2487	CAPITOL BEVERAGE SALES	609-20200	1,008.48
11/22	11/10/2022	59577	1198	CENTER POINT ENERGY	101-20200	2,039.60
11/22	11/10/2022	59578	918	CRYSTAL SPRINGS ICE	609-20200	164.10
11/22	11/10/2022	59579	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,114.52
11/22	11/10/2022	59580	3159	ELM CREEK BREWING	609-20200	252.00
11/22	11/10/2022	59581	2391	FAMILY PATHWAYS	609-20200	1,922.40
11/22	11/10/2022	59582	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	106.14
11/22	11/10/2022	59583	2028	FURTHER	101-20200	33.10
11/22	11/10/2022	59584	2028	FURTHER	861-20200	15.92
11/22	11/10/2022	59585	1009	GAMETIME	101-20200	418.49
11/22	11/10/2022	59586	3140	GARPHISH BREWING COMPANY	609-20200	738.00
11/22	11/10/2022	59587	134	GOPHER STATE ONE-CALL INC	601-20200	76.95
11/22	11/10/2022	59588	3268	HOME SOLUTIONS REAL ESTATE, LLC	601-20200	5.91
11/22	11/10/2022	59589	3267	HOUGH, JAYDE	603-20200	39.72
11/22	11/10/2022	59590	1684	ISANTI COUNTY AUDITOR-TREASURER	609-20200	150.00
11/22	11/10/2022	59591	1563	ISANTI ELECTRIC INC	101-20200	3,801.37
11/22	11/10/2022	59592	3269	JESKE, ANNE	603-20200	78.11
11/22	11/10/2022	59593	3270	JOHANSEN, KATIE	603-20200	52.18
11/22	11/10/2022	59594	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,708.31
11/22	11/10/2022	59595	3245	JP BROOKS	505-20200	6,000.00
11/22	11/10/2022	59596	5	KAWALEK TRUCKING	609-20200	236.60
11/22	11/10/2022	59597	1773	KLERSY,SCOT	101-20200	386.10
11/22	11/10/2022	59598	3271	KLUMPNER, MARY LOU	601-20200	45.75
11/22	11/10/2022	59599	3272	KUCHINSKI, MICHAEL	603-20200	4.15
11/22	11/10/2022	59600	3172	LAMAR COMPANIES	609-20200	250.00
11/22	11/10/2022	59601	3273	LAMOUNTAIN, WALTER	603-20200	244.40
11/22	11/10/2022	59602	3274	LARSON, KEVIN	603-20200	200.44
11/22	11/10/2022	59603	1479	LOFFLER -131511	108-20200	69.79
11/22	11/10/2022	59604	3275	MAHONEY, ALISSA	603-20200	38.89
11/22	11/10/2022	59605	871	MARTIN-MCALLISTER	101-20200	600.00
11/22	11/10/2022	59606	17	MCDONALD DISTRIBUTING CO	609-20200	41,986.75
11/22	11/10/2022	59607	2953	MIDCONTINENT COMMUNICATIONS	108-20200	129.01
11/22	11/10/2022	59608	2116	MINUTEMAN PRESS	101-20200	1,818.50
11/22	11/10/2022	59609	2116	MINUTEMAN PRESS	101-20200	150.00
11/22	11/10/2022	59610	176	MN DEPT OF REVENUE	101-20200	42,420.00
11/22	11/10/2022	59611	2842	MN PEIP	861-20200	37,040.78
11/22	11/10/2022	59612	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
11/22	11/10/2022	59613	2080	MVTL LABORATORIES INC	602-20200	358.94
11/22	11/10/2022	59614	3276	NASTROM, ANGELA	601-20200	86.68
11/22	11/10/2022	59615	3201	NETWORK TITLE	601-20200	64.52
11/22	11/10/2022	59616	2992	NEXTERA COMMUNICATIONS	609-20200	557.36
11/22	11/10/2022	59617	3277	OLSON, BETHANY & PAUL STILES	603-20200	238.88
11/22	11/10/2022	59618	2553	O'REILLY	101-20200	43.92
11/22	11/10/2022	59619	3278	OTIS, CAROL SUE	603-20200	99.81
11/22	11/10/2022	59620	617	PAUSTIS WINE COMPANY	609-20200	1,903.00
11/22	11/10/2022	59621	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,290.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/10/2022	59622	2827	RATWIK ROSZAK & MALONEY P.A.	505-20200	5,795.03
11/22	11/10/2022	59623	2341	RED BULL DISTRIBUTION CO INC	609-20200	50.00
11/22	11/10/2022	59624	1373	RUM RIVER BMX ASSOCIATION	228-20200	1,800.00
11/22	11/10/2022	59625	3279	SAWYER, ANTHONY & COURTNEY	601-20200	3.70
11/22	11/10/2022	59626	3281	SECRETARY OF VETERANS AFFAIRS	603-20200	147.15
11/22	11/10/2022	59627	1361	STAPLES ADVANTAGE	101-20200	138.96
11/22	11/10/2022	59628	3282	STUTELBERG, DUSTIN	603-20200	578.78
11/22	11/10/2022	59629	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	3,526.00
11/22	11/10/2022	59630	1290	THE AMBLE GROUP	101-20200	376.00
11/22	11/10/2022	59631	97	TOTAL CONTROL SYSTEMS INC	601-20200	2,051.53
11/22	11/10/2022	59632	2098	TRADEMARK TITLE SERVICES	601-20200	141.86
11/22	11/10/2022	59633	2027	US INTERNET	603-20200	57.80
11/22	11/10/2022	59634	42	VIKING COCA-COLA BOTTLING CO	609-20200	379.45
11/22	11/10/2022	59635	1286	VINOCOPIA INC	609-20200	474.00
11/22	11/10/2022	59636	4	WATSON CO INC	609-20200	981.12
11/22	11/10/2022	59637	3283	WAYTASHECK, APRIL	603-20200	286.30
11/22	11/10/2022	59638	3285	WERSAL, DUANE	603-20200	161.00
11/22	11/10/2022	59639	1922	WEX BANK	101-20200	5,390.17
11/22	11/10/2022	59640	3284	WIETING, DANITA	603-20200	104.17
11/22	11/10/2022	59641	1231	ACE SOLID WASTE INC	101-20200	898.91
Grand Totals:						220,345.66

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

_____

City Recorder: _____

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

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Jaden Strand, City Clerk
Date: November 15, 2022
Subject: Annual Administrator Review Summary

"The City Council reviewed the performance of City Administrator Josi Wood at its November 1, 2022 meeting. The City Council commented positively on Administrator Wood's leadership, communication skills, staff relationships, and commitment to the City. The City Council commended Wood for her hard work and dedication to the City of Isanti."

-Statement prepared by City Clerk Jaden Strand

RESOLUTION 2022-XXX

APPROVING RESIGNATION FOR HEATHER BEHM PART TIME LIQUOR STORE CLERK II

WHEREAS, Liquor Store Clerk, Heather Behm has voluntary resigned from the part-time Liquor Store Clerk II position effective immediately; and,

WHEREAS, the effective date of this resignation is November 2, 2022; and,

WHEREAS, Heather Behm 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 Heather Behm is hereby effective November 2, 2022.

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 15th day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

RESCIND RESOLUTION 2022-183 ACCEPTING DONATION FROM RUM RIVER BMX

WHEREAS, Rum River BMX is withdrawing their $1800.00 donation to Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby refund the donation from Rum River BMX.

This Resolution is hereby approved by the Isanti City Council this 15th day of November 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 15, 2022
Subject: Accepting Donation from Hermann Insurance Services

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Hermann Insurance Services has graciously donated $300.00 to purchase a light display. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Hermann Insurance Services

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM HERMANN INSURANCE SERVICES

WHEREAS, Hermann Insurance Services has donated $300.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Hermann Insurance Services.

This Resolution is hereby approved by the Isanti City Council this 15th day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES PAYABLE IN 2023

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, 2022, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor;

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

1. That the list of delinquent charges for city services (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 2023.

2. Per City Code Chapter 160 a $30.00 special assessment Fee shall be added to each of the delinquent accounts identified in Attachment A, upon presentation to the county auditor.

3. 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 15th day of November 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI

PRELIMINARY CERTIFICATION LIST - SUMMARY BALANCES

ATTACHMENT A

Customer Number	Customer Name	Cert Payor	Property Address	Tax Parcel	Amount
1-007-070-04		Tenant	205 3RD AVE NW - SOUTH	16.040.0101	$167.82
1-008-060-01		Owner Occupied	200 4TH AVE NW	16.042.0040	$85.05
1-019-336-02		Owner Occupied	1051 BELLAIRE BLVD NW	16.156.0040	$207.25
1-019-354-01		Owner Occupied	1069 BELLAIRE BLVD NW	16.156.0130	$22.47
1-025-415-01		Owner Occupied	415 BLUEBIRD COURT NW	16.155.0120	$72.83
1-025-615-01		Owner Occupied	413 BLUEBIRD DRIVE NW	16.156.0880	$20.28
1-025-617-02		Owner Occupied	415 BLUEBIRD DRIVE NW	16.156.0870	$272.11
1-025-621-01		Owner Occupied	419 BLUEBIRD DRIVE NW	16.156.0850	$20.28
1-032-190-00		Owner Occupied	419 CARDINAL CT NW	16.104.0880	$2279.53
1-040-328-02		Owner Occupied	328 EAGLE ST NW	16.156.0440	$54.58
1-040-410-02		Owner Occupied	410 EAGLE ST NW	16.156.0370	$162.63
1-055-010-09		Owner Occupied	820 FAIRFIELD PL NW	16.092.2090	$147.40
1-055-060-06		Owner Occupied	832 FAIRFIELD PL NW	16.092.2030	$49.23
1-068-150-01		Owner Occupied	714 ISANTI PKWY NW	16.096.0780	$80.16
1-075-944-02		Owner Occupied	944 MOLINE LOOP NW	16.149.0340	$176.71
1-099-200-02		Owner Occupied	809 WHISKEY RD NW	16.096.0880	$69.03
1-099-280-05		Owner Occupied	818 WHISKEY RD NW	16.096.1460	$100.92
1-100-230-08		Owner Occupied	833 WINSOME WAY NW	16.092.0760	$46.08
2-012-050-01		Owner Occupied	906 6TH AVE CT NE	16.113.0040	$225.77
2-044-040-04		Owner Occupied	202 DAHLIN AVE NE	16.047.0040	$274.07
2-068-055-00		Owner Occupied	101 ISANTI PKWY NE - IRRIGATION	NO PARCEL ID	$49.41

CITY OF ISANTI

PRELIMINARY CERTIFICATION LIST - SUMMARY BALANCES

Customer Number	Customer Name	Cert Payor	Property Address	Tax Parcel	Amount
2-080-005-01		Owner Occupied	910 TRIUMPH TRAIL NE	16.158.0310	$36.00
3-018-060-00		Owner Occupied	309 ARABIAN LN SE	16.081.0170	$92.75
3-082-040-02		Owner Occupied	206 PALOMINO RD SE	16.052.0420	$93.93
3-087-010-00		Owner Occupied	10 POND ST SE	16.051.0020	$24.50
3-089-020-02		Owner Occupied	207 RICHARD AVE SE	16.049.0190	$296.62
3-096-010-00		Owner Occupied	1010 TYLER AVE SE	16.031.3501	$47.50
4-005-110-00		Owner Occupied	401 1ST AVE SW	16.050.1110	$181.04
4-006-110-01		Owner Occupied	111 2ND AVE SW	16.050.0730	$18.37
4-007-180-01		Owner Occupied	903 3RD AVE SW	16.085.0020	$223.32
4-007-350-03		Owner Occupied	1111 3RD AVE SW	16.085.0660	$50.32
4-008-290-03		Owner Occupied	804 4TH AVE SW	16.082.0090	$46.73
4-009-190-02		Owner Occupied	708 5TH AVE SW	16.083.0170	$60.32
4-022-040-00		Owner Occupied	303 BIRCH CT SW	16.094.0150	$492.86
4-034-130-08		Owner Occupied	805 CEDAR ST SW	16.071.0120	$167.48
4-049-090-03		Owner Occupied	702 EDGEWOOD ST SW	16.103.0050	$97.66
4-052-160-00		Owner Occupied	416 ELM ST SW	16.085.0100	$52.39
4-066-010-03		Owner Occupied	1100 IRONWOOD AVE SW	16.111.0400	$1021.19
4-069-015-00		Owner Occupied	1107 MADISON AVE SW	16.031.2600	$224.13
4-069-030-03		Owner Occupied	1110 MADISON AVE SW	16.101.0180	$221.38
4-073-020-05		Owner Occupied	500 MARION ST SW	16.068.0080	$45.01
4-081-180-01		Owner Occupied	811 PAGE ST SW	16.066.0020	$87.77

CITY OF ISANTI

PRELIMINARY CERTIFICATION LIST - SUMMARY BALANCES

Customer Number	Customer Name	Cert Payor	Property Address	Tax Parcel	Amount
4-084-010-01		Owner Occupied	416 S PASSAGE SW	16.085.0570	$85.59
4-084-013-00		Owner Occupied	503 S PASSAGE SW	16.031.0910	$225.75
4-093-493-02		Owner Occupied	1206 RUM RIVER DR SW	16.111.0310	$103.64
9-000-260-00		Owner Occupied	PARCEL ID - 16.029.2300	16.029.2300	$272.11
9-000-480-00		Owner Occupied	PARCEL ID - 16.030.4100	16.030.4100	$183.36
9-000-570-01		Owner Occupied	304 TOWNSEDGE RD SE	16.032.0702	$147.72
9-000-630-00		Owner Occupied	PARCEL ID - 16.033.0500	16.033.0500	$215.00
9-000-900-00		Owner Occupied	459 3RD AVE NW	16.040.0941	$147.72
9-001-370-01		Owner Occupied	PARCEL ID - 16.053.0080	16.053.0080	$230.40
9-001-420-00		Owner Occupied	PARCEL ID - 16.054.0090	16.054.0090	$465.54
9-001-450-01		Owner Occupied	PARCEL ID - 16.057.0110	16.057.0110	$81.93
9-001-550-00		Owner Occupied	208 TOWNSEDGE RD SE	16.064.0040	$147.72
9-001-560-00		Owner Occupied	204 TOWNSEDGE RD SE	16.064.0050	$147.72
9-003-520-01		Owner Occupied	PARCEL ID - 16.106.0120	16.106.0120	$147.72
9-003-570-01		Owner Occupied	PARCEL ID - 16.108.0050	16.108.0050	$165.49
9-004-644-02		Owner Occupied	PARCEL ID - 16.142.0020	16.142.0020	$340.35
9-004-670-01		Owner Occupied	PARCEL ID - 16.113.0740	16.113.0740	$551.00
9-004-680-01		Owner Occupied	PARCEL ID - 16.113.0750	16.113.0750	$81.93
					$11905.57

Isanti Police Department Monthly Report

October 2022

Reported Crime	Month to Date	Year to Date
Theft	2	66
Assault	1	22
Vandalism/Damage to Property	4	27
Narcotics	3	28
Burglary	0	7
Domestics	9	43
Crim Sex	0	9
Robbery	0	0
Loud Party/Disturbance	3	71
Medical	44	401
Permit to Purchase	3	76
Security Check / Extra Patrol	390	4,404

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	114
DUI	2	10
Accidents	8	102
Hit & Run	0	7
Warrant P/U	6	43
Speed	7	67
DAR/DAC/DAS	17	198
Administrative Citations (Including Speed)	5	47

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	107,851	555	5,136
Ford Explorer 224	105,190	323	3,294
Ford F150 225	59,815	676	7,982
Chevy Impala 223	105,585	277	2,870
Dodge Durango 226	52,942	1,423	10,597
Dodge Durango 227	58,605	813	10,161
Dodge Durango 228	40,203	1,084	12,561
Chevy Tahoe 229	27,337	1,176	12,771
Dodge Charger 230	16,342	1,176	14,369

CEZT REPORT - OCTOBER 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64	77	89	97		
NEW CASES THIS MONTH		3	0	6	10	22	8	15	13	12	8		
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1	8	8	7		
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16	21	20	15		
CLOSED THIS MONTH		3	2	5	5	19	17	8	13	13	11		
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	8	8	7	4		
CAN - Prohibited Animals/**87.1**						2			1	3			
CCV - Comm Vehicle storage/**227-9/10**					1			1					
CDO - Dogs		2		2		1	2				1		
CPA - Park & Store/**227-8**					7	16	1	6	4	1	1		
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5	6	6	3		
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4	6	3	4		
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2	2		1		
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**										1			
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		0	2	0	1		
ACTIVE CITATIONS END OF MONTH	1	1	1				1	1	3	3	4		
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10	10	8	8		
ABATED PROPERTIES THIS MONTH							2		1	0	0		

M.2.

CITY OF ISANTI MONTHLY REPORT

Oct 2022

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	30	206	$0.00	$0.00	$30.00	$30.00	$2,400.00	$16,880.00		
DECK	0	29	$0.00	$0.00	$0.00	$0.00	$0.00	$8,353.80		
LL FINISH	2	19	$0.00	$225,000.00	$2.00	$2.00	$478.20	$5,416.20		
REMODEL / ADDITION	1	9	$18,000.00	$283,600.00	$9.00	$9.00	$362.00	$5,518.35		
GARAGE / SHED	0	2	$0.00	$140,000.00	$0.00	$0.00	$0.00	$2,661.45		
MISCELLANEOUS	1	144	$0.00	$4,000.00	$1.00	$1.00	$100.00	$15,424.18		
SINGLE DWELLINGS	1	58	$217,595.86	$13,017,608.88	$108.80	$108.80	$2,260.00	$164,515.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	9	121	$0.00	$0.00	$9.00	$9.00	$675.00	$9,075.00		
PLUMBING	2	91	$0.00	$0.00	$2.00	$2.00	$148.00	$7,354.00		
RESIDENTIAL TOTAL	**46**	**679**	**$235,595.86**	**$13,670,208.88**	**$161.80**	**$161.80**	**$6,423.20**	**$235,198.88**		
COMMERCIAL										
NEW BUILDINGS	1	3	$1,000,000.00	$2,711,477.00	$500.00	$500.00	$9,900.00	$22,519.20		
REMODEL / ADDITION	1	6	$5,000.00	$78,034.00	$2.50	$2.50	$202.95	$2,730.30		
PLUMBING	0	14	$0.00	$48,500.00	$0.00	$0.00	$0.00	$1,834.00		
MECHANICAL	1	8	$0.00	$114,612.00	$8.06	$8.06	$241.92	$3,998.57		
ROOF / SIDING	0	4	$0.00	$140,173.00	$0.00	$0.00	$0.00	$2,352.50		
MISCELLANEOUS	1	30	$0.00	$66,988.00	$0.00	$0.00	$75.00	$9,227.79		
COMMERCIAL TOTAL	**4**	**65**	**$1,005,000.00**	**$3,159,784.00**	**$510.56**	**$510.56**	**$10,419.87**	**$42,662.36**		
RESIDENTIAL/COMMERCIAL TOTAL	**50**	**744**	**$1,240,595.86**	**$16,829,992.88**	**$672.36**	**$672.36**	**$16,843.07**	**$277,861.24**	**$60,237.00**	**$461,817.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 10/31/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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
2022	744	58	0	3	$16,829,992.88	$277,861.24	$461,817.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,336.00
March	62	$1,799,554.74	$25,859.30
April	81	$3,069,173.27	$41,851.30
May	107	$2,762,554.76	$48,745.90
June	105	$1,742,267.30	$32,344.01
July	76	$827,001.69	$18,400.73
August	93	$1,211,755.59	$25,273.25
September	73	$1,343,643.00	$24,026.38
October	50	$1,240,595.86	$16,843.07
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	744	$16,829,992.88	$277,861.24

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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 7, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is complete. Final payment will be processed this month.

2) **Brookview South 1-4 Addition Rehabilitation**
This project is complete. The final assessment hearing will be held at the November 15, 2022 council meeting.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Punchlist items will be completed this month.

5) **Fairway Greens North Development 1st & 2nd Addition**
This project is substantially complete. Punchlist items will be completed this month. The final lift of pavement will go on next year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **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
CANVASS BOARD OF THE CITY COUNCIL

TUESDAY, NOVEMBER 15, 2022 – ***Immediately following the City Council Meeting***
CITY HALL

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

F. Business Items
1. Resolution 2022-XXX Canvassing Returns for the Municipal General Election

Adjournment

RESOLUTION 2022-XXX

CANVASSING RETURNS
FOR THE MUNICIPAL GENERAL ELECTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it is hereby found and determined and declared that the general municipal election held in and for said City on November 8, 2022 was in all respects duly and legally held and the returns thereof have been duly canvassed, and the votes cast at said election were as follows:

For Mayor, four-year term:

City of Isanti General Election 11/8/2022			
Unofficial Totals			
	P-1	**P-2**	**Total**
James "Jimmy" Gordon	669	669	**1338**
Jeff Johnson	605	472	**1077**
Write in Votes	7	3	**10**
Total Votes Cast	**1281**	**1144**	**2425**

For Council-at-large, (two) four-year terms:

City of Isanti General Election 11/8/2022			
Unofficial Totals			
	P-1	**P-2**	**Total**
Luke Merrill	771	614	**1385**
Dan Hinnenkamp	503	405	**908**
Dan Collison	506	409	**915**
Write in Votes	19	16	**35**
Total Votes Cast	**1799**	**1444**	**3243**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the Abstract of Votes Cast attached as Exhibit 'A' is hereby approved; and,

FURTHERMORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that James Gordon is duly elected Mayor, for a four-year term, and Luke Merrill and Dan Collison are duly elected to the City Council, each for a four-year term.

This resolution is duly adopted by the Isanti City Council this 15th day of November 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Exhibit A

Abstract of Votes Cast
In the Precincts of the City of Isanti
State of Minnesota
at the State General Election
Held Tuesday, November 8, 2022

as compiled from the official returns.

Summary of Totals
City of Isanti
Tuesday, November 8, 2022 State General Election

Number of persons registered as of 7 a.m.	4017
Number of persons registered on Election Day	173
Number of accepted regular, military, and overseas absentee ballots and mail ballots	285
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	2498

Summary of Totals
City of Isanti
Tuesday, November 8, 2022 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Isanti)

NP	NP	WI
James "Jimmy" Gordon	Jeff Johnson	WRITE-IN
1338	1077	10

Council Member (Isanti) (Elect 2)

NP	NP	NP	WI
Dan Collison	Luke Merrill	Daniel Hinnenkamp	WRITE-IN
915	1385	908	35

Detail of Election Results
City of Isanti
Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
30 0035 : ISANTI P-1	2155	82	1319
30 0037 : ISANTI P-2	1862	91	1179
City of Isanti Total:	4017	173	2498

Detail of Election Results
City of Isanti
Tuesday, November 8, 2022 State General Election

Office Title: Mayor (Isanti)

Precinct	NP James "Jimmy" Gordon	NP Jeff Johnson	WI WRITE-IN
30 0035 : ISANTI P-1	669	605	7
30 0037 : ISANTI P-2	669	472	3
Total:	**1338**	**1077**	**10**

Office Title: Council Member (Isanti) (Elect 2)

Precinct	NP Dan Collison	NP Luke Merrill	NP Daniel Hinnenkamp	WI WRITE-IN
30 0035 : ISANTI P-1	506	771	503	19
30 0037 : ISANTI P-2	409	614	405	16
Total:	**915**	**1385**	**908**	**35**

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 8, 2022

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Isanti Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2022.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Isanti

I, _____, Clerk of the City of Isanti do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Isanti State General Election held on Tuesday, November 8, 2022.

Witness my hand and official seal of office this _____ day of _____, 2022.

_____

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 6, 2022 – 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 15, 2022- Regular Meeting of the City Council
2. November 15, 2022- Committee of the Whole Meeting
3. November 15, 2022- Canvass Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, December 20, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 20, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 20, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant Alexander Collins for Vacant Planning Commission Seat

City Administrator Josi Wood
2. City Council, Boards and Commission Meeting Dates for 2023
3. ORD-XXX An Ordinance Amending City Code Chapter 262; Sewer and Water Service Charges
4. ORD-XXX An Ordinance Amending City Code Chapter 160; Fees

Finance Director Mike Betker
Truth-In-Taxation (Presentation, Public Comment)
5. Resolution 2022-XXX Adopting the 2023 Final Budget
6. Resolution 2022-XXX Adopting Final 2022 Tax Levy Collectible in 2023
7. Resolution 2022-XXX Adopting Final 2023 Enterprise Fund Budgets
8. Resolution 2022-XXX Approving a Cost-of-Living Adjustment (COLA) for Non-Union Employees

L. Approve Consent Agenda

1. Payroll in the Amount of $129,128.72 and Accounts Payable in the Amount of $614,561.65
2. Resolution 2022-XXX Designating Polling Places in the City of Isanti
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Jacob Dahlin
4. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Kelly Poshek
5. Resolution 2022-XXX Accepting Donation from Bolton and Menk
6. Resolution 2022-XXX East Central Regional Arts Council Grant Acceptance

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 15, 2022 – 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 Clerk Jaden Strand, City Engineer Jason Cook, Assistant Finance Director Pam Dahlheimer, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Commissioner Warring, Isanti-Chisago Country Star Editor Bill Stickels III, Luke Merrill and Ruth Anne Docken

D. Public Comment
None

E. Adopt Agenda

Motion by Lundeen, seconded by Bergley to approve agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. November 9, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. Isanti Liquor Store 1 Year Anniversary Celebration	Friday, November 18, 2022 - Sunday, November 20, 2022
2. Parks, Recreation and Culture Board	Tuesday, November 22, 2022 at 6:00 p.m.
3. CITY OFFICES CLOSED	*Thursday, November 24, 2022 and Friday, November 25, 2022 (In Observance of Thanksgiving)*
4. City Council Meeting	Tuesday, December 6, 2022 at 7:00 p.m.
5. Economic Development Authority Meeting	Tuesday, December 6, 2022

	(Immediately following the City Council Meeting)
6. Illuminate Isanti at Bluebird Park	Saturday, December 10, 2022 – Sunday, December 18, 2022 at 5:00 p.m.

I. Council Committee Reports
None

J. Public Hearings
1. South Brookview Improvements Final Assessment Hearing
a. Resolution 2022-202 Adopting Assessment for the South Brookview Improvements Project

City Engineer Cook presented a PowerPoint for the South Brookview Improvements.

Mayor Johnson opened the public hearing and the following individuals spoke.

Luke Merrill, 323 Broadway ST SE, shared concerns that the letter was not clear.

Cook stated that the letter contains certain verbiage that is a requirement.

Ruth Anne Docken, 311 8th Ave SW, questioned the amount she would have to pay.

Finance Director Mike Betker responded it would be a little over $300.00 per year.

Mayor Johnson closed the public hearing.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried unanimously.

K. Business Items
City Clerk Jaden Strand
1. ORD-778 An Ordinance Amending City Code Chapter 325; Water
City Clerk Strand shared that this is an ordinance amendment to remove the requirement that private wells be tested on an annual basis for Coliform and Nitrates.

Motion by Bergley, seconded by Lundeen to approve ordinance amendment as presented. Motion carried unanimously.

L. Approve Consent Agenda
1. Payroll in the Amount of $125,359.15 and Accounts Payable in the Amount of $677,891.76
2. Annual City Administrator Review Summary
3. 2022-203 Approving the Resignation of PT Liquor Clerk II Heather Behm
4. Resolution 2022-204 Rescind Resolution 2022-183 Accepting Donation from Rum River BMX
5. Resolution 2022-205 Accepting Donation from Hermann Insurance Services
6. Resolution 2022-206 Approving Certification of Delinquent Charges for City Services Collectible in 2023

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

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

N. Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously. Meeting Adjourned at 7:21 p.m.

Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 15, 2022 – 5:00 P.M.
CITY HALL

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

Members Present: Mayor Jeff Johnson, Councilmembers: Jimmy Gordon, Paul Bergley and Dan Collison

Members Absent: Councilmember Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Jordan Clementson, Liquor Store Manager Keith Lusk, City Engineer Jason Cook, Human Resources Director Katie Grotte, Chief of Police Travis Muyres, Finance Director Mike Betker and Assistant Finance Director Pam Dahlheimer

Others Present: Luke Merrill

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Updates
- Information was shared with Committee.

2. Setting Date for Goal Setting Workshop
- Committee discussed date and time for Goal Setting meeting.
- Consensus from Committee is to hold Goal setting on January 31st at 5:30 p.m.

3. Draft Ordinance and Regulations for Cannabinoid Products
- Draft Ordinance and Regulations was received by Committee.
- Consensus is for staff to research more information about CBD products specifically and bring back to Committee for further discussion.

4. Illuminate Isanti Update
- Information was shared with Committee.
- Consensus from Committee is to have a Ribbon Cutting for Illuminate Isanti.

5. Annual Fee Schedule Review

- Information was shared with Committee.

6. Water Tower Rehabilitation Scope of Work
   - Information was shared with Committee.
   - Consensus from Committee is to receive bids for option 1 and 2 with alternate.

7. Residential Equivalent Connection (REC) Charge Assessment for SAC/WAC Discussion
   - Information was shared with Committee.
   - Consensus from Committee include:
     - Miniature Golf to be charged at a rate of 1.
     - Incorporate table into Chapter 262 of City Code.
     - Charge Dairy Queen at new table rate.

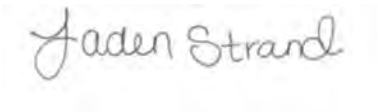
8. Employee Personnel Policy- Annual Update
   - Information was shared with Committee.
   - Consensus from Committee was agreeance on items recommended to include as notated within the memo including take your kid to work day and allowing accrued sick leave to be used on fitness and wellness.
     There was not consensus for changes to personal appearance therefore that will not be included. Consensus from Committee is to bring back items that did not get discussed due to time constraints to the next Committee of the Whole meeting for further discussion.

F. Adjournment

Motion by Bergley, seconded by Collison to adjourn. Motion carried 4-0.

Meeting was adjourned at 6:54 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL

TUESDAY, NOVEMBER 15, 2022 – *Immediately following the City Council Meeting*
CITY HALL

Mayor Johnson called the meeting to order at 7:23 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 Clerk Jaden Strand and Finance Director Mike Betker

Others Present: Luke Merrill

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to approve agenda as presented. Motion carried unanimously.

F. Business Items
1. Resolution 2022-207 Canvassing Returns for the Municipal General Election

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

G. Adjournment
A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously. Meeting Adjourned at 7:24 p.m.

Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: December 6, 2022

Subject: Interview Alexander Collins for the Vacant Planning Commission Seat

---

Background:
The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant Planning Commission seat (term expiring December 31, 2024). The City received an application and Interest Disclosure form from Alexander Collins for the vacant seat. The applicant lives within city limits.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Application
- Planning Commission Interview Questions
- Resolution 2022-XXX Amending Resolution 2022-122 Designating Committees and Representative City Commissions and Advisory Boards for Year 2022

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:
City Clerk Jaden Strand. PO Box 428, Isanti, MN 55040 or
Jstrand@cityofisanti.us, 763-444-5512

Name: Alexander B. Collins 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:

Graduate International Development and Law student-Regent U

Why you are interested on being on the Board?

I want to continue to contribute to the growth of Isanti City.

What is your vision of Isanti?

I envision Isanti as an inclusive and economically thriving city.

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

Planning Commission Interview Questions:

1) What is the Planning Commissions role?

2) What is the role of the Comprehensive Plan in the Planning Commission's decision-making process?

3) Do you feel the current Comprehensive Plan applicable? Does it need to be changed? If so, how?

4) What is the purpose of a zoning code? Do you feel there are changes that need to be made?

5) If you are asked to make a decision on a matter before you that does not meet city requirements, yet you are in favor of, will you be able to uphold the City's standards?

6) What is your knowledge on conditional/interim use permits, zoning, variances, and plats?

7) Do you have planning or planning commissioner experience?

8) Do you volunteer within the Isanti Community?

9) Can you attend evening meetings sometimes lasting to 10pm or later?

RESOLUTION 2022-XXX
Amending Resolution 2022-122

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2022

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 2022:

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 2022:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Madisson Masucci	*(Appointed 6-21-2022; term expiration 12-31-2022)*
Vaughn Ihrke	*(Appointed 1-4-2022; term expiration 12-31-2024)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
Jeffrey Johnson	**Council Representative** (term *expiration 12-31-2022)*
Open Seat	**Student Representative** *(term expiration 12-31-2022)*

4. That the City Council designates the following individuals to the Planning Commission for year 2022:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	(*Appointed 1-4-2022; term expiration 12-31-2022*)
James Gordon	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Paul Bergley	(*Appointed 1-4-2022; term expiration 12-31-2022*)
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022*)
Appointed Members:	
Open Seat	*(term expiration 12-31-2024)*
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 2022:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Dan Collison	*(Appointed 1-4-2022; term expiration 12-31-2022)*
James Gordon	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Paul Bergley	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Steve Lundeen	*(Appointed 1-4-2022; term expiration 12-31-2022)*
Appointed Members:	
Open Seat	*(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 December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
2023 MEETING SCHEDULES
All meetings held at City Hall unless posted otherwise

Committee of the Whole (COW) meetings begin at 5:00 p.m.
Planning Commission (PC) meetings begin at 6:00 p.m.
City Council meetings begin at 7:00 p.m.
Economic Development Authority (EDA) immediately follow City Council meetings.
Parks, Recreation and Culture Board (PRC) meetings begin at 6:00 p.m.
Goal Setting meeting begins at 5:30 p.m.

January

9th - City Council/ EDA

17th - COW/City Council/ PC

24th - Parks, Recreation and Culture Board

31st- Goal Setting

February

7th- City Council/ EDA

21st- COW/City Council/ PC

28th - Parks, Recreation and Culture Board

March

7th - City Council, EDA

21st - COW/City Council/ PC

28th - Parks, Recreation and Culture Board

April

4th - City Council/ EDA

18th - COW/City Council/ PC

25th -Parks, Recreation and Culture Board

May

2nd - City Council/ EDA

16th - COW/City Council/ PC

23rd - Parks, Recreation and Culture Board

June

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Parks, Recreation and Culture Board

July

5th – (WED) City Council/ EDA

18th - COW/City Council/ PC

25th - Parks, Recreation and Culture Board

August

2nd - (WED) City Council/ EDA

15th - COW/City Council/ Canvass Board/ PC

22nd - Parks, Recreation and Culture Board

September

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Parks, Recreation and Culture Board

October

3rd - City Council/ EDA

17th - COW/City Council/ PC

24th - Parks, Recreation and Culture Board

November

8th – (WED) City Council/ EDA

21st - COW/City Council/ Canvass Board/ PC

28th - Parks, Recreation and Culture Board

December

5th - City Council/ EDA

19th - COW/City Council/ PC

NO December Parks, 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 6, 2022
Subject: ORD-XXX An Ordinance Amending City Code Chapter 262; Sewer and Water Service Charges

Background:

The current residential equivalent connection (REC) assessment table was last updated in 2015. Staff completed a review of the REC assessment table and Chapter 262, Sewer and Water Service Charges, to determine if updates should be made.

Recommended changes were discussed at the Committee of the Whole meeting on November 15th, 2022. The most impactful revision was to food and drink establishments (formerly labeled as restaurants) going to a square foot calculation instead of the number of seats as well as giving a 75% discount calculation for outdoor seating. In addition to staff's recommendations, the miniature golf assessment was revised to one SAC/WAC charge instead of the current three. All other recommended changes by staff were in alignment for what the Committee thought was in the best interest of the City.

Staff made other changes to Chapter 262 for cleanup and to reduce redundancy as follows:

- Residential Equivalent Connection definition was added
- Section 262-4 (G) references the REC Assessment Table
- Section 262-4 (H) Allows for payments of large SAC/WAC charges not to exceed a certificate of occupancy or six months from time of building application is approved
- 262-Article III was removed in its entirety because it is included in the REC Table
- The REC Assessment Table was added to Chapter 262 as 'Attachment 3'

The Ordinance draft has been posted for the required 10 – day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2022-XXX

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ORDINANCE NO. 766, ADOPTED ON FEBRUARY 10, 2022, ORDINANCE NO. 763 ADOPTED ON JULY 20, 2021 AND ORDINANCE NO. 717, ADOPTED ON JANUARY 7, 2020 AND TITLED SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance No. 766, Ordinance No. 763 and Ordinance No. 717 are hereby amended as follows:

Chapter 262

SEWER AND WATER SERVICE CHARGES

Section 262-1 Definitions.

Residential Equivalent Connection (REC) - a unit of measure for water impact fees and for sanitary sewer impact fees equivalent, respectively, to the amount of water capacity needed to supply one residential dwelling unit for consumption purposes, and such water capacity needed to service one residential dwelling unit as to wastewater.

Section 262-4 Sanitary Sewer and Water Rates.

G. Residential equivalent connection (REC).
REC units will be established by the City Council and be calculated as follows:

(1) Single-family houses and Duplex: 1.0 unit per SAC and WAC.

(2) Condominium and Townhomes: 1.0 unit per SAC and WAC.

(3) Apartments: see REC Table per SAC and WAC.

(4) Commercial and Industrial: see REC Table per SAC and WAC.

For REC Table see Chapter 262, Attachment 3. One SAC is based on 274 gallons per day of daily flow.

H. Payment for SAC/WAC REC Table Uses. Such Building Permit applicants may be approved to submit the SAC/WAC payment in equal installments, not to exceed six (6) months from time of approved building permit, subject to the City Administrator, or Designee's, approval. All fees must be paid prior to a temporary certificate of occupancy (CO) or CO being issued.

I. Trunk utility charges. Trunk utility charges have been established for new subdivided areas of the City that did not pay for the original sanitary sewer system and water system.

Chapter 262 - Article III, Sections 9-12 (removal).

Article III, Section 262-13

Violations and penalties. Any person violating any provision of this chapter shall, upon conviction thereof, be punished as provided by Chapter 1, Article I, of this Code of the City of Isanti. A separate offense shall be deemed committed for each day the violation shall continue.

Chapter 262 Attachments.

Attachment 3 – Residential Equivalent Connection (REC) Assessment Table

RESIDENTIAL EQUIVALENT CONNECTION (REC) ASSESSMENT TABLE		
Business Type/Uses	**Parameter**	**Unit**
Airport/Terminals	*Contact City*	-
Animal Clinic (e.g., veterinarian, humane societies, animal research, boarding, etc.)	-	-
Fixture Units	*17 fixture units	1
Animal Grooming	-	-
Animal Grooming	4 stations	1
Animal Washing	1 tub	1
Kennel Floor Drains/Showers	*17 fixture units	1
Apartment	1 apartment	.80
Parking Garage	*17 fixture units	1
Car Wash Bay	1 bay	3
Arena	-	-
Bleachers (1.5 feet per seat)	110 seats	1
Concessions (see *Food and Drink*)		
Bakery (see *Food and Drink*)		
Banquet Hall (food catered only)	2060 square feet	1
Preparing food (see *Food and Drink*)		
Beauty Salon/Barber/Salon Spa/Nails/Tanning	700 square feet	1
Bingo Hall (used only for bingo; if serving food and/or drink, see *Food and Drink*)	2060 square feet	1
Boarding House (with food service)	5 beds	1
Bowling Alley	-	-
Alley	6 alleys	1
Bar/Grill (see *Food and Drink*)		
Brewery/ Distillery/ Micro brewery (includes office, retail, warehouse/storage, customer seating; process discharge is charged additional)		
Production area is more than 10% of total gross square feet and has customer seating	1650 square feet	1
Production area is 10% or less total gross square feet and has customer seating (see *Food and Drink)*		
Butcher (includes office, retail, warehouse/storage; process discharge is charged additional)	2000 square feet	1
Camp	-	-

Children's camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	274 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	274 gallons	1
Labor/construction camps (number of occupants x 50 gallons/occupant)	274 gallons	1
Resorts	-	-
Housekeeping cabins with private baths (number of beds x 60 gallons/bed)	274 gallons	1
Resort building (e.g., game, office, groundskeeper, manager, etc.)	*17 fixture units	1
Resort Only Dining (resort guests only; If open to public, calculate at *Food & Drink GSF criteria*; Includes the gross square feet of the kitchen, wait area, kitchen/bar storage, seating area, and bathroom designated for the dining room)	450 square feet	1
Travel trailer parks	-	-
With water and sewer hookup (number Sites x 100 gallons/Site)	274 gallons	1
With central toilet and showers (number of Sites x 75 gallons/Site)	274 gallons	1
Sanitary dump (Sites without hookup; number of Sites x 10 gallons/Site)	274 gallons	1
Card Room	*Contact City*	-
Car Wash	-	-
Self-Serve (Non-automatic); Other Car Wash Bay or Hose Bib Area	1 Bay	3
Roll-Over or Conveyor (Automatic) (Spec sheet stating the number of gallons per <u>each</u> wash type divided by number of wash types x 100 cars)	1 Bay	4
Reclaim System	*Contact City*	-
Catering/Meal-to-Go (no customer seating; if has customer seating calculate at *Food & Drink*)	-	-
Food Prep – Maximum number of meals prepared in one day x 1.5 gallons/meal	274 gallons	1
Shower	*17 fixture units	1
Church/Worship	2300 square feet	1
Clinic (outpatient)	2150 square feet	1
Fixture Units	*17 fixture units	1
Condominiums	1 unit	1
Parking Garage	*17 fixture units	1
Commercial Mall This shall include unfinished square footage. Finished is by Use as defined in this REC Table.	3000 square feet	1
Community Center (includes office, meeting, classrooms, warehouse/storage, prayer, fitness, lockers/showers)		

Less than 50% of total gross square feet is fitness area (pool, courts, weight rooms, track, workout area, etc.)	2060 square feet	1
50% or more of total gross square feet is fitness area, calculate at *Fitness*		
Convention Center (15 square feet/person)	14 people	1
Correction Facility (e.g., prison)	-	-
Court Room	1650 square feet	1
Daycare Facility	2400 square feet	1
Dealership	3250 square feet	1
Dialysis Center (see *Clinic*)		
Education	1150 square feet	1
Fairgrounds	*Contact City*	-
Fire Station	-	-
Washing Machine (Residential-type, limited use)	*17 fixture units	1
Hose Tower	1 tower	1
Vehicle Washing (3.5 gallons per minute x 20 minutes x number of vehicles)	274 gallons	1
Full time, overnight people (75 gallons/person)	274 gallons	1
Volunteer (occasional overnight stays)	14 volunteers	1
Showers	*17 fixture units	1
Floor Drains	*17 fixture units	1
Fitness/Gym/ Recreation Center weights, workout, track, handball/racquetball, etc. (juice bar no charge)	1600 square feet	1
Showers	*17 fixture units	1
Food and Drink (includes bar, coffee shop, tap room, brewer/distillery with 10% or less space, bakeries with seating, banquet with food preparation) The gross square feet include all areas associated with the business on each level/floor. This may include seating area, bar area, bathrooms, hallways, storage, prep space, coolers, kitchen, minimal retail area, etc.	900 square feet	1
Food and Drink - Outdoor (75% discount already applied)	3600 square feet	1
Food and Drink - Drive-in	9 stalls	1
Funeral Home	1200 square feet	1
Gas Station customer seating area does not have a clear delineation of space and is greater than 10% of the total gross square feet, calculate at *Food and Drink*	1950 square feet	1
Golf Course/Dome	-	-
18 hole	1 course	3
9 hole	1 course	2
Miniature Golf	1 course	1
Country Club Restaurant/Bar (see *Food and Drink*)	-	-

Showers/Locker Room	*17 fixture units	1
Golf Dome or Driving Range	6 stations	1
Greenhouse	-	-
Area not open to the public (e.g., employees only)	15,000 square feet	1
Area open to the public	5000 square feet	1
Group Home	-	-
Secondary treatment (residents leave during the day)	5 beds	1
Primary treatment (residents stay all day)	3 beds	1
Hangars (Corporate/Commercial)	*Contact City*	-
Hospital	-	-
Licensed beds or baby cribs	1 bed/crib	1
Sleep Center/Overnight	5 beds	1
Cafeteria (see *Food and Drink*)	-	-
Showers (employee use only)	*17 fixture units	1
Laundromat (number of gallons of water per cycle x 8 cycles/day x # of washers of each type)	274 gallons	1
Massage	5 stations	1
Marina	*Contact City*	1
Meeting Room (as part of another use)	1650 square feet	1
Mini-Storage (storage area - no charge)	-	-
Apartment	1 apartment	1
Public Area/Storage	*17 fixture units	1
Mixed Use Entertainment (game room, dance studio, billiards, outdoor game areas, video game room, indoor golf, roller rink)	2060 square feet	1
Concessions	*17 fixture units	1
Bar/ grill (see *Food and Drink*)	-	-
Modular or Manufactured Home	1 unit	1
Motel and Hotel (no charge for pool/saunas, game rooms, or fitness used by guests only)	-	-
Hotel Room	5 rooms	1
Parking Garage	*17 fixture units	1
Breakfast only (complimentary; if no kitchen there is no charge)	45 seats	1
Museum/Exhibit Hall	-	-
Exhibit Hall (gross square feet x 45% usable space @ 7 square feet/person)	2400 square feet	1
Banquet/ Coffee/ Cafeteria (see *Food and Drink*)	-	-
Nursing Home (*see Specialized Housing*)	-	-
Office (deduct mechanical rooms, elevator shafts, stairwells and restroom areas)	2650 square feet	1

Parking Garage (if connected to services)	*17 fixture units	1
Vehicle Washing	1 bay	3
Park Building/ Shelter	*17 fixture units	1
Swimming Pool/Hot Tub	900 square feet	1
Splash Pads	*Contact City*	-
Public Library	3950 square feet	1
Private Vehicle Storage and Maintenance Bays	-	-
Private Vehicle Storage Garage & Maintenance Bays	7000 square feet	1
Vehicle Wash (3.5 gallons/minute x 15 minutes x # of bays)	274 gallons	1
Process Discharge	*Contact City*	-
Reclaim Water System	*Contact City*	-
Retail (deduct mechanical rooms, elevator shafts, stairwells, escalators, restrooms, and unfinished storage areas)	3050 square feet	1
Roller Rink (skating area only)	825 square feet	1
Concessions	*17 fixture units	1
Rooming House (no food service)	7 beds	1
RV Dumping Station (not in association with campgrounds)	1 station	1
Specialty Housing (Includes Assisted/Independent Living, 55+ Apartment, Nursing Home & Memory Care)		
Parking Garage	*17 fixture units	1
Nursing Home	2 beds	1
No washer/dryer in any unit (*see formula below to determine number of residents*)	3 residents	1
Washer/dryer in unit (*see formula below to determine number of residents*)	2.5 residents	1
Calculate the number of residents as follows: Number of studio/suite 1 bed units x 1.0 resident/unit + Number of studio/suite 2 bed units x 2.0 residents/unit + Number of one-bedroom units x 1.5 residents/unit + Number of two-bedroom units x 2.0 residents/unit + Number of three-bedroom units x 3.0 residents/unit Total number of residents for SAC calculation	-	-
Shooting Range (rifle and handgun ranges, 6 feet/lane)	6 lanes	1
Tennis Court (non-Residential)	-	-
Shower facilities available	1 court	2
No showers available	5 courts	1
Theater	-	-
One show per day	110 seats	1
More than one show per day	64 seats	1
Non-fixed theater seating – one show per day	1000 square feet	1

Non-fixed theater seating – more than one show per day	500 square feet	1
Drive-in Theater (parking spaces)	55 spaces	1
Concession with customer seating, inside ticketed area (seating in theater see *Food and Drink*)	*17 fixture units	1
Treatment Center *(includes nursing care; inpatient only)*	-	-
Inpatient Beds	2 beds	1
Parking Garage	*17 fixture units	1
Guest Unit	1 unit	1
Vehicle Service (remainder use other criteria)	-	-
Office/meeting/retail	4300 square feet	1
Service Bays – Fast Service (fewer than 4 hours per vehicle)	2 bays	1
Service Bays – Major Service (4 or more hours per vehicle)	14 bays	1
Vehicle Washing	1 bay	3
Shower	*17 fixture units	1
Floor Drains	*17 fixture units	1
Water Treatment Plants	*Contact City*	-
Warehouse	7000 square feet	1
Office/warehouse speculative - each tenant finish will need a determination completed	*Contact City*	
Yard Storage	15,000 square feet	1

*** Asterisk in above table denote facilities whose determinations are based on fixture units as described below:**

Type of Fixture (including rough-ins)	**Fixture Unit Value (f.u.)**
Bathtub	17
Drinking Fountain	1
Floor Drain (1 f.u. per inch drain)	-
2” waste	2
3” waste	3
4” waste	4
Shower	-
Stall (Public/Multi-User)	17
Stall (Private/Single-User)	2
Gang Shower Head	1 per head
Sinks	-
Exam Room; Bathroom (per sink)	1
Breakroom (per sink)	2
Procedure; Others (per basin)	2
Surgeon (per basin)	3
Janitorial; Service	3
Trench Drain (per each 6-foot section)	2
Urinal	3

Washing Machine (limited use, residential-type)	2
Water Closet	6

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 ____ day of _____ 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

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

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 06, 2022
Subject: Ordinance 2022-XXX Fees, Amending Chapter 160

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney.

Remove

- Remove Farmers market – membership fee (annual): $10
- Remove Farmers market – stall fee – Full season: $100
- Remove Farmers market – stall fee – Half season: $60
- Remove Farmers market – single day: $10

Modify/Update

- Update Valve Plate Cover price from $100 to $115

Add

- Copies – USB Drive – $5 per USB Drive used
- Cannabinoid License - $250

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 2022-XXX

ORDINANCE NO. 765

AN ORDINANCE AMENDING ORDINANCE 765, ADOPTED ON 12-30-2021, 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 765, 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.

(2) Adult use fee: $2,500.

(3) Adult use investigation fee: $300.

(4) Affidavit of candidacy: $15.

(5) Cannabinoid License: $250.

(6) Copies - standard printed: $0.25 per page.

(7) Copies - large format printed: $5 per page; $20 per plan set.

(8) Copies – USB Drive: $5 per drive used.

(9) Dog bite: actual cost.

(10) Dog boarding (at impound): per contract.

(11) Dog impound 1st time: per contract.

(12) Dog impound 2nd time: per contract.

(13) Dog impound 3rd time: per contract.

(a) Additional fee for pickup (7:00 p.m. - 8:00 a.m. and holidays): per contract.

(14) Dog license (replacement): $5.

(15) Dog license (spay/neutered): $10.

(16) Dog license (intact): $15.

(17) Dog license late fee: $5.

(18) Dog license lifetime: $50.

(19) Euthanasia/disposal: actual cost.

(20) FAX - in: $0.25 per page.

(21) FAX - out: $0.25 per page.

(22) Gambling permits - application and gambling investigative fee: $50.

(23) Kennel license (commercial): $100 per year.

(24) Kennel license (residential): $50 per year.

(25) Meeting minutes - copy on flash drive: $10.

(26) Mobile food unit permit:

(a) Day: $10.

(b) Month: $50.

(c) Year: $130

(27) Mowing abatement: per mowing contract.

(28) Noncompliance fee: $25.

(29) Notary: $5 per document.

(30) Pawnbroker/shop: $1,500.

(31) Pawnshop investigation fee; initial application only, does not apply to renewal: $1,500.

(32) Pawnshop transaction fee: $1.30.

(33) Peddlerlicense:

(a) Day: $25.

(b) Month: $75.

(c) Seasonal (six months or less): $200.

(34) Peddler or mobile food unit application investigation fee: $35.

(35) Peddler license and investigation fee - nonprofit: no charge.

(36) Retail fireworks permit - application fee: $15.

(37) Retail fireworks permit - permit fee: $25.

(38) Returned checks: $30.

(39) Secondhand goods dealer: $1,500.

(40) Secondhand goods dealer investigation fee; initial application only, not for renewals: $1,500.

(41) Secondhand goods dealer, temporary: $750.

(42) Secondhand goods dealer transaction fee: $1.30.

(43) Small cell wireless.

(a) Annual fee per support structure/pole: $150.

(b) Annual maintenance fee per support structure/pole: $25.

(44) Small cell wireless facility electrical service fee.

(a) Per radio node less than or equal to 100 watts: $73 annually.

(b) Per radio node over 100 max watts: $182 annually; or actual cost of electricity annually, if costs exceed either of the preceding amounts.

(45) Small cell wireless/pole attachment permit fee: $250 plus actual engineering costs if additional review is required.

(46) Special assessment fee; unpaid utility bills, code enforcement violations, etc.: $30 per assessment.

(47) Special meeting request: $500.

(48) Special vehicle permit: $25.

(49) Staff time (not specified elsewhere): actual hourly wage multiplied by 145%.

B. Building inspections.

(1) Valuation fee schedule for Isanti.

$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 (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 greater than seven feet): per Valuation Fee Schedule.

(12) Fire alarm permit: $100.

(13) Fire suppressant permit - commercial/multifamily: 1.5% of project value.

(14) Gasline (with mechanical permit): $12.50 per gasline, $25 minimum.

(15) Gasline (without mechanical permit): $50.

(16) Grade survey check:

(a) Commercial: $50.

(b) Residential: $50.

(17) Grading permit: $150.

(18) Inspections outside of normal business hours: $75 (two-hour 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.

(22) License verification fee: $5.

(23) Mechanical permit: $75 per unit.

(24) Mechanical permit - commercial/multifamily: 1.5% of project value.

(25) Minimum permit fee: $50.

(26) Permit renewal after six months 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 (1/2 hour minimum).

(30) Plumbing permit basic (up to four fixtures): $54.

(31) Plumbing permit - Job valuation > $500 or more than four fixtures: $94.

(32) Plumbing permit - commercial/multifamily: 1.5% of project value.

(33) Pre-final inspection fee (residential): $60.

(34) Re-roof permit.

(a) Residential: $80.

(b) Commercial: valuation-based fee.

(35) Re-siding permit.

(a) Residential: $80.

(b) Commercial: valuation-based fee.

(36) Residential driveway escrow: $3,000.

(37) Residential landscape escrow: $6,000.

(38) Residential rental license fee:

(a) 1 unit: $150, reinstatement $300.

(b) 2 to 4 units: $175, reinstatement $350.

(c) 5 to 12 units: $225, reinstatement $450.

(d) 13 to 20 units, $240 reinstatement $480.

(e) 21 to 50 units, $250 reinstatement $500.

(f) 51+ units, $300 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.

(42) S.E.C. - commercial/industrial: $50.

(43) SAC/WAC inspection fee: $37.50.

(44) State surcharge: applied to all permits.

(45) Swimming pool permit: $80.

(46) Water/sewer line repair inspection fee: $80.

(47) Window/door replacement permit: $80.

(48) 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.

(2) Damage deposit: $250.

(3) Damage fees:

(a) Cleaning: $35 per hour minimum.

(b) Tables: $100 each.

(c) Chairs: $20 each.

(d) Unreturned keys: $250.

(e) Smoking nondesignated areas: $200.

(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.

(b) Nine-foot portable screen: $20.

(c) Blu-ray DVD player: $15.

(d) Speakers and microphone (includes tripod stands if requested): $15.

(e) Podium: $10.

(5) Nonprofit organizations: $50 (full day); $25 (four hours or less).

(6) Private (less than 50 individuals) or for-profit organizations: $100 (full day); $50 (four hours or less).

(7) Special events. Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. More than 50 individuals in attendance: $275.

(8) Monthly rental fees.

Fee Arrangements - When Requested

Nonprofit Monthly Rental Rates (less-than-four-hour rentals)

	Nonprofit**	
Reservations Per Month	**Monthly Fee**	**Fee Per Reservation**
1	$25	$25
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	$21
9	$184.50	$20.50
10	$199	$19.90

Fee Arrangements - When Requested Nonprofit Monthly Rental Rates (less-than-four-hour rentals) Nonprofit**		
Reservations Per Month	**Monthly Fee**	**Fee Per Reservation**
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255	$17
16	$264	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80
20	$284	$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-four-hour rentals) Private/For-Profit**		
Reservations Per Month	**Monthly Fee**	**Fee Per Reservation**
1	$50	$50

Fee Arrangements - When Requested Nonprofit Monthly Rental Rates (less-than-four-hour rentals) Nonprofit**		
Reservations Per Month	**Monthly Fee**	**Fee Per Reservation**
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	$42
9	$368.10	$40.90
10	$398	$39.80
11	$424.60	$38.60
12	$450	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528	$33
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568	$28.40
21	$573.30	$27.30

Fee Arrangements - When Requested Nonprofit Monthly Rental Rates (less-than-four-hour rentals) Nonprofit**		
Reservations Per Month	**Monthly Fee**	**Fee Per Reservation**
22	$574.20	$26.10
23	$575	$25

** All other fees and deposits for the rental of the facility apply.

D. Economic Development Authority.

(1) Assignment and assumption agreement: $1,000 plus costs.

(2) Development agreement (nonabatement or TIF): $1,000 plus costs.

(3) Establishment of new TIF District: $4,800 or actual cost.

(4) Host approval of conduit debt: $3,000 escrow.

(5) Issuance of conduit debt: 1/4% of the proposed issuance amount, $3,000 minimum, $25,000 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 plus costs.

(9) Tax abatement application fee: $1,000 plus costs.

E. Liquor/beer licenses.

(1) Background check and investigation fee.

(a) For partnership - corporation - association: $300.

(b) For individual: $100.

Initial application only, does not apply for renewals.

(2) Investigation fee for comprehensive background and financial investigation (§ 76-16B):

(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.

(4) Beer on-sale (3.2): $250.

(5) Brewers off-sale malt liquor: $310.

(6) Brewers tap room on-sale: $500.

(7) Brew pub off-sale malt liquor: $310.

(8) Club license (max dictated by Minnesota State Statutes): $500.

(9) Intoxicating liquor on-sale: $2,500.

(10) Intoxicating liquor Sunday on-sale: $200.

(11) Consumption and display permit (annual): $200.

(12) Temporary consumption and display permit: $25.

(13) Temporary on-sale 3.2 beer license (one day to four days): $50.

(14) Temporary one-day on-sale intoxicating liquor license: $25.

(15) Temporary on-sale intoxicating liquor license (includes beer and wine, two days to four days one event): $50.

(16) Temporary on-sale intoxicating liquor license (multiple events): $500.

(17) Wine on-sale: $300.

F. Parks, Recreation, and Culture.

(1) Bluebird Amphitheater.

(a) Full-day rental: $350.

(b) Half-day rental: $150 (four hours or less).

(c) Half-day rental - nonprofit: $100 (four hours or less).

(d) Refundable damage deposit: $250.

(e) Speakers w/ tripod (two): $25.

(f) Microphone: $10.

(g) Podium: $15.

(h) Damage cleaning fee: $35 per hour.

(i) Stains/structural damage fee: $30 per hour.

(j) Other damage fee: based on replacement cost.

(2) Copy of Comprehensive Park Plan: $10.

(3) Community garden - ground plot (season fee): $15.

(4) Community garden - raised bed (season fee): $20.

(5) Park dedication fee (residential): $1,500 per unit.

(6) Park dedication fee - multifamily with recreational amenities: up to 25% reduction of $1,500 per-unit fee.

(7) Park dedication fee (all others): $1,500 per commercial/industrial acre.

(8) Park shelter electric box deposit: $50.

(9) Park shelter fee.

(a) Resident: no charge

(b) Nonresident or business: $10.

(c) Nonprofit: $5.

(10) Special event cleanup deposit: $100.

(11) Tennis court usage.

(a) Resident (individual).

[1] One court: no charge.

[2] Two courts: $6/hour.

(b) Nonresident (individual).

[1] One court: $6/hour.

[2] Two courts: $12/hour.

(c) Group, league, business, industry: $15/hour.

(d) Nonprofit.

[1] One court: $3/hour.

[2] Two courts: $6/hour.

(e) 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.

(12) Unity Park softball field usage.

(a) Resident: $15 per day.

(b) Nonresident: $25 per day.

(c) Nonprofit: $7.50 per day.

G. Planning and zoning.

(1) Administrative appeals: $200 plus costs.

(2) Administrative permit: $75.

(3) Administrative permit - nonprofit: no charge.

(4) Administrative subdivision: $275 plus costs.

(5) Annexation/de-annexation: $100 plus costs.

(6) Comprehensive Plan amendment: $325 plus costs.

(7) Conditional use permit: $325 plus costs ($1,000 escrow).

(8) Conditional use permit amendment: $275 plus costs ($500 escrow).

(9) Copy of Comprehensive Plan: $50.

(10) Copy of Zoning Ordinance: $25.

(11) Copy of engineer design standards: $35.

(12) Development agreement: $10,000 (minimum) escrow.

(13) Development agreement (minor): $5,000 (minimum) escrow.

(14) Easement application: $200 plus costs.

(15) EAW and EIS review: $600 plus costs.

(16) Final plat: $325 plus $10 per lot/unit plus costs ($1,500 escrow).

(17) Interim use permit: $325 plus costs.

(18) Minor subdivision plat: $325 plus costs ($1,000 escrow).

(19) Planned unit development - final plan: $325 plus costs ($1,500 escrow).

(20) Planned unit development - general plan: $500 plus costs ($1,500 escrow).

(21) Preliminary plat: $500 plus costs ($1,500 escrow).

(22) Rezoning request: $325 plus costs.

(23) Sign permit (permanent): $75.

(24) Sign permit (temporary): $50.

(25) Site plan review: $325 plus costs ($1,000 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.

(28) Vacation request: $275 plus costs.

(29) Variance request: $325 plus costs.

(30) Wetlands replacement plan review: $500.

(31) Zoning permits: $80.

(32) Zoning verification letter: $30.

H. Police.

(1) Administrative citation: $60.

(2) Alcohol screening: $3 per time or $75 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.

(7) Copy of police report: $0.25 per page.

(8) Copy of video and/or audio, or secured e-delivery: $25.

(9) Fee for returned check: listed under Administration.

(10) Fingerprinting: $15 per nonresident or non-Isanti business, $0 for Isanti resident or business.

(11) Police records search: $35.

(12) Professional hire of police officer (minimum three hours): actual hourly wage multiplied by 150%.

(13) Reschedule hearing on administrative citation: $50.

(14) Storage fees: $20 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.

(2) Water meter - new construction:

(a) Meter (5/8 inch and 3/4 inch): cost included in permit fee.

(b) Meter (larger than 3/4 inch diameter): cost minus standard full meter fee.

(3) Water meter - replacement or additional.

(a) Meter (5/8 inch and 3/4 inch):

[1] Full meter (radio and body): actual cost plus $5.

[2] Radio: actual cost.

[3] Body: actual cost.

[4] Horn: actual cost.

(b) Meter (larger than 3/4 inch diameter): actual cost plus $5.

(4) Meter connections/fittings: actual cost.

(5) Meter replacement administrative fee for noncompliance: $75/month.

(6) Private metered water sales deposit: $2,000 (refundable deposit).

$10 minimum and up to first 1,000 gallons; as per rate study per/1,000 thereafter.

(7) Private well water testing: $45.

(8) Sewer access fee (SAC): per ordinance per unit based on REC assessment.

(9) Sewer rates: per ordinance.

(10) Stormwater rates: per ordinance.

(11) Stormwater escrow commercial: $3,000.

(12) Stormwater escrow residential: $1,000.

(13) Trunk utility charge residential: $1,000/unit if more than one unit based on REC schedule or per development agreement.

(14) Trunk utility charge commercial/industrial: $2,050 per commercial/industrial acre or per development agreement.

(15) Valve plate cover: $115.

(16) Water access charge (WAC): per ordinance per unit based on REC assessment.

(17) Water disconnect/reconnect: $50.

(18) Water disconnect/reconnect (after hours): $100 minimum per person, after one hour $100 per hour per person.

(19) Water meter history report: $50.

(20) Water meter testing: one hour public works staff plus costs.

(21) Water rates: per ordinance.

J. Streets.

(1) Bobcat/tractor charge with operator: $100 per hour.

(2) Labor - during work hours: $50 per hour, 1/2 hour minimum.

(3) Labor - after hours: $100 per hour, two-hour minimum.

(4) Mow charge with operator: $90 per hour.

(5) Sidewalk snow removal: $30.

(6) Street cut permit: $1,200.

(7) Weed whip charge with operator: $75 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 Attachment	$90.00	$105.00
All Other Equipment Such As Chain Saw,	$75.00	$95.00

Push Mower and Weed Whips

K. Fire.

(1) Fire extinguisher service deposit fee: $25 (refundable).

(2) Fire extinguisher - administrative fee: $3.

§ 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 shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this ____ day of _____ 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

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

K.5., K6., K.7., K.8.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: December 6, 2022

Subject: 2023 Final Budget and Levy Adoption

Background:

The proposed final property tax levy is $4,042,954 and reflects an increase in the taxable market value for 2023 of 27.83%.

The proposed final property tax rate is 57.66%, a decrease of 2.30% from 2022 and a decrease of 27.57% from the 2018 tax rate of 79.60%. The 15-year average tax rate from 2008 thru 2022 is 66.70%

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 4% COLA for 2023 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 2022 and any necessary inflationary factor was applied. Health Insurance premiums increased, depending on plan structure, between 28.5% and 29.6%.

The following changes have been made to the budget since last discussed at the October Committee of the Whole meeting.

DESCRIPTION	ACCT	FROM	TO	CASH
P/Z ENGINEERING	101-41910-303	$ 7,000.00	$ 4,500.00	$ 2,500.00
PD PROSECUTION	101-42110-300	$ 70,100.00	$ 67,100.00	$ 3,000.00
PD FUEL/WASHES	101-42110-335	$ 51,540.00	$ 43,450.00	$ 8,090.00
PD RESERVES	101-42110-336	$ 1,300.00	$ 1,200.00	$ 100.00
LEXIPOL SUBSCRIPTION UPDATE	101-42110-433	$ 5,810.00	$ 6,670.00	$ (860.00)
SIREN MAINTENANCE	101-42500-112	$ 2,140.00	$ 2,220.00	$ (80.00)
SIREN REPAIRS	101-42500-220	$ -	$ 250.00	$ (250.00)
ANIMAL CONTROL	101-42700-112	$ 4,000.00	$ 3,000.00	$ 1,000.00
VFD / PLC BACKUPS	601-49400-404	$ 12,000.00	$ 21,850.00	$ (9,850.00)

VFD / PLC BACKUPS	602-49450-404	$ 30,000.00	$ 39,850.00	$ (9,850.00)
STREET SWEEPER REPAIRS	603-49500-404	$ 10,000.00	$ 22,000.00	$ (12,000.00)
LIQUOR STORE AED	609-49750-210	$ 7,600.00	$ 8,000.00	$ (400.00)
DYNAMIC SIGN (2024 TO 2023)	609-49750-500	$ -	$ 75,000.00	
FISCAL AGENT FEES	609-49750-620	$ -	$ 1,800.00	$ (1,800.00)
SAFETY TRAINING	9 ACCTS	$ 1,600.00	$ 2,000.00	$ (400.00)
DYNAMIC SIGN (2024 TO 2023)	920-41941-500	$ -	$ 75,000.00	
UNION CONTRACTS	MULTIPLE			

Current Action:
Consider Final 2023 Budget and Associated Resolutions

Attachments:
2023 Final Operating and Capital Budgets
Resolution Adopting the 2023 Final Budget
Resolution Adopting the Final 2022 Tax Levy Collectible 2023
Resolution Adopting the Final 2023 Enterprise Fund Budgets
Resolution Approving Cost of Living Adjustment for Non-Union Employees

RESOLUTION 2022-XXX

ADOPTING THE 2023 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2023 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$ 4,827,535**
	COUNCIL	**44,550**
	FINANCIAL ADMINISTRATION	**633,356**
	PLANNING AND ZONING	**167,875**
	MUNICIPAL BUILDING	**50,835**
	POLICE ADMINISTRATION	**2,021,860**
	FIRE PROTECTION	**304,300**
	BUILDING INSPECTION ADMIN	**295,890**
	CIVIL DEFENSE	**2,470**
	ANIMAL CONTROL	**3,110**
	GENERAL CITY MAINTENANCE	**68,080**
	HWYS, STREETS, & ROADS	**461,360**
	STREET LIGHTING	**56,100**
	SANITATION ADMINISTRATION	**31,800**
	PARK,REC,CULTURE	**453,485**
	TRANSFERS	**50,825**
	MISCELLANEOUS	**15,460**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 4,661,356**

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 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ADOPTING THE FINAL 2022 TAX LEVY, COLLECTIBLE IN 2023

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 2023, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**2,875,000**
920	**Capital Maintenance**		**465,500**
425	**Street Construction**		**307,000**
108	**EDA**		**122,375**
101	**Abatement Levy**		**14,112**
931	**2014A GO Tax Abatement Bond**		**210,630**
932	**2014B GO Improvement Bond**		**48,337**
	Total Levy	**$**	**4,042,954**

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 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ADOPTING THE FINAL 2023 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 2023 is approved:

Enterprise Fund	Revenues	Expenditures
Water Fund	**$ 1,675,500**	**$ 2,733,126**
Sewer Fund	**$ 1,740,000**	**$ 2,002,844**
Storm Water Fund	**$ 310,300**	**$ 251,091**
Liquor Fund	**$ 5,143,265**	**$ 5,226,210**

This resolution is duly adopted by the Isanti City Council this 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION EMPLOYEES

WHEREAS, Section 7 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 2023 budget includes a COLA of 4.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve a 4.0% Cost of Living Adjustment to all non-union employees for budget year 2023.

This resolution was duly adopted by the Isanti City Council this 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	111,653.90
Social Security & Medicare	6,252.10
Public Employees Retirement	11,222.72
Total City Expense	129,128.72

Pay Date 11/25/2022

Pay Period 24 (11/6-11/19/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/17/2022	59642	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	78.53
11/22	11/17/2022	59643	494	ALLINA HEALTH SYSTEM	101-20200	244.50
11/22	11/17/2022	59644	2863	AMAZON CAPITAL SERVICES	228-20200	964.41
11/22	11/17/2022	59645	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	556.55
11/22	11/17/2022	59646	53	BELLBOY CORPORATION	609-20200	3,063.00
11/22	11/17/2022	59647	3161	BENT BREWSTILLERY	609-20200	133.20
11/22	11/17/2022	59648	9	BERNICKS PEPSI-COLA	609-20200	3,231.67
11/22	11/17/2022	59649	2319	BREAKTHRU BEVERAGE OF MN	609-20200	13,786.92
11/22	11/17/2022	59650	1815	CENTURYLINK	602-20200	524.94
11/22	11/17/2022	59651	1822	CENTURYLINK BUSINESS SERVICES	101-20200	10.01
11/22	11/17/2022	59652	918	CRYSTAL SPRINGS ICE	609-20200	130.00
11/22	11/17/2022	59653	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,065.40
11/22	11/17/2022	59654	3218	DHI HOLDINGS LLC	505-20200	6,000.00
11/22	11/17/2022	59655	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/22	11/17/2022	59656	912	FASTENAL COMPANY	101-20200	1,104.37
11/22	11/17/2022	59657	2028	FURTHER	861-20200	608.34
11/22	11/17/2022	59658	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	175.91
11/22	11/17/2022	59659	1563	ISANTI ELECTRIC INC	228-20200	19,596.85
11/22	11/17/2022	59660	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,473.72
11/22	11/17/2022	59661	5	KAWALEK TRUCKING	609-20200	291.40
11/22	11/17/2022	59662	1479	LOFFLER COMPANIES INC	108-20200	238.45
11/22	11/17/2022	59663	17	MCDONALD DISTRIBUTING CO	609-20200	8,815.80
11/22	11/17/2022	59664	3286	MEGA BEER LLC	609-20200	1,722.18
11/22	11/17/2022	59665	616	MENARDS - CAMBRIDGE	920-20200	448.35
11/22	11/17/2022	59666	2953	MIDCONTINENT COMMUNICATIONS	609-20200	196.39
11/22	11/17/2022	59667	1536	MINNESOTA DEED	219-20200	833.33
11/22	11/17/2022	59668	329	MN RURAL WATER ASSN	609-20200	20.00
11/22	11/17/2022	59669	3133	MORTON SALT	101-20200	8,172.81
11/22	11/17/2022	59670	2080	MVTL LABORATORIES INC	602-20200	410.45
11/22	11/17/2022	59671	2450	NORTHERN HOLLOW WINERY	609-20200	217.08
11/22	11/17/2022	59672	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,395.05
11/22	11/17/2022	59673	1414	READY WATT ELECTRIC	101-20200	2,140.00
11/22	11/17/2022	59674	2396	SOUTHERN GLAZERS OF MN	609-20200	23,172.87
11/22	11/17/2022	59675	1361	STAPLES ADVANTAGE	609-20200	27.09
11/22	11/17/2022	59676	3146	T C WINTER SERVICES	101-20200	2,520.00
11/22	11/17/2022	59677	626	THE WINE COMPANY	609-20200	728.00
11/22	11/17/2022	59678	3287	T-MOBILE	101-20200	25.00
11/22	11/17/2022	59679	3187	US BANK ST PAUL CM-9705	609-20200	74,432.57
11/22	11/17/2022	59680	42	VIKING COCA-COLA BOTTLING CO	609-20200	405.50
11/22	11/17/2022	59681	1286	VINOCOPIA INC	609-20200	340.46
11/22	11/17/2022	59682	4	WATSON CO INC	609-20200	3,290.97
11/22	11/17/2022	59683	780	WINE MERCHANTS	609-20200	126.00
11/22	11/17/2022	59684	2872	WINEBOW	609-20200	537.28
Grand Totals:						226,298.20

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/23/2022	59687	2863	AMAZON CAPITAL SERVICES	228-20200	1,313.68
11/22	11/23/2022	59688	2850	BEAUDRY OIL & PROPANE INC	602-20200	4,590.23
11/22	11/23/2022	59689	53	BELLBOY CORPORATION	609-20200	4,692.05
11/22	11/23/2022	59690	9	BERNICKS PEPSI-COLA	609-20200	2,227.21
11/22	11/23/2022	59691	2609	BETKER, MIKE	920-20200	245.96
11/22	11/23/2022	59692	1387	BJORKLUND COMPANIES LLC	228-20200	17.64
11/22	11/23/2022	59693	1500	BOLTON & MENK INC	425-20200	18,681.50
11/22	11/23/2022	59694	2319	BREAKTHRU BEVERAGE OF MN	609-20200	2,320.70
11/22	11/23/2022	59695	918	CRYSTAL SPRINGS ICE	609-20200	57.70
11/22	11/23/2022	59696	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,566.80
11/22	11/23/2022	59697	1941	DELTA DENTAL	861-20200	3,733.90
11/22	11/23/2022	59698	2933	FALCON NATIONAL BANK	228-20200	17,889.97
11/22	11/23/2022	59699	1009	GAMETIME	101-20200	2,254.59
11/22	11/23/2022	59700	3140	GARPHISH BREWING COMPANY	609-20200	342.00
11/22	11/23/2022	59701	2537	GROTTE, KATIE	920-20200	245.96
11/22	11/23/2022	59702	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	373.55
11/22	11/23/2022	59703	2574	ITL PATCH COMPANY INC	101-20200	263.00
11/22	11/23/2022	59704	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,654.60
11/22	11/23/2022	59705	5	KAWALEK TRUCKING	609-20200	301.40
11/22	11/23/2022	59706	3259	KIELSER POLICE SUPPLY	101-20200	1,045.40
11/22	11/23/2022	59707	3288	LN CURTIS AND SONS	220-20200	1,929.00
11/22	11/23/2022	59708	2815	LUSK, KEITH	609-20200	50.38
11/22	11/23/2022	59709	17	MCDONALD DISTRIBUTING CO	609-20200	19,419.74
11/22	11/23/2022	59710	2116	MINUTEMAN PRESS	228-20200	853.00
11/22	11/23/2022	59711	277	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
11/22	11/23/2022	59712	2080	MVTL LABORATORIES INC	602-20200	317.37
11/22	11/23/2022	59713	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	553.00
11/22	11/23/2022	59714	3200	OLSON, ALYSSA	101-20200	1,100.00
11/22	11/23/2022	59715	617	PAUSTIS WINE COMPANY	609-20200	1,567.50
11/22	11/23/2022	59716	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,785.70
11/22	11/23/2022	59717	12	POSTMASTER	101-20200	120.00
11/22	11/23/2022	59718	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	270.00
11/22	11/23/2022	59719	2341	RED BULL DISTRIBUTION CO INC	609-20200	333.60
11/22	11/23/2022	59720	3120	ROOTSTOCK WINE COMPANY	609-20200	108.04
11/22	11/23/2022	59721	3289	TAILWIND GROUP	601-20200	1,904.93
11/22	11/23/2022	59722	3287	T-MOBILE	101-20200	125.00
11/22	11/23/2022	59723	1946	TRADEWINDS HEATING AIR	601-20200	487.84
11/22	11/23/2022	59724	3125	UNCOMMON LOON BREWING CO	609-20200	810.00
11/22	11/23/2022	59725	42	VIKING COCA-COLA BOTTLING CO	609-20200	393.75
11/22	11/23/2022	59726	1286	VINOCOPIA INC	609-20200	367.50
11/22	11/23/2022	59727	4	WATSON CO INC	609-20200	1,658.75
11/22	11/23/2022	59728	2009	WOOD, JOSEPHINE	101-20200	45.63
Grand Totals:						119,038.57

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
11/22	11/29/2022	59609	2116	MINUTEMAN PRESS	101-20200	150.00-	V
11/22	11/30/2022	59729	3291	ALPHA TRAINING & TACTICS LLC & SALES	101-20200	6,220.02	
11/22	11/30/2022	59730	2863	AMAZON CAPITAL SERVICES	228-20200	2,887.25	
11/22	11/30/2022	59731	598	ASPEN MILLS INC	101-20200	969.30	
11/22	11/30/2022	59732	1549	ASTECH CORP INC	440-20200	155,888.33	
11/22	11/30/2022	59733	9	BERNICKS PEPSI-COLA	609-20200	2,610.79	
11/22	11/30/2022	59734	2020	BOYLE, EUGENE	101-20200	2,644.80	
11/22	11/30/2022	59735	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,822.85	
11/22	11/30/2022	59736	1969	CITY OF ST PAUL	101-20200	390.84	
11/22	11/30/2022	59737	120	CONNEXUS ENERGY	101-20200	20,514.01	
11/22	11/30/2022	59738	918	CRYSTAL SPRINGS ICE	609-20200	58.00	
11/22	11/30/2022	59739	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,356.57	
11/22	11/30/2022	59740	1009	GAMETIME	101-20200	68.41	
11/22	11/30/2022	59741	2830	GDO LAW	101-20200	3,583.33	
11/22	11/30/2022	59742	739	HACH COMPANY	601-20200	262.78	
11/22	11/30/2022	59743	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	339.87	
11/22	11/30/2022	59744	1563	ISANTI ELECTRIC INC	602-20200	75.00	
11/22	11/30/2022	59745	1435	ISANTI TOWNSHIP	101-20200	7,015.80	
11/22	11/30/2022	59746	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,412.42	
11/22	11/30/2022	59747	3292	KACEE'S GARAGE DOOR	101-20200	1,434.00	
11/22	11/30/2022	59748	5	KAWALEK TRUCKING	609-20200	140.80	
11/22	11/30/2022	59749	203	LANO EQUIPMENT INC	101-20200	79.13	
11/22	11/30/2022	59750	2727	LEGACY TITLE	601-20200	58.47	
11/22	11/30/2022	59751	1708	LILLEBOE, DAVE	101-20200	154.00	
11/22	11/30/2022	59752	131	MACQUEEN EQUIPMENT INC	602-20200	531.10	
11/22	11/30/2022	59753	3117	MAVERICK WINE LLC	609-20200	634.00	
11/22	11/30/2022	59754	17	MCDONALD DISTRIBUTING CO	609-20200	7,235.56	
11/22	11/30/2022	59755	2116	MINUTEMAN PRESS	228-20200	2,377.99	
11/22	11/30/2022	59756	3119	MOOSE LAKE BREWING CO. LLC	609-20200	132.00	
11/22	11/30/2022	59757	2080	MVTL LABORATORIES INC	602-20200	161.07	
11/22	11/30/2022	59758	3122	NEW FRANCE WINE COMPANY	609-20200	377.00	
11/22	11/30/2022	59759	3149	ORIGIN WINE & SPIRITS	609-20200	174.50	
11/22	11/30/2022	59760	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,959.99	
11/22	11/30/2022	59761	2551	POLLARD WATER	602-20200	178.50	
11/22	11/30/2022	59762	2625	RESULTS TITLE	601-20200	77.96	
11/22	11/30/2022	59763	1653	SHR SALES	101-20200	39.99	
11/22	11/30/2022	59764	2396	SOUTHERN GLAZERS OF MN	609-20200	12,892.86	
11/22	11/30/2022	59765	73	STAR	101-20200	41.48	
11/22	11/30/2022	59766	3209	SUMMER LAKES BEVERAGE LLC	609-20200	378.00	
11/22	11/30/2022	59767	1290	THE AMBLE GROUP	101-20200	21.01	
11/22	11/30/2022	59768	42	VIKING COCA-COLA BOTTLING CO	609-20200	319.32	
11/22	11/30/2022	59769	4	WATSON CO INC	609-20200	2,335.15	
11/22	11/30/2022	59770	780	WINE MERCHANTS	609-20200	199.35	
11/22	11/30/2022	59771	3290	ZAMORA, JESSE & HEATHER	601-20200	1.98	
Grand Totals:						266,905.58	

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/22	12/01/2022	59474	3067	RITE	609-20200	2,319.30
Grand Totals:						2,319.30

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

RESOLUTION 2022-XXX

DESIGNATING POLLING PLACES IN THE 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 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II
JACOB DAHLIN

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 team has selected Jacob Dahlin as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Jacob Dahlin.
2. The start date in the position is November 28, 2022.
3. The wage will start at Step 1 of the wage scale at $14.9056.
4. This position is non-exempt and not eligible for benefits.
5. This position will be part-time, nonexempt, and scheduled up to 29 hours per week.
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 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II
KELLY POSHEK

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 team has selected Kelly Poshek as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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 Kelly Poshek.
2. The start date in the position is November 28, 2022.
3. The wage will start at Step 1 of the wage scale at $14.9056.
4. This position is non-exempt and not eligible for benefits.
5. This position will be part-time, nonexempt, and scheduled up to 29 hours per week.
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 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: December 6, 2022
Subject: Accepting Donation from Bolton and Menk

Background:
In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Bolton and Menk, the City's engineering firm, has graciously donated $1,700.00 to purchase a light display and be named a Bronze Sponsor. We thank them for their support of Illuminate Isanti.

Request:
Staff is requesting action on this item.

Attachments:
- Res-XXX- Parks – Accepting Donation from Bolton and Menk

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM BOLTON AND MENK

WHEREAS, Bolton and Menk has donated $1,7000.00 to be named a Bronze Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Bolton and Menk.

This Resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

EAST CENTRAL REGIONAL ARTS COUNCIL GRANT ACCEPTANCE

WHEREAS, per Resolution 2022-053 Staff was approved to apply for the East Central Regional Arts Council, Arts and Cultural Heritage Fund Organization Grant and,

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

WHEREAS, the City of Isanti has received grant funding in the amount of $15,000, the maximum amount awarded through this program; and,

WHEREAS, the awarded funding must be used to host two separate week-long theater camps in the summer of 2023 for local children as well as purchasing portable stage decking for the Bluebird Park Amphitheater;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the East Central Regional Arts Council, Arts and Cultural Heritage Fund Organization Grant.

This Resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

November 22, 2022

Jordan Clementson, Parks, Recreation, and Events Coordinator
City of Isanti
PO Box 428
Isanti, MN 55040-0428

RE: East Central Regional Arts Council (ECRAC) Arts and Cultural Heritage Fund (ACHF) Organization Grant #23-7E-109

Dear Mr. Clementson,

I am writing regarding your grant application for funding through the East Central Regional Arts Council Arts & Cultural Heritage Fund Organization Grant Program. On behalf of ECRAC, I am pleased to inform you that funding was approved in the amount of $15,000 for your project, *Bluebird Amphitheater.* Congratulations!

This is the Notification of Grant Award (NGA) Contract and the Request for Payment (RFP) form. Any special grant stipulations from the ECRAC board will be noted on the NGA. Within 45 days, please review, sign, and return the NGA with the completed and signed Request for Payment. A completed signed copy of the NGA/RFP will be emailed to you and is for your records. Checks cannot be issued until all forms are signed by both the Project Director and the Authorized Signer for the Organization.

Your grant final report was assigned on November 16, 2022, please reference the email from that date for additional information regarding your grant. For example, if you haven't already done so, please schedule Grant Management Training with Katina Eklund, Grant Program Officer by clicking here. Note that all emails can be found in the grant portal next to your applicant profile by clicking on the "Contact Email History" link.

I also want to remind you that if you anticipate any changes in your project from what you proposed in the application you should notify ECRAC, in writing, prior to making the grant project amendments. This includes any budget changes of more than 20% per line item. Additional information regarding project changes can be found by clicking here. If no changes are made, this grant funded project should be carried out as you proposed, and as the ECRAC Board Members approved.

The funding for this grant program comes directly from the Clean Water, Land and Legacy Amendment to the Minnesota Constitution. To ensure the continued availability of such funds, it is very important that Legislators know that state arts funds are being used in this region and to inform them of the types of activities that are being supported. We ask that you send a letter to your Legislators thanking them for their support of the arts, telling them about your ECRAC Arts & Cultural Heritage Fund project and, if applicable, inviting them to attend any project related activity. For your convenience, we will include a sample letter in your grant portal, documents section. Once you have completed your letters, send a copy to the ECRAC for our records.

You must ensure that the ECRAC funding credit line found in the grant guidelines and NGA contract below is legibly included in all publicity for this grant project. You will also need to use the logos for both ECRAC and the ACHF Legacy Fund, and use #ArtsLegacy and #ecrac for any social media. Failure to do so may jeopardize future funding from ECRAC for your organization. The logos are available on the ECRAC website by clicking here.

In addition, within your grant portal are the mailing addresses of the ECRAC Board Members. Please include them on your mailing distribution list. Finally, remember to email info@ecrac.org with your press release or public service announcements (text only) add your event(s) to the ECRAC online calendar https://www.ecrac.org/art-community/events-calendar. For your convenience, information on how to write a public service announcement can also be found on your grant dashboard.

In any future applications, the grantee is encouraged to: better explain the community planning for the proposed project; to consider a plan to support participants who may not be able to pay the entire participation fee for the proposed project; and to only include the Park, Rec, Culture budget rather than the entire City budget. (Per the guidelines.)

Please contact Grant Program Officer Katina Eklund with any questions or grant project change requests at (320) 591-7034, or via email at grantinfo@ecrac.org.

Sincerely,

Mary Minnick-Daniels

Mary Minnick-Daniels
Executive Director

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION
NOTIFICATION OF GRANT AWARD (NGA) CONTRACT

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action: 10/18/2022 Project Grant #: 23-7E-109 EIN #: 41-6009098 Grant Award: $15,000 Approved Project Period: 1/15/2023-10/31/2023 Project Title: *Bluebird Amphitheater*

GRANTEE

Name, Address, Phone #, Email of Grant Project Director: Jordan Clementson, Parks, Recreation, and Events Coordinator City of Isanti PO Box 428 Isanti, MN 55040-0428 763-762-5754 isantiparks@cityofisanti.us	Name, Address, Phone #, Email of Fiscal Agent: SAME

BUDGET SUMMARY
(in whole numbers)

ECRAC APPROVED BUDGET
(FROM SUBMITTED GRANT APPLICATION)

	ECRAC FUNDS	LOCAL MATCH	TOTAL
1. Salaries or Wages	0	0	0
2. Artist(s) Fees	1500	3900	5400
3. Artist(s) Travel & Exp.	0	3600	3600
4. Publicity Expenses	200	800	1000
5. Rental Fees/Equipment	13000	521	13521
6. Expendable Supplies/Material	300	200	500
7. Printing and Postage	0	0	0
8. Outcome Evaluation	0	0	0
9. Other/ Miscellaneous	0	0	0
TOTALS	$15000	$9021	$24021

TOTAL PROJECT FUNDS APPROVED

APPROVED LOCAL MATCH INCOME DETAIL
(Sources of match)

	LOCAL MATCH DETAIL
1. Earned Income	2000
2. Other grants/contributions	0
3. Cash on hand	7021
4. Inkind	0
TOTALS	$9021

Additional grant requirement stipulations from ECRAC before payment can be made: Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date ofJanuary 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, $2,000 per the grant application narrative. Signing this contract will suffice for confirmation.

Budget changes of 20% or more, artistic changes, and project date changes require prior approval from ECRAC.
Contact ECRAC staff at 320-591-7031 x2 or email grantinfo@ecrac.org to submit a change request for review and approval.

TERMS OF CONTRACT

Agreement between East Central Regional Arts Council (ECRAC) and City of Isanti.

In order to finalize the grant, you must, within 45 days, have the Grantee Project Director, and an authorized organization official, sign and return this contract; and also have the authorized organization official sign and return the Request for Payment (RFP).

In accepting and receiving these grant funds in the amount of $15,000, the Grantee agrees/certifies to the following terms and conditions:

1. That this funding will be used in implementation of East Central Regional Arts Council's grant program as outlined in the current guidelines and as proposed in the ECRAC approved grant application submitted by the Grantee. The approved grant proposal is incorporated herein and the funding is contingent on funding availability.
2. That any ECRAC Arts and Cultural Heritage Funds are spent only on activities that are directly related to and necessary to accomplish the intended grant program or project. Arts and Cultural Heritage Funds may not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for a specific program or project.
3. That the grant funded project will be carried out in compliance with the grantee's submitted and approved project description, budget, dates, and outcome evaluation, as the grantee set forth in the approved application; and, as reflected in the information contained in the terms of this contract (NGA) and the current ECRAC grant guidelines.
4. To notify ECRAC staff in writing, for prior approval, of any proposed changes to the grant project or any revision of the approved budget of 20% or greater per line item. The Regional Arts Council must preapprove significant changes in the project such as changes in dates, project goals or outcomes, and/or budget changes of 20% or greater (per line item). No revisions are allowed to this agreement or to the grant project without ECRAC prior approval.
5. That accurate financial documentation and records will be tracked separately from other accounts regarding the project and all costs.
6. That all eligible costs must be incurred during the approved project period of the grant contract.
7. That a project final report shall be forwarded to ECRAC on the format provided within 60 days following the project end date and all grant project proofs of payment (including copies of all supporting paid receipts or canceled checks; sales slips; and any vouchers for contributions – including in-kind contributions, if applicable) will be available per ECRAC request for 3 years after project ends.
8. That all project accounts and records shall be made available to ECRAC upon request and such accounts and records shall be retained for at least three (3) years following grant project completion. These obligations survive beyond the expiration date of this grant contract.
9. That access to participation in the project will not be limited on the basis of national origin, race, religion, age, gender or disability. ECRAC has information available regarding ADA compliance, if needed.
10. That the Grantee agrees to indemnify, save and hold harmless the East Central Regional Arts Council, the Board, its agents, and the employees from any and all claims or causes of action arising from or relating in any way to this agreement. This clause must not be construed to bar any legal remedies Grantee may have for the ECRAC's failure to fulfill its obligations pursuant to this agreement.
11. That the project will be publicized and advertised throughout the region (the 5 counties of Chisago, Isanti, Kanabec, Mille Lacs, and Pine, unless stated otherwise in the application). Any publicity (such as news releases, advertisements, posters and programs related to the project) is the sole responsibility of the Grantee.
12. That both the ECRAC and the ACHF logos will be used in all publicity. Also, that #ArtsLegacy and #ecrac will be used for social media, and that the following statement will be included legibly in all grant project publicity and programs:
    "This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council, thanks to a legislative appropriation from the arts and cultural heritage fund."
13. That all grant project press releases, advertisements or public service announcements will be emailed to ECRAC (info@ecrac.org) at least one month prior to all scheduled events and submit each grant event to the ECRAC Event Calendar online.
14. That any grant activities occurring outside of Region 7E (unless part of the ECRAC approved grant proposal) and ALL travel outside of Minnesota are prohibited under this grant contract.
15. That any grant funds not expended by the Grantee in carrying out the project, or expended in violation of this contract, shall be returned to ECRAC when the Final Report is submitted.
16. That the Grantee will return the entire grant award to ECRAC in the event the project cannot be completed as stated.
17. That failure of the Grantee to comply with any of these terms of the grant award shall result in the suspension of the award pending ECRAC action.
18. That the distribution of grant funds will be determined by the amount of approved budget, the scope and time frame of the project, and by completion of financial and project reports as indicated.
19. Other conditions as described herein, if any: Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date ofJanuary 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, $2,000 per the grant application narrative. Signing this contract will suffice for confirmation.
20. AWARD/FINAL REPORT SCHEDULE: Within 45 days of receipt of the completed and returned NGA/RFP, ECRAC will schedule an appointment with the Grantee to receive the full grant amount (unless otherwise stipulated above), final report form information, and training at the ECRAC office. The completed final report form must be submitted within 60 days of the approved project end date. Failure to submit the final report will result in the Grantee becoming ineligible for future ECRAC grant funding.
21. That the Grantee is responsible for complying with all applicable federal, state and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.
22. That future grants will be contingent upon complete compliance with the terms of this contract.

ECRAC reserves the right for three years from the project end date to audit all accounting policies, procedures, and financial and program records of projects receiving grant funds, and the right to publicize the award.

This agreement must not be considered accepted, approved, or effective until all required signatures are affixed. The grantee is responsible for the obligations contained herein. If the terms of the agreement are not clearly understood the grantee is advised to seek assistance before signing.

For the purposes of execution, the signatures of two different grantee representatives are required: one of the grant project director and the other a corporate official having the authority to enter into a contract on the grantee's behalf.

GRANTEE

Jordan Clementson

Grant Project Director, printed name

Signature

763-762-5754

Telephone Number

Date

EAST CENTRAL REGIONAL ARTS COUNCIL

Mary Minnick-Daniels

ECRAC Executive Director, printed name

Mary Minnick-Daniels

Signature

320-591-7033

Telephone Number

Nov 23, 2022

Date

GRANTEE

Josi Wood

Fiscal Agent Authorized Signature, printed name

Signature

Telephone Number

Date

REQUEST FOR PAYMENT
ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action:	10/18/2022
	Project Grant #:	23-7E-109
	EIN #:	41-6009098
	Grant Award:	$15,000
	Approved Project Period:	1/15/2023-10/31/2023
	Project Title:	*Bluebird Amphitheater*
GRANTEE		
Name, Address, Phone #, Email of Grant Project Director: Jordan Clementson, Parks, Recreation, and Events Coordinator City of Isanti PO Box 428 Isanti, MN 55040-0428 763-762-5754 isantiparks@cityofisanti.us	Name, Address, Phone #, Email of Fiscal Agent: SAME	

Grant funds in the amount of $15,000 are hereby requested for payment.

Project Title: Bluebird Amphitheater

Additional grant requirement stipulations from ECRAC before payment can be made:

- Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date ofJanuary 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, $2,000 per the grant application narrative. Signing this contract will suffice for confirmation.

Arts and Arts Access Amount:	$15,000	Code: 60300-02
Arts and Arts Education Amount:	$0	Code: 60300-03
Arts and Cultural Heritage Amount:	$0	Code: 60300-04

Authorized Signature (Fiscal Agent) _____ Date _____

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

REQUEST FOR PAYMENT

AGENDA
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL

TUESDAY, DECEMBER 6, 2022 – *6:30 p.m.*
CITY HALL

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

F. Business Items
1. Resolution 2022-XXX Canvassing Returns of the Recount for the Mayoral Election

Adjournment

RESOLUTION 2022-XXX

CANVASSING RETURNS OF THE RECOUNT FOR THE MAYORAL ELECTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it is hereby found and determined and declared that the recount for the mayoral election held in and for said City on December 5, 2022 was in all respects duly and legally held and the returns thereof have been duly canvassed, and the recount results for the Mayoral election were as follows:

For Mayor, four-year term:

City of Isanti General Election 11/8/2022			
Unofficial Totals			
	P-1	**P-2**	**Total**
James "Jimmy" Gordon	669	669	**1338**
Jeff Johnson	605	472	**1077**
Total Votes Cast	**1274**	**1141**	**2415**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the summary statement attached as Exhibit 'A' is hereby approved; and,

FURTHERMORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that James "Jimmy" Gordon is duly elected Mayor, for a four-year term.

This resolution is duly adopted by the Isanti City Council this 6th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

Recount Worksheet

Mayoral Election
November 8, 2022

City of Isanti, Recount – Mayoral Election

Precinct	Nov 8 Votes for JOHNSON	Nov 8 Votes for GORDON	Recount Votes for JOHNSON	Recount Votes for GORDON	Recount All OTHER Ballots	Ballots Challenged by JOHNSON	Ballots Challenged by GORDON	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
Precinct 1- Isanti City Hall	605	669	605	669	45	0	0	0	CA ME RP TA ME PB DR	12-5-2022
Precinct 2 Isanti Community Center	472	669	472	669	38	0	0	0	CA LP TA ME PB DR	12-5-2022
Totals:	**1077**	**1338**	1077	1338	83	0	0	0	CA RP ME PB TA DR	12-5-2022

We certify that the numbers entered on this recount summary statement correctly show the recounted number of votes for each candidate in this recount.

Connie Anderson | Leslie Pendergast | Jodi M Anderson

Margaret Engquist | Dan Bach | Dail Ryter

Date: 12-5-2022

Signature of recount official Jaden Strand

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 20, 2022 – 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. Years of Service Awards
   5 Years: Donald Hansen, Michael Betker, Katie Grotte, Tabitha Peltier, Keith Lusk
   30 Years: Penelope "Penny" Anderson

2. Remembering Fallen Officer Marshal Frank Dahlin

G. Approve City Council Minutes
1. December 6, 2022- Regular Meeting of the City Council
2. December 6, 2022- Canvass Board Meeting

H. Announcements

1. CITY OFFICES CLOSED	*Friday, December 23, 2022 and Monday, December 26, 2022 (In Observance of Christmas)*
2. City Council Meeting	Monday, January 9, 2023 at 7:00 p.m.
3. Economic Development Authority Meeting	Monday, January 9, 2023 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2022-XXX Approving the Sale of EDA and City Owned Land to Midcontinent Communications

K. Business Items

<u>City Administrator Josi Wood</u>
1. ORD-XXX An Ordinance Amending Chapter 256; Residential Property Maintenance Standards

<u>City Engineer Jason Cook</u>
2. Resolution 2022-XXX Authorizing Engineering Services for the 2023 Pavement Management Project
3. Resolution 2022-XXX Authorizing Engineering Services for the Water Tower Coating Improvements

4. Resolution 2022-XXX Authorizing Engineering Services for the Wellhead Protection Plan- Part 2

L. Approve Consent Agenda

1. Payroll in the Amount of $163,779.14 and Accounts Payable in the Amount of $501,535.32
2. Resolution 2022-XXX Approving Entering into an Agreement with the Commissioner of Transportation
3. Resolution 2022-XXX Authorizing the Replacement of Lift Station Pumps
4. Personnel Policy Update
5. Resolution 2022-XXX Approving Accounts Receivable Write-Offs
6. Resolution 2022-XXX Authorizing the Closing of Debt Service Fund 930
7. Resolution 2022-XXX Accepting Donation Proceeds From MMBA Food Drive to Family Pathways Food Shelf
8. Resolution 2022-XXX Accepting Donation from Cambridge Culvers
9. Resolution 2022-XXX Acceptance of Minnesota First Responder AED Project
10. Resolution 2022-XXX Acceptance of 2021 State Homeland Security Program Grant
11. Approving Request for Proposals for IT Services

M. Other Communications

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

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 6, 2022 – 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, Councilmembers: Jimmy Gordon, Paul Bergley and Dan Collison

Members Absent: Councilmember Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

D. Public Comment
Al Garber, 1223 Blossom Blvd, acknowledged Mayor Jeff Johnson for his service to Isanti.

E. Adopt Agenda
ADDITIONS:
Add F.1. Illuminate Isanti Family Pack Ticket Winnner
Add K.5. Archery Range Discussion
Renumber K.6. through K.9.

F. Proclamations/Commendations/Certificate Award
1. Illuminate Isanti Family Pack Ticket Winner
Mayor Jeff Johnson shared Amanda Ludwigs was the winner for free tickets to the event.

G. Approve City Council Minutes
1. November 15, 2022- Regular Meeting of the City Council
2. November 15, 2022- Committee of the Whole Meeting
3. November 15, 2022- Canvass Board Meeting

Motion by Collison, seconded by Bergley to approve minutes as presented. Motion carried 4-0.

H. Announcements

1. Committee of the Whole	Tuesday, December 20, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 20, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 20, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. Resolution 2022-209 Interview Applicant Alexander Collins for Vacant Planning Commission Seat

Applicant Alexander Collins was interviewed by Mayor Johnson for the vacant Planning Commission Seat. Johnson asked questions specific to Planning Commission.

A motion was made to approve Alexander Collins to fill the vacant seat by Gordon, the motion was seconded by Collison. Motion carried 4-0.

City Administrator Josi Wood

2. City Council, Boards and Commission Meeting Dates for 2023

City Administrator Josi Wood shared it was discussed at Committee of the Whole that Planning Commission meetings will begin at 6:00 p.m. beginning in the new year to ensure public hearings have a specific time. Wood continued to share that three meetings will be on Wednesdays in 2023. These dates are July 5th, August 2nd November 8th.

Motion by Bergley, seconded by Collison to approve meeting dates as presented. Motion carried 4-0.

3. ORD-779 An Ordinance Amending City Code Chapter 262; Sewer and Water Service Charges

City Administrator Josi Wood shared the current residential equivalent connection (REC) table was last updated in 2015. Staff did a comprehensive review of the REC table and Chapter 262, to determine if updates should be made. It was recommended by Staff and discussed at Committee of the Whole on November 15th to have some changes. Recommended changes have been made to the attached pending ordinance and was posted for the required 10 days.

Motion by Bergley, seconded by Collison to approve ordinance as presented. Motion carried 4-0.

4. ORD-780 An Ordinance Amending City Code Chapter 160; Fees

City Administrator Josi Wood shared that the fee schedule is reviewed annually to see if any changes are warranted. The changes include removing the farmer's market fees, update valve plate cover fee to $115.00, add $5.00 for copies on a USB and Cannabinoid License for $250.00. The pending ordinance was posted for the required 10 days.

Motion by Collison, seconded by Bergley to approve ordinance as presented. Motion carried 4-0.

5. Archery Range Discussion
Councilmember Gordon asked for discussion in regards to the archery range being open year-round.

Community Development Director Stephanie Hillesheim shared that Council originally decided to have the Archery Range open seasonally to save on wear and tear of the targets. However, if Council desires to have it open year-round it can be done but expectation is to replace and repair targets more frequently. Hillesheim shared that currently the city is not plowing paths through the Archery Range and if Council desires to have the Range open year-round, what the plowing expectation is and if Council desired to have a picnic table stay at the Archery Range.

Consensus from Council is for the picnic table to stay at the Archery Range year-round.

City Administrator Josi Wood shared that the Archery Range could be plowed as part of the second day rotation which is when sidewalks and trails are plowed.

Councilmember Collison asked about changing a range for Crossbow use.

Chief of Police Travis Muyres responded there is no issue with having a crossbow target but an ordinance amendment would need to be done to allow for such activity.

A motion was made by Gordon to leave targets up year-round, plow archery range as part of the second day rotation and amend Ordinance to reflect the Archery Range open year-round, the motion was seconded by Bergley. Motion carried 4-0.

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)

6. **Resolution 2022-210** Adopting the 2023 Final Budget
7. **Resolution 2022-211** Adopting Final 2022 Tax Levy Collectible in 2023
8. **Resolution 2022-212** Adopting Final 2023 Enterprise Fund Budgets
9. **Resolution 2022-213** Approving a Cost-of-Living Adjustment (COLA) for Non-Union Employees

Finance Director Mike Betker shared a PowerPoint presentation in regards to the 2023 budget. Highlights from the presentation include the proposed levy amount of $4,042,954.00 and reflects a taxable market value for 2023 of 27.83%. A proposed property tax rate of $57.66%, a decrease of 2.30% from 2022 and a decrease of 27.57% from the 2018 tax rate of 79.60%.

Mayor Johnson opened the meeting for public comment at 7:50 p.m.

Rick Larson, 311 8th Ave SW, shared concerns of market value increase of 25%.

Jeff Duncan, 407 12th Ave NW, shared levy concerns and increasing City property taxes.

Luke Merrill, 223 Broadway St, shared concerns of too many amenities, tax rate going down and taxes going up as well as the cost of the Splash Pad and Water Tower Project.

Jason Burke, 208 Richard Ave, shared concerns of too many amenities.

Megan Olson, 501 6th Ave, commented that the cost to live in Isanti is getting tougher.

Leroy Johnson, 510 Main Street W, commented that he is not against amenities but ongoing and long-term costs should be considered when selecting new amenities.

Jeff Holmgren, 508 Park Brook Rd NW, shared concerns of the need to get word out to the community in regards to projects.

Al Garber, 1223 Blossom Blvd, commented that amenities are not bad but it needs to be the right time for them.

Nick Izzo, 1107 Maplewood Ave SW, commented that whatever decision is determined, it needs to be understood that it has been communicated that a Splash Pad is coming. If the decision is reversed it needs to be communicated correctly to the community.

Elaine Fischer, 508 Main Street W, shared concerns about future amenities.

City Council discussed options to lower the levy.

A motion was made by Bergley to approve K.6. through K.9. with notable changes of reducing the levy in Fund 920 and General Fund 101 by $70,000.00 each, transfer $70,000.00 from Fund 609 to the General Fund 101 and reduction of $218,000.00 in Fund 920 Levy, the motion was seconded by Gordon. Motion carried 4-0.

L. Approve Consent Agenda

1. Payroll in the Amount of $129,128.72 and Accounts Payable in the Amount of $614,561.65
2. **Resolution 2022-214** Designating Polling Places in the City of Isanti
3. **Resolution 2022-215** Approving the Hire of Liquor Store Clerk II Jacob Dahlin
4. **Resolution 2022-216** Approving the Hire of Liquor Store Clerk II Kelly Poshek
5. **Resolution 2022-217** Accepting Donation from Bolton and Menk
6. **Resolution 2022-218** East Central Regional Arts Council Grant Acceptance

A motion was made by Collison, seconded by Bergley to approve the consent agenda. Motion carried 4-0.

M. Other Communications

None

Adjournment

A motion was made by Bergley, seconded by Gordon to adjourn. Motion carried 4-0.

Meeting adjourned at 9:59 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL

TUESDAY, DECEMBER 6, 2022 – *6:30 p.m.*
CITY HALL

Mayor Johnson called the meeting to order at 6:31 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Councilor Steve Lundeen

D. Public Comment
None

E. Adopt Agenda
Motion by Bergley to approve agenda as presented. Motion carried 4-0.

F. Business Items
1. Resolution 2022-208 Canvassing Returns of the Recount for the Mayoral Election

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting adjourned at 6:33 p.m.

Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO

To: **Honorable Mayor and City Council**
From: Stephanie Hillesheim, Community Development Director
Date: December 13, 2022
Subject: Request from Midcontinent Communications

The EDA recently decided to plat 4 industrial lots and create the plat for Isanti Railview North Industrial Park. Midcontinent Communications is interested in purchasing Lot 1 Block 1 Isanti Railview North Industrial Park and extend City services to their site.

Working with the City Engineer we have arrived at an estimated cost breakdown of the costs to extend City Sewer and Water services to the sites:

Purchase Price of $118,000 for the lot paid by Midco.
The total build out of infrastructure for all 4 sites- $598,650
Total paid infrastructure costs paid by Midco: $262,450
Total from markup on 3 parcels: ($112,066 each) $336,200

All costs for the project would be bore by the sites.

The Economic Development Authority recommends approval of this item.

Action:
A Public Hearing shall be called and Council should take action on this item.

Attachments:
- *Resolution 2022-XXX Approving the Sale of EDA and City Owned Industrial Land to Midcontinent Communications*
- *Purchase Agreement*
- *Development Agreement*

RESOLUTION 2022-XXX

AUTHORIZING THE SALE OF EDA-OWNED INDUSTRIAL LAND FOR PID 16.XXX.XXXX

WHEREAS, the City owns certain real property legally described as Lot 1 Block 1 Isanti Railview North Industrial Park in the City of Isanti, County of Isanti, state of Minnesota; and,

WHEREAS, Midcontinent Communications, a general partnership under the laws of South Dakota, proposes to build an 10,000 square foot facility within the first two years of the purchase date, allowing them to expand their business located in Isanti County; and,

WHEREAS, the sale of the land is in the best interest of the city to expand tax and employment growth and furthers its general plan of economic development; and,

WHEREAS, the purchase agreement and development agreement have been reviewed by City Staff for the sale of the land from the City to Midcontinent Communications for $118,000; and,

WHEREAS, said purchase is subject to site plan approval and must adhere to the zoning ordinance as applicable and outlined in City Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, approves the sale of said property to Midcontinent Communications and authorizes staff to execute any documents necessary for the sale and execution of the development agreement.

This Resolution hereby approved by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

PURCHASE AGREEMENT

This Agreement is entered into by and between the **Economic Development Authority of the City of Isanti,** a Minnesota municipal corporation ("Seller"), and **Midcontinent Communications** a general partnership under the laws of South Dakota ("Buyer").

1. **EFFECTIVE DATE.** The effective date of this Agreement is November 8, 2022 (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 1 Block 1 of Isanti Railview North Industrial Park, City of Isanti, County of Isanti, State of Minnesota

Isanti County PID Number: 16.xxx.xxxx

3. **PURCHASE PRICE.** The purchase price for the Property is $118,000 (the "Purchase Price").

4. **EARNEST MONEY.** $5,000.

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 13, 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 13, 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 Economic Development Authority
110 1st Ave. N.W.
Isanti, MN 55040
Email: jwood@cityofisanti.us

Buyer: Midcontinent Communications
3901 N Louise Ave
Sioux Falls, SD 57107

Email: tony.zwart@midco.com
And: notices@midco.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 2022, 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 (Industrial) 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 Economic Development Authority of the City of Isanti

By: _____ Dated: _____, 2022
Jeff Johnson, President

By: _____ Dated: _____, 2022
Stephanie Hillesheim, Secretary

BUYER: Midcontinent Communications

By: Midcontinent Communications Investor, LLC
Managing Partner of Midcontinent Communications

By: _____ Dated: _____, 2022
Dan Geiger

Its: VP of Risk Management and Facilities

CITY OF ISANTI

DEVELOPMENT AGREEMENT FOR MIDCO

This Agreement (hereinafter the "Agreement") is entered into this ___st day of September, 2022 by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and Midcontinent Communications, a general partnership under the laws of South Dakota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 1, Block 1, Isanti Railview North Industrial Park, County of Isanti, State of Minnesota, PID Number 16.xxx.xxxx

2. Conditions of Approval. The City 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 enters into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property through completion of development**.**

   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. Municipal Improvements. Upon execution of this agreement and payment of required escrows, the City will install sanitary sewer and water main improvements (Municipal Improvements) The developer shall pay $262,450 towards the cost of the Municipal Improvements. Said payment shall be submitted to the City in certified funds or wire transfer within ___ days of full execution of this Agreement. Said funds may be comingled with other City funds, but shall be accounted for separately by the City and used to defray the costs of the Municipal Improvements.

5. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

   a. Sanitary sewer from the main stub onto the Subject Property as needed
   b. Water from the main line onto the Subject Property as needed
   a. Storm drainage facilities
   b. Parking lot
   c. Concrete curb and gutter
   d. Lot grading
   e. Landscaping

6. Payment of Development Fees. Developer shall, within ___ days following the 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 $2,000 or less, the Developer shall post additional sums of money to replenish the account to always have a balance of no less than $2,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

7. 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 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;

   b. 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

   c. 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 8 (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.

8. Miscellaneous Provisions.

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. Agreement to Run with Land. The Developer agrees to record this Agreement among the land records of Isanti County, Minnesota contemporaneously within 14 days of its execution. The provisions of this Agreement shall run with the land and be binding upon the Developer and its successors in interest. Notwithstanding the foregoing, no conveyance of the Subject Property or any part thereof shall relieve the Developer of its personal liability for full performance of this Agreement unless the City expressly so releases the Developer in writing.

d. Release. Upon completion and approval of all work required herein and satisfaction of all of the Developer's obligations under this Agreement, the City agrees to execute a recordable instrument releasing the Property from the terms of this Agreement.

e. 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.

f. 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.

g. 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.

h. 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.

i. Cost. It is understood and agreed that the cost of the Required Private Improvements are the sole responsibility of the Developer, including interest, engineering and legal fees related thereto.

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:
Midco

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**:**

Midcontinent Communications
By Midcontinent Communications Investor, LLC
Managing Partner of Midcontinent Communications

By:_____

Its: Click or tap here to enter text.

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Dan Geiger, VP of Risk Management and Facilities, a general partnership under the laws of the State of South Dakota on behalf of the general partnership.

_____
Notary Public

The City**:**

City of Isanti

By:_____
Its: Mayor

By:_____
Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2022, 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.
444 Cedar Street, Suite 2100
St. Paul, MN 55101
(612) 339-0060

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 20, 2022
Subject: Amending Ordinance 758, codified in Chapter 256 of the City Code to change expiration date of rental licenses

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Background:

City staff are requesting that the expiration dates for rental licenses be changed from December 31st to June 1st. Currently with the December 31st due date, landlords or owners of the rental properties would have to turn in rental license renewal applications by the end of the year and receive an inspection of the property immediately following. This time of the year is difficult for the rental process for several reasons. With the holidays, many landlords or their tenants are away from home at this time and is difficult to reach out or schedule inspections to coordinate times that would work between all people involved. Staff has also noticed that there have been situations where bad weather has impacted the ability to meet with landlords if they are driving from longer distances than the immediate area. Snow gets brought into rental properties, inspections get canceled, and needing to reschedule puts the process on repeat which can frustrate landlords and tenants. Amending the expiration date for rental licenses will eliminate most of these variables that are out of the control of city staff.

Analysis:

The amended language to City Code Chapter 256 includes the following:

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 June 1 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.

Request: Consider adopting the attached Ordinance Amendment

Attachments

- ORD-XXX An Ordinance Amending Chapter 256; Residential and Nonresidential Property Maintenance Standards

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 758 ADOPTED ON JULY 7, 2021 AND ORDINANCE NO. 435 ADOPTED ON MAY 6, 2008 AND ORDINANCE NO. 438, ADOPTED ON JULY 1, 2008 AND ORDINANCE 452 ADOPTED 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 – Amendment. Ordinance 758, codified in Chapter 256 of the City Code, is hereby amended and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Section of Chapter 256 is hereby amended:

§ 256-7 **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 June 1 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.

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 20th day of December 2022.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Posted on: 12/9/2022
Adopted on: 12/20/2022
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: December 20, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for the 2023 Pavement Management Project.
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present these proposals for professional engineering services for the 2023 Pavement Management Project.

This project is the continuation of the City's pavement management program as identified in the 2022 Capital Improvement Plan and as shown in purple on the attached figure. The areas scheduled for pavement management in 2023 are generally described as the Isanti Meadows, Isanti Trail, Whisper Ridge 2nd Add, Deerhaven, and South Park developments.

Our scope of work will include the following:

- Evaluate need for seal-coat vs mill & overlay on each street in the project area.
- Identify failed concrete curb & gutter.
- Identify non-ADA compliant ped-ramps, crosswalks, and failed sidewalk panels.
- 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 $43,627.

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.

Figure 4: SEAL COAT SCHEDULE

January, 2022

BOLTON & MENK

A Community For Generations.
Isanti

0 700 1400
SCALE FEET

Sealcoat Maintenance Schedule
- 2022
- 2023
- 2024
- 2025
- 2026
- 2027
- 2028
- 2029
- 2030
- 2031
- 2032
- 2033
- 2034
- 2035

* Dashed Line = Add After 2032

CORPORATE BOUNDARY

H:\ISAN_Mapping\Pavement Maintenance Plan-2021 Update.dwg, 1/14/2022 11:01:23 AM

RESOLUTION 2022-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE 2023 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 $43,627; 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 $43,627.

This resolution was duly adopted by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

BOLTON & MENK
Real People. Real Solutions.

K.3.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 20, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for Water Tower Coating Design & Construction Services
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the coatings rehabilitation of the City water tower. Our team includes coatings inspectors who are certified through NACE International, the worldwide corrosion authority that provides the most recognized inspector training program in the tank rehabilitation industry. Providing NACE-certificated inspectors ensures the city receives the maximum life expectancy from its new coatings system. Seventy-five percent of coatings failures are the result of poor surface preparation and application. We have invested in specialized training of our coatings inspectors. They are trained in all areas of protective coatings, including: Environmental Monitoring, Surface Preparation, Proper Mixing, Coatings Application, and Curing.

Below is a listing of the two major improvement options identified in the recent evaluation of the tower:

Option #1:

Interior Wet: Complete coating removal (abrasive blast) and replacement
Exterior: Pressure wash, spot repair (<10%), and overcoat exterior (two coats)
Interior Dry: Partial coating replacement & Spot repair (<5% total area)

Option #2:

Interior Wet: Complete coating removal (abrasive blast) and replacement
Exterior: Complete sandblast and paint exterior with full curtain containment
Interior Dry: Partial coating replacement & Spot repair (<5% total area)

As discussed at the previous council meeting, our work plan will consist of the following:

- Design Services (design both options)
- Bidding Services (bid both options as alternates and bring results to Council for review)
- Construction Services (Observation & Administration)

Based on initial conversations, construction would be targeted to begin in September to avoid the higher water use periods associated with summer months.

We propose to complete the described scope of work for design through bidding for an hourly, not to exceed, fee of $29,600.

We propose to complete the described scope of work for the construction services for an hourly, not to exceed, fee of $48,700. If Option 1 is selected, our inspection fees would likely come in under the not to exceed fee amount by approximately $5-$6,000.

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 2022-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE WATER TOWER COATING IMPROVEMENTS

WHEREAS, it is proposed to complete coating improvements on the city water tower; and,

WHEREAS, a report was completed in 2017 on the condition of the tower coatings and a re-assessment was completed in 2022 to determine improvement needs; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the design through bidding of this project for an hourly, not to exceed, fee of $29,600; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the construction services of this project for an hourly, not to exceed, fee of $48,700.

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 Design through Bidding engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $29,600

2. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete Construction engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $48,700.

This resolution was duly adopted by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

BOLTON & MENK
Real People. Real Solutions.

K.4.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 20, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for the Well Head Protection Plan (WHPP) Part 2
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services to assist the City in completing Part 2 of the Well Head Protection Plan (WHPP) update. Completing the WHPP is required every 10 years per the Minnesota Wellhead Protection Rule (Minnesota Rules parts 4720.5100 to 4720.5590). Part 1 of the WHPP update has recently been completed by the Minnesota Department of Health (MDH) and City Staff. That Part 1 update determined what elements of the Part 2 existing plan need to be updated.

Below is a listing of the major task items required for Part 2 of the WHPP update:

- Task 1 – Potential Contaminant Source of Inventory Within DWSMA
- Task 2 – Compilation of Required Elements and Assessment
  - Task 2a – Compilation of Data Elements about the Physical Environment
  - Task 2b – Compilation of Data Elements about Land Use
  - Task 2c – Compilation of Data Elements about Water Quantity
  - Task 2d – Compilation of Data Elements about Water Quality
- Task 3 - Evaluate the Impact of Changes on Public Water Supply Wells
- Task 4 – Evaluate Issues, Problems and Opportunities
- Task 5 – Recommend Wellhead Protection Goals
- Task 6 – Recommend Objectives and Prioritize Plan of Action
  - Task 6a – Management Plan of Action for Potential Contaminant Sources
- Task 7 - Recommend Evaluation Program to Evaluate Effectiveness of WHP Measures
- Task 8 – Recommend Alternative Water Supply Contingency Plan
- Task 9 – Draft Report Preparation
- Task 10 – Conduct Local Review and Public Hearings
- Task 11 – Prepare Final Report and Submit to MDH

Based on the MDH's letter from August 25, 2022, Part 2 of the WHPP must be approved by May 31, 2024. The approval process typically takes 9 to 12 months after submittal of the draft plan and therefore the MDH has requested that work begin immediately on Part 2. Due to the scope and complexity of these reports, we anticipate a 6-to-9-month schedule to complete the draft report and 18 months to obtain final approval from MDH.

We propose to complete the described scope of work for an hourly, not to exceed, fee of $32,500.

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 2022-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE WELLHEAD PROTECTION PLAN - PART 2

WHEREAS, wellhead protection plan (WHPP) is required to be updated every 10 years per the Minnesota Wellhead Protection Rule (Minnesota Rules parts 4720.5100 to 4720.5590).; and,

WHEREAS, this update is required to be completed by May 31, 2024 and is anticipated to take over 12 months from beginning the process to receive final approval; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this wellhead protection plan part 2 update for an hourly, not to exceed, fee of $32,500;

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 plan update and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $32,500

This resolution was duly adopted by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

L.1.

City of Isanti

Gross Payroll	141,320.87
Social Security & Medicare	6,861.13
Public Employees Retirement	15,597.14
Total City Expense	163,779.14

Pay Date 12/6/2022

Pay Period 25 (11/20-12/3/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/22	12/02/2022	59772	3200	OLSON, ALYSSA	101-20200	3,850.00
Grand Totals:						3,850.00

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
12/22	12/07/2022	59773	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	870.00
12/22	12/07/2022	59774	2863	AMAZON CAPITAL SERVICES	228-20200	1,637.03
12/22	12/07/2022	59775	1059	ANOKA COLLISION CENTER OF ISANTI	101-20200	3,064.23
12/22	12/07/2022	59776	3293	API GARAGE DOOR INC	226-20200	160.00
12/22	12/07/2022	59777	2030	ARTISAN BEER COMPANY	609-20200	147.60
12/22	12/07/2022	59778	53	BELLBOY CORPORATION	609-20200	4,958.62
12/22	12/07/2022	59779	9	BERNICKS PEPSI-COLA	609-20200	3,181.30
12/22	12/07/2022	59780	3300	BRODA, BRIDGET	228-20200	500.00
12/22	12/07/2022	59781	2487	CAPITOL BEVERAGE SALES	609-20200	648.99
12/22	12/07/2022	59782	1474	CDW GOVERNMENT INC	614-20200	70.26
12/22	12/07/2022	59783	1629	CITY OF ISANTI	101-20200	23,241.04
12/22	12/07/2022	59784	1472	CRAWFORDS EQUIPMENT INC	228-20200	1,260.00
12/22	12/07/2022	59785	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,438.80
12/22	12/07/2022	59786	3301	DURKOT, PEGGY	228-20200	500.00
12/22	12/07/2022	59787	385	FEDERATED CO-OPS INC	228-20200	307.72
12/22	12/07/2022	59788	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	106.14
12/22	12/07/2022	59789	2028	FURTHER	861-20200	608.33
12/22	12/07/2022	59790	134	GOPHER STATE ONE-CALL INC	601-20200	52.65
12/22	12/07/2022	59791	2537	GROTTE, KATIE	101-20200	249.97
12/22	12/07/2022	59792	739	HACH COMPANY	601-20200	129.49
12/22	12/07/2022	59793	160	HAWKINS INC	601-20200	5,298.50
12/22	12/07/2022	59794	1563	ISANTI ELECTRIC INC	602-20200	4,525.48
12/22	12/07/2022	59795	7	JOHNSON BROTHERS LIQUOR CO	609-20200	26,191.75
12/22	12/07/2022	59796	5	KAWALEK TRUCKING	609-20200	449.00
12/22	12/07/2022	59797	3298	KERSTING, ANGELA	228-20200	500.00
12/22	12/07/2022	59798	3295	KRYZER, DARRELL	505-20200	6,000.00
12/22	12/07/2022	59799	3294	KTI FENCING	228-20200	5,643.00
12/22	12/07/2022	59800	2762	LEGACY SECURITY TECHNOLOGY INC	101-20200	809.13
12/22	12/07/2022	59801	1479	LOFFLER -131511	108-20200	144.18
12/22	12/07/2022	59802	17	MCDONALD DISTRIBUTING CO	609-20200	23,419.10
12/22	12/07/2022	59803	3286	MEGA BEER LLC	609-20200	604.05
12/22	12/07/2022	59804	616	MENARDS - CAMBRIDGE	228-20200	1,904.80
12/22	12/07/2022	59805	2080	MVTL LABORATORIES INC	602-20200	143.59
12/22	12/07/2022	59806	2581	PARKITECT	101-20200	875.00
12/22	12/07/2022	59807	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,738.31
12/22	12/07/2022	59808	3299	PIPENHAGEN, LAURA	226-20200	500.00
12/22	12/07/2022	59809	2341	RED BULL DISTRIBUTION CO INC	609-20200	143.52
12/22	12/07/2022	59810	2396	SOUTHERN GLAZERS OF MN	609-20200	12,950.86
12/22	12/07/2022	59811	1442	ST LOUIS MRO INC	101-20200	25.50
12/22	12/07/2022	59812	1361	STAPLES ADVANTAGE	101-20200	62.74
12/22	12/07/2022	59813	73	STAR	108-20200	28.88
12/22	12/07/2022	59814	2156	SUMMIT FIRE PROTECTION	609-20200	355.00
12/22	12/07/2022	59815	1290	THE AMBLE GROUP	101-20200	61.18
12/22	12/07/2022	59816	2944	UNIFIRST CORPORATION	609-20200	820.06
12/22	12/07/2022	59817	1820	URBANS HARDWARE INC	228-20200	198.77
12/22	12/07/2022	59818	2990	USI INSURANCE SERVICES LLC	609-20200	6,500.00
12/22	12/07/2022	59819	686	VERIZON WIRELESS	101-20200	1,615.04
12/22	12/07/2022	59820	42	VIKING COCA-COLA BOTTLING CO	609-20200	650.15
12/22	12/07/2022	59821	1286	VINOCOPIA INC	609-20200	3,141.90
12/22	12/07/2022	59822	4	WATSON CO INC	609-20200	1,656.90
12/22	12/07/2022	59823	1922	WEX BANK	101-20200	4,944.19
12/22	12/07/2022	59824	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
12/22	12/07/2022	59825	780	WINE MERCHANTS	609-20200	1,128.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/22	12/15/2022	59831	1231	ACE SOLID WASTE INC	101-20200	495.49
12/22	12/15/2022	59832	2863	AMAZON CAPITAL SERVICES	228-20200	848.23
12/22	12/15/2022	59833	3293	API GARAGE DOOR INC	226-20200	1,808.00
12/22	12/15/2022	59834	9	BERNICKS PEPSI-COLA	609-20200	1,500.02
12/22	12/15/2022	59835	368	BILLS QUALITY CLEANING	609-20200	712.00
12/22	12/15/2022	59836	1387	BJORKLUND COMPANIES LLC	228-20200	26.22
12/22	12/15/2022	59837	157	BOYER FORD TRUCKS INC	101-20200	1,888.56
12/22	12/15/2022	59838	2319	BREAKTHRU BEVERAGE OF MN	609-20200	7,273.99
12/22	12/15/2022	59839	602	BURNET TITLE	601-20200	23.81
12/22	12/15/2022	59840	1198	CENTER POINT ENERGY	601-20200	5,386.18
12/22	12/15/2022	59841	1822	CENTURYLINK BUSINESS SERVICES	101-20200	11.02
12/22	12/15/2022	59842	918	CRYSTAL SPRINGS ICE	609-20200	150.20
12/22	12/15/2022	59843	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,570.00
12/22	12/15/2022	59844	1481	DENNISON TECHNOLOGY GROUP INC	101-20200	129.00
12/22	12/15/2022	59845	912	FASTENAL COMPANY	228-20200	83.72
12/22	12/15/2022	59846	3302	FOWLER, JAMES	601-20200	23,426.00
12/22	12/15/2022	59847	2028	FURTHER	861-20200	108.87
12/22	12/15/2022	59848	2028	FURTHER	101-20200	33.90
12/22	12/15/2022	59849	739	HACH COMPANY	601-20200	177.66
12/22	12/15/2022	59850	300	HASSER GARAGE DOORS INC	101-20200	750.00
12/22	12/15/2022	59851	1563	ISANTI ELECTRIC INC	101-20200	1,783.68
12/22	12/15/2022	59852	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	105.00
12/22	12/15/2022	59853	7	JOHNSON BROTHERS LIQUOR CO	609-20200	17,449.35
12/22	12/15/2022	59854	2868	JOHNSON, JEFFREY B	101-20200	181.17
12/22	12/15/2022	59855	5	KAWALEK TRUCKING	609-20200	389.80
12/22	12/15/2022	59856	3172	LAMAR COMPANIES	609-20200	250.00
12/22	12/15/2022	59857	2866	LEXIPOL	101-20200	6,354.63
12/22	12/15/2022	59858	1479	LOFFLER COMPANIES INC	108-20200	238.45
12/22	12/15/2022	59859	17	MCDONALD DISTRIBUTING CO	609-20200	4,932.47
12/22	12/15/2022	59860	616	MENARDS - CAMBRIDGE	101-20200	16.28
12/22	12/15/2022	59861	2953	MIDCONTINENT COMMUNICATIONS	108-20200	119.01
12/22	12/15/2022	59862	2208	MINNESOTA EQUIPMENT INC	101-20200	168.51
12/22	12/15/2022	59863	176	MN DEPT OF REVENUE	101-20200	40,815.00
12/22	12/15/2022	59864	2842	MN PEIP	861-20200	49,610.28
12/22	12/15/2022	59865	3122	NEW FRANCE WINE COMPANY	609-20200	276.33
12/22	12/15/2022	59866	2992	NEXTERA COMMUNICATIONS	609-20200	324.00
12/22	12/15/2022	59867	617	PAUSTIS WINE COMPANY	609-20200	4,919.00
12/22	12/15/2022	59868	44	PHILLIPS WINE & SPIRITS INC	609-20200	14,106.46
12/22	12/15/2022	59869	2630	RAPP, JORDAN	101-20200	114.98
12/22	12/15/2022	59870	2625	RESULTS TITLE	601-20200	50.84
12/22	12/15/2022	59871	3120	ROOTSTOCK WINE COMPANY	609-20200	802.92
12/22	12/15/2022	59872	1653	SHR SALES	101-20200	39.99
12/22	12/15/2022	59873	73	STAR	601-20200	12.08
12/22	12/15/2022	59874	1290	THE AMBLE GROUP	101-20200	496.84
12/22	12/15/2022	59875	1503	THE AMERICAN BOTTLING COMPANY	609-20200	430.26
12/22	12/15/2022	59876	1762	THE TITLE GROUP	601-20200	96.48
12/22	12/15/2022	59877	97	TOTAL CONTROL SYSTEMS INC	601-20200	1,112.90
12/22	12/15/2022	59878	2098	TRADEMARK TITLE SERVICES	601-20200	70.49
12/22	12/15/2022	59879	42	VIKING COCA-COLA BOTTLING CO	609-20200	396.10
12/22	12/15/2022	59880	361	VINTAGE LOCK	101-20200	1,295.00
12/22	12/15/2022	59881	4	WATSON CO INC	609-20200	1,015.75
12/22	12/15/2022	59882	780	WINE MERCHANTS	609-20200	2,325.07
12/22	12/15/2022	59883	2872	WINEBOW	609-20200	2,387.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/22	12/15/2022	59884	3256	WOLD ARCHITECTS AND ENGINEERS	920-20200	2,344.31
12/22	12/15/2022	59885	2009	WOOD, JOSEPHINE	228-20200	303.52
12/22	12/15/2022	59886	2626	WW GOETSCH	602-20200	102,612.00
Grand Totals:						312,348.83

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

APPROVING ENTERING INTO AN AGREEMENT WITH THE COMMISSIONER OF TRANSPORTATION

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Isanti to accept as its agent, federal aid funds which may be made available for eligible transportation related projects; and,

BE IT FURTHER RESOLVED, Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1052145", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

This resolution is duly adopted by the Isanti City Council this 20th day of December 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CERTIFICATION

STATE OF MINNESOTA
CITY OF ISANTI

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City of Isanti at a duly authorized meeting thereof held on the 20th day of December, 2022, as shown by the minutes of said meeting in my possession.

_____
City Clerk

_____
Notary Public

My Commission expires _____

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: December 20, 2022
Subject: Resolution Authorizing the Replacement of Lift Station Pumps

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Background:
Quotes were received as part of the 2022 Capital Improvement Plan to replace all the Lift Station Pumps. At the February 15, 2022 City Council Meeting Quality flow was awarded the replacement of the non-submersible self-priming pumps. Staff was recently informed by Quality Flow that they no longer have the time to install these pumps and suggested we reach out to a different Vendor for their replacement. Staff reached out to General Repair and received an updated quote in the amount of $37,986.00 to include parts and labor.

Recommendation:
Staff is recommending to accept the quote from General Repair in the amount of $37,986.00 for the Lift Station Pump Replacement.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2022-XXX Authorizing the Replacement of Lift Station Pumps
- Quote from General Repair for non-submersible self-priming pumps

RESOLUTION 2022-XXX

AUTHORIZING THE REPLACEMENT OF LIFT STATION PUMPS

WHEREAS, the city has three (3) lift stations utilizing self-priming non-submersible pumps; and,

WHEREAS, these lift station pumps are due for replacement as part of the Capital Improvement Plan; and,

WHEREAS, at the February 15, 2022 City Council Meeting Quality Flow was awarded the direct replacement of the non-submersible self-priming pumps; and,

WHEREAS, staff was informed by Quality Flow that they no longer have the time to install those pumps; and,

WHEREAS, staff reached out to General Repair and received an updated quote for the replacement of the non-submersible self-priming pumps in the amount of $37,986.00; and,

WHEREAS, the funding source identified as Sewer (500);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from General Repair for the non-submersible self - priming pumps in the amount of $37,986.00. The total cost including a 10% contingency is $41,784.60 funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

GENERAL REPAIR SERVICE

PUMP SALES & 24 HOUR SERVICE

3535 International Dr. Vadnais Heights, MN 55110
Office Phone 651-766-0874 Fax 651-766-0875
www.generalrepair.com

Complete line of Pumps and Blowers for:
Industrial – Waste Water – Lift stations – Metering - Sanitary

Work Order / Quote	
Date	12/2/2022
Cust. PO#	
Quoted by: Steve Alaspa	
SteveA@generalrepair.com	
Phone: (651) 766-0874	

Name	Matt Sylvester
Company	City Of Isanti
Phone	763-772-5850
Email	
Address	

Qty	Part Number	Description	Price Each	Total
6		T4A60S-B STD IMP	$ 6,331.00	$37,986.00
		Self Primer Pump	$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
		All Pumps have 50' Cords	$ -	
			$ -	
		Moisture/Overtemp Relays	$ -	
		Included	$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
			Total Estimate	$ 37,986.00

Tax, inbound and outbound freight will be added
3% Processing Fee on all Credit Card Transactions
Quote valid for 30 days
Thank you for your business

RESOLUTION 2022-XXX

APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS

WHEREAS, the Finance Department must periodically review outstanding accounts receivable balances; and,

WHEREAS, the Finance Department must periodically make determinations as to which receivable amounts are not assessable and are otherwise unlikely to be collected; and,

WHEREAS, the Finance Department recommends writing off the attached accounts receivable balances as uncollectable;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby authorizes the write-off of the attached outstanding balances, and authorizes staff to make the corresponding adjustments to the General Ledger.

Adopted by the Isanti City Council this 20th day of December 2022.

Attest:

Jaden Strand
City Clerk

_____
Mayor Jeff Johnson

Customer Number	Date	Amount	Note
153	May-18	663.7	Hydrant Repair
174	Nov-18	100	Penalties - Unlicensed Vehicle
175	Dec-18	100	Penalties - Vehicle Parking
177	Dec-18	927	Wetland Conservation - Development did not proceed
185	Apr-19	321.54	Hydrant Repair
198	Sep-19	280	Admin Citation & Penalties
215	Jun-20	600	Secure Structure - Deceased
235	Apr-21	46	Recording Fee - 2 sales since
133	Jun-21	50	Community Center Rent
258	May-22	318.84	Officer Subpeona Civil Case

L.6.

RESOLUTION 2022-XXX

AUTHORIZING THE CLOSING OF DEBT SERVICE FUND 930

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 930 to Fund 920 – Capital Replacement Fund effective December 31st 2022; and,

WHEREAS, the remaining cash balance and special assessments receivable in Fund 930 will be closed to Fund 920;

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

1. Close Fund 930 – 2011A GO Improvement Bonds to Fund 920 – Capital Replacement Fund.

Adopted by the Isanti City Council this 20th day of December 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING DONATION PROCEEDS FROM MMBA FOOD DRIVE TO FAMILY PATHWAYS FOOD SHELF

WHEREAS, on October 4th City Council approved a donation box at Isanti Liquor in support of the "15th Annual 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 a donation in the amount of $100 from the MMBA, as part of the "15th Annual MMBA Food Supply Drive" to be forwarded to the Family Pathways Food Shelf.

Adopted by the Isanti City Council this 20th day of December 2022.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM CAMBRIDGE CULVERS

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, Cambridge Culvers approached the city to donate funds the Police Department; and,

WHEREAS, the total monetary value of the donation is $805.48; and,

WHEREAS, Culvers of Cambridge requested the donation to be for "non-budgeted safety items for IPD;"; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the donation from Cambridge Culvers.

This Resolution is hereby approved by the Isanti City Council this 20th day of December 2022.

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 20th, 2022
Subject: Minnesota First Responder AED Project

Background:

Isanti Police Department has been awarded 10 Lifepak CR2 AED's to be placed into every police vehicle. The awarded funding through grant opportunity will assist officers in responding to calls of cardiac arrest.

Attachments:

- Resolution 2022-XXX

RESOLUTION 2022 -XXX

ACCEPTANCE OF MINNESOTA FIRST RESPONDER AED PROJECT

WHEREAS, per Resolution 2022-018 Staff was approved to apply for grant opportunities that would promote, assist or encourage police efforts within the Police Department; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, The Isanti Police Department received grant for 10 Lifepak2 AED's; and,

WHEREAS, the AED's will be placed in all Isanti Police Vehicles;

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

1. Accept 10 Lifepak2 AED's from the Minnesota First Responder AED Project.
2. Authorize staff to sign associated acceptance documents.

This Resolution hereby approved by the Isanti City Council this 20th day of December 2022.

_____
Mayor Jeff Johnson

Attest:

_____
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 20th, 2022
Subject: SHSP Grant acceptance

Background:

Isanti Police Department has been awarded 2021 State Homeland Security Program Grant in the amount of $58,000. The awarded funding through grant opportunity identifies the purchase of a multi passenger van to aid law enforcement response to combat domestic violent extremism.

Attachments:

- Resolution 2022-XXX

RESOLUTION 2022 -XXX

ACCEPTANCE OF 2021 STATE HOMELAND SECURITY PROGRAM GRANT

WHEREAS, per Resolution 2021-016 Staff was approved to apply for grant opportunities that would promote, assist or encourage police efforts within the Police Department; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, The Isanti Police Department received grant funding in the amount of $58,000; and,

WHEREAS, the awarded funding through grant opportunity identifies the purchase of a multi passenger van to aid law enforcement response to combat domestic violent extremism;

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

1. Accept $58,000 grant funds from the State Homeland Security Program grant.
2. Authorize staff to sign associated acceptance documents.
3. Authorize staff to purchase Dodge Ram Promaster 2500 Cargo in the amount of $53,985.
4. Authorize staff to utilize the remaining $4015 to outfit the vehicle.

This Resolution hereby approved by the Isanti City Council this 20th day of December 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

CITY OF ISANTI

REQUEST FOR PROPOSALS

IT SERVICES

Proposals Due: January 10th, 2022

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain IT Support Services for IT equipment, software and services. These services include maintenance and support services for the IT system. Technicians must have security clearance and ability to pass a background check to manage the City's Police Department computer system. The firm must use licensed software in provision to these services.

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 "Isanti IT 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 Tuesday, January 10, 2022**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labeled "Proposal for IT Services."

III. SERVICES/ SCOPE OF WORK:

- Onsite/ remote support of all servers, PC's, laptops, Wifi, and firewalls.
- Network monitoring (servers, PC's laptops, Wifi, and firewalls).
- Backup monitoring.
- Anti-virus monitoring.
- Annual disaster recovery testing.
- Document software and hardware changes.
- Review hardware warranty status.
- Check backups are running properly.
- Perform backup test.
- Monitor and maintain server uptime.
- Install software patches, service packs, and other updates as needed.
- Install software upgrades.
- Monitor server event logs for potential problems.
- Monitor available disk space on servers and computers.
- Perform system and server reboots.

- ❖ General server maintenance.
- ❖ Let City know of any potential issues.
- ❖ Create, remove, and maintain employee user accounts and permissions.
- ❖ Assist users with support queries.
- ❖ Fix problems including but not limited to:
  - o Disaster recovery of core systems.
  - o Fix user errors/ mistakes.
  - o Raise support requests with third-party providers.
- ❖ Manage networks including internet connection.
- ❖ Assist at troubleshooting internet failure.
- ❖ Monitor network capacity and performance.
- ❖ Maintain security including:
  - o Monitoring firewall logs.
  - o Check status of security software updates.
  - o Investigate any suspicious activity or unexpected software behavior.
  - o Manage file and folder permissions.
  - o Enforce password policies.
- ❖ Manage apps and services including:
  - o Create, manage, and remove mailboxes.
- ❖ Manage computer monitoring software.

IV. CURRENT INVENTORY OF CITY TECHNOLOGY/ SYSTEMS

CITY HALL

- 15 Desktop Computers
- 7 Laptops
- 6 iPads
- 2 Microsoft Surface
- 60 Microsoft Outlook Email Accounts
- Antivirus - Trend Micro
- Remote Access Option Currently
  - o VPN, Remote PC, and Splashtop
- Programs used:
  - o Accounting- Caselle Connect, Civic Systems- Support
  - o Xpress Bill Pay - for processing credit cards/checks by phone payments
  - o StrucCalc - for determining if building/construction designs are adequate
  - o Laserfiche
  - o Microsoft Suite
  - o Adobe Cloud Suite
- Wireless Access: Cisco Small Business

SERVER

- 1 Server - Dell PowerEdge T440 Server
- Server Software – Windows Server 2022 STD 16E License
- Server Firewall – Sonicwall T2400
- Server Recovery System - Datto Alto Backup System (Cloud Based)

- Hosted at City Hall
- Network switch - HP ProCurve 2524, and HP 2920 24 G Pro E+

LIQUOR STORE
- 2 Computers
- 2 Register Computers
- 1 Surface Pro Used as Mobile Register
- 3 Credit Card Readers
- Microsoft Office Suite Products
- Wi-fi Hardware to Ensure Connectivity Throughout the Store
- Cellular Backup for Continuous Internet Connection
- Security Software on Office PC
- 1 Office Printer
- 3 Register Receipt Printers
- 1 Keg Label Printer
- 1 Bin Tag Printer
- 4 VOIP Lines
- 1 iPad
- 27 Camera Recorders

PUBLIC WORKS
- 3 Employee Computers
- Antivirus - Trend Micro
- Microsoft Office Suite Products
- Water Plant Camera Recorder
- Public Works Shop Camera Recorder
- 4 Camera Recorders at Bluebird Park
- 2 Camera Recorders at Rum River BMX Facility
- Wifi Configuration for Bluebird Park
- 2 Camera Recorders at the Wastewater Treatment Plant

POLICE DEPARTMENT
- 10 Employee Computers
- Antivirus - Trend Micro
- Microsoft Office Suite Products
- 1 Server for WatchGaurd Video with 3rd Party Remote Backup Service
- 8 Squad Laptops
- 5 Microsoft SurfacePro
- Police Radios - Maintained by Granite Electronics
- DS4000 Recorders and/or Olumpus App for Smartphone
- Software used:
    - LETG - Police Database - Maintained by Central Square
    - Olympus- Dictation Software
- ***Must be backgrounded and finger printed to work on Police Department Computers
- Fingerprint Based Background

- SAT (Security Awareness Training via BCA)
- Security Addendum
- 7 Camera Recorders

CITY EMAIL
- Email Server - Microsoft Exchange
- Hosted in house on City server

CITY WEBSITE
- CivicPlus (website maintained by City Staff)

CITY PHONE SYSTEM
- Nextera Communications
- Volp Phones

V. PROPOSALS MUST INCLUDE THE FOLLOWING:

1. Contract duration for a three-year time period.
2. Termination of contract requires a 60-day notice.
3. A statement of background and experience of the firm in serving listed needs.
4. A statement of background and experience of the individuals that will be providing service, whether scheduled or emergency services.
5. A statement of ability to provide or service equipment in emergency situations and expected response times for 1) on-site and 2) remote.
6. A statement of ability and average response timeframe for regular technical and consulting services 1) by phone or email (for consulting or help desk needs) and 2) for on-site repair and 3) remote support.
7. Provide contact information for three references for whom you provide similar services.
8. Any other information that would assist the City in understanding abilities and capacity of the service provider.
9. Indicate rates to reflect flat rate and hourly if available.
10. Indicate any rate change adjustments over the contract period, if applicable.

VI. PROPOSAL EVALUATION AND CONTRACT AWARD:

- 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.
- 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.
- The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.
- It is anticipated that the City will establish a contract with a selected business for a three (3) year term. A contract for this term will be prepared and entered into with the successful proposer.

Isanti Police Department Monthly Report

November 2022

Reported Crime	Month to Date	Year to Date
Theft	7	73
Assault	2	24
Vandalism/Damage to Property	5	32
Narcotics	1	29
Burglary	0	7
Domestics	6	49
Crim Sex	1	10
Robbery	0	0
Loud Party/Disturbance	2	73
Medical	37	438
Permit to Purchase	4	80
Security Check / Extra Patrol	365	4,769

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	126
DUI	0	10
Accidents	6	108
Hit & Run	0	7
Warrant P/U	3	46
Speed	4	71
DAR/DAS	22	220
Administrative Citations (Including Speed)	3	50

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	In the Shop	#VALUE!	#VALUE!
Ford Explorer 224	105,926	736	4,030
Ford F150 225	60,527	712	8,694
Chevy Impala 223	105,987	402	3,272
Dodge Durango 226	54,060	1,118	11,715
Dodge Durango 227	59,712	1,107	11,268
Dodge Durango 228	41,651	1,448	14,009
Chevy Tahoe 229	NA	#VALUE!	#VALUE!
Dodge Charger 230	17,272	930	15,299

M.2.

CEZT REPORT - NOVEMBER 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64	77	89	97	138	
NEW CASES THIS MONTH		3	0	6	10	22	8	15	13	12	8	41	
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1	8	8	7	4	
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16	21	20	15	45	
CLOSED THIS MONTH		3	2	5	5	19	17	8	13	13	11	42	
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	8	8	7	4	3	
CAN - Prohibited Animals/**87.1**						2			1	3			
CCV - Comm Vehicle storage/**227-9/10**					1			1				1	
CDO - Dogs		2		2		1	2				1		
CPA - Park & Store/**227-8**					7	16	1	6	4	1	1		
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5	6	6	3		
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4	6	3	4	3	
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2	2		1	2	
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**										1			
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2								37	
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		0	2	0	1	0	
ACTIVE CITATIONS END OF MONTH	1	1	1				1	1	3	3	4	4	
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10	10	8	8	38	
ABATED PROPERTIES THIS MONTH							2		1	0	0	0	

CITY OF ISANTI MONTHLY REPORT

November 2022

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	8	218	$0.00	$0.00	$8.00	$43.00	$640.00	$17,840.00		
DECK	1	30	$0.00	$0.00	$1.00	$1.00	$300.00	$8,653.80		
LL FINISH	3	23	$7,711.00	$233,211.00	$5.86	$8.11	$768.00	$6,266.70		
REMODEL / ADDITION	0	10	$0.00	$583,600.00	$0.00	$159.00	$0.00	$7,818.35		
GARAGE / SHED	0	2	$0.00	$140,000.00	$0.00	$0.00	$0.00	$2,661.45		
MISCELLANEOUS	7	186	$0.00	$4,000.00	$7.00	$21.00	$750.00	$20,366.18		
SINGLE DWELLINGS	4	61	$982,886.13	$13,620,609.81	$491.45	$600.25	$12,362.20	$172,291.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	7	131	$0.00	$0.00	$7.00	$20.00	$525.00	$9,825.00		
PLUMBING	6	97	$0.00	$0.00	$6.00	$9.00	$510.00	$7,824.00		
RESIDENTIAL TOTAL	**36**	**758**	**$990,597.13**	**$14,581,420.81**	**$526.31**	**$861.36**	**$15,855.20**	**$253,546.58**		
COMMERCIAL										
NEW BUILDINGS	0	3	$0.00	$2,711,477.00	$0.00	$500.00	$0.00	$22,519.20		
REMODEL / ADDITION	0	6	$0.00	$78,034.00	$0.00	$2.50	$0.00	$2,730.30		
PLUMBING	2	16	$0.00	$48,500.00	$41.00	$41.00	$1,230.00	$3,064.00		
MECHANICAL	1	9	$0.00	$114,612.00	$57.50	$65.56	$1,725.00	$5,723.57		
ROOF / SIDING	0	5	$0.00	$150,874.00	$0.00	$5.35	$0.00	$2,513.02		
MISCELLANEOUS	4	37	$0.00	$66,988.00	$10.10	$11.10	$1,004.45	$10,648.24		
COMMERCIAL TOTAL	**7**	**76**	**$0.00**	**$3,170,485.00**	**$108.60**	**$625.51**	**$3,959.45**	**$47,198.33**		
RESIDENTIAL/COMMERCIAL TOTAL	**43**	**834**	**$990,597.13**	**$17,751,905.81**	**$634.91**	**$1,486.87**	**$19,814.65**	**$300,744.91**	**$26,772.00**	**$488,589.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 11/30/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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
2022	834	61	0	3	$17,751,905.81	$300,744.91	$488,589.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,336.00
March	62	$1,799,554.74	$25,859.30
April	81	$3,069,173.27	$41,937.30
May	107	$2,762,554.76	$48,745.90
June	105	$1,742,267.30	$32,414.01
July	84	$827,001.69	$19,300.73
August	97	$1,211,755.59	$25,703.25
September	81	$963,757.80	$20,612.38
October	65	$1,240,595.86	$18,533.07
November	43	$990,597.13	$19,814.65
December	12	$311,201.00	$3,307.02
Totals	834	$17,751,905.81	$300,744.91

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: December12, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
This project is complete. Final payment will be processed this month.

2) **Brookview South 1-4 Addition Rehabilitation**
This project is complete. Final payment will be processed this month.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Remaining punchlist items will be completed next spring.

5) **Fairway Greens North Development 1st & 2nd Addition**
Remaining punchlist items will be completed next spring.

6) **Water Tower Coatings**
The Engineering fee proposal for this work will be on the 12/20 council agenda

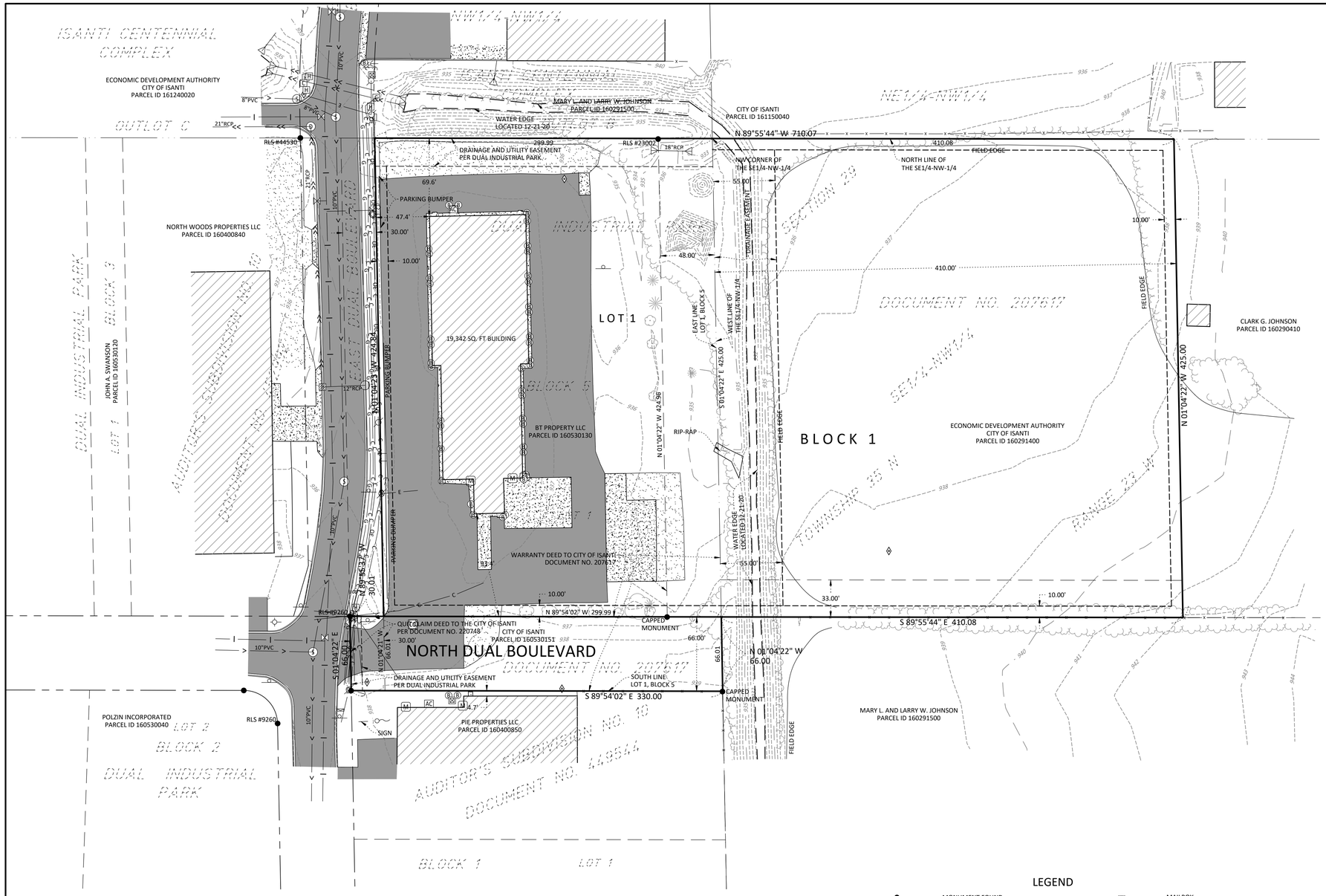
7) **WHPP Part 2**
The Engineering fee proposal for this work will be on the 12/20 council agenda

8) **2023 Pavement Management Project**
The Engineering fee proposal for this work will be on the 12/20 council agenda

9) **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.



NAME OF PLAT

PRELIMINARY PLAT

LEGAL DESCRIPTION

(per document #207617)
Tract A
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 1/4 of NW 1/4) 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, containing ten acres, more or less, and subject to existing highways.

Tract B
The South sixty-six feet (S 66') and the East forty-eight feet (E 48') of Lot One (1), Block Five (5) Dual Industrial Park, as measured at right angles
to the South line and the East line, respectively of said Lot 1, Isanti County.

AND

(per document #220748)
That part of the Southwest Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:
Commencing at the southwest corner of Lot 1, Block 5 of the recorded; plat of Dual Industrial Park, Isanti County, Minnesota; thence northerly on an azimuth of 350 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of GO.00 feet to the point of beginning of the parcel to be herein described; thence westerly on azimuth of 270 degrees 00 minutes 30 seconds, along the north line of Dual Boulevard, as dedicated on the plat of Dual Industrial Park, a distance of 50.00 feet; thence northerly on an azimuth of 16 degrees 13 minutes 10 seconds, a distance of 46.85 feet to the point of intersection with a line drawn parallel with and distant 36.00 feet west of the west line of said Lot 1, Block 5 of Dual Industrial Park, as measured at right angles to said west line of Lot 1; thence northerly-on an azimuth of 358 degrees 50 minutes 10 seconds, along said parallel line, a distance of 379.81 foot to the north line of the SW 1/4 of NW 1/4 of Section 29; thence easterly on an azimuth of 89 degrees 58 minutes 50 seconds, along said north line, a distance of 36.00 feet to the northwest corner of said Lot 1, Block 5 of Dual Industrial Park; thence southerly on an azimuth of 178 degrees 50 minutes 10 seconds, along the west line of said Lot 1, a distance of 424.83 feet to the point of beginning.

AND

(per document #XXXXX)
Lot 1, Block 5, XXXXXXXXXXX

SURVEYOR'S NOTES:

1. Contours are at 1 foot intervals.
2. Orientation of the bearing system is based upon the Isanti County Coordinate System (NAD83), 1986 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
110 FIRST AVENUE NW
ISANTI, MN 55040

CURRENT ZONING:

INDUSTRIAL PARK (I-1)

SURVEYOR/ENGINEER:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

LOT REQUIREMENTS AND SETBACKS:

BUILDING SETBACKS: (PER CITY OF ISANTI CODE, SECTION 8, ARTICLE 2, SUBDIVISION 7)

FRONT YARD	30 FEET
SIDE YARD	15 FEET
REAR YARD	30 FEET

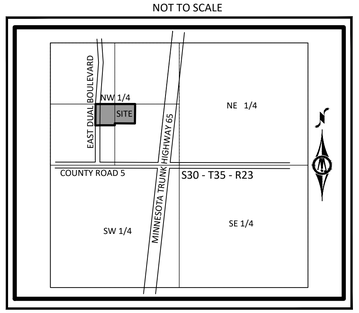
FIELD TOPOGRAPHY PROVIDED BY:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

DATE OF PREPARATION:

XXXXXXXXX

VICINITY MAP
NOT TO SCALE



AREA TABULATION:

LOT 1	SQ. FT.	ACRES
RIGHT OF WAY	SQ. FT.	ACRES
TOTAL AREA	323,474 SQ FT.	7.426 ACRES

LEGEND

MONUMENT FOUND	MAILBOX
CONTROL POINT	MANHOLE-SANITARY SEWER
BENCH MARK	MANHOLE-STORM SEWER
AIR CONDITIONER	METER
BOLLARD	PEDESTAL-COMMUNICATION
CATCH BASIN	PEDESTAL-ELECTRIC
CATCH BASIN	POLE-UTILITY
FIRE HYDRANT	SIGN TRAFFIC
FLAG POLE	TRANSFORMER-ELECTRIC
FLARED END / APRON	TREE-CONIFEROUS
GUY WIRE ANCHOR	TREE-DECIDUOUS
HANDHOLE	VALVE
COMMUNICATION UNDERGROUND	ADJACENT
ELECTRIC UNDERGROUND	EASEMENT
FIBER UNDERGROUND	RIGHT OF WAY
GAS UNDERGROUND	INTERMEDIATE CONTOUR
OVERHEAD ELECTRIC	INDEX CONTOUR
SANITARY SEWER	WATER EDGE
STORM SEWER	GRAVEL SURFACE
WATER SYSTEM	CONCRETE SURFACE
FENCE	BITUMINOUS SURFACE
CURB & GUTTER	
EDGE OF TREES	

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

XX/XX/XXXX
Date

THIS PLAT PREPARED BY BOLTON & MENK, INC.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, AUGUST 3, 2022 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda
REVISED AGENDA
ADD F.1. Mayor's Proclamation- Grace McCallum Day

F. Proclamations/Commendations/Certificate Award
1. Mayor's Proclamation- Grace McCallum Day

G. Approve City Council Minutes
1. July 19, 2022- Regular Meeting of the City Council
2. July 19, 2022- Committee of the Whole Meeting
3. July 19, 2022- Budget Work Session

H. Announcements

1. Committee of the Whole	Tuesday, August 16, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 16, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 16, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
<u>City Administrator Josi Wood</u>
1. ORD-XXX Amending Chapter 227; Parking and Storage

<u>Community Development Director Stephanie Hillesheim</u>
2. ORD-XXX Amending the City Zoning Code, Ordinance Section 6, Articles 1, 2, 3, 4, 5 & 6 Under "Special Regulations"
3. Resolution 2022-XXX Approving Site Plans and Conditional Use Permit for a Dairy Queen Restaurant with Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

Parks, Recreation and Events Coordinator Jordan Clementson

4. Resolution 2022-XXX Approving Amendment to the 2022 Budget

L. Approve Consent Agenda

1. Payroll in the Amount of $131,142.25 and Accounts Payable in the Amount of $965,928.02
2. Resolution 2022-XXX Appointing Election Judges for the 2022 Primary Election
3. Resolution 2022-XXX Awarding Quote for the Lease of City of Isanti Owned Crop Land
4. Resolution 2022-XXX Approving Donation Box at Liquor Store
5. Resolution 2022-XXX Accept Quote for Dell Poweredge T440 Server

M. Other Communications

N. Closed Session

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

   Agenda Amended to Include Items:

   a. Summary of Tentative Agreement with Law Enforcement Labor Services, Local 416 (Lieutenants)
   b. Memorandum of Understanding Between the City of Isanti and LELS, Inc. Local 416
   c. Authorization to Execute Contract with LELS, Inc. Local 416

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JULY 19, 2022 – 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 Stephanie Hillesheim, Public Services Director Matt Sylvester, Assistant Finance Director Pam Dahlheimer, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Jay Bossen, Patrick Ausmus and Melissa Burch

D. Public Comment
None

E. Adopt Agenda
REVISED AGENDA:
Add L.4. Approving the Sole Use of the South Isanti Indoor Arena Restrooms and Warming House to the Rum River BMX Association and Discontinue Use of those for Public Use

Motion by Lundeen, seconded by Bergley to approve agenda with the revision listed above. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award
1. 2022 Jubilee Parade Mayor's Choice Trophy *(Polaris Battalion)*
Mayor Johnson presented the 2022 Mayor's Choice Trophy to Polaris Battalion followed by a photo.

G. Approve City Council Minutes
1. July 5, 2022- Regular Meeting of the City Council
Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements
1. City Council Meeting — Wednesday, August 3, 2022 at 7:00 p.m.
2. Budget Work Session — Wednesday, August 3, 2022

(Immediately following the City Council Meeting)

3. Economic Development Authority Meeting — Wednesday, August 3, 2022 *(Immediately following the Budget Work Session)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. ORD-XXX Amending Chapter 227; Parking and Storage
City Administrator Josi Wood shared that discussion was held on May 17th at the Committee of the Whole meeting in regards to no parking on 1st Ave NW. The recommendation from the Committee was to move forward with an ordinance amendment which would prohibit parking on both sides of the street.

Discussion was held at the June 21st Committee of the Whole meeting in regards to parking on the north side of Unity Blvd but allow for staging for the bus or pick up or drop off of students.

The ordinance amendment presented reflects both recommendations.

Patrick Ausmus and Melissa Burch, 218 Unity Blvd, shared their wishes to have no parking on the south side of Unity Blvd instead of the proposed north side.

Motion by Lundeen, seconded by Gordon to revise the ordinance amendment to reflect no parking on the south side and post for the required 10 days and bring back to City Council for consideration. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

2. Resolution 2022-136 Approving a Special Event Permit Application for Rum River BMX for the State BMX Finals
Community Development Director Stephanie Hillesheim shared that this is an application from Rum River BMX to host the Minnesota BMX State Finals on August 19th through the 21st. Friday 4:00 p.m.- 9:00 p.m., Saturday 1:00 p.m.- 6:00 p.m. and Sunday 9:00 a.m.- 5:00 p.m. No street closures or security needed, the event will be open to the public with an estimated 1,000-1,200 people in attendance. Overflow parking will be needed in Bluebird Park and the Soccer Fields. No parking signs will be posted in restricted areas. There will be paid camping allowed in the field south of the Isanti Indoor Arena per the agreement between RRBMX and the City. Four (4) additional portable restrooms will be brought in along with a roll off dumpster. Volunteers will clean up after the event.

Motion by Lundeen, seconded by Collison to approve the resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of $135,192.49 and Accounts Payable in the Amount of $672,636.98

2. **Resolution 2022-137** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 21, 2022
3. **Resolution 2022-138** Authorizing Financial Planning Agreement for Tax Increment Finance Districts 9 and 10
4. Approving the Sole Use of the South Isanti Indoor Arena Restrooms and Warming House to the Rum River BMX Association and Discontinue Use of those for Public Use

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. June Police Department Report
2. June Code Enforcement Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

A motion was made by Collison, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting adjourned at 7:21 p.m.
Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, JULY 19, 2022 – 5:00 P.M.
CITY HALL

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

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, Public Services Director Matt Sylvester, Chief of Police Travis Muyres, Parks, Recreation and Events Coordinator Jordan Clementson, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker and Assistant Finance Director Pam Dahlheimer

D. Public Comment
None

E. Committee Meeting Items

1. Isanti Indoor Arena Restroom Request
Isanti Indoor Arena requested to take over responsibilities of the bathroom and warming house room attached to the building and close themto the public.

Recommendation from Committee is to close the use of the bathrooms and warming house room to the public and hand over responsibilities to Rum River BMX and bring to City Council later in the night for formal approval.

Committee further recommended staff work with RRBMX to discuss the possibility of RRBMX purchasing of the building.

2. Rental Inspection Timeline Discussion
City staff asked for consideration for revising Chapter 256-7 of City Code to change the annual expiration date of rental licenses to June 1st of each year, allowing for more time to conduct inspections in better weather.

Staff would also review all of Chapters 253 and 256 referencing Rental Inspections and Licensing to ensure any additional recommendations for change will be made at the same time.

Recommendation from Committee to change rental license expiration date to June 1st of each year and for staff to review all of Chapters 253 and 256 and bring to an upcoming City Council meeting for approval.

3. Police Updates and Discussion
Chief Muyres shared patrol shifts are from 4:00 a.m. to 4:00 p.m. The Chief, Lieutenant, Investigator and SRO primarily work day hours and assist patrol with priority calls. Night shift is scheduled with 2 officers on each shift. Day shift is scheduled one officer per shift.

When Isanti Police respond to a priority call procedure is to have minimum of 2 officers respond. When there is only one Isanti officer on duty the Isanti County Sheriff's Office assists.

In 2021 Isanti Police requested mutual aid assistance from Isanti County on 39 incidents. The average response time in 2021 to a priority call for Isanti Police was 3.8 minutes and the average response time in 2021 to a priority call for Isanti County was 9.2 minutes.

The Police Department has had one vacant position since January and went through two hiring processes, two background investigations however, has not hired for the position yet. Muyres said it is still being decided whether to post for the position now or wait until Union negotiations are over.

In addition, the Police Department is budgeted to add one officer in 2024 and one in 2028.

Finance Director Mike Betker recommended to stay with the plan of adding an officer in 2024 and one officer in 2028.

Committee had no further recommendation.

4. City Hall Entrance Apron Update
City Administrator Josi Wood updated the Committee that the cement apron leading into the City Hall parking lot is going to be replaced and the entrance will be closed Thursday through Sunday to cure.

5. THC Discussion
City Administrator Josi Wood shared that with the new laws that came about effective July 1st from the end of the 2022 legislative session for new edible and beverages that contain THC products. The Board of Pharmaceuticals is regulating it however, there were not a lot of things put in place on how local governments and cities shall regulate it. The League of MN Cities is working to help cities know what the options are.

Staff asked for discussion if the Committee would like staff to research to consider regulation like is done with tobacco or alcohol sales or if Committee would like a moratorium. A moratorium would give Council a year to put something in place.

Recommendation from Committee is to bring forward a moratorium draft to allow for more research on options in regards to regulation.

6. Tree Planting
   Councilor Steve Lundeen shared that a lot of other cities are doing things to promote trees.

   There was discussion with no further recommendation.

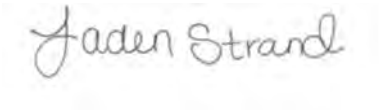
7. Street Dance
   There was discussion regarding the last street dance with no further recommendation.

F. Adjournment

Motion by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting was adjourned at 6:15 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 19, 2022
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 7: 22p.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 Stephanie Hillesheim, Public Services Director Matt Sylvester, Assistant Finance Director Pam Dahlheimer, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion carried unanimously.

F. Work Session Items

1. 2023 Budget Schedule

The July 19, 2022 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 3, 2022 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 6, 2022 Preliminary Budget and Levy Meeting includes:

- Set 2023 Final Budget and Levy Meeting Date
- Adopt 2023 Preliminary Budget
- Adopt 2023 Preliminary Levy

The December 6, 2022 Final Budget and Levy Meeting includes:

- Final 2023 Budget and Levy Presentation
- Public Comment
- Adopt 2023 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If Needed)
- Adopt 2023 Final Levy
- Adopt 2023 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. **Tax Levy / Tax Rate**
    - The proposed 2023 Total Levy is $4,042.954.00 and the total Levy is going up to 23.19%.
    - The projected tax rate for 2023 is 57.611% with a change of 2.37% from 2022.

3. **General Fund Operating Budget (101)**
    - The proposed 2023 General Fund Revenue is $$4,651,891.00.
    - The proposed 2023 Unreserved Fund Balance is 179,989.00.
    - The proposed 2023 General Fund Expenditures is $4,651,891.00.

4. **EDA Fund Operating Budget (108)**
    - The EDA Revenues has a proposed budget of $134,175.00.
    - The EDA Expenditures has a proposed balanced budget of $110,670.00

5. **Water Fund Operating Budget (601)**
    - Water Fund has a proposed net income loss of $1,035,526.00 and a net cash flow loss of $615,526.00.

6. **Sewer Fund Operating Budget (602)**
    - Sewer Fund has a proposed net cash flow of $356,038.00.

7. **Stormwater Fund Operating Budget (603)**
    - Stormwater has a proposed net cash flow of $158,434.00.

8. **Liquor Fund Operating Budget (609)**
    - Proposed Municipal Liquor Fund Revenues is $5,143,265.00.

- Proposed Municipal Liquor Fund Expenditures is $5,140,060.00.

9. Debt Service Funds Summary (929 thru 932)

- 2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments were made in 2021. Revenues were generated exclusively from the debt service levy which ended in 2020. Fund 929 was closed to Funds 101 and 920.
- 2011A Improvement Bond Fund (930) will no longer be a budgeted Fund. Final debt service payments will be made in 2022. Revenues were generated from the debt service levy, which ended in 2021 and from transfers out of the Water and Sewer Funds.
- 2021A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Previously known as the 2014A GO Tax Abatement Bonds, that issue was refunded in 2021. 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.

Adjournment

A motion was made by Lundeen, seconded by Collison to adjourn. Motion carried unanimously.

Meeting adjourned at 7:56 p.m.
Respectfully Submitted,

Jaden Strand

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: August 3, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

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Background:
Discussion was held at the May 17, 2022 Committee of the Whole meeting in regards to parking on 1st Ave NW. Recommendation from Committee was to move forward with an ordinance amendment with language to include no parking on both sides of the street.

Discussion was held at the June 21, 2022 Committee of the Whole meeting in regards to parking on Unity Blvd. Recommendation from Committee was to move forward with an ordinance amendment that addresses no parking along the north side of Unity Blvd with language to include allowance of staging for the pick up and drop off of students.

An ordinance amendment was presented at the July 19, 2022 City Council meeting for consideration with the above recommended changes. Two citizens spoke sharing their wishes to have no parking on the south side of Unity Blvd rather than the proposed north side. City Council recommended to revise the proposed ordinance amendment to include no parking on the south side of Unity Blvd instead and post for the required 10 days.

The attached ordinance amendment includes both the recommended changes to Chapter 227; Parking and Storage and has been posted for the required 10 days.

Request:
Staff is requesting action on this item.

Attachments:
- ORD-XXX An Ordinance Amending Chapter 227; Parking and Storage

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 753, ADOPTED ON FEBRUARY 16, 2021 AND ORDINANCE NO. 749, ADOPTED ON JANURARY 5, 2021 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance 753 and Ordinance 749, Codified in Chapter 227 of the City Code, are hereby amended as follows:

Chapter 227

PARKING AND STORAGE
ARTICLE II
General Parking Regulations

§ 227-2. Parking regulations.

C. Parking, stopping, and standing provisions.

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

(t) Along the south side of Unity Blvd with the exception for staging to pick up or drop off of students.

(u) Along either side of 1st Ave NW within Bluebird Park.

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 3rd day of August 2022.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 7-20-2022
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor and City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: August 3, 2022

SUBJECT: Ordinance Amending the City Zoning Ordinance Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'.

Request: Request by resident, Thomas Bowen, for amendment to City Ordinance 445, Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'. Said request is to include metal as an acceptable roofing material.

Overview/Background
At the June 21, 2022 Committee of the Whole meeting the Council directed staff to revise the Zoning Ordinance to allow metal as an acceptable roofing material for residential structures.

As required by State Statute, to amend the zoning ordinance a public hearing was called at the July 19, 2022 Planning Commission Meeting, no public comment was made. The Planning Commission recommends metal should be considered an acceptable roofing material in residential districts and should be added to the aforementioned Zoning Ordinance Section 6 Articles.

Staff Recommendation
Staff recommends approval of the amendment to the City Zoning Ordinance Section 6, Articles 1, 2, 3, 4, 5, & 6 under 'Special Regulations'.

Attachments
- Ordinance XXX

ORDINANCE NO. XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 6 RESIDENTIAL DISTRICTS, ARTICLE ONE "R-1" SINGLE FAMILY RESIDENTIAL DISTRICT; ARTICLE TWO "R-2" SINGLE FAMILY RESIDENTIAL DISTRICT; ARTICLE THREE "R-3A" LOW DENSITY MULTIPLE FAMILY DISTRICT; ARTICLE FOUR "R-3B" MEDIUM DENSITY MULTIPLE FAMILY DISTRICT; ARTICLE FIVE "R-4" MULTIPLE DWELLING DISTRICT; ARTICLE SIX "R-1A" RESIDENTIAL RURAL DISTRICT, SPECIAL REGULATIONS

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Article One "R-1" Single Family Residential District Subdivision 7 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

II. AMENDMENTS

Ordinance No. 445, Zoning, Article Two "R-2" Single Family Residential District Subdivision 7 shall be hereby amended as follows:

C. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

III. AMENDMENTS

Ordinance No. 445, Zoning, Article Three "R-3A" Low Density Multiple Family District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

IV. AMENDMENTS

Ordinance No. 445, Zoning, Article Four "R-3B" Medium Density Multiple Family District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

V. AMENDMENTS

Ordinance No. 445, Zoning, Article Five "R-4" Multiple Family Dwelling District Subdivision 8 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

VI. AMENDMENTS

Ordinance No. 445, Zoning, Article Six "R-1a" Residential Rural District Subdivision 7 shall be hereby amended as follows:

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, ***metal*** or similar roofing material, which is compatible with surrounding development shall be used.

VII. EFFECTIVE DATE

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

Adopted by the City Council this 3rd day of August, 2022.

_____
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: Ryan Saltis, Community Development Specialist
Date: August 3rd, 2022
Subject: Resolution 2022-XXX Approving Site Plans Review and Conditional Use Permit for a Dairy Queen Restaurant With a Drive-Thru Facilities and Outdoor Patio Located at 280 5th Ave NE

Background: A presentation was given at the July 19, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans and conditional use permit for the proposed Dairy Queen restaurant with a drive thru and outdoor patio located at 280 5th Ave NE. Discussion was had between Planning Commission Members regarding building materials and appearance, signage, maneuverability of vehicles, and general site design. The owner, James was present at the meeting and available for questions. Planning Commission members asked when the restaurant is planning to open and how many employees will be hired. The owner responded by saying that DQ corporate has set a deadline for opening in November of 2023, but they hope to start in the fall of 2022 and finish in the Spring of 2023. The number of employees is expected to be roughly 50-75 between full and part time workers. The Planning Commission asked if the requested conditions of approval could be met. The applicant said that the conditions requested by city staff can be met and are reasonable. 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 Dairy Queen restaurant with drive-thru facilities and an outdoor patio with conditions at the July 19, 2022 Planning Commission meeting. Motion for approval with conditions passed 7-0.

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

APPROVING THE SITE PLANS AND CONDITIONAL USE PERMIT FOR A DAIRY QUEEN RESTAURANT WITH DRIVE-THRU FACILITIES AND OUTDOOR PATIO LOCATED AT 280 5TH AVE NE

WHEREAS, Marcus Construction (applicant) has requested approval for site plans of a Dairy Queen Building and a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio at 280 5th Ave NE in the City of Isanti (PID 16.126.0060); 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 *Restaurant, Drive-Thru Facility and Outdoor Patio* are conditional uses; 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 uses for a Restaurant, Drive-Thru Facility and Outdoor Patio meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Dairy Queen Site Plans and Conditional Use Permit for a Restaurant, Drive-Thru Facility and Outdoor Patio on June 19, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans and Conditional Use Permit at its regularly scheduled meeting on August 3, 2022;

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 Dairy Queen Restaurant with Drive-Thru Facilities and an Outdoor Patio;

BE IT FURTHER RESOLVED that the requested Site Plans and Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. A landscaping plan shall be provided for review by City Staff and shall meet all criteria listed in Section 15 of the City's Zoning Ordinances.
2. One freestanding pylon sign is permitted on site, if the applicants would like a second pylon sign near the entrance, it must be approved by the City Council

3. If the freestanding sign near 5th Ave NE is approved by the City Council, it must be located at least 10 ft from property lines
4. The dynamic sign shall follow regulations found in Section 16, Subdivision 6 of the City's Zoning Ordinances
5. A trash receptacle shall be placed within the outdoor seating area
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 7/7/2022.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August 2022

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Marcus Construction for a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio located at 280 5th Ave NE.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for a Restaurant, Drive-Thru Facilities and an Outdoor Patio for the property located at 280 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 July 19, 2022 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. *Restaurants, Drive-Thru Facilities, and Outdoor Patios are Conditional Uses 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 uses 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 uses 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 restaurant.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The conditional uses meet this requirement and follow the regulations set in the B-2 Zoning District.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional uses meet this requirement in which Drive-Thru Facilities and Outdoor Patio regulations are set in Section 13, Article 2 of the City's Zoning Ordinances.*

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 restaurant and 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 12 vehicles in the drive-thru lanes, as well as two waiting stalls to prevent traffic conflicts. The drive-thru and by-pass lanes 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 is provided in accordance with section 17 of the City's Zoning Ordinances.*

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 and will provide a by-pass lane around the perimeter. 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 outdoor patio area, along 5th Ave NE and around proposed signs. These plantings are 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 northwest 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 has submitted a sign package 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 July 19, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Bergley, seconded by Lundeen to recommend approval of the Conditional Use Permit for a Restaurant, Drive-Thru Facilities and Outdoor Patio at 280 5th Ave NE.

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: July 19, 2022

SUBJECT: Site Plan Review and CUP Approval for a Dairy Queen building with a drive-thru and outdoor patio area located at 280 5th Ave NE

Request: The applicant, Marcus Construction is requesting site plan and CUP approval for a proposed building with a drive thru and outdoor patio area located at 280 5th Ave NE for a Dairy Queen restaurant.

Overview/Background: The applicant would like to construct a building on a 1.1-acre vacant lot located just south of the Alina Clinic. This parcel is currently zoned B-2 General Business and is also within the Highway 65 Corridor Overlay District. A "Restaurant", "Drive-Thru" and "Outdoor Patio" are all Conditional Uses in the B-2 General Business District.

The building is proposed to be 3225 square feet and will consist of an indoor dining area, two kitchen spaces, bathrooms, an office and a breakroom. An outdoor patio of roughly 750 square feet is proposed for use during seasons that would allow for customers to sit outside. The site is designed to accommodate twelve cars stacked in the drive-thru area, with a designated bypass lane running parallel to the drive-thru lane. There will be two drive-thru ordering lanes that will merge into one after ordering. Thirty-three parking stalls are displayed on the site plans, with twenty-four standard parking stalls, 3 bus parking stalls, 2 curbside pickup stalls, two drive-thru wait stalls and two handicap accessible stalls.

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 roughly 48,000 square feet or 1.1 acres in size. The proposed building on site is about 3,225 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 6.7% of the total lot size.

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 ft 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 intends on having 73% impervious surface on site. The landscaping requirement of 25% of the total lot area as green space will be met.

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:

Commercial Uses

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

Based on this number of required parking spaces standard and the use of the commercial building, the site will have a sufficient amount of parking stalls on site. The site plans indicate 33 parking stalls total, in which twenty-four are standard parking stalls, three are bus parking

stalls, two are curbside pickup stalls, two are drive-thru wait stalls and two are handicap accessible stalls. The site plans meet the required number of parking spaces for the development.

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
75 degrees	9 feet	9 feet	20 feet	23 feet	24 feet
60 degrees	9 feet	10 feet	22 feet	18 feet	24 feet
45 degrees	9 feet	12 feet	25 feet	13 feet	24 feet

The site features both 90-degree parking and 45-degree parking stalls and will follow the required stall dimensions of 9 feet in width and 19 feet in length. The 45 degree-parking stalls will be lengthened to 22 ft. The drive aisle widths are proposed at 26 feet and meet the requirement for one-way vehicle circulation.

Handicapped Parking Requirements

The number of handicapped parking stalls required shall be in accordance with the following table:

Total Number of Parking Spaces in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1

A. Each designated handicapped space shall be eight (8) feet in width with an adjacent five (5) foot wide access aisle. Total space width of thirteen (13) feet.

B. A designated van accessible space shall be eight (8) feet in width with an adjacent access aisle totaling eight (8) feet in width. Total space width of sixteen (16) feet.

C. Designated handicapped spaces shall be provided along an accessible route located as near as possible to an accessible entrance.

D. Each space shall contain signage with the international symbol of accessibility. Indicating that a permit is required and notifying of a two hundred (200) dollar maximum fine for violation.

The two designated handicapped stalls are proposed at 9 ft in width and will have a 9 ft wide access aisle in between the two stalls. The handicap stalls are located near the building and will have an accessible sidewalk with a curb ramp in the access aisle. Accessible parking signs are proposed in front of both handicap parking stalls.

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 will have more than 20 parking stalls, the development is required to include at least 2 bike parking spaces. Bicycle parking is not indicated on submitted plans and will be a condition of approval for the site. City staff will review the location of the bike racks and proximity to the building in accordance with the standards set in Section 17, Subdivision 14 of the City's Zoning Ordinances.

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 light and heavy-duty bituminous pavement. 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 most criteria listed in Section 14 of the City Zoning Ordinance. Some foot candle readings exceed the maximum 5 ft candles measured at a non-residential property line, but is not foreseen to impact the surrounding areas in which the light projects. Seven total downlit light poles are proposed to be placed around the parking areas and curbing.

Visibility

No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.

There is proposed signage near the south curb cut near 5th Ave NE. It is not expected that this proposed location of this sign would cause visibility issues for traffic movement since it is directionally a one-way street with vehicles entering the site from 5th Ave NE.

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.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide yellow striping will be used across the site for designated parking stalls.

Curb Cuts

The curb cuts proposed along 5th Avenue NE 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.

12. Mechanical equipment

    a. Ground equipment shall be screened per Section 14, Subdivision 4 Mechanical Equipment.

    b. Rooftop mechanical equipment, and head-houses for elevators and stairs, shall be concealed from public view.

B. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

Exterior building materials include EIFS Stucco and metal panels in various colors. EIFS panels will be mostly neutral in color, with accent panels of the restaurants signature colors of orange, blue and maroon. Exterior building material colors in the Highway 65 District are to be complimentary of other buildings within the district; the blue and orange siding colors do not specifically match any surrounding buildings in the district but could be acceptable with flexibility and approval from the Planning Commission and City Council. Flexibility has been given for businesses in this district to keep their signature look so that it is recognizable. The exterior of the building has varied detailing with materials, colors and textures on all sides and is architecturally appealing.

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 any outdoor mechanical equipment is proposed, the location must be reviewed by City Staff for the location and screening from surrounding properties.

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 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.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

   The refuse and garbage receptacle will be completely screened from 5th Ave NE architecturally with a painted fence.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   The site does not surround a residential area.

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.

   A landscaping plan was not submitted with the application. A landscaping plan will need to be submitted to City Staff to review tree and planting locations, types and number of trees. The landscaping plan shall meet all landscaping criteria listed in Section 15 of the City's Zoning Ordinances. The City Landscaping Ordinance requires that the site have at least 8 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage).

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 have the south elevation as the main storefront/entrance and will also have the east elevation as an entrance for the patio area. The east elevation of the building will face Highway 65 and have signage similar in appearance to the front of the restaurant.

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.
   An administrative permit will not be needed for the outdoor seating area, as a CUP has been applied for and is being reviewed as part of this submittal.

B. Seating and furniture shall enhance the appearance of the business.
Outdoor seating arrangements will enhance the appearance of the restaurant. Renderings of the outdoor patio area show Adirondack chairs and a fireplace, creating an environment that is consistent with the area and surrounding businesses.

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 outdoor seating area will be accessible by an ADA accessible sidewalk from the parking area. The business will not serve alcoholic beverages and will not have to be completely closed off with the only access being from the inside of the building.

D. Seating shall be located and designed so as not to interfere with pedestrian and vehicular circulation.
The seating area will be positioned on the east side of the building and will not interfere with traffic or pedestrian circulation. The patio area will be in between the building and drive-thru lanes.

E. Seating areas shall be equipped with trash receptacles and shall be periodically reviewed for litter pick up.
A trash receptacle is not labeled on site plans but will need to be included for the seating area.

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.
Audio for the seating area is unknown but is not expected that it will be audible from adjacent property lines or played past 10 p.m.

G. Lighting shall be permitted to the extent that it only illuminates the designated seating area.
Downlit lights are provided according to exterior elevations and will not exceed 1 foot candle around this area according to photometrics 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.

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.

J. Any proposed outdoor seating plan over fifty (50) seats shall be reviewed as 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 on the northwest corner of the site and will be screened architecturally from 5th Ave NE and the surrounding property to the north. The colors of the enclosure are consistent with the principal building on site. The trash enclosure is proposed to be illuminated with a light pole to the east 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.

Mechanical equipment is not displayed on site plans. If any exterior mechanical equipment is proposed, it shall be labeled on the site plans and reviewed for location and screening.

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 windows will be located on the north side of the building and will not be directly 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 three drive-thru windows and two designated queuing lanes, with a bypass lane running parallel to the drive thru lane on the north side of the building. Staff believes that having more than one drive-thru window will speed up the drive-thru process and allow the business to have separate stations for money collection and food handling.

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 to access and exit the site. These curb cuts will not be used exclusively to enter the drive thru lanes. Traffic will circulate through the parking area to get to the queuing 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 lanes will be able to accommodate 12 cars, with 2 additional waiting stalls ahead of the drive-thru windows.

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 south side of the building. Car piling near the drive-thru lane is not expected to impact vehicles coming in and out of parking stalls. The building will have two queuing lanes and three drive-thru windows to minimize wait times.

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.

A landscaping plan was not submitted with the application. A landscaping plan will need to be submitted to City Staff to review tree and planting locations, types and number of trees. The landscaping plan shall meet all landscaping criteria listed in Section 15 of the City's Zoning Ordinances.

Signs

The site proposes wall signage on three sides of the building with the DQ logo and two freestanding pylon signs near Highway 65 and 5th Ave NE. These signs will need to follow criteria listed in both the B-2 General Business District as well as the Highway 65 Overlay District. According to the sign regulations found in Section 16 of the City's Zoning Ordinances, each site is allowed only one freestanding sign. The sign package for DQ is proposed to have one freestanding pylon sign facing Hwy 65 and another pylon sign facing 5th Ave NE. Since the sign package is completed with the submittal of the site plans, the Planning Commission and City Council can make recommendation to allow for two freestanding signs on site. Staff believes that two signs on this lot are reasonable since there are two road frontages. The sign plans show a dynamic sign with an electronic message board. Dynamic signs are permitted in the B-2 and TH 65 Overlay Zoning Districts. Specific regulations shall be followed for a dynamic sign found in Section 16, Subdivision 6 of the City's Zoning Ordinances. Menu boards for the drive thru are not proposed to exceed 60 square feet.

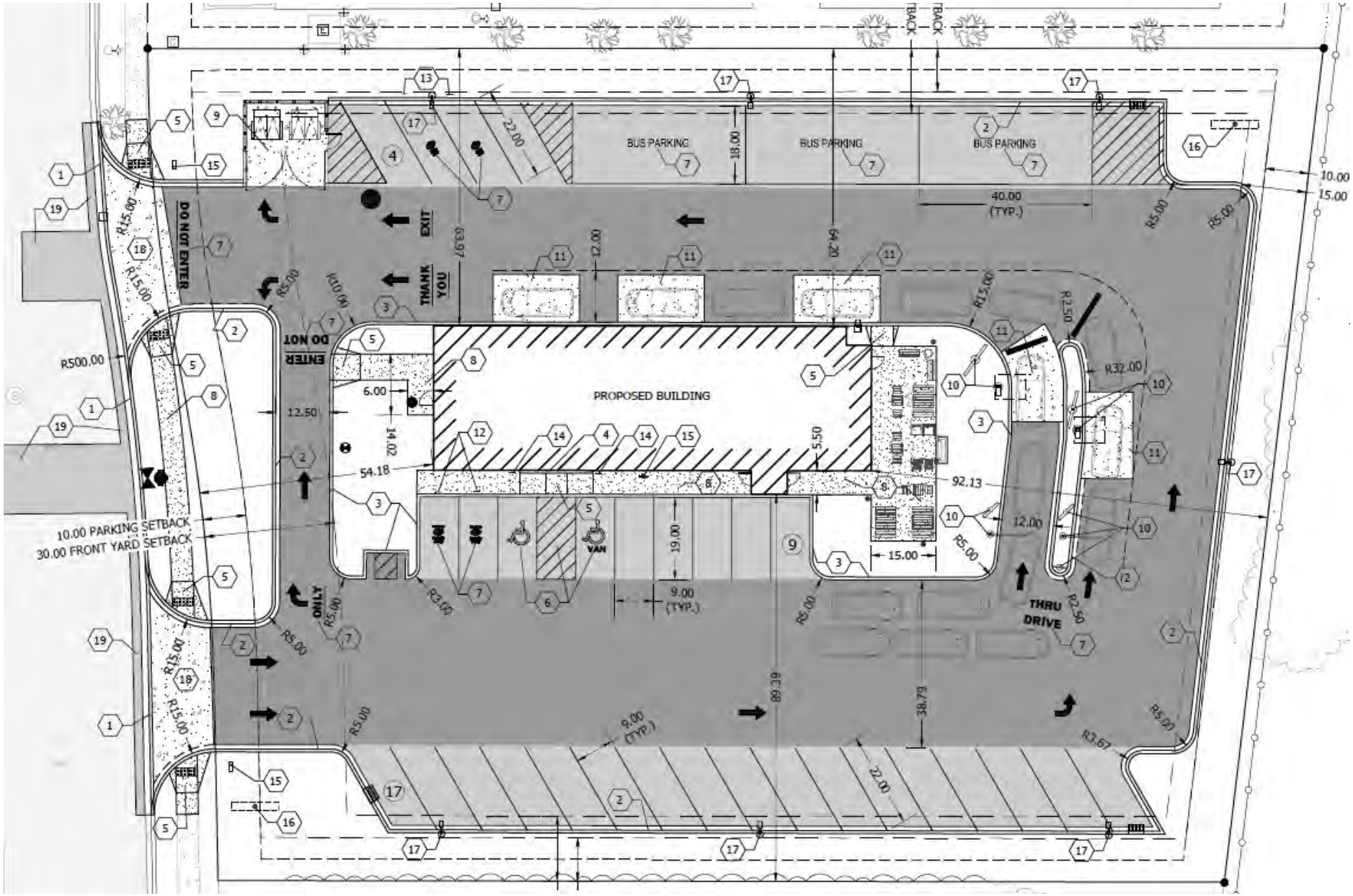
Staff Recommendation: Staff recommends approval of the proposed Dairy Queen building site plans and Conditional Use Permit located at 280 5th Ave NE with the following conditions:

Conditions:

- The site is required to provide at least 2 bike parking stalls in accordance with Section 17, Subd. 14 of Isanti's Zoning Ordinances
- A landscaping plan shall be provided for review by City Staff and shall meet all criteria listed in Section 15 of the City's Zoning Ordinances.
- One freestanding pylon sign is permitted on site, if the applicants would like a second pylon sign near the entrance, it must be approved by the City Council
- If the freestanding sign near 5th Ave NE is approved by the City Council, it must be located at least 10 ft from property lines
- The dynamic sign shall follow regulations found in Section 16, Subdivision 6 of the City's Zoning Ordinances
- A trash receptacle shall be placed within the outdoor seating area
- 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.
- All other conditions listed in the City Engineer's memo, dated 7/7/2022.

Attachments:

- Site Plans
- Floor Plan and Exterior Elevations
- Sign Plans
- Engineer's Memo Dated 7/7/2022
- Fire Chief's Memo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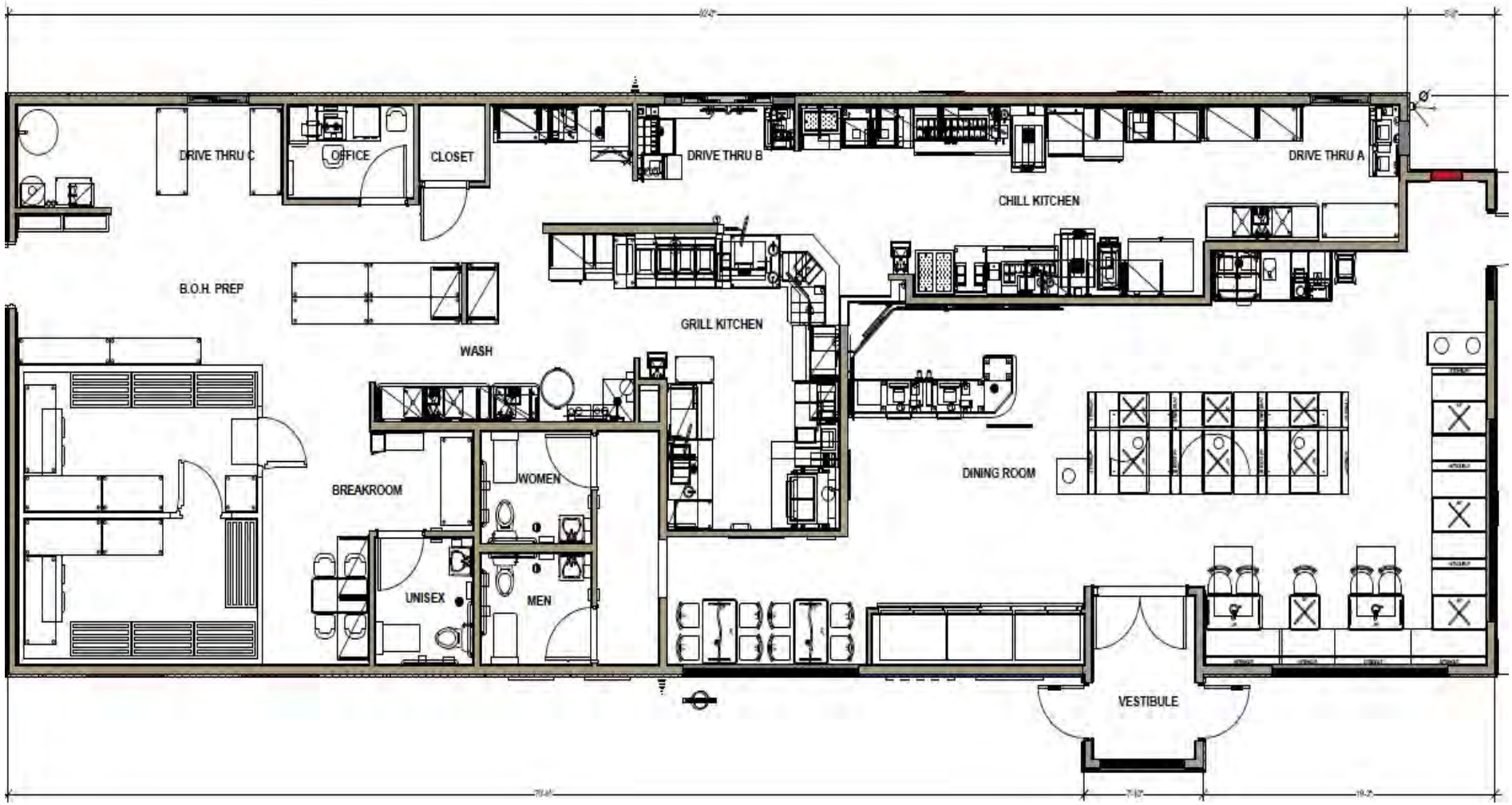
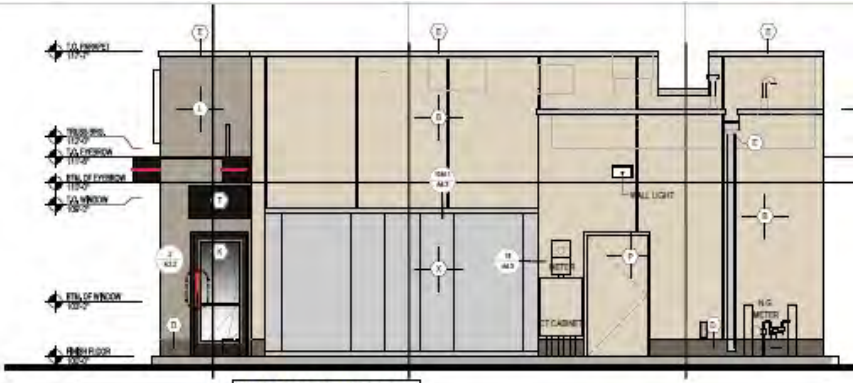

DRIVE THRU C
OFFICE
CLOSET
DRIVE THRU B
DRIVE THRU A
CHILL KITCHEN
B.O.H. PREP
GRILL KITCHEN
WASH
BREAKROOM
WOMEN
DINING ROOM
UNISEX
MEN
VESTIBULE

NOTE: THE DQ RED SPOON HANDLES HAVE SPECIAL INSTALLATION REQUIREMENTS. ALUM. STOREFRONT MFG. MUST COORD. LOCK & HANDLE, LOCATION & HEIGHTS

FRONT ELEVATION

SCALE: 1/4" = 1'-0"



NOTE: THE DQ RED SPOON HANDLES HAVE SPECIAL INSTALLATION REQUIREMENTS. ALUM. STOREFRONT MFG. MUST COORD. LOCK & HANDLE, LOCATION & HEIGHTS

2 REAL ELEVATION

A3.1 SCALE: 1/4" = 1'-0"

3 ENTRANCE ELEVATION

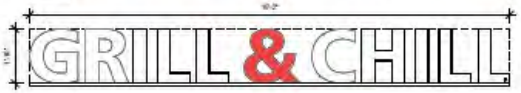
A3.1 SCALE: 1/4" = 1'-0"

A DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 46.4 SF RECTANGULAR = 65.3 SF

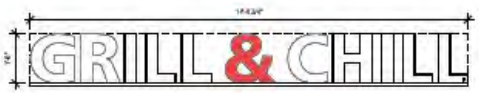
B DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 33.1 SF RECTANGULAR = 46.7 SF

C DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 19.6 SF RECTANGULAR = 27.6 SF

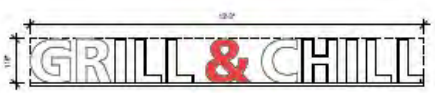
D DAIRY QUEEN LOGO (ILLUM.)
PROFILE = 9.3 SF RECTANGULAR = 13.5 SF



101 1'-10" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 14.78 SF RECTANGULAR AREA: 29.64 SF



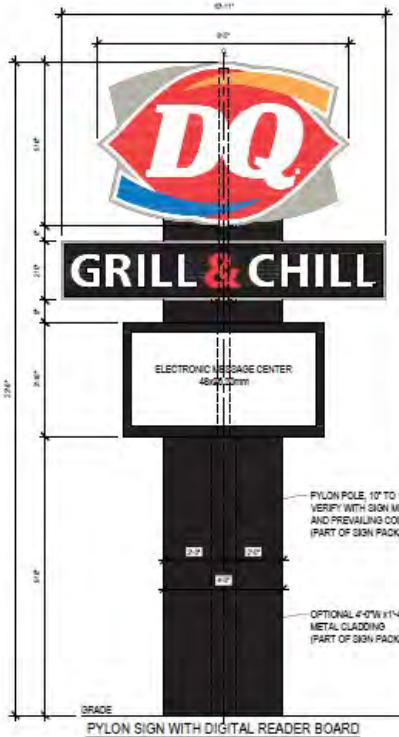
102 1'-8" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 12.22 SF RECTANGULAR AREA: 24.55 SF



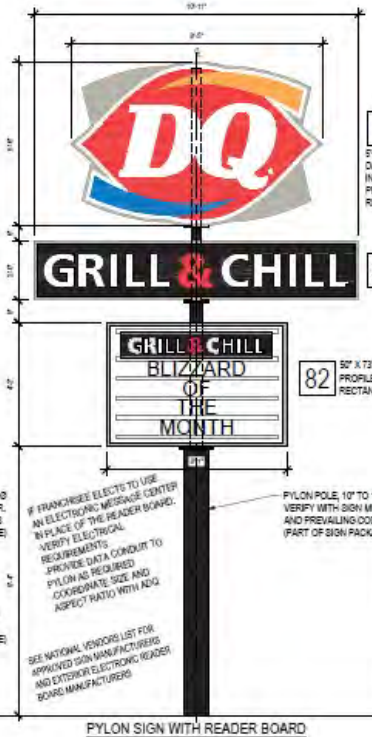
103 1'-6" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 9.90 SF RECTANGULAR AREA: 19.88 SF

104 1'-0" H. CHANNEL LETTERS
INTERNALLY ILLUMINATED
PROFILE AREA: 5.99 SF RECTANGULAR AREA: 12.03 SF

2 A3.3 BUILDING SIGNAGE
SCALE: 1/2" = 1'-0"



PYLON SIGN WITH DIGITAL READER BOARD



H 5'-6"x9'-5" (NOMINAL)
DAIRY QUEEN LOGO DOUBLE SIDED
INTERNALLY ILLUMINATED
PROFILE = 33.1 SF
RECTANGULAR = 46.7 SF

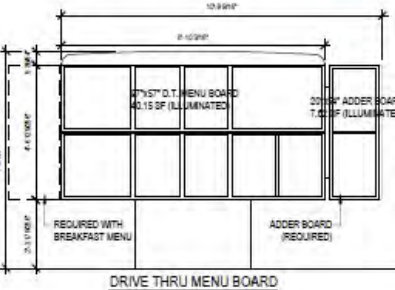
PYLON SIGN WITH READER BOARD

33 16" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 9.72 SF

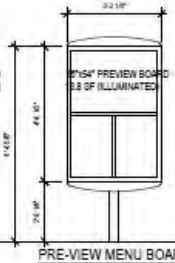
32 20" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 15.14 SF

31 24" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 21.83 SF

30 28" DOUBLE SIDED SIGN BOX
INTERNALLY ILLUMINATED
AREA = 32.13 SF



DRIVE THRU MENU BOARD



PRE-VIEW MENU BOARD (OPTIONAL)

WALL MOUNTED EXTERIOR PROMO BOARD

DIRECTIONAL SIGN (OPTIONAL)

1 SITE SIGNAGE

DESIGN INTENT

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 7, 2022

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Dairy Queen – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled "Dairy Queen Grill & Chill" with a signature date of June 24, 2022.

The plan includes the construction of a new building, parking lot and a storm sewer system that connects to a regional pond.

We have reviewed the submitted documents and have the following comments:

1. Sheet C102 Removals Plan:
    a. Preserve large pines where possible along the south property line.
    b. Avoid cutting into the drive lanes on 5th Avenue, see comments on hydrant lead below.
    c. Cut a minimum 2-foot bit patch width along the curb.
2. Sheet C201 Civil Site Plan:
    a. Use the heavy duty pavement section on 5th Avenue.
    b. Clarify which "directional sign" will be used at the entrance and exit.
    c. Construct both entrances with the attached valley gutter detail. Add detail to plans.
    d. General Comment (not a requirement): allowing 90-degree parking on a one way road can be confusing and cause accidents. The single lane along the west side of the building would also not be need to exist if all angled parking were used.
3. Sheet C401 – Utility Plan:
    a. Call out a Neenah R-3347-A casting to replace the existing casting on the existing catch basin that will now fall in the driveway. Revise on C602 table as well.
    b. We do not want additional taps made onto the waterline, nor the full street being cut into and closed, therefor, show removing the existing hydrant and valve, adding 2 45-degree bends and reinstalling the hydrant and valve on the south side of the new exit, centered in the boulevard.

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Bolton-Menk.com

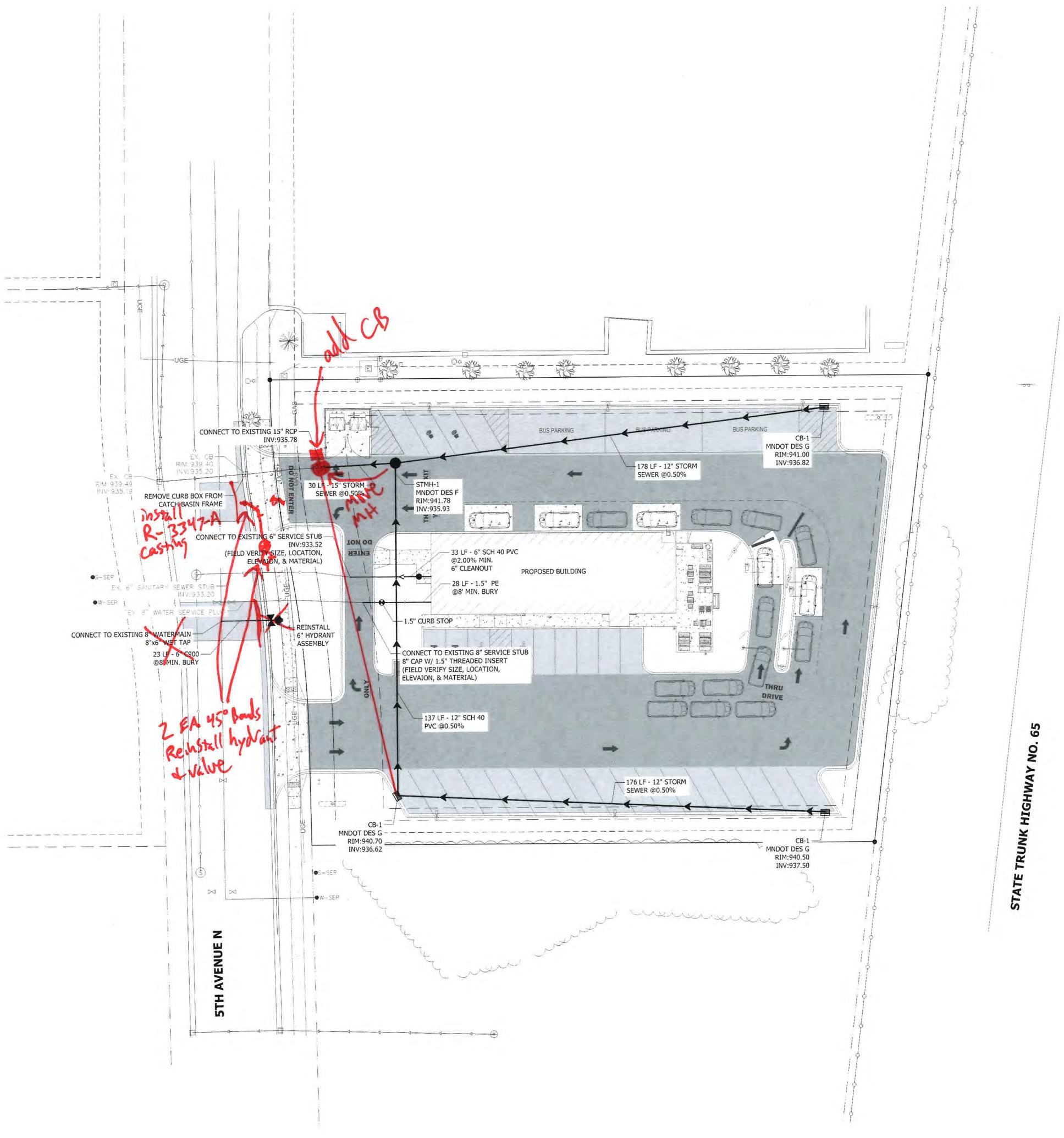
c. A large portion of the site in the NW area drains to the street, this needs to be collected on site. Move STMH-1 to the connection point of the existing storm stub and add a new Catch basin next to the trash enclosure.

4. Sheet 501 – Erosion Control Plan:
    a. All turf establishment shall be sod, not seed, per City standard.
5. Sheet C6.02 – SWPPP Narrative:
    a. Submit NPDES Permit to City prior to beginning work.
    b. Submit City SWPPP checklist (attached)

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.



NOTES:

1. THE LOCATIONS AND ELEVATIONS OF THE EXISTING UTILITIES SHOWN HEREIN ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/ OR RECORDS. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING LOCATION AND ELEVATION TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION.
2. CONTRACTOR SHALL VERIFY AND COORDINATE BUILDING UTILITY CONNECTION SIZES, LOCATIONS, AND ELEVATIONS WITH PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS.
3. ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
4. ALL WATER PIPING SHALL BE BURIED A MINIMUM OF 8'.
5. SEE WATER DETAILS FOR ADDITIONAL INFORMATION.
6. A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH SANITARY SEWER OR STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTIONS WITHIN 10 FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
7. SANITARY SEWER CLEANOUTS SHALL BE PROVIDED WITHIN 5' OF THE BUILDING FOR UNIT'S CONNECTION.
8. SANITARY SEWER CLEANOUT SPACING SHALL NOT EXCEED 90'.
9. SANITARY SEWER SERVICES SHALL HAVE A MINIMUM OF 2.00% GRADE.
10. SEE SANITARY SEWER DETAILS FOR ADDITIONAL INFORMATION.
11. ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA RULES, PART 7560.0150
12. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE MINNESOTA STATE PLUMBING CODE.
13. ALL PIPING SHALL BE TESTED IN ACCORDANCE WITH THE MINNESOTA STATE PLUMBING CODE.
14. ALL IMPROVEMENTS SHALL REMAIN VISIBLE FOR INSPECTION .
15. GOPHER STATE ONE CALL DAMAGE PREVENTION SYSTEM FOR BURIED UTILITIES. 1-800-252-1166

UTILITY LEGEND

= EXISTING HYDRANT	= PROPOSED HYDRANT
= EXISTING CURB STOP	= PROPOSED CURB STOP
= EXISTING GATE VALVE	= PROPOSED GATE VALVE
= EXISTING SANITARY MANHOLE	= PROPOSED SANITARY MANHOLE
= EXISTING CLEANOUT	= PROPOSED CLEANOUT
= EXISTING STORM MANHOLE	= PROPOSED STORM MANHOLE
= EXISTING CATCH BASIN	= PROPOSED CATCH BASIN
= EXISTING CULVERT APRON	= PROPOSED CULVERT APRON
= EXISTING WATER LINE	= PROPOSED WATER LINE
= EXISTING SANITARY LINE	= PROPOSED SANITARY LINE
= EXISTING STORM LINE	= PROPOSED STORM LINE

0' 20' 40'

ARCH D (24"x36") PRINTED

marcus construction
www.MarcusConstruction.com
2580 Hwy 12 E | Willmar, MN 56201

DESIGN TREE
engineering | land surveying
St Cloud | Alexandria | Rogers
(320) 274-9151

DAIRY QUEEN GRILL & CHILL

280 5TH AVE N, ISANTI, MN 55040

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.

PRINTED NAME: MICHAEL J. GERBER

DATE: 06/24/2022 LICENSE #: 56653

Set:

Drawn By: MJG
Date: 06/24/2022
Job Number: 11422002

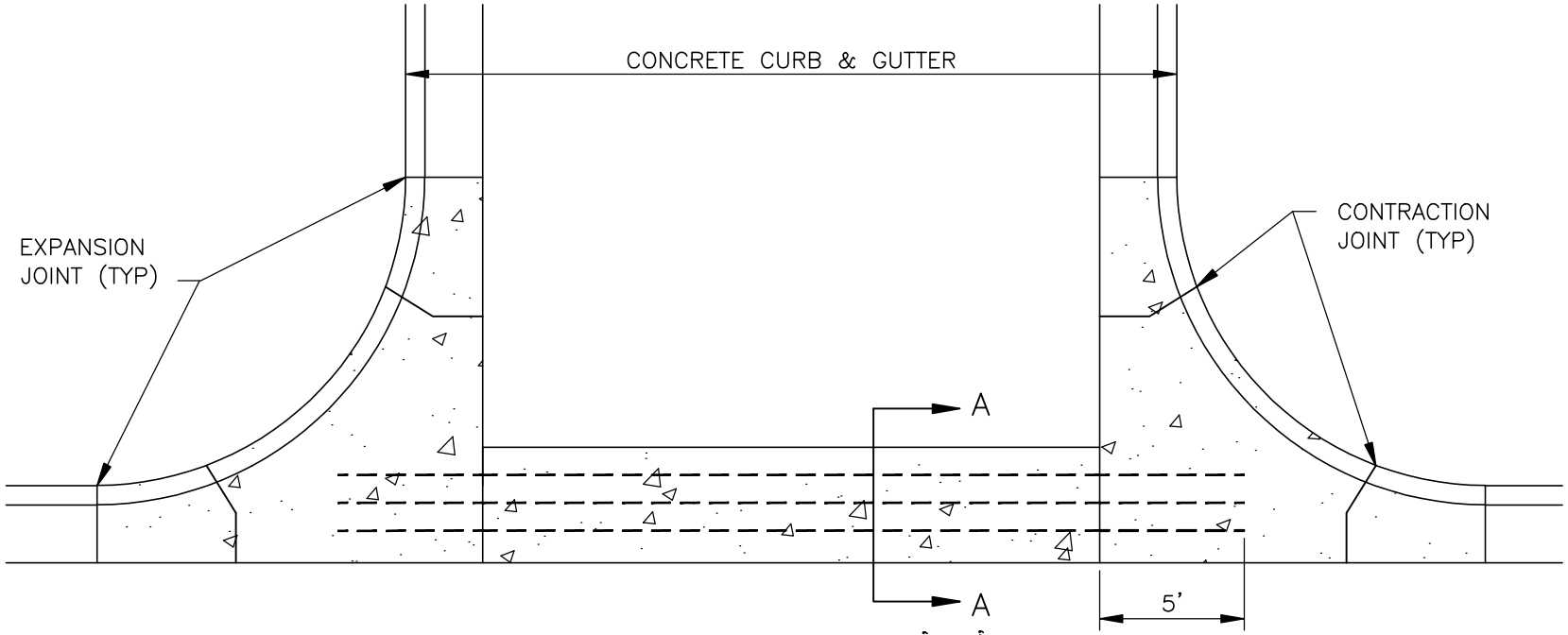
Confidential and Proprietary
This drawing is intended only for the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review or distribution by others is strictly prohibited. If you are not the intended recipient you should not disseminate, distribute, or copy this drawing. Please contact the sender and destroy all copies.

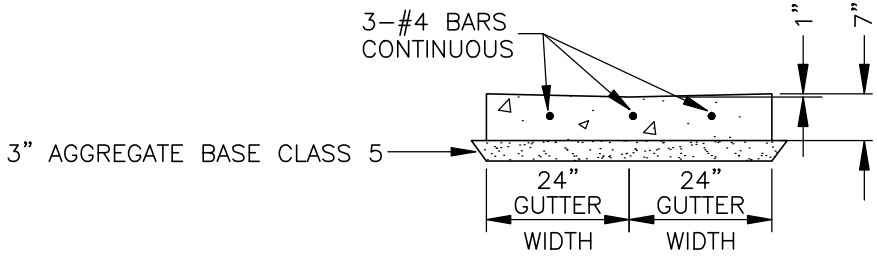
THIS SHEET MAY BE A REDUCED COPY. THE BAR BELOW IS 2" LONG ON A FULL SIZE SHEET. DRAWING SCALES APPLY TO FULL SIZE SHEETS.

1	CITY SITE REVIEW
	Date

UTILITY PLAN

C401





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

SECTION A

CONCRETE VALLEY GUTTER

NOT TO SCALE

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

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

July 15, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: Dairy Queen

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Dairy Queen Grill & Chill by American Dairy Queen, constructed by Marcus Construction on PID 116.126.0060.

Isanti Fire supports the continuation as presented in the July 5, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code*.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

A Community For Generations.
Isanti

Memo for City Council

To. Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation & Events Coordinator
Date: August 3, 2022
Subject: Resolution 2022-XXX Amendment to the 2022 Budget

Background:
In spring of 2022 the City of Isanti decided to stop running the Isanti Family Farmers Market to allow a private group to host a new market in Isanti called the Neighborhood Market. Since the city is no longer running a farmers' market, city staff would like to make an adjustment to the City of Isanti 2022 Budget.

We are requesting to move the $2,200.00 in the Farmers Market account 101-45300-498 into the Recreation Program account 101-45300-491. The $2,200.00 can be used to supplement remaining Parks events and programs in 2022. Events that we would consider giving a boost to would be the Family Summer Entertainment Series on August 9th and 30th in the Bluebird Park Amphitheater as well as Family Day at Legacy Park on September 25th.

We are considering adding bounce house rentals for the Family Summer Event Series. Currently the events are 1 hour in duration and we'd like to add activities to help draw people into the park before the main performance each night. For Family Day we would like to purchase small pumpkins and paint kits to handout to kids. They will bring them home to decorate. When completed they can submit a photo of their completed pumpkin to the city Facebook page to enter in a contest for a chance to win a prize.

Request:
Staff is requesting action on this item.

Attachment:

- Resolution 2022-XXX - PARKS - BUDGET - Amendment to the 2022 Budget

RESOLUTION NO. 2022-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2022 BUDGET

WHEREAS, on December 7, 2021 the City Council approved the City of Isanti 2022 Budget; and,

WHEREAS, the 2022 budget includes $2,200.00 for the Isanti Family Farmers Market; and,

WHEREAS, the Isanti Family Farmers Market was taken over as a private venture by The Neighborhood Market in the spring of 2022. The City of Isanti no longer has involvement in the market; and,

WHEREAS, the $2,200.00 will be moved into the Recreation Program fund to be used on upcoming programs and events for the remainder of 2022; and,

WHEREAS, the Isanti City Council authorizes the following amendment to the 2022 budget.

	CURRENT	PROPOSED	CHANGE
101-45300-498	$ 2,200.00	$ 0.00	$ (2,200.00)
101-45300-491	$ 11,875.00	$ 14,075.00	$ 2,200.00

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2022 budget.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August, 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	113,166.77
Social Security & Medicare	6,378.03
Public Employees Retirement	11,597.45
Total City Expense	131,142.25

Pay Date 7/22/2022

Pay Period 15 (7/3-7/16/22)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/19/2022	58778	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	790.00
07/22	07/19/2022	58779	2863	AMAZON CAPITAL SERVICES	228-20200	1,589.94
07/22	07/19/2022	58780	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	554.60
07/22	07/19/2022	58781	53	BELLBOY CORPORATION	609-20200	4,239.15
07/22	07/19/2022	58782	9	BERNICKS PEPSI-COLA	609-20200	3,196.18
07/22	07/19/2022	58783	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
07/22	07/19/2022	58784	2956	CAMBRIDGE ISANTI ICE ARENA CORP	609-20200	500.00
07/22	07/19/2022	58785	2487	CAPITOL BEVERAGE SALES	609-20200	586.50
07/22	07/19/2022	58786	1815	CENTURYLINK	602-20200	531.60
07/22	07/19/2022	58787	1736	COMM OF MMB TREAS DIV	101-20200	420.00
07/22	07/19/2022	58788	918	CRYSTAL SPRINGS ICE	609-20200	427.90
07/22	07/19/2022	58789	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,044.60
07/22	07/19/2022	58790	1941	DELTA DENTAL	861-20200	3,516.80
07/22	07/19/2022	58791	833	DIAMOND VOGEL PAINT	101-20200	2,245.00
07/22	07/19/2022	58792	2478	EAST CENTRAL ENERGY	101-20200	43.85
07/22	07/19/2022	58793	739	HACH COMPANY	601-20200	165.96
07/22	07/19/2022	58794	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
07/22	07/19/2022	58795	2611	J ROBINSON CONSTRUCTION LLC	505-20200	6,000.00
07/22	07/19/2022	58796	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,924.50
07/22	07/19/2022	58797	5	KAWALEK TRUCKING	609-20200	183.20
07/22	07/19/2022	58798	3221	LKO PRODUCTIONS LLC	101-20200	2,000.00
07/22	07/19/2022	58799	1479	LOFFLER COMPANIES INC	108-20200	238.45
07/22	07/19/2022	58800	3117	MAVERICK WINE LLC	609-20200	1,575.26
07/22	07/19/2022	58801	17	MCDONALD DISTRIBUTING CO	609-20200	21,156.80
07/22	07/19/2022	58802	2953	MIDCONTINENT COMMUNICATIONS	609-20200	315.21
07/22	07/19/2022	58803	1536	MINNESOTA DEED	219-20200	833.33
07/22	07/19/2022	58804	2116	MINUTEMAN PRESS	101-20200	990.00
07/22	07/19/2022	58805	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	413,612.05
07/22	07/19/2022	58806	2080	MVTL LABORATORIES INC	601-20200	394.53
07/22	07/19/2022	58807	2553	O'REILLY	101-20200	23.97
07/22	07/19/2022	58808	617	PAUSTIS & SONS	609-20200	845.75
07/22	07/19/2022	58809	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,624.60
07/22	07/19/2022	58810	3120	ROOTSTOCK WINE COMPANY	609-20200	1,045.05
07/22	07/19/2022	58811	1892	SIGNS BY JILL	101-20200	1,254.00
07/22	07/19/2022	58812	2396	SOUTHERN GLAZERS OF MN	609-20200	34,243.87
07/22	07/19/2022	58813	3209	SUMMER LAKES BEVERAGE LLC	609-20200	535.50
07/22	07/19/2022	58814	2156	SUMMIT FIRE PROTECTION	101-20200	24.00
07/22	07/19/2022	58815	2598	T.A. SCHIFSKY & SONS INC	101-20200	227.25
07/22	07/19/2022	58816	1290	THE AMBLE GROUP	101-20200	131.19
07/22	07/19/2022	58817	42	VIKING COCA-COLA BOTTLING CO	609-20200	486.40
07/22	07/19/2022	58818	1286	VINOCOPIA INC	609-20200	264.00
07/22	07/19/2022	58819	4	WATSON CO INC	609-20200	2,537.06
07/22	07/19/2022	58820	2009	WOOD, JOSEPHINE	101-20200	64.38
Grand Totals:						604,802.71

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/22	07/27/2022	58824	2030	ARTISAN BEER COMPANY	609-20200	385.80
07/22	07/27/2022	58825	9	BERNICKS PEPSI-COLA	609-20200	2,636.74
07/22	07/27/2022	58826	2020	BOYLE, EUGENE	101-20200	2,843.20
07/22	07/27/2022	58827	2319	BREAKTHRU BEVERAGE OF MN	609-20200	3,804.28
07/22	07/27/2022	58828	1474	CDW GOVERNMENT INC	614-20200	803.44
07/22	07/27/2022	58829	120	CONNEXUS ENERGY	101-20200	21,143.24
07/22	07/27/2022	58830	918	CRYSTAL SPRINGS ICE	609-20200	729.50
07/22	07/27/2022	58831	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,248.98
07/22	07/27/2022	58832	3100	DW COMPANIES LLC	920-20200	2,500.00
07/22	07/27/2022	58833	1866	EDINA REALTY TITLE	601-20200	33.88
07/22	07/27/2022	58834	3159	ELM CREEK BREWING	609-20200	246.00
07/22	07/27/2022	58835	3222	ENGLUND, DANA	101-20200	295.28
07/22	07/27/2022	58836	1320	EXECUTIVE TITLE INC	601-20200	61.32
07/22	07/27/2022	58837	1320	EXECUTIVE TITLE OF MN LLC	602-20200	45.16
07/22	07/27/2022	58838	912	FASTENAL COMPANY	101-20200	373.34
07/22	07/27/2022	58839	114	ISANTI COUNTY RECORDER	101-20200	92.00
07/22	07/27/2022	58840	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,208.57
07/22	07/27/2022	58841	2647	JOHNSON CONTROLS	101-20200	1,195.48
07/22	07/27/2022	58842	5	KAWALEK TRUCKING	609-20200	326.20
07/22	07/27/2022	58843	3172	LAMAR COMPANIES	609-20200	250.00
07/22	07/27/2022	58844	2762	LEGACY SECURITY TECHNOLOGY INC	108-20200	112.25
07/22	07/27/2022	58845	2727	LEGACY TITLE	601-20200	69.44
07/22	07/27/2022	58846	2727	LEGACY TITLE	601-20200	98.56
07/22	07/27/2022	58847	17	MCDONALD DISTRIBUTING CO	609-20200	16,998.15
07/22	07/27/2022	58848	616	MENARDS - CAMBRIDGE	226-20200	547.93
07/22	07/27/2022	58849	2500	METRO SALES INC	101-20200	92.84
07/22	07/27/2022	58850	3224	MICHAUD DISTRIBUTION	609-20200	1,238.40
07/22	07/27/2022	58851	2978	MILBANK WINWATER WORKS	601-20200	66,693.40
07/22	07/27/2022	58852	2080	MVTL LABORATORIES INC	602-20200	292.26
07/22	07/27/2022	58853	3226	NATOLE, NICHOLAS	601-20200	204.06
07/22	07/27/2022	58854	3122	NEW FRANCE WINE COMPANY	609-20200	679.83
07/22	07/27/2022	58855	3094	NORTH VALLEY INC	425-20200	132,528.93
07/22	07/27/2022	58856	3149	ORIGIN WINE & SPIRITS	609-20200	256.00
07/22	07/27/2022	58857	44	PHILLIPS WINE & SPIRITS INC	609-20200	959.05
07/22	07/27/2022	58858	3148	R & B HOMES LLC	505-20200	27,000.00
07/22	07/27/2022	58859	2341	RED BULL DISTRIBUTION CO INC	609-20200	214.90
07/22	07/27/2022	58860	2518	SEMLER CONSTRUCTION INC	505-20200	21,000.00
07/22	07/27/2022	58861	2396	SOUTHERN GLAZERS OF MN	609-20200	3,272.31
07/22	07/27/2022	58862	315	ST PAUL STAMP WORKS	101-20200	34.60
07/22	07/27/2022	58863	1361	STAPLES ADVANTAGE	609-20200	56.31
07/22	07/27/2022	58864	73	STAR	101-20200	309.43
07/22	07/27/2022	58865	3209	SUMMER LAKES BEVERAGE LLC	609-20200	472.50
07/22	07/27/2022	58866	2614	SW WOLD CONSTRUCTION INC	505-20200	6,000.00
07/22	07/27/2022	58867	1290	THE AMBLE GROUP	602-20200	4.60
07/22	07/27/2022	58868	3223	THESING, DAKOTA	505-20200	250.00
07/22	07/27/2022	58869	2076	TITLE SPECIALIST INC	601-20200	75.33
07/22	07/27/2022	58870	3125	UNCOMMON LOON BREWING CO	609-20200	240.00
07/22	07/27/2022	58871	42	VIKING COCA-COLA BOTTLING CO	609-20200	323.55
07/22	07/27/2022	58872	4	WATSON CO INC	609-20200	1,768.10
07/22	07/27/2022	58873	780	WINE MERCHANTS	609-20200	368.00
07/22	07/27/2022	58874	2626	WW GOETSCH	602-20200	742.17

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						361,125.31

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2022-XXX

APPOINTING ELECTION JUDGES FOR THE 2022 PRIMARY ELECTION

WHEREAS, the Primary Election shall be held on August 9, 2022; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on August 9, 2022:

Allen Garber	Kayla Saltis
Connie Anderson	Laureen Simons
David Rysted	Leroy Johnson
Dan Balk	Leslie Knudson
Dean Fleming	Margaret Engquist
Ed Honzik	Pamela Dahlheimer
Elaine Fischer	Ryan Saltis
Glenn Farrell	Tabitha Peltier
Jaden Strand	Margaret Johnson
Jodi Anderson	Pamela Van Buren
Katie Grotte	Megan Drews

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. Election Judges (non-staff) shall be compensated at $14.00/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August 2022.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MEMO

A Community For Generations.
Isanti

To: City Council

From: Mason Voshell, Economic Development Intern

Date: August 3, 2022

Subject: Resolutions 2022-XXX Awarding Quote for the Lease of City/EDA Owned Crop Land

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Background:

On June 1st the Council/EDA Directed Staff to publicly advertise for crop lease quotes for crop year 2023 for EDA owned land. City Staff opened the quotes at 11 AM on July 20, 2022 and read them aloud. The quotes were as follows:

Parcel A – 67 acres "more or less"
Wayne Calander, Calander Farms $6,800.00/year
This is $2,163.85 less than the 2022 lease. Staff is in the process of obtaining an updated appraisal for this parcel. The lease agreement will have a clause about selling the land. Mr. Calander's quote for the 2023 crop year would put that land valuing at $101.49 per acre. In 2022 Mr. Calander was awarded Parcel A, he paid $8,963.85 for the year, this put the land valuing at $108.39 per acre.

Based on the quotes received staff recommends the following awards:
Parcel A – 67 acres "more or less"
Wayne Calander, Calander Farms $6,800/year

Requested Action:

Staff recommends adoption of the attached resolutions and staff to execute the lease.

Attachments:

1) Resolution 2022-XXX

RESOLUTION 2022-XXX

AWARDING QUOTE FOR THE LEASE OF CITY OF ISANTI OWNED CROP LAND

WHEREAS, the City of Isanti has determined that certain property currently owned by the City of Isanti and the City of Isanti Economic Development Authority will not be needed in the near future for the intended public use; and,

WHEREAS, the City Council and EDA have identified the property to be leased/rented for crop production on the map attached Exhibit A as Parcel A for 67 acres "more or less", north and east of the City of Isanti Wastewater Treatment Facility and Public Works site, located to the east of 3rd Avenue North on the western boundary of lots 1, 2, 3, and 4 of Isanti Railview North Industrial Park, and south of 299th Avenue; and,

WHEREAS, the City Council and EDA advertised and obtained one quote from parties interested in farming the above stated property for the production of row crops for the 2023 Crop Year as follows:

Wayne Calander, Calander Farms $6,800/yr;

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

1. Hereby awards the bid as received for a period of one crop year to Wayne Calander, Calander Farms, for the amount of $6,800/annual rent for the 2023 crop year for the rental of approximately 67 acres "more or less" of EDA property for crop farming as described above.

2. That the annual rent of $6,800/yr. shall be due and paid to the City of Isanti Economic Development Authority according to the following schedule:
3.

On December 1, 2022	$3,400.00	(1st half of first year 2023 annual fee)
On December 1, 2023	$3,400.00	(2nd half of year 2023 annual fee)

4. The EDA reserves the right to develop the property at any time through the contract period. If the EDA exercises this right, the EDA shall compensate Mr. Calander for the fair market value of the crop destroyed, valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop, based upon the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township, in the event such records are not available for the specific crop field herein.
5. That Mr. Calander shall have no right to rent the land for future crop years after year 2023 unless awarded the lease by the EDA through a bid process.

This resolution was duly adopted by the City of Isanti this 3rd day of August 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A
Map of Parcel A

APPROVED RENTER: **WAYNE CALANDER, CALANDER FARMS**

_____ _____

Signature Date

RESOLUTION 2022-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 "4th Annual MMBA Fire Department Fundraiser"; and,

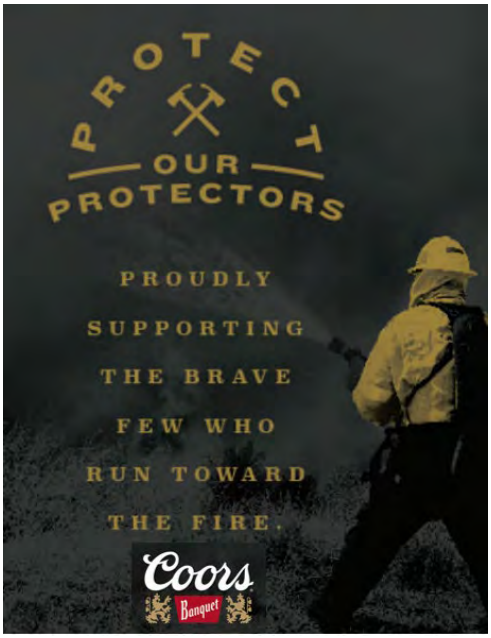
WHEREAS, the Donation Policy has been reviewed and approval is recommended;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "4th Annual MMBA Fire Department Fundraiser" at the Isanti Liquor Store from August 4, 2022 through September 11, 2022, allow the Isanti Fire District to park fire equipment on-site at times within the dates of the fundraiser, and to also allow the Isanti Fire District to provide a prize or prizes to be given away during the fundraiser.

Adopted by the Isanti City Council this 3rd day of August 2022.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk



4th Annual MMBA Fire Department Fundraiser

In an effort to help your cities promote the Community Value of their Municipal Liquor Operation, the MMBA, in partnership with MolsonCoors, is coordinating the 4th annual fundraiser **benefiting your local fire departments.**

This is an effort to help raise additional $$ for local fire departments as many are running on very tight budgets. All funds raised will go directly to the local fire department that services your community.

In addition, for each store that participates, you will be part of a random drawing for 1 of 5 additional $500 donations for local fire departments! **Send in a photo of your display/participation to be entered.**

In appreciation for the largest donation gathered, MolsonCoors will also donate a case of Coors Banquet to each and every fire fighter at that cities department!

NEW in 2022*** Molson Coors will also be supporting a greater cause with every case of Coors Banquet sold (4/6/12 stubby bottles and 4/6/16 cans) We have selected MN Fire to receive a cents/case donation up to $15,000! This non-prof supports local MN firefighters with insurance, family needs and health benefits.

We will also have special packaging calling out firefighters too!!

Here are execution details for this program:

- The fundraiser will run from August 1 – Sept 11th, 2022. At the end of the event (Sept 11th), please take the collected cash to your local fire department while contacting Paul Kaspszak with your results.

- Each participating Municipal store will raise funds in various ways (suggestions noted below)

- POS to help Support the event

    - Signage will be available from your Coors Distributor – please contact them and determine exactly what you need and what you want the POS to communicate
        - Banners for front of store
        - Posters for inside store and above Coors/Coors Light display
        - Donation cards (To start, it is suggested that you get 100 donation cards with scannable UPC for ease of collection)

Here are some successful ideas to help promote the event and raise the most funds:

- ✓ Donation cards – every person who donates signs a card and the cards are proudly displayed in store (behind register, around Coors display, entry way – this helps to increase awareness as well as thank those that donate)
- ✓ Contact your local Fire Chief to gain their participation and more suggestions.
    - Plan a day or 2 when fire trucks can be parked in-front of the store
    - Have station donate items to be raffled in silent auction (ie signed helmet or boots)
    - Have firefighters in your store for photos and help with donations
    - Is there a piece of equipment the fire department is in need of? Set a goal and help them achieve it!
- ✓ Run a silent auction in-store to raise $$ - items could be donated by fire station, city, local businesses, breweries, distributors, etc
- ✓ Donate a portion of Coors/Coors Light sales for the month of August. $.50/case being a suggestion.

- ✓ At the end of the program, tally your funds and ask your local Coors distributor to mock up a large check. This is a great photo opp for your store/local paper and it can be then posted in your store thanking the community for their efforts.

Your Coors distributor will be asking about your participation and how they can help. They will also be incentivized to build large creative displays with Coors and Coors Light cases to help with your efforts.

Any and all additional display/feature consideration for Coors and Coors Light is greatly appreciated!

Send in all your photos of your participation to
Email: kaspszak@outlook.com and CC : jonathan.chance@molsoncoors.com

If you have any issues contacting your local distributor, please contact Jon Chance
Phone: 612-718-6862

Thanks for your participation!!!!!

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: August 3rd 2022
Subject: Resolution 2022-XXX Accepting Quote for Dell Poweredge T440 Server

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Background:

The Server for City Hall is scheduled for replacement. The 2022 budget for Fund 614 included $12,621 for a new server. However, given rising prices and an ever expanding need for digital storage, especially video of public meetings, White Bear IT Solutions has quoted a price of $25,090. Finance Director Betker solicited a second quote online directly from Dell. That quote was more than $33,000.

In discussions with IT, staff is satisfied that this server will meet the needs of the City for at least the next 7 years. 2 years longer than the standard useful life assigned in our capital improvement plan. In addition to mitigating risk with redundant fans and power source the proposed server will also come with 4-hour On-Site support, provided by Dell, for 7 years.

The current server was originally purchased in 2016. When the current extended support contract runs out in April of 2023, no support/warranty contract options will available. Additionally the current server is down to less than 10% of its memory available.

Recommendation:

While this purchase would be well above budget and would likely leave Fund 614 with a negative cash balance at year end, staff is recommending moving forward with the purchase. The long run financial outlook for Fund 614 is still strong. And this purchase would mitigate substantial risk for at least 7 years and potentially 10 years.

Action Required:

If Council concurs with staff's recommendation, Council would motion to approve the attached Resolution.

Attachments:

- Res 2022-XXX
- White Bear IT Solutions Server Quote
- Dell Direct Purchase Quote

RESOLUTION 2022-XXX

ACCEPTING QUOTE FOR DELL POWEREDGE T440 SERVER

WHEREAS, The city capital improvement plan, which is reviewed and adopted by the Council annually provides for the replacement of the existing City Hall Server; and,

WHEREAS, the current server is nearing the end of its support contract as well as limits on available memory; and,

WHEREAS, the city has received two quotes and Fund 614 is the identified funding source;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from White Bear IT Solutions for Dell PowerEdge T440 Server in the amount of $25,090.

This Resolution is hereby approved by the Isanti City Council this 3rd day of August, 2022.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand, City Clerk

White Bear IT Solutions LLC
4986 Stewart Ave
White Bear Lake, MN 55110
United States
jkritta@wbitsolutions.net

Estimate 1493

ADDRESS
Pam Dahlheimer
City of Isanti
110-1st Avenue NW
Isanti, MN 55040 USA

DATE	TOTAL
07/22/2022	$25,090.00

ACTIVITY	QTY	RATE	AMOUNT
Hardware Dell PowerEdge T440 Server: 2 x Intel Xeon 2.5GHz 8C Processor 12 x 16GB RDIMM (192GB) RAM BOSS controller w/2 x 480GB M.2 (RAID1) - OS Partition 6 x 980GB SSD (RAID5) 4.9TB Data Partition 1 x Windows Server 2022 STD 16C License 70 x Windows Server 2022 STD User CAL Redundant Fans Dual Redundant 495W PS Dell ProSupport 4 hour On-Site Support (7 Years)	1	25,090.00	25,090.00

SUBTOTAL	25,090.00
TAX	0.00
TOTAL	$25,090.00

THANK YOU.

Accepted By

Accepted Date

PowerEdge T440 Tower Server

Share

COMPONENTS

Base

PowerEdge T440 Server — **Selected**

Trusted Platform Module (TPM)

⚠ Windows Server 2022 requires UEFI BIOS Setting and Trusted Platform Module 2.0.

These options are compatible with your configuration

Help Me Choose

- Trusted Platform Module 1.2 — **Selected**
- No Trusted Platform Module — - $36.52

Chassis

Help Me Choose

- **Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration, PERC/HBA11** — **Selected**
- Chassis with up to 8, 3.5" Hot-Plug Hard Drives, Rack Configuration,PERC/HBA11 — + $30.94
- Chassis with up to 16, 2.5" Hot Plug Hard Drives, Tower Configuration,PERC/HBA11 — + $92.84
- Chassis with up to 16, 2.5" Hot-Plug Hard Drives, Rack Configuration,PERC/HBA11 — + $111.41

Quarterly Business Sale: 42% off with code SERVER42

View Special Offers

Estimated Value	~~$53,874.47~~
Total Savings	$20,528.38
Shipping	Free
Dell Price	**$33,346.09**

Support prices are dependent on hardware and OS costs.

Dell Business Credit

As low as $1,001 /mo ^| Apply for credit

★ Get up to $1,000 back in rewards

Get it as soon as **Jul 29 - Aug 4**

View Delivery Dates for 55063

Add to Cart $33,346.09

Order Code pe_t440_12421_vi_vp

June 15, 2022

SUMMARY OF TENTATIVE AGREEMENT

City of Isanti and LELS Local # 416 (Lieutenants)

1. Article 8 – Grievance Procedure

Section 8.4 is amended as follows to reflect legislative changes to arbitrator selection procedures:

> **Step 4.** A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1979 and Minnesota Statutes section 626.892, as amended.

2. Article 17 – Vacation

a. Section 17.1 is replaced in its entirety with the following language:

Vacation will accrue at the following rates:

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

b. Section 17.2 is amended as follows:

~~48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.~~ Employees may carry accrued vacation leave up to a maximum of 480 hours.

3. Article 19 – Sick Leave

Section 19.4 is amended as follows:

> An employee who is drawing worker's compensation shall be allowed to use accumulated sick, vacation, or compensatory leave as necessary to

insure a full monthly paycheck, providing that employee shows documentation to the Employer.

4. Article 21 – Insurance

Article 21 is amended as follows:

21.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance. Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

21.1.a ~~Effective 01/01/2019 f~~For the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Public Employee Insurance Program (PEIP). For the duration of the ~~2020-2022~~2023-2025 collective bargaining agreement, the Employer will offer Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

21.1.b For the duration of the ~~2020-2022~~2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. The amount will be pro-rated if less than a full year is worked. This provision shall sunset effective December 31, ~~2022~~2025.

21.1.c For the duration of the ~~2020-2022~~2023-2025 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt- Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2025~~2022~~.

21.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

21.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

21.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care

coverage.

5. Article 22 – Holidays

Section 22.2 is amended as follows:

> During the month of December Employees will be paid a lump sum check at the employee's regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment. In the event of a resignation occurring after payment of the lump sum check but before the occurrence of holidays set forth in this Article, the Employer is authorized to deduct any amounts paid for holidays occurring after the effective date of said resignation from the wages of a resigning Employee.

6. Article 26 – Duration

Article 26 is amended as follows:

> This AGREEMENT shall be effect from January 1, ~~2020~~2023 until December 31, ~~2022~~2025, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

7. Miscellaneous Language Items

The City and Union agree to the following non-substantive/formatting changes:

a. Article 13: "com1" in the last sentence of the first paragraph is amended to read "court."
b. Section 19.1: "Hours" should not be capitalized.
c. Section 19.3: "four hundred eight" is amended to read "four hundred eighty."
d. Section 22.1: Amended to move "Eve" up a line next to "1/2 day Christmas."

8. Wages and Wage Adjustments

a. Market Adjustment: Adoption of new salary scale consistent with City Compensation Study (3 highest steps of Grade 15 on 2022 scale):

START	STEP 1	STEP 2
$43.7197	$45.0352	$45.9051

b. COLAs:

2023: 4%
2024: 3.75%
2025: 3.5%

c. Appendix A Wage Schedule:

LIEUTENANT HOURLY WAGES

	2023 (4% over new salary scale)	2024 (3.75% over 2023)	2025 (3.5% over 2024)
Starting	$45.4685	$47.1736	$48.8246
Step 1	$46.8366	$48.5930	$50.2937
Step 2	$47.7413	$49.5316	$51.2652

d. MOU regarding retention/experience pay

The parties will enter into a Memorandum of Understanding recognizing Employee John McCarty's experience as a licensed peace officer and implementing a retention bonus in recognition of the same. Said retention bonus shall be based upon the longevity provisions of the Agreement and the recognition of Employee John McCarty's years of experience (Only 75% outside experience shall be recognized).

[SIGNATURE BLOCKS ON FOLLOWING PAGE]

THE UNDERSIGNED AGREE THAT THIS DOCUMENT REPRESENTS THE TENTATIVE AGREEMENT REACHED BETWEEN THE CITY AND THE UNION DURING NEGOTIATIONS OCCURRING JUNE 14, 2022

CITY OF ISANTI

Date: _____ by _____

Its _____

LAW ENFORCEMENT LABOR SERVICES, INC.

Date: 06/28/2022 by _____

Its Business Agent

RRM: #466874

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #416

This Memorandum of Understanding (MOU) is entered into by and between the City of Isanti, Minnesota ("City"), Law Enforcement Labor Services, Inc., Local #416 ("Union"), and John McCarty ("Employee"). The City, the Union, and Employee are collectively referred to as the parties.

WHEREAS, Employee is employed by the City as a Lieutenant with the Police Department; and

WHEREAS, the Union is the exclusive representative of all licensed essential supervisory employees in the position of Lieutenant employed by the City; and

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2023 through December 31, 2025 (CBA), which governs the terms and conditions of employment for City employees within the bargaining unit represented by the Union, including Employee; and

WHEREAS, the parties desire to enter into this Memorandum of Understanding for the purpose of recognizing Employee's experience as a law enforcement officer and the benefits that an experienced supervisory employee brings to the City.

NOW THEREFORE, the parties agree as follows:

1. **Longevity.** The City shall recognize Employee's years of full-time outside experience as a licensed peace officer in Minnesota prior to Employee's full-time employment with the City at a rate of 75% (1-year prior full-time experience = 0.75 years) for purposes of determining eligibility for longevity pay pursuant to Article 16.4 of the CBA.
2. **Duration.** This MOU shall remain in effect until Employee is no longer employed by the City as a full-time Lieutenant.
3. **Not Precedent Setting**. 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.
4. **Mutual Drafting.** This MOU is the result of negotiations between the parties and, accordingly, shall not be construed for or against any party, regardless of which party drafted the MOU or any portion thereof. The MOU shall for all purposes be deemed to have been mutually drafted.

5. **Entire Agreement.** This MOU constitutes the entire agreement between the parties relating to the matters set forth 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.

IN WITNESS WHEREOF, the parties have entered into this MOU on the dates shown below.

By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

EMPLOYEE

Dated: 8-22, 2022 By: _____
John McCarty

UNION

Dated: 8/15/, 2022 By: _____
Its: LELS Business Agent

CITY OF ISANTI, MINNESOTA

Dated: 9-1-, 2022 By: _____
Mayor Jeff Johnson

Dated: 9/6, 2022 By: _____
City Administrator Josi Wood

N.1. c.

Labor Agreement

between

The City of Isanti, MN

-and-

Police Lieutenants
Law Enforcement Labor Services, Inc.

Local# 416

January 1, 2023 - December 31, 2025

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ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 416 of Law Enforcement Labor Services, Inc., hereinafter called the Union. The intent and purpose of this Agreement is to:

1.1 Establish certain hours, wages, and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENTS interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 - RECOGNITION

2.1 The Employer recognizes the Union as the exclusive bargaining representative under Minnesota Statutes for all licensed Essential Supervisory employees in the position of Lieutenant employed by the City of Isanti Police Department, Isanti, Minnesota who are public employees within in the meaning of Minn. Stat. l79A.03, subd.14 excluding confidential and all other employees.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 - DEFINITIONS

3.1 UNION: Law Enforcement Labor Services, Inc., Local No. 416.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 416.

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 DEPARTMENT: The City of Isanti Police Department.

3.6 CHIEF: The Chief of Police of the City of Isanti Police Department.

3.7 BASE PAY RATE: The employee's hourly rate exclusive of any special allowances.

3.8 OVERTIME: Work performed in excess of an employee's scheduled shift.

3.9 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.

3.10 IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, child, father, mother, spouse's mother, spouses' father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

3.11 DAYS: Unless otherwise indicated, mean the City's regular business days.

3.12 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or prope1ty as defined by the Employer.

3.13 PROBATION PERIOD: Means one (1) calendar year from the employees' date of hire. The probationary period for promoted or reassigned employees will last for six (6) months from date of promotion or reassignment.

3.14 RESIGNATION IN GOOD STANDING: An employee leaving service with the Employer after giving a two-week notice, providing the employee has not been discharged for misconduct.

ARTICLE 4 - NON-DISCRIMINATION

The Employer and the Union agree not to discriminate against any employee on any basis prohibited by law.

ARTICLE 5 - UNION RIGHTS

In recognition of the Union as the Exclusive representative the Employer shall;

5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and

5.2 Remit such deduction to the appropriate designated officer of the Union.

5.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice

5.4 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.

5.5 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.

5.6 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, orders, or judgments brought or issued against the Employer under the provisions of this article.

ARTICLE 6 - EMPLOYER AUTHORITY

6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.

6.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 7 - SAVINGS CLAUSE

This AGREEMENT is subject to the law. In the event that any provision of this AGREEMENT shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provisions shall be renegotiated upon written request ofeither party.

ARTICLE 8 - EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE

8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

8.2 Union Representative. The Employer will recognize representative designated by the Union as the grievance representative of the bargaining unit. The Union shall notify the Employer in writing of the name of such Union representative.

8.3 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor.

8.4 Procedure. Grievances, as defined by section 9.2, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred or the employee through the use of reasonable diligence should have had knowledge of the occurrence of the alleged violation, present such grievance to the Police Chief At this step, the grievance may be presented either orally or in writing. The Police Chief will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Police Chiefs final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the grievance shall be in writing and presented by the Union to the City Administrator. The City Administrator will give the Union the Employers Step 2 answer in writing within ten (10) calendar days. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. A grievance not resolved in Step 2, by mutual consent, may be mediated using the services of the Bureau of Mediations Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation, may be appealed to Step 4.

Step 4. A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 and Minnesota Statutes section 626.892, as amended.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority

8.5.1 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

8.5.2 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

8.5.3 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, providing it pays for the record. If both parties desire a verbatim record of proceedings the cost shall be shared equally.

8.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employers last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 9 - DISCIPLINE

9.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:

A. Oral reprimand
B. Written reprimand
C. Suspension
D. Demotion, or
E. Discharge

9.2 Suspension, demotions and discharges will be in written form.

9.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an employee's personnel file will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Such documents more than twenty-four (24) months old may not be used for promotional evaluation or disciplinary action and shall be removed unless the original signed letter of discipline indicates otherwise.

9.4 Employees may examine their own individual personnel files at reasonable time under the direct supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.

9.6 Grievances relating to this Article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10 - JOB SAFETY TRAINING

10.1 The Employer agrees to provide employees with body armor as required by law.

10.2 The Employer will pay the cost of maintaining POST licensure.

10.3 The time an employee spends attending training, approved by the Chief and the City Administrator, and shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

ARTICLE 11 - HOURS OF WORK

11.1 The normal work year is an average of two thousand eighty (2,080) hours to be accounted for by each employee through

a) hours worked on assigned shifts;
b) holidays;
c) assigned training;
d) authorized leave time.

11.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

11.3 Scheduled shifts shall be bid by seniority prior to November 15th of each year.

ARTICLE 12 - OVERTIME PAY

12.1 Hours worked in excess of the employee's scheduled shift will be compensated at one and one-half times the employee's regular base pay rate.

12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

I2.3 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (l ½) to a maximum accumulation of eighty (80) hours.

12.4 Credit for overtime hours worked (pay and/or compensatory time off) shall only be given upon receipt of supervisor approved documentation as to the purpose and need for the overtime and must be approved by the City Administrator.

12.5 Overtime shall be paid to nearest 1/4 hour. Officers shall report their start time at the time scheduled and any time worked over their shift as authorized by the Chief.

ARTICLE 13 - COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1 ½) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for a court appearance does not qualify the employee for the three (3) hour minimum. Overtime for court appearances shall be paid at the 1 ½ times current rate of pay.

Court Standby: An off-duty employee who must remain available for a court hearing, and is required to call for verification that an appearance is necessary. An employee shall be compensated at the rate of $20.00 per day of standby only if no appearance is required. Compensation shall be paid for standby only on Tuesday, Wednesday, Thursday, and Friday. An employee may not receive standby pay and the court time minimum on the same day.

ARTICLE 14 - CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum.

Call back time shall not include phone calls, must include employee reporting to work at the office or the scene of an incident.

ARTICLE 15 - SENIORITY

15.1 Definition: Seniority will be determined by an employee's length of continuous service with the Employer and posted in an appropriate location. Seniority rosters may be maintained by the Employer on the basis of time in grade and time within specific classifications. Full time employees shall always have seniority over part time employees. Seniority within the part time personnel shall not be transferable to a full-time position.

15.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

15.3 Lay-offs: Lay-offs are defined as separation from service by the Employer not related to discipline. Employees will be laid off by job classification seniority. Employees on layoff will have recall rights for one year after layoff. No employees will be hired in any jobs classifications in which employees are laid off who have recall rights.

15.4 Vacancies: Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of ten (10) working days. An employee must apply for the position within the ten (10) working days posting time. An employee assigned to the posted job will be on probation for six (6) months, during which time the employee may be returned to their former position upon the request of the employee, without loss of seniority.

ARTICLE 16 - COMPENSATION

16.1 Rates of Pay: Employees covered by this AGREEMENT shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this AGREEMENT.

16.2 Meals: Employees will be reimbursed for meals according to current policy.

16.3 The City shall pay the following lump sum payments to employees possessing a

valid Post License and current Firearms Qualifications on December 31 of the preceding year. Payment shall be made in January of each contract year.

Post License	$325.00
Firearms Qualifications	$300.00

16.4 Longevity: Longevity pay is based upon full length of service as a full-time officer/lieutenant in the City of Isanti from date of hire. Members will receive longevity in accordance with the following schedule:

10 Years of Service - Two Percent (2%) above base wage rate
15 Years of Service - Four Percent (4%) above base wage rate
20 Years of Service - Six Percent (6%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

ARTICLE 17 - VACATION

17.1 Vacation will accrue at the following rates:

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

17.2 When an employee terminates employment with the City in good standing, the employee shall receive the value of 100% of vacation time earned but unused as severance pay. Employees may carry accrued vacation leave up to a maximum of 480 hours.

17.3 Seniority shall apply on vacation scheduling up to March 1st of each year. After March 1st, vacation scheduling shall be on a first come, first serve basis.

17.4 Vacation Donation Option: An employee may voluntarily donate their accumulated vacation hours (up to a max of 2 days / or 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

ARTICLE 18 - LEAVES OF ABSENCE

18.1 Military Leave. Any military leave of absence shall be handled as provided by law.

18.2 Negotiating Committee. An employee elected to serve on the negotiating committee representing the bargaining unit members shall suffer no loss of pay if negotiations are held during the employee's on-duty hours. The employee shall not be eligible for overtime or straight time if meetings are held during the employee's off-duty hours.

18.3 Jury Duty. Employees required to serve on jury duty will be compensated by the Employer for the difference between the employee's regular rate of pay and the amount paid for jury duty.

18.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 19 - SICK LEAVE

19.1 All full-time employees shall be credited with 8 hours of sick leave for each month of service, with a maximum accumulation of 480 hours.

19.2 Employees may use their accrued sick leave for an illness or injury of the employee, employee's immediate family, and or to attend the funeral of a fellow employee. "Immediate family" will be defined by, and limited by, Minnesota Statutes Section 181.9413.

19.3 Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eighty (480) accumulated hours at the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum of accrual of ninety-six (96) hours.

19.4 An employee who is drawing worker's compensation shall be allowed to use accumulated sick, vacation, or compensatory leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

19.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

19.6 At the employee's option, the employee may sell back to the Employer unused sick leave in excess of 480 Hours up to a maximum of six (6) days in any one year and receive for said sick days compensation at the normal rate of compensation then being received. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of 480 Hours may be

sold back under this provision up to six (6) days in any one year.

ARTICLE 20 - FUNERAL LEAVE

20.1 Funeral Leave is defined as paid leave not charged to an employee's sick leave or vacation leave, given in the event of a death in the employee's immediate family. (See Article 3.10)

20.2 Funeral leave in an amount equal to three eight-hour work days or 24 work hours shall be granted to each employee in the event of a death in the Employees immediate family. Requests for funeral leave will not be denied if the Employer's needs can be accommodated during the proposed absence.

20.3 Additional days. Additional leave time may be taken only with the permission of the City Administrator. These additional days will be charged against accumulated sick leave or vacation leave at the employee's discretion.

ARTICLE 21 - INSURANCE

21.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance. Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

21.1.a For the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Public Employee Insurance Program (PEIP). For the duration of the 2023-2025 collective bargaining agreement, the Employer will offer Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

21.1.b For the duration of the 2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. The amount will be pro-rated if less than a full year is worked. This provision shall sunset effective December 31, 2025.

21.1.c For the duration of the 2023-2025 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt- Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2025.

21.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for,

life insurance in the amount of $25,000.00 for each full-time employee.

21.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

21.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

ARTICLE 22 - HOLIDAYS

22.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day
Independence Day
Veteran's Day
½ day Christmas Eve
Christmas Day
Martin Luther King
Day Memorial Day
Labor Day
Thanksgiving Day
Floating Holiday

22.2 During the month of December Employees will be paid a lump sum check at the employees' regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment. In the event of a resignation occurring after payment of the lump sum check but before the occurrence of holidays set forth in this Article, the Employer is authorized to deduct any amounts paid for holidays occurring after the effective date of said resignation from the wages of a resigning Employee.

22.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are the Floating Holiday and ½ Day for Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

22.4 An employee utilizing the Floating Holiday will be allowed up to (12) hours pay, depending on the length of the employee's normally scheduled work day.

ARTICLE 23 - UNIFORMS

23.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

23.2 Each employee shall receive a uniform allowance of $100.00 per month.

23.3 The Employer shall cover all costs of eyeglasses or other eyewear damaged or destroyed in the line of duty, except in those instances where the damage is loss or caused by the personal neglect of the employee.

23.4 The Employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

23.5 Employees terminating from the Police Department, with less than three (3) years of service, for any reason must return their entire uniform, including accessories, except for any items that were individually purchased by the officer using resources other than the uniform allowance. Regardless of the years of service, an employee terminating from the Police Department must return their body armor and other uniform accessories if originally paid for by the employer, and must return all uniform insignia and department "patches".

23.6 The Employer shall provide an annual stipend of $100 for the maintenance and replacement of the Officer's service firearm to each permanent full-time employee employed by the Departments as of December 31 of the preceding year. The payment shall be made in January of each contract year.

ARTICLE 24 - OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 25 - WAIVER

25.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, arc hereby superseded.

25.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in

this AGREEMENT. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this AGREEMENT, although such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed.

ARTICLE 26 - DURATION

This AGREEMENT shall be in effect from January 1, 2023 until December 31, 2025, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

THE CITY OF ISANTI	**LAW ENFORCEMENT LABOR SERVICES, INC.**
_____	_____
Mayor	Business Agent
_____	_____
Date	Date
_____	_____
City Administrator	Steward
_____	_____
Date	Date

APPENDIX A WAGE SCHEDULE

LIEUTENANT HOURLY WAGES

	2023 (4% over new salary scale)	2024 (3.75% over 2023)	2025 (3.5% over 2024)
Starting	$45.4685	$47.1736	$48.8246
Step 1	$46.8366	$48.5930	$50.2937
Step 2	$47.7413	$49.5316	$51.2652

APPENDIX B INITIAL UNIFORM ISSUE

3- Summer Shirts
3- Winter Pants
3- Uniform Pants
2- Name Tags
3 - Badges (2 breast/1 hat) collar Brass
3 - Ties
1 - Winter Jacket
1 - Winter Hat
1 - Summer Hat
1 - Pair Gloves
1 - Pair Boots
1 - Belt for Pants
1 - Duty Belt
1 - Holster for Side Arm
1 - Cuff Case
1 - Key Holder
1 - Ammo Pouch
1 - Flashlight Holder
1 - Mace
1 - Mace Holder
1 - Radio Holder
1 - Handcuffs
1 - ASP Baton
1 - ASP Holder

In the event that Class A dress uniforms are required by the employer, they will be included in the Initial Uniform Issue.

AMENDED AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 20, 2022 – 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. Mayor's Proclamation- MN Manufacturer's Month

G. Approve City Council Minutes
1. September 6, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting	Tuesday, October 4, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting	Tuesday, October 4, 2022 *(Immediately following the City Council Meeting)*
3. Park, Recreation and Culture Board	Tuesday, September 27, 2022 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Isanti County Beyond the Yellow Ribbon Presentation *(Jim Rostberg)*

L. Approve Consent Agenda
1. Payroll in the Amount of $121,371.41 and Accounts Payable in the Amount of $397,806.07
2. Resolution 2022-XXX Accepting Letter of Resignation for Police Officer Dusten Noreen
3. Resolution 2022-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for October 29, 2022

M. Other Communications
1. August Police Department Report
2. August Code Enforcement Report

3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03

Agenda amended to include items:

a. Summary of Tentative Agreement with I.U.O.E, Local 49
b. Memorandum of Understanding (MOU) to allow for lateral hire up to two (2) years and include all newly hired or rehired employees will serve one (1) year probationary period.
c. Authorization to Execute Contract with I.U.O, E, Local 49 Upon Finalization of the Collective Bargaining Agreement
d. Resolution 2022-XXX Consideration for Maintenance Tech II position new hire Dan Wittkop

e. Summary of tentative agreement with Law Enforcement Labor Services, Local 217
f. Authorization to Execute Contract with LELS, Local 217 Upon Finalization of the Collective Bargaining Agreement

Adjournment

Mayor's Proclamation

City of Isanti

Whereas Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and,

Whereas Manufacturing added $51.9 billion to Minnesota's economy in 2021 representing the second-largest contribution to the state's gross domestic product by any industry; and,

Whereas Minnesota manufacturing jobs in 2021 make up the second largest total payroll among private sector industries; and,

Whereas Manufactured exports brought $22 billion into the Minnesota economy in 2021; and,

Whereas Manufacturing in Minnesota pays an average annual wage of $74,626, 11% higher than across all industries in Minnesota; and,

Whereas More than 75,000 job openings for manufacturing positions are expected through 2030 in Minnesota as older workers retire.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that October 2022 shall be observed as:

Manufacturing Month

in the City of Isanti on this 20th day of September, Two Thousand Twenty-two.

_____

Jeff Johnson, Mayor

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 6, 2022 – 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 Johnson, Councilmembers: Jimmy Gordon, Paul Bergley and Dan Collison

Members Absent: Councilmember Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Chief of Police Travis Muyres and Assistant Finance Director Pam Dahlheimer

Others Present: Kristi LaRowe, Scott LaRowe, Susan Morris and Cap O'Rourke

D. Public Comment
Krisi LaRowe, 31925 Lakeway Drive, Cambridge, MN 55008 spoke.
Susan Morris, 5744 County Road 5 NE, Cambridge, MN 55008 spoke.
Scott LaRowe, 31925 Lakeway Drive, Cambridge, MN 55008 spoke.

E. Adopt Agenda

Motion by Bergley, seconded by Collison to approve agenda as presented. Motion carried 4-0.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. August 16, 2022- Regular Meeting of the City Council
2. August 16, 2022- Committee of the Whole Meeting

Motion by Collison, second by Bergley to approve minutes as presented. Motion carried 4-0.

H. Announcements

1. Committee of the Whole	Tuesday, September 20, 2022 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 20, 2022 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 20, 2022 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings

None

City Administrator Josi Wood requested that the Council take a brief three (3) minute recess.

A motion was made from Bergley, seconded by Gordon to enter into a three (3) minute recess. Motion carried 4-0.

A motion was made by Bergley to come out of recess, seconded by Collison. Motion carried 4-0.

Upon continuing meeting, Mayor Johnson shared that items that are brought to public comment are restricted for government topics. They are not a platform for private agendas, to make personal attacks, to air personal grievances, to make political endorsements or political campaign purposes. He apologized for the comments made during Public Comment as those should not have been allowed.

K. Business Items

<u>City Administrator Josi Wood</u>

1. **ORD-772** An Interim Ordinance Authorizing Studies and Imposing a Moratorium on the Sale of Cannabis Products

   City Administrator Josi Wood shared discussion was held at the July 19th and August 16th Committee of the Whole meetings regarding the recent legal ability to sell certain products containing delta-9 THC and other edible THC items in Minnesota. It was discussed at the Committee meetings that because the state does not have much regulation, staff will need to research the topic and see if it is in the best interest of the City, residents and businesses to have any kind of regulation.

   Staff drafted an interim ordinance imposing a moratorium of the sale of certain cannabis products and posted for the required ten (10) days. The interim ordinance does not have any impact on current businesses who are selling delta-9 products however, would not allow any new businesses to sell it until it has been decided upon through City Council on a permitted regulatory ordinance.

   Kappa Rourke shared that he represents businesses all over the state that sell these products and further shared his knowledge of the products.

   Councilmember Gordon shared that he did not want the Interim Ordinance to go on for too long. There was continued discussion regarding the length of time for the research.

   A motion was made by Bergley, seconded by Collison to approve the interim ordinance as presented. Motion carried 4-0.

2. Consideration of Amendments to City Code Chapter 188 and Chapter 230 for the Outdoor Archery Range
   a. **ORD-773** An Ordinance Amending Chapter 188; Hunting and Firearms
   b. **ORD-774** An Ordinance Amending Chapter 230; Parks and Recreation Areas

   City Administrator Josi Wood shared with the new archery range soon to open; it requires some amendments to City Code. 'C.' has been added to section 188-2 stating, "Persons using bow and arrows as permitted at the designated outdoor archery range, within the designated shooting area" and Chapter 230 for rules and regulations for the archery range area. The ordinances were reviewed by the Parks, Recreation and Culture Board Coordinator, Chief Muyres and CA Wood to ensure consistency with the items that will be used at the archery range. The rules and regulations will also

be posted at the Archery Range. The draft ordinance has been posted for the required ten (10) day requirement and staff recommends approval.

Councilmember Gordon pointed out a typo which was corrected in the Ordinance.

Motion by Collison, seconded by Gordon to approve K.2. a. and K.2. b. Motion carried 4-0.

3. **Resolution 2022-156** Approving a Conditional Use Permit for Installing a Paging Repeater and Antenna on the City Water Tower

City Administrator Josi Wood shared that a presentation was given at the August 16th Planning Commission meeting for a conditional use permit to help the Fire District and other emergency response partners from the County Sheriff's Office in allowing there to be a VHF paging repeater antenna placed on the City's water tower.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

4. **Resolution 2022-157** Approving a Special Event Permit Application for "Dual-A-Palooza"

City Administrator Josi Wood shared that Pump Republic is a new weight lifting gym that is open in the Dual Square Mall. They are requesting to hold a grand opening in the grassy area at the mall. The event is Saturday, October 1st from 10:00 a.m.-3:00 p.m. They plan to have giveaways, food, drinks and asking for a free will donation to give to the Isanti and Cambridge emergency response units. Republic is also trying to get a few vendors to come out to the event.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion carried 4-0.

Finance Director Mike Betker

5. **Resolution 2022-158** Setting the 2023 Final Budget and Levy Meeting
6. **Resolution 2022-159** Approving the 2023 Preliminary Budget for the City of Isanti
7. **Resolution 2022-160** Adopting the Proposed 2022 Tax Levy Collectible in 2023 for the City of Isanti

Finance Director Mike Betker shared the proposed preliminary property tax levy is $4,042,954 and reflects an increase in the preliminary taxable market value for 2023 of 26.1%. The City will receive updated property tax values in December from the County. The proposed preliminary property tax rate is 57.61%. A decrease of 2.37% from 2022. The 15-year average tax rate from 2008 through 2022 is 66.70%.

Betker further shared that 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 through June, actual maintenance agreements and contracts costs. All wages include an estimated COLA for 2023 due to ongoing labor negotiations 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 2022 and any necessary inflationary factor was applied. Heath Insurance is projected to increase 15.0%. Final renewal numbers on Health Insurance scheduled to be available early October.

Motion by Bergley to approve K.5., K.6. and K.7., seconded by Collison. Motion carried 4-0.

L. Approve Consent Agenda

1. Payroll in the Amount of $260,110.64 and Accounts Payable in the Amount of $651,508.01
2. **Resolution 2022-161** Approving Resignation of Liquor Store Clerk II Kenneth Frost
3. **Resolution 2022-162** Approving Resignation of Part-Time Police Officer Kevin Stahl
4. **Resolution 2022-163** Removing Alexander Collins from the Planning Commission and to Advertise to Fill the Vacant Planning Commission Seat
5. **Resolution 2022-164** Extending the Site Plan Approval Regulated by the Conditional Use Permit as Approved in Resolution 2003-098 for Construction Purposes at the Isanti Primary School
6. **Resolution 2022-165** Approving the Site Plan for the Isanti Primary School to Allow the Addition of a Temporary Classroom as Allowed in the Conditional Use Permit Approved Through Resolution 2003-098
7. **Resolution 2022-166** Approving Capital Improvement Plan Fund Amendment
8. **Resolution 2022-167** Approving Agreement for Credit Card Payment Processing Service Provider

Mayor Johnson asked Council for discussion on if they would like to move forward with L.4.

City Administrator Josi Wood shared that per City Code 8-6. Planning Commission Section E (3) states: "Absence from any three meetings in a twelve-month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the City Council shall appoint a person to complete the unexpired term." Therefore, the City would post the vacancy and then go through Council to appoint an individual to the vacant seat.

Wood further shared that Mr. Collins has had more than three (3) unexcused absences as well as a number of excused absences. Therefore, staff felt it was time to bring to Council to term out the seat and open it up as a vacancy.

Councilmember Gordon asked if Mr. Collins had been made aware the he cannot miss more than three (3) meetings.

Wood shared that Collins was sent an email from staff informing him of the attendance requirements in City Code for the Planning Commission and that he may reapply for the Planning Commission if that is his desire.

Motion by Collison, seconded by Bergley to approve the consent agenda as presented. Motion carried 4-0.

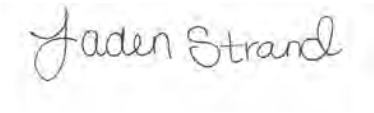
M. Other Communications

None

Adjournment

A motion was made by Bergley, seconded by Collison to adjourn. Motion carried 4-0.

Meeting adjourned at 8:07 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

City of Isanti

Gross Payroll	104,737.31
Social Security & Medicare	6,074.05
Public Employees Retirement	10,560.05
Total City Expense	121,371.41

Pay Date 9/16/2022

Pay Period 19 (8/28-9/10/22)

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

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09/22	09/07/2022	59126	1231	ACE SOLID WASTE INC	101-20200	1,023.15
09/22	09/07/2022	59127	2873	ADAPCO LLC	101-20200	2,066.07
09/22	09/07/2022	59128	2863	AMAZON CAPITAL SERVICES	101-20200	168.96
09/22	09/07/2022	59129	2030	ARTISAN BEER COMPANY	609-20200	391.80
09/22	09/07/2022	59130	53	BELLBOY CORPORATION	609-20200	990.75
09/22	09/07/2022	59131	9	BERNICKS PEPSI-COLA	609-20200	5,023.67
09/22	09/07/2022	59132	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,798.51
09/22	09/07/2022	59133	2487	CAPITOL BEVERAGE SALES	609-20200	1,217.98
09/22	09/07/2022	59134	1198	CENTER POINT ENERGY	601-20200	749.11
09/22	09/07/2022	59135	1629	CITY OF ISANTI	226-20200	15,489.33
09/22	09/07/2022	59136	918	CRYSTAL SPRINGS ICE	609-20200	221.50
09/22	09/07/2022	59137	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,853.50
09/22	09/07/2022	59138	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	164.70
09/22	09/07/2022	59139	912	FASTENAL COMPANY	101-20200	17.54
09/22	09/07/2022	59140	385	FEDERATED CO-OPS INC	101-20200	32.94
09/22	09/07/2022	59141	2830	GDO LAW	101-20200	4,083.33
09/22	09/07/2022	59142	134	GOPHER STATE ONE-CALL INC	601-20200	149.85
09/22	09/07/2022	59143	739	HACH COMPANY	601-20200	576.60
09/22	09/07/2022	59144	3162	INTEGRATED FIRE & SECURITY INC	609-20200	617.84
09/22	09/07/2022	59145	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,352.12
09/22	09/07/2022	59146	5	KAWALEK TRUCKING	609-20200	324.80
09/22	09/07/2022	59147	1773	KLERSY,SCOT	101-20200	283.96
09/22	09/07/2022	59148	136	LEAGUE OF MN CITIES	101-20200	7,752.00
09/22	09/07/2022	59149	136	LEAGUE OF MN CITIES	101-20200	30.00
09/22	09/07/2022	59150	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	512.85
09/22	09/07/2022	59151	1479	LOFFLER -131511	108-20200	94.11
09/22	09/07/2022	59152	17	MCDONALD DISTRIBUTING CO	609-20200	16,915.10
09/22	09/07/2022	59153	616	MENARDS - CAMBRIDGE	101-20200	58.36
09/22	09/07/2022	59154	2978	MILBANK WINWATER WORKS	601-20200	13,849.98
09/22	09/07/2022	59155	2116	MINUTEMAN PRESS	101-20200	846.50
09/22	09/07/2022	59156	1180	MLB PRINTING INC	101-20200	85.00
09/22	09/07/2022	59157	176	MN DEPT OF REVENUE	101-20200	44,400.00
09/22	09/07/2022	59158	329	MN RURAL WATER ASSN	601-20200	765.00
09/22	09/07/2022	59159	2080	MVTL LABORATORIES INC	602-20200	627.19
09/22	09/07/2022	59160	2992	NEXTERA COMMUNICATIONS	609-20200	321.31
09/22	09/07/2022	59161	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,034.38
09/22	09/07/2022	59162	12	POSTMASTER	603-20200	2,640.00
09/22	09/07/2022	59163	2341	RED BULL DISTRIBUTION CO INC	609-20200	274.55
09/22	09/07/2022	59164	3120	ROOTSTOCK WINE COMPANY	609-20200	422.12
09/22	09/07/2022	59165	1653	SHR SALES	101-20200	35.98
09/22	09/07/2022	59166	2396	SOUTHERN GLAZERS OF MN	609-20200	3,102.06
09/22	09/07/2022	59167	2554	SPECIALTY SOLUTIONS	226-20200	189.23
09/22	09/07/2022	59168	2856	STRAND, JADEN	609-20200	39.98
09/22	09/07/2022	59169	2156	SUMMIT FIRE PROTECTION	101-20200	983.00
09/22	09/07/2022	59170	2598	T.A. SCHIFSKY & SONS INC	101-20200	451.38
09/22	09/07/2022	59171	2944	UNIFIRST CORPORATION	101-20200	919.08
09/22	09/07/2022	59172	1820	URBANS HARDWARE INC	601-20200	536.90
09/22	09/07/2022	59173	2027	US INTERNET	603-20200	57.80
09/22	09/07/2022	59174	950	USABLUEBOOK	602-20200	223.03
09/22	09/07/2022	59175	686	VERIZON WIRELESS	101-20200	1,618.18
09/22	09/07/2022	59176	42	VIKING COCA-COLA BOTTLING CO	609-20200	325.05
09/22	09/07/2022	59177	4	WATSON CO INC	609-20200	2,336.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/07/2022	59178	1922	WEX BANK	101-20200	5,691.25
09/22	09/07/2022	59179	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,950.00
09/22	09/07/2022	59180	780	WINE MERCHANTS	609-20200	2,182.77
09/22	09/07/2022	59181	2626	WW GOETSCH	603-20200	455.00
Grand Totals:						183,193.87

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

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_____

City Recorder: _____

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

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/13/2022 - 9/14/2022 | Sep 14, 2022 12:46PM

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

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09/22	09/13/2022	59186	3038	ALLIANCE BUILDING CORPORATION	609-20200	20,000.00	
09/22	09/13/2022	59187	494	ALLINA HEALTH SYSTEM	603-20200	65.00	
09/22	09/13/2022	59188	53	BELLBOY CORPORATION	609-20200	3,224.85	
09/22	09/13/2022	59189	9	BERNICKS PEPSI-COLA	609-20200	1,961.94	
09/22	09/13/2022	59190	1500	BOLTON & MENK INC	505-20200	46,947.07	
09/22	09/13/2022	59191	851	CASH	101-20200	82.49	
09/22	09/13/2022	59192	1822	CENTURYLINK BUSINESS SERVICES	101-20200	10.52	
09/22	09/13/2022	59193	2751	CMS MONITORING	101-20200	60.00	
09/22	09/13/2022	59194	918	CRYSTAL SPRINGS ICE	609-20200	515.20	
09/22	09/13/2022	59195	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,939.42	
09/22	09/13/2022	59196	3100	DW COMPANIES LLC	603-20200	4,950.00	
09/22	09/13/2022	59197	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	85.23	
09/22	09/13/2022	59198	2028	FURTHER	101-20200	33.10	
09/22	09/13/2022	59199	3140	GARPHISH BREWING COMPANY	609-20200	396.00	
09/22	09/13/2022	59200	3247	GILA LLC	101-20200	99.95	
09/22	09/13/2022	59201	739	HACH COMPANY	601-20200	257.60	
09/22	09/13/2022	59202	160	HAWKINS INC	601-20200	5,369.71	
09/22	09/13/2022	59203	1891	ISANTI AREA JOINT FIRE DISTRICT	609-20200	3,784.48	
09/22	09/13/2022	59204	270	ISANTI READY MIX INC	603-20200	355.00	
09/22	09/13/2022	59205	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,569.72	
09/22	09/13/2022	59206	5	KAWALEK TRUCKING	609-20200	152.00	
09/22	09/13/2022	59207	3172	LAMAR COMPANIES	609-20200	250.00	
09/22	09/13/2022	59208	1479	LOFFLER COMPANIES INC	108-20200	238.45	
09/22	09/13/2022	59209	17	MCDONALD DISTRIBUTING CO	609-20200	5,166.50	
09/22	09/13/2022	59210	2500	METRO SALES INC	101-20200	212.50	
09/22	09/13/2022	59211	1536	MINNESOTA DEED	219-20200	833.33	
09/22	09/13/2022	59212	2208	MINNESOTA EQUIPMENT INC	603-20200	141.09	
09/22	09/13/2022	59213	2842	MN PEIP	861-20200	34,799.34	
09/22	09/13/2022	59214	3220	MORRELL MANUFACTURING INC	920-20200	1,220.95	
09/22	09/13/2022	59215	870	M-R SIGN CO INC	101-20200	171.52	
09/22	09/13/2022	59216	2080	MVTL LABORATORIES INC	602-20200	275.33	
09/22	09/13/2022	59217	838	NORTHLAND SECURITIES INC	409-20200	3,000.00	
09/22	09/14/2022	59218	3200	OLSON, ALYSSA	101-20200	.00	V
09/22	09/13/2022	59219	2553	O'REILLY	603-20200	105.89	
09/22	09/13/2022	59220	3149	ORIGIN WINE & SPIRITS	609-20200	240.00	
09/22	09/13/2022	59221	617	PAUSTIS & SONS	609-20200	894.25	
09/22	09/13/2022	59222	44	PHILLIPS WINE & SPIRITS INC	609-20200	809.91	
09/22	09/13/2022	59223	2396	SOUTHERN GLAZERS OF MN	609-20200	3,650.00	
09/22	09/13/2022	59224	315	ST PAUL STAMP WORKS	101-20200	20.25	
09/22	09/13/2022	59225	1361	STAPLES ADVANTAGE	609-20200	332.35	
09/22	09/13/2022	59226	73	STAR	101-20200	10.50	
09/22	09/13/2022	59227	1290	THE AMBLE GROUP	603-20200	188.50	
09/22	09/13/2022	59228	626	THE WINE COMPANY	609-20200	543.00	
09/22	09/14/2022	59229	919	UPS	601-20200	.00	V
09/22	09/13/2022	59230	42	VIKING COCA-COLA BOTTLING CO	609-20200	641.80	
09/22	09/13/2022	59231	1286	VINOCOPIA INC	609-20200	131.25	
09/22	09/13/2022	59232	4	WATSON CO INC	609-20200	2,153.71	
09/22	09/13/2022	59233	2475	WHITE BEAR IT SOLUTIONS LLC	614-20200	22,990.00	
Grand Totals:						212,879.70	

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/14/2022 - 9/14/2022 | Sep 14, 2022 01:26PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
09/22	09/14/2022	59185	3200	OLSON, ALYSSA	101-20200	1,732.50	
09/22	09/14/2022	59218	3200	OLSON, ALYSSA	101-20200	1,732.50-	V
09/22	09/14/2022	59229	919	UPS	601-20200	.97-	V
Grand Totals:						.97-	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

RESOLUTION 2022-XXX

ACCEPTING FULL-TIME POLICE OFFICER DUSTEN NOREEN LETTER OF RESIGNATION

WHEREAS, Police Officer Dusten Noreen has submitted a letter of resignation to the City of Isanti on September 9, 2022; and,

WHEREAS, the effective date of this resignation is September 24, 2022; and,

WHEREAS, Dusten Noreen 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 Dusten Noreen is hereby accepted effective September 24, 2022.

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 20th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR OCTOBER 29, 2022

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on October 29, 2022 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,500 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, Jay Bossen, 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: October 29, 2022 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 20th day of September 2022.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

August 2022

Reported Crime	Month to Date	Year to Date
Theft	10	59
Assault	1	17
Vandalism/Damage to Property	3	20
Narcotics	0	23
Burglary	3	7
Domestics	2	26
Crim Sex	1	6
Robbery	0	0
Loud Party/Disturbance	6	61
Medical	35	312
Permit to Purchase	6	65
Security Check / Extra Patrol	488	3,647

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	99
DUI	1	7
Accidents	13	85
Hit & Run	0	6
Warrant P/U	3	34
Speed	2	54
DAR/DAS	17	164
Administrative Citations (Including Speed)	0	41

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	106,867	754	4,152
Ford Explorer 224 *	104,354	957	2,458
Ford F150 225	58,779	3,124	6,946
Chevy Impala 223	104,897	328	2,182
Dodge Durango 226 **	50,024	2,229	7,679
Dodge Durango 227	57,373	865	8,929
Dodge Durango 228	37,787	761	10,145
Chevy Tahoe 229	24,930	1,559	10,364
Dodge Charger 230	13,932	2,014	11,959

* Last Mileage Reported in April
** Last Mileage Reported in June

CEZT REPORT AUGUST 2022													
	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		3	3	9	19	41	49	64	79				
NEW CASES THIS MONTH		3	0	6	10	22	8	15	13				
CARRIED FORWARD FROM PREVIOUS MONTH		3	3	1	2	7	10	1	8				
NEW CASES + CARRIED FWD		6	3	7	12	29	18	16	21				
CLOSED THIS MONTH		3	2	5	5	19	17	8	13				
ACTIVE END OF MONTH (NOT INCL CITATIONS)	3	3	1	2	7	10	1	8	8				
CAN - Prohibited Animals/**87.1**						2			1				
CCV - Comm Vehicle storage/**227-9/10**					1			1					
CDO - Dogs		2		2		1	2						
CPA - Park & Store/**227-8**					7	16	1	6	4				
CSN - Snow Removal/**216-2-Q**													
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**													
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**					1								
NGR - Grass/Weed Length/**216-2-H**					1		4	5	6				
Nuisance Junk/Rubbish/**216-2-L**		1				4	3	4	6				
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or expired tabs/**216-2-L**				1		1	1	2	2				
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**													
ZFE - Fence/**216-4-A-(16)**													
Zoning/ **§ 445 Section 15, Subdivision. 5-C-4.**							1						
Other/**216-4-A-(4)**				2									
Other/**445- Sec 7: Art 2: Sub 4**				1									
MISDEMEANOR CITATIONS ISSUED THIS MONTH						1		0	2				
ACTIVE CITATIONS END OF MONTH	1	1	1				1	1	3				
COMPLIANCE LETTERS MAILED THIS MONTH		1			5	16	10	10	10				
ABATED PROPERTIES THIS MONTH							2		1				

CITY OF ISANTI MONTHLY REPORT

August 2022

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	40	148	$0.00	$0.00	$40.00	$75.00	$3,200.00	$12,240.00		
DECK	5	24	$0.00	$0.00	$5.00	$9.00	$1,500.00	$6,982.50		
LL FINISH	2	17	$0.00	$225,000.00	$2.00	$4.00	$600.00	$4,938.00		
REMODEL / ADDITION	1	7	$5,000.00	$260,000.00	$2.50	$2.50	$202.95	$4,928.65		
GARAGE / SHED	0	2	$0.00	$140,000.00	$0.00	$57.50	$0.00	$2,661.45		
MISCELLANEOUS	9	141	$0.00	$4,000.00	$9.00	$27.00	$790.00	$15,068.88		
SINGLE DWELLINGS	5	51	$1,029,221.59	$11,437,863.83	$514.62	$1,016.57	$13,687.90	$145,773.00		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	8	102	$0.00	$0.00	$8.00	$25.00	$600.00	$7,650.00		
PLUMBING	9	81	$0.00	$0.00	$9.00	$20.00	$726.00	$6,534.00		
RESIDENTIAL TOTAL	**79**	**573**	**$1,034,221.59**	**$12,066,863.83**	**$590.12**	**$1,236.57**	**$21,306.85**	**$206,776.48**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,711,477.00	$0.00	$0.00	$0.00	$12,619.20		
REMODEL / ADDITION	0	4	$0.00	$16,500.00	$0.00	$2.50	$0.00	$1,279.95		
PLUMBING	3	13	$15,000.00	$42,000.00	$10.40	$17.65	$332.00	$1,736.50		
MECHANICAL	3	7	$0.00	$114,612.00	$19.50	$19.50	$630.00	$3,756.65		
ROOF / SIDING	2	3	$106,000.00	$140,173.00	$53.00	$70.09	$1,382.00	$1,917.00		
MISCELLANEOUS	5	27	$0.00	$3,688.00	$4.00	$5.00	$375.00	$7,388.61		
COMMERCIAL TOTAL	**13**	**56**	**$121,000.00**	**$2,028,450.00**	**$86.90**	**$114.74**	**$2,719.00**	**$28,697.91**		
RESIDENTIAL/COMMERCIAL TOTAL	**92**	**629**	**$1,155,221.59**	**$14,095,313.83**	**$677.02**	**$1,351.31**	**$24,025.85**	**$235,474.39**	**$33,465.00**	**$361,422.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 8/31/2022**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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	496	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
2022	629	51	0	2	$14,095,313.83	$235,474.39	$361,422.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	$1,368,234.21	$18,181.30
February	56	$1,465,212.46	$26,286.00
March	55	$1,397,062.55	$20,450.60
April	80	$3,069,173.27	$41,680.00
May	104	$2,762,554.76	$48,291.90
June	105	$1,742,267.30	$32,294.01
July	75	$827,001.69	$18,223.23
August	92	$1,155,221.59	$24,025.85
September	21	$308,586.00	$6,041.50
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	629	$14,095,313.83	$235,474.39

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 14, 2022

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) **2022 Pavement Management Project**
The fog seal and striping is planned this month.

2) **Brookview South 1-4 Addition Rehabilitation**
The dead sod will be replaced this month. The final assessment process will be completed this fall.

3) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have submitted the concept layout and cost estimate to the County for review.

4) **Legacy Pines 3rd Addition**
Punchlist items will be completed this month.

5) **Fairway Greens North Development 1st & 2nd Addition**
This project is substantially complete. Punchlist items will be completed this month. The final lift of pavement will go on next year.

6) **Fairway Greens South Development**
The owner has requested to extend the deadline to record the plat to this fall.

7) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

8) **Main Street Reconstruction**
This project is complete.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

September 13, 2022

SUMMARY OF TENTATIVE AGREEMENT

City of Isanti and International Union of Operating Engineers, Local 49

1. Articles 6.9, 13.1, 13.2 – Probation

The parties agree to increase the probationary period from six (6) months to one (1) year. This results in amendments to Articles 6.9, 13.1, and 13.2 as follows:

6.9 PROBATIONARY PERIOD: Means ~~six (6) months~~ one (1) year from the EMPLOYEE's date of hire. The probationary period for promoted or reassigned EMPLOYEEs will last for ~~six (6) months~~ one (1) year from date of promotion or reassignment.

***

13.1 All newly hired or rehired EMPLOYEEs will serve ~~six (6) months~~ one (1) year probationary period.

13.2 All EMPLOYEEs will serve a ~~six (6) month's~~ one (1) year probationary period in any job classification in which the EMPLOYEE has not served a probationary period.

2. Article 15.3 – Job Posting

15.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience, as well as the right of final decision regarding initial placement on the salary schedule up to the Year 2 step.

(The parties also agree to enter into a MOU making the amended Article 15.3 effective to hires occurring prior to January 1, 2023.)

3. Article 17 – Health Insurance

Article 17 is replaced in its entirety with the following language:

17.1 Health Insurance. The EMPLOYER will provide a health and medical care insurance program to all full-time EMPLOYEEs. The EMPLOYER will pay 100% of the premium for single coverage health insurance. EMPLOYEEs choosing dependent care health coverage will be required to pay according to the current City policy in place as of 3/24/10. Essentially EMPLOYEE contributions toward the premium costs of dependent coverage will increase by the same percentages as the City's overall policy cost increase for the foreseeable future, however it is agreed that the current contribution policy will continue beyond the term of this AGREEMENT only if re-negotiated and agreed upon as part of any future labor agreement between the EMPLOYER and the UNION. Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall receive pro-rata health insurance benefits. The EMPLOYER shall have sole discretion in choosing and designating the health and medical care group insurance plan, provided that such plan shall be the same plan as available to non-union EMPLOYEEs of the City, and shall provide coverage and benefits at least equivalent to the coverages provided under the Public Employee Insurance Program (PEIP). For the duration of the 2023-2025 collective bargaining agreement, the EMPLOYER will offer EMPLOYEES the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

17.1.1 For the duration of the 2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. The amount will be pro-rated if less than a full year is worked. This provision shall sunset effective December 31, 2025.

17.1.2 For the duration of 2023-2025 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt-Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2025.

17.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

17.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

17.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

4. Article 18.1 – Holidays

Article 18.1 is amended as follows:

18.1 Full-time EMPLOYEEs shall receive the following holidays:

New Years Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Good Friday
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
~~1/2 day~~ Christmas Eve
Christmas Day
Floating Holiday

5. Article 20.1 – Vacation Accrual

a. Section 20.1 is replaced in its entirety with the following language:

20.1 Full-time EMPLOYEEs shall earn vacation leave as follows:

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.)

6. Article 22 – Sick Leave

22.4 To be eligible for sick leave with pay, an EMPLOYEE shall do the following:

a. Report as soon as possible to their Department Head the reason for their absence.

b. Keep their Department Head informed of their condition and if the absence is of more than three (3) ~~five (5)~~ days duration submit a medical certificate for the absence.

7. Article 24 – Uniforms

Article 24.2 is replaced in its entirety with the following language:

24.2 The EMPLOYER agrees to provide four hundred twenty five dollars ($425.00) per year to EMPLOYEE for steel toed safety boots, rain gear, winter head gear, gloves, jackets, and bib overalls. The $425 allowance will be paid in the first paycheck in January of each year in the contract.

7. Article 28 – Duration

Amend Article 28.1 as follows:

28.1 This **AGREEMENT** shall be effective as of January 1, 2023~~2020~~, and shall remain in full force and effect until the 31st day of December, 2025 ~~2022~~.

8. Miscellaneous / Cleanup Items

Article 8.5: Correct title of Public Services Director
Article 8.5 Amend references to pager to on-call phone/devices
Throughout: Remove references to AFL-CIO

9. Wages and Wage Adjustments

a. Market Adjustment: Effective January 1, 2023, adoption of new salary scale consistent with City Compensation Study (Maintenance Tech I and Maintenance Tech II placed on steps 1-7 of grades 8 and 11, respectively, and Equipment Mechanic and Working Foreman/Leadman placed on steps 2-8 of grades 12 and 13, respectively):

b. General Wage Adjustments:

2023: 4%
2024: 3.75%
2025: 3.5%

c. Appendix A Wage Schedule:

See attached.

d. Longevity

Longevity pay is based upon full length of service as a full-time employee in the City of Isanti from date of hire into the bargaining unit. Effective January 1, 2023, full time employees will receive longevity pay in accordance with the following schedule:

10 Years of Service – Two Percent (2%) above base wage rate
15 Years of Service – Four Percent (4%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

e. Utility Lead Assignment Premium

The parties agree the premium rate for the Utility Lead assignment shall increase to $1.50 per hour effective January 1, 2023.

THE UNDERSIGNED AGREE THAT THIS DOCUMENT REPRESENTS THE TENTATIVE AGREEMENT REACHED BETWEEN THE CITY AND THE UNION DURING THE MEDIATION OCCURRING SEPTEMBER 13, 2022

CITY OF ISANTI

Date: _____ by _____

Its _____

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49

Date: _____ by _____

Its _____

RRM: #476448

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the City of Isanti ("City") and International Union of Operating Engineers, Local No 49 ("Union"). The City and the Union are hereinafter referred to collectively as the parties.

WHEREAS, the Union is the exclusive representative of all public works employees of the City who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding clerical, engineering, supervisory, confidential, and all other employees; and

WHEREAS, the parties have entered into a collective bargaining agreement ("CBA") covering the period of January 1, 2020 through December 31, 2022, which governs the terms and conditions of employment for City employees within the bargaining unit represented by the Union; and

WHEREAS, the parties have negotiated a successor collective bargaining agreement ("Successor CBA") covering the period of January 1, 2023 through December 31, 2025, which will govern the terms and conditions of employment for City employees within the bargaining unit represented by the Union effective January 1, 2023; and

WHEREAS, the Successor CBA contains new contract language pertaining to the probationary period for employees within the bargaining unit as well as the placement of newly hired employees on the salary schedule; and

WHEREAS, the City is currently engaged in the hiring process related to positions within the bargaining unit; and

WHEREAS, the parties wish to incorporate certain provisions contained in the Successor CBA into the CBA so that they are applicable to any hires related to positions within the bargaining unit occurring prior to January 1, 2023.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. **Immediate Implementation of Certain Contract Language from Successor CBA.** The parties agree that the certain contract language from the Successor CBA shall be implemented as follows, effective immediately upon execution of this MOU:

A. Article 6.9 is replaced with the following language:

6.9 PROBATIONARY PERIOD: Means one (1) year from the EMPLOYEE's date of hire. The probationary period for promoted or reassigned EMPLOYEEs will last for one (1) year from date of promotion or reassignment.

B. Articles 13.1 and 13.2 are replaced with the following language:

13.1 All newly hired or rehired EMPLOYEEs will serve a one (1) year probationary period.

13.2 All EMPLOYEEs will serve a one (1) year probationary period in any job classification in which the EMPLOYEE has not served a probationary period.

C. Article 15.3 is replaced with the following language:

15.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience, as well as the right of final decision regarding initial placement on the salary schedule up to the Year 2 step.

2. **Duration.** This MOU shall remain in effect until January 1, 2023, at which time the Successor CBA becomes effective.

3. **Not Precedent Setting**. 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.

4. **Mutual Drafting.** This MOU is the result of negotiations between the parties and, accordingly, shall not be construed for or against any party, regardless of which party drafted the MOU or any portion thereof. The MOU shall for all purposes be deemed to have been mutually drafted.

5. **Entire Agreement**. This MOU constitutes the entire agreement between the parties relating to the subjects set forth 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.

IN WITNESS WHEREOF, the parties have entered into this MOU on the dates shown below.

By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO 49

Dated: 9-19-, 2022

By: _____
Its: B/A

CITY OF ISANTI, MINNESOTA

Dated: _____, 2022

By: _____
Mayor Jeff Johnson

RRM: 476790

LABOR AGREEMENT

CITY OF ISANTI
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 49~~, AFL-CIO~~

January 1, ~~2020~~ 2023~~1~~ to December 31, ~~2022~~2025

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LABOR AGREEMENT
CITY OF ISANTI
And
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 49, ~~AFL-CIO~~

ARTICLE 1 PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti hereinafter called the EMPLOYER, and Local No. 49, International Union of Operating Engineers, ~~AFL-CIO,~~ hereinafter called the UNION.

The intent and purpose of this AGREEMENT IS TO:

1.1 Establish certain hours, wages and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties' agreement upon the terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 RECOGNITION

2.1 The EMPLOYER recognizes the UNION as the Exclusive Representative under Minnesota Statutes, Section 179.71, Subd. 3 for all public works EMPLOYEEs of the City of Isanti who are public EMPLOYEEs within the meaning of Minnesota Statute 179A.03, Subd. 14, excluding clerical, engineering, supervisory, confidential EMPLOYEEs, and all other EMPLOYEEs.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

2.3 Working Foreman/Leadman. The EMPLOYER and the Union recognize the job class of "Working Foreman/Leadman" as set forth in the job description reviewed and approved by the Bureau of Mediation Services, by its Unit Clarification Order dated February 13, 2009, BMS Case No. 09PCL0668, as a position included under the exclusive representation of the Union pursuant to the provisions of this Agreement.

ARTICLE 3 UNION SECURITY

In recognition of the UNION as the exclusive representative the EMPLOYER shall:

3.1 Deduct from each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all EMPLOYEEs authorizing in writing such deduction. The Union will inform the EMPLOYER of the applicable membership dues amount and initiation fees. These amounts will not change more than once per calendar year. Initiation fees, dues and other assessments shall commence thirty-one (31) days from the date of employment. The EMPLOYER shall provide a payroll deduction for EMPLOYEEs to make a voluntary donation to the Local 49 Political Action Fund.

3.2 Remit such deduction to the appropriate designated officer of the UNION.

3.3 The UNION may designate one EMPLOYEE from the bargaining unit to act as steward and shall inform the EMPLOYER in writing of such choice.

3.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

3.5 The EMPLOYER agrees to make space available on the EMPLOYER bulletin board for posting of official UNION notice(s) and announcements.

3.6 The EMPLOYER agrees to make space available on the EMPLOYER'S premises to the UNION for meetings after business hours.

ARTICLE 4 EMPLOYER AUTHORITY

4.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this AGREEMENT.

4.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 5 EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

5.1 DEFINITION OF A GRIEVANCE
A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

5.2 UNION REPRESENTATIVES
The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the

EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

5.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

5.4 PROCEDURE

Grievances, as defined by Section 5.1, shall be resolved in conformance with the following procedure:

Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the EMPLOYEE'S supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within the ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. The EMPLOYER and the Union, by mutual agreement, may utilize a grievance mediation process in an attempt to resolve a grievance before going to arbitration.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 may be submitted to arbitration. The EMPLOYER and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the Rules established by the Bureau of Mediation Services.

The City and Union agree that a violation of the "On Call" provisions of the contract shall be considered a higher level violation and discipline shall begin at the written reprimand level.

5.5 ARBITRATOR'S AUTHORITY

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issues(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

5.6 WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

ARTICLE 6 DEFINITIONS

6.1 UNION: The International Union of Operating Engineers, Local No. 49~~, AFL-CIO.~~

6.2 EMPLOYER: The City of Isanti.

6.3 UNION MEMBER: A member of the International Union of Operating Engineers, Local No. 49~~. AFL-CIO~~

6.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

6.5 BASE PAY RATE: The EMPLOYEE's hourly pay rate including any other special allowance.

6.6 SENIORITY: Length of continuous service with the EMPLOYER.

6.7 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period and after eight (8) hours within a 24-hour period will be compensated for at one and one-half (1 ½) times the EMPLOYEE's regular base pay. Approved time off by the EMPLOYER shall be considered hours worked in the calculation of overtime.

6.8 CALLBACK: Return of an EMPLOYEE to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

6.9 PROBATIONARY PERIOD: Means ~~six (6) months~~one (1) year from the EMPLOYEE's date of hire. The probationary period for promoted or reassigned EMPLOYEEs will last for ~~six (6) months~~one (1) year from date of promotion or reassignment.

6.10 RESIGNATION IN GOOD STANDING: An EMPLOYEE leaving service with the EMPLOYER after giving a two week notice, providing the EMPLOYEE has not been discharged for misconduct.

6.11 ON CALL TIME: A time each week when one Public Works EMPLOYEE will be required to carry either or both of the following, cell phone/iPad, and be available during off-duty hours for immediate call-back, from 3:30 p.m. Monday afternoon for seven consecutive days until 7:00 a.m. the following Monday. The on-call EMPLOYEE must remain available during off-duty hours throughout the seven day period. The assigned on-call EMPLOYEE shall be required to respond to Isanti within forty-five (45) minutes. There will be a minimum of six (6) EMPLOYEES when the department has all positions filled to serve on an on-call rotation for the water and wastewater SCADA on-call which will include Maintenance Technician II and Foreman EMPLOYEES

6.12 REST DAYS: An EMPLOYEE's regularly scheduled days off, not including holidays or vacation days.

6.13 LEAD PAY: Pay to the individual selected by the Public Services Director to act in a supervisory role while the Public Services Director is out of town or otherwise

unavailable by phone to provide supervision and guidance. In the event the Public Services Director is absent and unavailable by phone; the Working Foreman will serve as the day to day supervisory Lead. In the absence of the Public Services Director and the Working Foreman, the assigned Utility Lead will serve as the day to day supervisory Lead. If the Public Services Director, the Foreman and the Utility Lead are all unavailable due to being out of town and unavailable by phone, then an appointed individual will serve as the supervisory Lead. This assignment will occur only when the Public Services Director, the Working Foreman and the Utility Lead are out of town or otherwise unavailable to supervise or provide work direction. When serving in the supervisory role as Lead, the appointed individual will receive Lead Pay as provided under the current Labor Agreement. This includes situations where the Public Services Director, Working Foreman, and the Utility Lead are on vacation over a weekend.

ARTICLE 7 SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of the AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 8 WORK SCHEDULES

8.1 The sole authority in work schedules is the EMPLOYER.

8.2 The EMPLOYER will give seven (7) days advance notice to the EMPLOYEEs affected by the establishment of scheduled shifts different from the EMPLOYEE's normal scheduled shift. If a seven (7) day notice is not given prior to a scheduled shift change, all hours worked outside of the normal scheduled work day shall be paid at one and one-half (1 ½) times the EMPLOYEEs regular base pay.

8.3 In the event that work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given.

8.4 The normal work day shall be eight (8) consecutive hours of work. The normal work week shall be five (5) consecutive days within a 7-day period. There shall be a fifteen (15) minute coffee break (approximately 9:30) in the morning of the shift and a thirty (30) minute lunch break (approximately 12:00) at the midpoint of the shift and a fifteen (15) minute break (approximately 2:30) in the afternoon. The afternoon break may be combined with the lunch break at the midpoint of the shift, EMPLOYEEs will be allowed 10 minutes at the end of their shift for cleanup.

8.5 The EMPLOYER will establish a rotating schedule for on-call assignments. In the event of a change in this schedule, one (1) week's advance notice will be provided. The on-call EMPLOYEE will be available during that period for callbacks and the EMPLOYER will call that EMPLOYEE first should any call back be necessary.

The on-call EMPLOYEE shall be compensated one (1) hour at one and one-half (1 ½) times the EMPLOYEE's hourly base wage for each scheduled day, and three (3) hours at one and one-half (1 ½) times the EMPLOYEE's base wage per each rest day or holiday for scheduled daily rounds, if any. The on-call EMPLOYEE shall be compensated one (1) hour at one and one-half (1 ½) times the EMPLOYEE's base wage for any recognized holiday.

If a designated holiday is recognized on Monday, the on call EMPLOYEE shall carry the on-call phone/devices~~pager~~ through Monday and relinquish the on-call phone/devices ~~pager~~ on the Tuesday after the holiday.

The EMPLOYEE scheduled to be on call is required to have the City-provided on-call phone/devices~~cell phone/pager~~ with them at all times and must be able to respond to the City within 45 minutes.

It is the responsibility of the on-call EMPLOYEE to determine the need for backup help. If backup help is needed, the on-call EMPLOYEE will call in backup persons. The on-call EMPLOYEE must attempt to contact the Public ~~Works~~ Services Director.

If the on-call EMPLOYEE responds to perform work for the City, they shall be entitled to a call back as defined in Article 10 – Call Back. The EMPLOYEE will be compensated at one and one-half (1 ½) times their current wage for all hours over the two (2) hour call back.

EMPLOYEEs shall have the ability to monitor and reset SCADA monitoring software from home, EMPLOYEEs shall reset the system from home as needed and shall receive one (1) hours pay at one and one-half (1 ½) times their regular rate for each day they are on-call.

EMPLOYEEs shall have the option to receive compensatory time in lieu of pay, not to exceed six (6) hours, during each on-call week.

8.6 Calls for troubleshooting issues, that can be resolved remotely shall be compensated as overtime and paid to the nearest ¼ hour per call. This only applies when an employee does not qualify for Call Back under Article 10 for the same call or during their assigned week of on call duty.

8.7 Mandatory compensatory time payment shall be provided to the EMPLOYEE for EMPLOYER scheduled week-end (rest days) or holiday rounds at a rate of one and one-half (1 ½) times the hours worked for scheduled rounds to a maximum of 80 hours.

8.8 Summer Work Schedule

During the period Memorial Day thru Labor Day the regular work week shall consist of 4 ten (10) hour days Monday through Thursday 6:00 a.m. to 4:30 p.m. EMPLOYEES must alternate their schedule to only allow half the of the staff off on Fridays unless approved by the Public Services Director. Notwithstanding the summer work schedule, the designated on call EMPLOYEE shall work five (5) consecutive eight (8) hour days Monday through Friday 7:00 a.m. to 3:30 p.m. Overtime (except as to the designated on call EMPLOYEE who shall be governed

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by the regular work schedule provisions as to overtime) shall be paid after ten (10) hours in a day Monday through Friday and and after forty (40) hours in a week. Employees shall be compensated for the contractual eight (8) hours of pay on all holidays and will be required to use leave or compensatory time to complete a schedule ten (10) hour holiday and forty (40) hour work week or respective eight (8) hour holiday and forty (40) hour work week for the designated on-call.

During the summer work schedule: Ten (10) hours will be deducted for each day of sick leave or vacation used for those days scheduled to work ten (10) hours. Eight (8) hours will be credited for each holiday and day of funeral leave during this schedule. Comp time or two (2) hour of vacation may be used to complete a holiday and two (2) hour of either sick leave or vacation may be used to complete a day of funeral leave.

ARTICLE 9 OVERTIME PAY

9.1 Overtime shall be calculated to the nearest fifteen (15) minutes.

9.2 Hours worked in excess of forty (40) hours within a seven (7) day period and after 8 hours within a 24 hour period will be compensated for at one and one-half (1 ½) times the EMPLOYEE's regular base pay.

9.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

9.4 Overtime shall be distributed as equally as practicable between members of the bargaining unit.

9.5 For overtime assignments other than Saturday and Sunday 'rounds' as specified in Article 8.6, an EMPLOYEE may choose to receive compensatory time at the rate of one-half (1 ½) to a maximum accumulation of eighty (80) hours in lieu of monetary compensation.

ARTICLE 10 CALL BACK

10.1 An EMPLOYEE called in for work at a time other than the EMPLOYEE's normal scheduled shift will be compensated for a minimum of two (2) hours' pay at one and one-half (1 ½) times the EMPLOYEEs base rate of pay.

10.2 An EMPLOYEE called in for work at a time other than the EMPLOYEE's normal scheduled shift will be compensated for a minimum of three (3) hours' pay at one and one-half (1 ½) times the EMPLOYEEs base rate of pay during the dates from June 1 through August 31.

ARTICLE 11 RIGHT OF SUBCONTRACT

Nothing in this AGREEMENT shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by EMPLOYEEs covered by this AGREEMENT.

ARTICLE 12 DISCIPLINE

12.1 The EMPLOYER will discipline EMPLOYEEs for just cause only. Discipline will be in one or more of the following forms:

A) Oral reprimand
B) Written reprimand
C) Suspension
D) Demotion, or
E) Discharge

12.2 Suspension, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an EMPLOYEE's personnel file will be read and acknowledged by signature of the EMPLOYEE. EMPLOYEEs and the UNION will receive a copy of such reprimands and/or notices.

12.4 EMPLOYEEs may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 EMPLOYEEs will not be questioned concerning an investigation of disciplinary action unless the EMPLOYEE has been given adequate opportunity to have a UNION representative present at such questioning.

12.6 Grievances relating to this Article shall be initiated by the UNION at Step 2 of the grievance procedure under Article 5 of this AGREEMENT.

ARTICLE 13 PROBATIONARY PERIODS

13.1 All newly hired or rehired EMPLOYEEs will serve ~~six (6) months~~a one (1) year probationary period.

13.2 All EMPLOYEEs will serve a ~~six (6) month's~~one (1) year probationary period in any job classification in which the EMPLOYEE has not served a probationary period.

13.3 At any time during the probationary period a newly hired or rehired EMPLOYEE may be terminated at the sole discretion of the EMPLOYER.

~~13.3~~

13.4 At any time during the probationary period a promoted or reassigned EMPLOYEE may be demoted or reassigned to the EMPLOYEE's previous position at the sole discretion of the EMPLOYER.

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ARTICLE 14 SAFETY

The EMPLOYER and the UNION agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage EMPLOYEEs to work in a safe manner.

The City will offer and provide at city cost Hepatitis B Shots for all Public Works EMPLOYEEs during their probationary period.

ARTICLE 15 JOB POSTING

15.1 The EMPLOYER and the UNION agree that permanent job vacancies within the designated bargaining unit shall be filled based on the concept of promotion from within provided that internal applicants:

15.11 Have the necessary qualifications to meet the standards of the job vacancy; and

15.12 Have the ability to perform the duties and responsibilities of the job vacancy.

15.2 EMPLOYEEs filling a higher job class based on the provisions of this ARTICLE shall be subject to the conditions of ARTICLE 13 (PROBATIONARY PERIOD).

15.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience, as well as the right of final decision regarding initial placement on the salary schedule up to the Year 2 step.

15.4 Job vacancies within the designated bargaining unit will be posted for five (5) work days so that members of the bargaining unit can be considered for such vacancies.

15.5 Upon receiving a promotion to a new classification, an employee's pay rate shall be adjusted to the first step in the new classification, which is higher than the employee's current rate.

ARTICLE 16 SENIORITY

16.1 Seniority will be the determining criterion for lay offs only when all job-relevant qualification factors are equal.

16.2 Seniority will be the determining criterion for recall when the job-relevant qualification factors are equal. Recall rights under this provision will continue for twelve (12) months after lay off. Recalled EMPLOYEEs shall have ten (10) working days after notification of recall by registered mail at the EMPLOYEE's last known address to report to work or forfeit all recall rights.

16.3 Seniority shall prevail in scheduling time off (comp or vacation) when put in before April 1 of calendar year for that year.

ARTICLE 17 HEALTH INSURANCE

17.1 Health Insurance. The EMPLOYER will provide a health and medical care insurance program to all full-time EMPLOYEEs. The EMPLOYER will pay 100% of the premium for single coverage health insurance. EMPLOYEEs choosing dependent care health coverage will be required to pay according to the current City policy in place as of 3/24/10. Essentially EMPLOYEE contributions toward the premium costs of dependent coverage will increase by the same percentages as the City's overall policy cost increase for the foreseeable future, however it is agreed that the current contribution policy will continue beyond the term of this AGREEMENT only if re-negotiated and agreed upon as part of any future labor agreement between the EMPLOYER and the UNION. Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall receive pro-rata health insurance benefits. The EMPLOYER shall have sole discretion in choosing and designating the health and medical care group insurance plan, provided that such plan shall be the same plan as available to non-union EMPLOYEEs of the City, and shall provide coverage and benefits at least equivalent to the coverages provided under the Public Employee Insurance Program (PEIP). For the duration of the 2023-2025 collective bargaining agreement, the EMPLOYER will offer EMPLOYEES the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

~~17.1 Health Insurance. The EMPLOYER will provide a health and medical care insurance program to all full-time EMPLOYEEs. The EMPLOYER will pay 100% of the premium for single coverage health insurance. EMPLOYEEs choosing dependent care health coverage will be required to pay according to the current City policy in place as of 3/24/10. Essentially EMPLOYEE contributions toward the premium costs of dependent coverage will increase by the same percentages as the City's overall policy cost increase for the foreseeable future, however it is agreed that the current contribution policy will continue beyond the term of this AGREEMENT only if re-negotiated and agreed upon as part of any future labor agreement between the EMPLOYER and the UNION. Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall receive pro-rata health insurance benefits. The EMPLOYER shall have sole discretion in choosing and designating the health and medical care group insurance plan, provided that such plan shall be the same plan as available to non-union EMPLOYEEs of the City, and shall provide coverage and benefits at least equivalent to the coverages provided under the Blue Cross/Blue Shield Group Plan as set forth in the attached Schedule B.~~

17.1.1 For the duration of the 2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. The amount will be pro-rated if less than a full year is worked. This provision shall sunset effective December 31, 2025.

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17.1.2 For the duration of 2023-2025 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt-Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2025.

17.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

17.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

17.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

~~17.1.1 Flexible Spending Plan. The City of Isanti will provide a Flexible Benefits Spending Plan for participation by the EMPLOYEE and their dependents.~~

~~17.2 Life Insurance. The EMPLOYER will provide and pay the full cost of the premiums for live insurance in the amount of $25,000 for each full-time EMPLOYEE.~~

~~17.3 Effective Date. The health, dental and term life insurance shall be in effect the first day of the first full month of employment.~~

~~17.4 Dental Insurance. The EMPLOYER shall make dental insurance coverage available to full-time EMPLOYEEs and their dependents. The EMPLOYER will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage. Part-time EMPLOYEEs regularly scheduled thirty (30) or more hours per week shall receive pro-rata dental insurance benefits.~~

ARTICLE 18 HOLIDAYS

18.1 Full-time EMPLOYEEs shall receive the following holidays:

New Years Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Memorial Day	~~1/2 day~~ Christmas Eve
Independence Day	Christmas Day
Labor Day	Floating Holiday
Good Friday	

18.2 EMPLOYEE's required to work on holidays shall be paid one and one-half (1 ½) times the EMPLOYEE's base pay rate for hours worked. This is in addition to the EMPLOYEE's base pay.

18.3 In the event that a holiday falls on a Sunday, the following Monday shall be a paid holiday, and in any of these fall on a Saturday, the proceeding Friday shall be a paid holiday.

18.4 EMPLOYEEs shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay, unless the EMPLOYEE is absent due to illness, accident, on vacation or approved paid leave.

18.5 Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week will receive pro-rata holiday benefits.

ARTICLE 19 PART TIME AND SEASONAL EMPLOYEES

19.1 Part-time EMPLOYEEs Part-time EMPLOYEEs regularly scheduled to work less than thirty (30) hours per week shall not be eligible for benefits under this AGREEMENT.

19.2 Seasonal EMPLOYEE. An EMPLOYEE who works in a position that is reasonably expected to be of a duration of not more than one hundred (100) working days within a twelve (12) month calendar period.

19.3 Rates of Pay. Seasonal EMPLOYEE's rate of pay shall be in accordance with the seasonal/temporary pay plan established by the City Administrator.

19.4 Benefits: Seasonal EMPLOYEEs shall not be eligible for any benefits under this agreement except those which may be required by law.

19.5 Probation Period. All newly hired or rehired seasonal EMPLOYEEs will serve a probationary period for the duration of their employment.

19.6 At any time during the probationary period, a newly hired or rehired seasonal EMPLOYEE may be terminated at the sole discretion of the EMPLOYER.

19.7 Contract Provisions Applicable. Seasonal EMPLOYEEs shall not be covered by those provisions of the contract relating to:

Article 5 – Grievance Procedure
Article 10 – Call Back
Article 12 – Discipline
Article 16 – Seniority
Article 17 – Insurance
Article 18 – Holidays
Article 20 – Vacations
Article 22 – Sick Leave
Article 24 – Uniform Allowance
Appendix A – Salary Schedules

19.8 The City agrees to notify the union when any seasonal/temporary EMPLOYEE exceeds one hundred (100) working days within a twelve (12) month calendar period.

19.9 No seasonal/temporary EMPLOYEE will operate any equipment requiring a "CDL" or "B" license, or any equipment previously considered as heavy equipment. All overtime will be offered to full-time EMPLOYEEs prior to seasonal/temporary EMPLOYEEs, it being the intent of this provision that seasonal temporary EMPLOYEEs may be assigned to any task for which they are qualified, at any times designated by the EMPLOYER, but shall not be assigned to work any overtime unless such overtime has first been offered to all available full time EMPLOYEEs in the order of their seniority, and no full time EMPLOYEE chooses to accept the EMPLOYER'S offer for overtime work.

19.10 The City and the Union hereby agree that individuals working less than 100 days in a calendar year are not members of the bargaining unit. The wages, benefits and terms and conditions of employment for individuals working less than 100 days in a calendar year will be determined at the sole discretion of the City. In the event these individuals are deemed to be members of the bargaining unit by operation of the law or otherwise, the parties agree that the wages, benefits and terms and conditions of employment will be determined at the sole discretion of the City. Such individuals will not be assigned work requiring a CDL license or operate any off road equipment over 50 horsepower, with the exception of the tractor, progressive mower and skid steer with brush hog for storm pond maintenance work. Such individuals shall only be employed April through November.

ARTICLE 20 VACATIONS

20.1 Full-time EMPLOYEEs shall earn vacation leave as follows:

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.)

~~Length of Service — Amount~~

~~After one (1) year of continuous service — forty-eight (48) hours~~

~~After two (2) years of continuous service — ninety-six (96) hours~~

~~After six (6) years of continuous service — one hundred forty-four (144) hours~~

~~After ten (10) years of continuous service — one hundred ninety-two (192) hours~~

~~After fifteen (15) years of continuous service — two hundred sixteen (216) hours~~

20.2 Part-time EMPLOYEEs regularly scheduled to work thirty (30) or more hours per week will receive pro-rata vacation benefits.

ARTICLE 21 JURY DUTY

EMPLOYEEs required to serve on jury duty shall be allowed the difference of pay for all full days absent. An EMPLOYEE excused from jury duty prior to the end of the EMPLOYEE's duty day shall return to work.

ARTICLE 22 SICK LEAVE

22.1 Every probationary and full-time EMPLOYEE will earn sick leave with pay at the rate of eight (8) hours for each calendar month of full time service. Sick leave may be accumulated to a maximum of four hundred eighty (480) hours and be granted in units of not less than one hour. EMPLOYEEs may use sick leave for personal illness, as required by law, or with permission of the EMPLOYER.

22.2 Upon accrual of four hundred eighty (480) hours, the City shall on an annual basis, reimburse unused sick leave at the rate of one-half (1/2) of the EMPLOYEE's daily salary to a maximum of forty-eight (48) hours for those hours over the four hundred eighty (480) hours and upon termination, reimburse unused sick leave as outlined in the step that follows as "A". The sick leave time reimbursed by the City will be lost by the EMPLOYEE for accumulation purposes. The sick leave that is accumulated may be used only for sick leave purposes and the EMPLOYEE will not be reimbursed for unused sick leave except in the manner as described in this Article.

A. Upon termination of an EMPLOYEE in good standing and with five (5) years of consecutive employment, shall be reimbursed one-half (1/2) pay for sick days not used to a maximum of hour hundred eighty (480) hours.

22.3 Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall accrue pro-rata sick leave benefits.

22.4 To be eligible for sick leave with pay, an EMPLOYEE shall do the following:

A. Report as soon as possible to their Department Head the reason for their absence.

B. Keep their Department Head informed of their condition and if the absence is of more than ~~five~~ three (3) (5) days duration submit a medical certificate for the absence.

ARTICLE 23 FUNERAL LEAVE

23.1 The City shall grant leave with pay as specified within the City's Personnel Policy. The City shall grant leave with pay for a maximum of three (3) days for the death of the following family members of the EMPLOYEE:

Spouse, child, father, mother, spouse's mother, spouse's father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

ARTICLE 24 UNIFORMS

24.1 The EMPLOYER will provide all EMPLOYER required uniform articles and equipment.

24.2 The EMPLOYER agrees to provide four hundred twenty five dollars ($425.00) per year to EMPLOYEE for steel toed safety boots, rain gear, winter head gear, gloves, jackets, and bib overalls. The $425 allowance will be paid in the first paycheck in January of each year in the contract.

~~In 2020 the EMPLOYER will contribute three hundred seventy-five dollars ($375.00) per year reimbursement toward steel toed safety boots, rain gear, winter head gear, gloves, jackets and bib overalls. Any unused portion of the three hundred seventy five dollars shall be banked for the EMPLOYEE to use in successive years towards steel toed safety boots, rain gear, winter headgear, gloves, jackets and bib overalls.~~

24.3 The employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed during the course of the workday, except in those instances where the damage or loss is caused by the personal neglect of the employee. Replacement shall be for a similar item with proper receipt of purchase. Reimbursement will not exceed actual replacement value and will be within reasonable limits. The reimbursement cap will be set at $100 annually per employee.

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ARTICLE 25 UTILITY COMPUTER OR SPECIALIZED EQUIPMENT TRAINING

25.1 The City of Isanti will train all EMPLOYEEs in the use of utility computer and any other specialized equipment.

ARTICLE 26 LOSS OF COMMERCIAL DRIVER'S LICENSE

26.1 The purpose of this Article is to assist both Labor and Management in dealing with Commercial Driver's License (CDL) rules and suspension of licenses affecting EMPLOYEE'S ability to perform work duties.

The following conditions will apply to no more than one (1) Public Works employee in the Local 49 Bargaining Unit at any given time.

A. If an EMPLOYEE temporarily loses his/her driver's license and CDL, the EMPLOYER will accommodate the EMPLOYEE by assigning him/her to duties that do not require a driver's license/CDL, not to exceed twelve (12) months during the EMPLOYEE's tenure with the City, and not to exceed two (2) driver's license revocations, suspensions and/or withdrawals as a result of driving violations.

B. If the temporary loss of the EMPLOYEE's driver's license is the result of an alcohol-related offense, the EMPLOYEE will be required to comply with the recommendations of a Substance Abuse Professional. Proof of compliance with the Substance Abuse Professional recommendations will be provided to the EMPLOYER. Any second or subsequent loss of driver's license and/or

CDL privileges for drinking and driving offenses occurring during an EMPLOYEE's tenure with the City shall be deemed sufficient grounds for immediate termination of the offending EMPLOYEE's employment with the City.

C. The application of the provisions of this Article will begin for an individual as of the date of his/her license revocation, suspension or withdrawal regardless of subsequent procedures contesting the revocation suspension or withdrawal.

D. The provisions of this Article apply to driving violations outside the workplace.

E. The provisions of this Article do not apply to the Department of Transportation's required random testing.

F. A seventeen per cent (17%) decrease in pay will begin as of the revocation date. Any hourly wages not paid to an EMPLOYEE during the revocation of the EMPLOYEE's driver's license/CDL will not be reimbursed regardless of the outcome of any subsequent contesting of the revocation.

G. The EMPLOYEE must be able to obtain a State of Minnesota driver's license within 60 days.

ARTICLE 27 WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 28 DURATION

28.1 This **AGREEMENT** shall be effective as of January 1, ~~2020~~2023, and shall remain in full force and effect until the 31st day of December, ~~2022~~2025.

IN WITNESS WHEREOF, the parties hereto have executed this **AGREEMENT** on this _____ day of _____, _____.

FOR THE CITY OF ISANTI

_____
Mayor

_____
City Administrator

FOR INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49~~, AFL-CIO~~

_____
Business Manager
Financial Secretary

_____
Area Business Representative

_____
Union Steward

APPENDIX A

WAGES AND CLASSIFICATIONS

Effective January 1, 2023 (Market + 4% COLA)							
Classification	Start	6 Months	Year 1	Year 2	Year 3	Year 4	Year 5 *and thereafter*
Working Foreman/Leadman	$33.3097	$34.3137	$35.3399	$36.3991	$37.4914	$38.6168	$39.7753
Equipment Mechanic	$30.6948	$31.6106	$32.5594	$33.5414	$34.5455	$35.5826	$36.6528
Maintenance Technician II	$27.4620	$28.2895	$29.1391	$30.0107	$30.9155	$31.8423	$32.8022
Maintenance Technician I	$21.4930	$22.1329	$22.7949	$23.4790	$24.1851	$24.9133	$25.6636

Effective January 1, 2024 (3.75% over 2023)							
Classification	Start	6 Months	Year 1	Year 2	Year 3	Year 4	Year 5 *and thereafter*
Working Foreman/Leadman	$34.5588	$35.6005	$36.6651	$37.7640	$38.8973	$40.0649	$41.2668
Equipment Mechanic	$31.8459	$32.7960	$33.7804	$34.7992	$35.8409	$36.9169	$38.0273
Maintenance Technician II	$28.4919	$29.3504	$30.2318	$31.1361	$32.0748	$33.0364	$34.0323
Maintenance Technician I	$22.2990	$22.9629	$23.6497	$24.3595	$25.0921	$25.8476	$26.6260

Effective January 1, 2025 (3.5% over 2024)							
Classification	Start	6 Months	Year 1	Year 2	Year 3	Year 4	Year 5 *and thereafter*
Working Foreman/Leadman	$35.7684	$36.8465	$37.9484	$39.0858	$40.2587	$41.4672	$42.7112
Equipment Mechanic	$32.9605	$33.9438	$34.9627	$36.0172	$37.0953	$38.2090	$39.3583
Maintenance Technician II	$29.4891	$30.3777	$31.2899	$32.2259	$33.1974	$34.1926	$35.2234
Maintenance Technician I	$23.0794	$23.7666	$24.4775	$25.2120	$25.9703	$26.7522	$27.5579

~~Effective January 1, 2020 2% MARKET~~							
~~Classification~~	~~Start~~	~~6 Months~~	~~Year 1~~	~~Year 2~~	~~Year 3~~	~~Year 4~~	~~Year 5 *and thereafter*~~
~~*Working Foreman/Leadman*~~	~~$27.5502~~	~~$27.6930~~	~~$28.7334~~	~~$29.7942~~	~~$30.8448~~	~~$31.8546~~	~~$32.9154~~
~~*3% COLA*~~	~~$28.3767~~	~~$28.5238~~	~~$29.5954~~	~~$30.6880~~	~~$31.7701~~	~~$32.8102~~	~~$33.9029~~
~~*Equipment Mechanic*~~	~~$23.7456~~	~~$24.6432~~	~~$25.5714~~	~~$26.4996~~	~~$27.4278~~	~~$28.3662~~	~~$29~~
~~*3% COLA*~~	~~$24.4580~~	~~$25.3825~~	~~$26.3385~~	~~$27.2946~~	~~$28.2506~~	~~$29.2172~~	~~$30.1942~~
~~*Maintenance Technician II*~~	~~$21.6750~~	~~$22.5114~~	~~$23.3580~~	~~$24.2046~~	~~$25.0308~~	~~$25.9080~~	~~$26~~
~~*3% COLA*~~	~~$23.3253~~	~~$23.1867~~	~~$24.0587~~	~~$24.9307~~	~~$25.7817~~	~~$26.6852~~	~~$27.5572~~
~~*Maintenance Technician I*~~	~~$17.5032~~	~~$18.1662~~	~~$18.8394~~	~~$18.5228~~	~~$20.2062~~	~~$20.8896~~	~~$21.5934~~

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3% COLA	$18.0253	$18.7112	$19.4046	$20.1085	$20.8124	$21.5163	$22

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Effective January 1, 2021 (3% COLA)

Classification	Start	6 Months	Year 1	Year 2	Year 3	Year 4	Year 5 *and thereafter*
Working Foreman/Leadman	$29.2280	$29.3795	$30.4833	$31.6086	$32.7232	$33.7945	$34.9200
Equipment Mechanic	$25.1917	$26.1440	$27.1287	$28.1134	$29.0981	$30.0937	$31.1000
Maintenance Technician II	$22.9951	$23.8823	$24.7805	$25.6786	$26.5552	$27.4858	$28.3839
Maintenance Technician I	$18.5691	$19.2725	$19.9867	$20.7118	$21.4368	$22.1618	$22.9084

Effective January 1, 2022 (3% COLA)

Classification	Start	6 Months	Year 1	Year 2	Year 3	Year 4	Year 5 *and thereafter*
Working Foreman/Leadman	$30.1048	$30.2609	$31.3978	$32.5569	$33.7049	$34.8083	$35.9676
Equipment Mechanic	$25.9475	$26.9283	$27.9426	$28.9568	$29.9710	$30.9965	$32.0330
Maintenance Technician II	$23.6850	$24.5988	$25.5239	$26.4490	$27.3519	$28.3104	$29.2354
Maintenance Technician I	$19.1262	$19.8507	$20.5863	$21.3332	$22.0799	$22.8267	$23.5957

Effective January 1, 2020 EMPLOYEEs who earn a Class C Sewer license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class C Water license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class D Sewer license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class D Water license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

EMPLOYEEs who earn a Class C Pesticide applicators license shall be paid a premium of twenty cents ($0.20) per hour.

Assignment of Back-Up Equipment Mechanic – Employees who meet the qualifications for and are appointed by the Employer to assume the full responsibilities and duties of the Equipment Mechanic, when the Equipment Mechanic is not available or as determined by the Supervisor that additional help is necessary, shall receive a premium rate of $1.50 per hour. Hours for the backup mechanic will be tracked on a ¼ hour basis. The Employer reserves the right to make changes to the assignment as needed based on needs of the City.

Assignment of Utility Lead - Employees who meet the qualifications for and are appointed by the Employer to assume the full responsibilities and duties of the Utility Lead shall receive a premium rate of ~~$0.75~~1.50 per hour. The Employer reserves the right to make changes to the assignment as needed based on needs of the City.

Longevity -- Longevity pay is based upon full length of service as a full-time employee in the City of Isanti from date of hire into the bargaining unit. Effective January 1, 2023, full time employees will receive longevity pay in accordance with the following schedule:

10 Years of Service – Two Percent (2%) above base wage rate
15 Years of Service – Four Percent (4%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

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Comprehensive major medical with deductible plan with Aware® or Accord network

Aware network plan numbers: 120
Accord network plan numbers: 320

Benefits are effective July 1, 2011

Plan highlights	In network	Out of network
Calendar-year deductible options One deductible applies to services from all providers.	$500/person – $1,000/family	
Out-of-pocket maximum A separate out-of-pocket maximum of $750 per person or $1,500 per family applies to prescription drugs.	$1,800/person – $5,000/family	$5,000/person
Lifetime maximum	Unlimited	
Physician services • Office or urgent care visits for illness or injury • Retail health clinic • Behavioral health care (mental health, substance abuse, eating disorders and autism) • Chiropractic manipulation • In-office surgery/allergy-related services	 100% after $30 copay 100% 100% after $30 copay 100% after $30 copay 80% after deductible	 60% after deductible 60% after deductible 60% after deductible Aware network: 60% after deductible from participating providers; Aware and Accord networks: no coverage for services from nonparticipating providers 60% after deductible
Preventive care • Well-child services and immunizations • Prenatal care • Routine physicals and eye exams • Cancer screenings	 100% 100% 100% 100%	 60% after deductible 60% after deductible 60% after deductible 60% after deductible
Lab services	80% after deductible	60% after deductible
X-ray and diagnostic imaging	80% after deductible	60% after deductible
In- and outpatient hospital services • Facility services (includes behavioral health care) • Professional services (includes behavioral health care)	 80% after deductible* 80% after deductible*	 60% after deductible 60% after deductible
Emergency care • Outpatient facility services • Outpatient professional services	 100% after $100 copay 100%	 100% after $100 copay 100%
Ambulance services	80%	80%
Medical supplies	80% after deductible	60% after deductible
Therapy services • Chiropractic therapy • Occupational and physical therapy • Speech therapy	 80% after deductible* 80% after deductible 80% after deductible	 Aware network: 60% after deductible from participating providers; Aware and Accord networks: no coverage for services from nonparticipating providers No coverage No coverage
Prescription drugs (GenRx formulary) • Retail (31-day supply) • Specialty drugs • 90dayRx (90-day supply) *excludes specialty drugs* 90-day supply available through participating retail pharmacies or PrimeMail®, a mail-service pharmacy owned and operated by Prime Therapeutics LLC, an independent company providing pharmacy benefit management services	 $9 generic/$40 formulary brand/ $90 non-formulary brand 20% coinsurance to a maximum of $200 per specialty prescription $18 generic/$80 formulary brand/ $180 non-formulary brand If a generic drug is available and member chooses a brand-name drug, member pays the difference between the brand-name price and the generic price, plus any coinsurance. In some cases, this can amount to the full cost of the brand-name drug.	 $9 generic/$40 formulary brand/ $90 non-formulary brand; member pays the pharmacy and files a claim. In addition to copays, member will be responsible for amounts in excess of allowed amount. No coverage

Your out-of-pocket costs depend on the network status of your provider. To check status, call Blue Cross customer service at the number on the back of your member ID card or visit **bluecrossmn.com**.
Lowest out-of-pocket costs: In-network providers
Higher out-of-pocket costs: Out-of-network participating providers
Highest out-of-pocket costs: Out-of-network nonparticipating providers (You are responsible for the difference between Blue Cross' allowed amount and the amount billed by nonparticipating providers. This is in addition to any applicable deductible, copay or coinsurance. Benefit payments are calculated on Blue Cross' allowed amount, which is typically lower than the amount billed by the provider.)

BlueCross BlueShield of Minnesota
An Independent Licensee of the Blue Cross and Blue Shield Association

F7097817 (3/11)

*** With the Aware network: Use Select Network chiropractic and behavioral health providers for highest level of coverage. With the Accord Network: Use participating network chiropractic and behavioral health providers for highest level of coverage.**

This is only an outline of plan benefits. The contract and certificate include complete details of what is and isn't covered. Services not covered include eyeglasses, hearing aids, items primarily used for a non-medical purpose, over-the-counter drugs (except as specified in the Certificate of Coverage), nutritional supplements, services that are cosmetic, experimental, not medically necessary, or covered by workers' compensation or no-fault auto insurance. Preexisting conditions may not be covered for a limited period of time. This limit is reduced by prior continuous coverage and doesn't apply to pregnancy, newborns, adopted children, individuals under 19 or handicapped dependents. We feature a large network of health care providers. Each provider is an independent contractor and is not our agent. Nonparticipating providers do not have contracts with Blue Cross and Blue Shield of Minnesota. Please note: Benefits are subject to regulatory approval.

~~SCHEDULE B~~

RESOLUTION 2022-XXX

APPROVING THE OFFER FOR FULL-TIME MAINTENANCE TECHNICIAN II FOR DANIEL WITTKOP

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 Public Works Maintenance Technician II position; and,

WHEREAS, Human Resources has offered the position to Daniel Wittkop as the most qualified candidate for the open full-time Public Works Maintenance Technician II position; and,

WHEREAS, This offer is contingent on successfully passing a background check and drug test. If any of the mentioned contingencies are not met, the offer can and will be rescinded. This position is subject to following all policies and agreements set forth by the Local 49'ers Collective Bargaining Agreement and the City Personnel Policy;

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 Public Works Maintenance Technician II position to Daniel Wittkop for the City of Isanti
2. That Daniel Wittkop is eligible to start any after passing of this resolution and successful completion of background check and drug test. He shall have 1 year of probation per MOU.
3. That Daniel Wittkop is eligible for a full benefit package offered by the City of Isanti.
4. That Daniel Wittkop shall start at Step 2 per 2020-2023 wage scale per the 2020-2022 union contract and would remain on Step 2 on the effective date of the 2023-2025 union contract.
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.

This Resolution is hereby approved by the Isanti City Council this 20th day of September 2022.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand, City Clerk

A Community For Generations.
Isanti

September 12, 2022

SUMMARY OF TENTATIVE AGREEMENT

City of Isanti and LELS Local # 217

1. Article 3 -- Definitions

Article 3 is amended to remove the definitions of "Promotion" and "Transfer," to add the new definition of "Special Assignment" and to modify the definition of "Probation Period" as follows:

SPECIAL ASSIGNMENT: The assignment of specialized work duties at the discretion of the Police Chief. Special Assignments are work assignments and shall not be considered a promotion or separation position or classification. Seniority shall not be impacted by time spent working Special Assignments.

PROBATION PERIOD: Means one (1) calendar year from the employees date of hire. ~~The probationary period for promoted or reassigned employees will last for six (6) months from the date of promotion or reassignment.~~

2. Article 14 – Call Back Time

The following language is added to Article 14 to clarify that phone calls do not constitute a call back:

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum. Call back time shall not include phone calls, and must include the employee reporting to work at the office or the scene of an incident.

3. Article 16 – Seniority

Section 16.5 is removed in its entirety.

4. Article 17 – Compensation

Article 17 is modified as follows:

The following language is added to Article 17:

17.6 Police Investigator Special Assignment
Bargaining unit members may be appointed by assignment to the Police Investigator Special Assignment at the discretion of the Police Chief. Reassignment of a member from the Police Investigator Special Assignment shall not be considered a demotion nor disciplinary action, nor shall such reassignment be subject to the grievance procedures set forth in this Agreement. Members appointed to the Police Investigator Special Assignment shall be compensated as set forth in the Appendix A.

17.7 School Resource Officer (SRO) Special Assignment
Bargaining unit members may be appointed by assignment to the School Resource Officer (SRO) Special Assignment at the discretion of the Police Chief. Reassignment of a member from the School Resource Officer (SRO) Special Assignment shall not be considered a demotion nor disciplinary action, nor shall such reassignment be subject to the grievance procedures set forth in this Agreement. Members appointed to the School Resource Officer (SRO) Special Assignment shall be compensated as set forth in the Appendix A.

17.8 Longevity Credit for Prior Law Enforcement Experience
Outside experience as a full-time licensed peace officer in Minnesota prior to an Employee's full-time employment with the City shall be recognized at a rate of 50% (1-year prior full-time experience = 0.5 years longevity credit) for purposes of determining eligibility for longevity pay pursuant to Article 17.4. Longevity credit under this paragraph is capped at five (5) years.

5. Article 18 – Vacation

a. Section 18.1 is replaced in its entirety with the following language:

Vacation will accrue at the following rates:

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.)

b. Section 18.2 is amended as follows:

~~48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year~~Employees may carry accrued vacation leave up to a maximum of 480 hours.

6. Article 20 – Sick Leave

Section 20.4 is amended as follows:

> An employee who is drawing worker's compensation shall be allowed to use accumulated sick, vacation, or compensatory leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

7. Article 22 – Insurance

Article 22 is modified as follows:

22.1 ***

~~Effective 07/01/2011 and for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Blue Cross/Blue Shield "120 Group Plan" as set forth in the attached Appendix 'C'.~~

21.1a For the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the Public Employee Insurance Program (PEIP). For the duration of the 2023-2025 collective bargaining agreement, the Employer will over Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and PEIP HSA Compatible Plan.

21.1b For the duration of the 2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. This amount will be pro-rated if less than a full year is worked. This provision will remain in effect until a replacement successor agreement is reached.

21.1c For the duration of the 2023-2025 collective bargaining agreement only, the City will continue to offer $443.75 per month taxable Opt-Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of proof of coverage pursuant to City policy. This provision will remain in effect until a replacement successor agreement is reached.

***

8. Article 24 – Holidays

Section 24.1 is modified as follows:

24.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day
Independence Day
Veteran's Day
~~1/2 day~~ Christmas Eve
Christmas Day
Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Good Friday
~~Floating Holiday~~

Section 24.2 is modified as follows:

24.2 Full-time employees will receive 8 hours of banked holiday pay per Holiday ~~(4 hours for Christmas Eve)~~ as provided in Article 24.1. During the month of December Employees will be paid a lump sum check at the employees regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment. In the event of a resignation occurring after payment of the lump sum check but before the occurrence of holidays set forth in this Article, the Employer is authorized to deduct any amounts paid for holidays occurring after the effective date of said resignation from the wages of a resigning Employee.

Section 24.3 is modified as follows:

24.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are ~~the Floating Holiday and ½ Day for~~ Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

Section 24.4 is removed in its entirety.

9. Article 25 – Uniforms

Section 25.7 is removed in its entirety.

10. Article 28 – Duration

Article 28 is amended as follows:

> This AGREEMENT shall be effect from January 1, ~~2020~~2023 until December 31, ~~2022~~2025, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

11. Miscellaneous Language Items

The City and Union agree to the following non-substantive/formatting changes:

a. Table of Contents: "Remove Appendix C" from the list.
b. Article 1: "I" should be 1.
c. Article 11: "II" should be 11.
d. Article 23: "Shall" should not be capitalized.
e. Article 25.2: Remove the additional "$".

12. Wages and Wage Adjustments

a. Market Adjustment: Effective January 1, 2023, adoption of new salary scale consistent with City Compensation Study (reduced to 4 steps: Start, 2, 4, and 6 of Grade 13 on 2022 scale):

START	STEP 1	STEP 2	STEP 3
$32.9940	$34.9991	$37.1315	$39.3912

b. General Wage Adjustments:

2023: 4%
2024: 3.75%
2025: 3.5%

c. Appendix A Wage Schedule:

PATROL OFFICER HOURLY WAGES

	Start	Step 1	Step 2	Step 3
2023 (Market + 4%)	34.3138	36.3991	38.6168	40.9668
2024 (3.75% over 2023)	35.6005	37.7640	40.0649	42.5031
2025 (3.5% over 2024)	36.8465	39.0858	41.4672	43.9907

d. Special Assignment Compensation

SPECIAL ASSIGNMENT COMPENSATION

Employees assigned to the Police Investigator Special Assignment shall receive a 6.5 % increase to their regular wage.

Employees assigned to the School Resource Officer (SRO) Assignment shall receive a 1.5 % increase to their regular wage.

Firearms/Use of Force Instructor: Employees designated by the Police Chief to be the Firearms/Use of Force Instructor shall receive pay at a rate of $2.00 per hour for hours engaged in training other employees.

Emergency Response Team/SWAT: Employees designated by the Police Chief to be Emergency Response Team/SWAT shall receive pay at a rate of $2.00 per hour for hours engaged in working or training in an Emergency Response Team/SWAT capacity.

THE UNDERSIGNED AGREE THAT THIS DOCUMENT REPRESENTS THE TENTATIVE AGREEMENT REACHED BETWEEN THE CITY AND THE UNION DURING NEGOTIATIONS OCCURRING SEPTEMBER 6, 2022

CITY OF ISANTI

Date: _____ by _____

Its _____

LAW ENFORCEMENT LABOR SERVICES, INC.

Date: 9/19/2022 by _____

Its Business Agent LELS

RRM: #475765

Labor Agreement

between

The City of Isanti, MN

-and-

Law Enforcement Labor Services, Inc.

Local# 217

January 1, ~~2020~~ 2023 - December 31, ~~2022~~2025

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ARTICLE ~~1~~ 1 -- PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 217 of Law Enforcement Labor Services, Inc., hereinafter called the Union. The intent and purpose of this Agreement is to:

1.1 Establish certain hours, wages, and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENTS interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 -- RECOGNITION

2.1 The Employer recognizes the Union as the exclusive bargaining representative under Minnesota Statutes for all licensed peace officers as defined in Bureau of Mediation services Case No 96-PCE-1437, dated April 16, 1996.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 -- DEFINITIONS

3.1 UNION: Law Enforcement Labor Services, Inc., Local No. 217.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 217.

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 DEPARTMENT: The City of Isanti Police Department.

3.6 CHIEF: The Chief of Police of the City of Isanti Police Department.

3.7 BASE PAY RATE: The employee's hourly rate exclusive of any special allowances.

3.8 OVERTIME: Work performed in excess of an employees scheduled shift.

3.9 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.

3.10 IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, child, father, mother, spouse's mother, spouses father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

3.11 DAYS: Unless otherwise indicated, mean the City's regular business days.

~~3.12 PROMOTION: A permanent change of an employee from a position in one work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation.~~

~~3.13 TRANSFER: A change of employee from one position to another position in the same work classification or to another work classification, in the same compensation range within the bargaining unit, usually involving the performance of similar duties and requiring essentially the same basic qualifications.~~

3.~~14~~12 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.

3.~~15~~13 PROBATION PERIOD: Means one (1) calendar year from the employees date of hire. ~~The probationary period for promoted or reassigned employees will last for six (6) months from date of promotion or reassignment.~~

3.~~16~~14 RESIGNATION IN GOOD STANDING: An employee leaving service with the Employer after giving a two week notice, providing the employee has not been discharged for misconduct.

3.15 SPECIAL ASSIGNMENT: The assignment of specialized work duties at the discretion of the Police Chief. Special Assignments are work assignments and shall not be considered a promotion or separation position or classification. Seniority shall not be impacted by time spent working Special Assignments.

ARTICLE 4 -- NON-DISCRIMINATION

The Employer and the Union agree not to discriminate against any employee on any basis

prohibited by law.

ARTICLE 5 - UNION RIGHTS

In recognition of the Union as the Exclusive representative the Employer shall;

5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and

5.2 Remit such deduction to the appropriate designated officer of the Union.

5.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice.

5.4 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.

5.5 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.

5.6 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, orders, or judgments brought or issued against the Employer under the provisions of this article.

ARTICLE 6 -- EMPLOYER AUTHORITY

6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.

6.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 7 -- SAVINGS CLAUSE

This AGREEMENT is subject to the law. In the event that any provision of this AGREEMENT shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provisions shall be renegotiated upon written request of either party.

ARTICLE 8 -- EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE

8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

8.2 Union Representative. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

8.3 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor.

8.4 Procedure. Grievances, as defined by section 9.2, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred or the employee through the use of reasonable diligence should have had knowledge of the occurrence of the alleged violation, present such grievance to the Police Chief At this step, the grievance may be presented either orally or in writing. The Police Chief will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Police Chiefs final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the grievance shall be in writing and presented by the Union to the City Administrator. The City Administrator will give the Union the

Employers Step 2 answer in writing within ten (10) calendar days. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3 A grievance not resolved in Step 2, by mutual consent, may be mediated using the services of the Bureau of Mediations Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation, may be appealed to Step 4.

Step 4. A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority

8.5.1 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

8.5.2 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

8.5.3 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made,

providing it pays for the record. If both parties desire a verbatim record of proceedings the cost shall be shared equally.

8.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employers last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 9 -- DISCIPLINE

9.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms

A. Oral reprimand
B. Written reprimand
C. Suspension
D. Demotion, or
E. Discharge

9.2 Suspension, demotions and discharges will be in written form.

9.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an employee's personnel file will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Such documents more than twenty-four (24) months old may not be used for promotional evaluation or disciplinary action and shall be removed unless the original signed letter of discipline indicates otherwise.

9.4 Employees may examine their own individual personnel files at reasonable time under the direct supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.

9.6 Grievances relating to this Article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10 -- JOB SAFETY TRAINING

10.1 The Employer agrees to provide employees with body armor as required by law.

10.2 The Employer will pay the cost of maintaining POST licensure.

10.3 The time an employee spends attending training, approved by the Chief and the City Administrator, shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

ARTICLE 11~~H~~ -- HOURS OF WORK

11.1 The normal work year is an average of two thousand eighty (2,080) hours to be accounted for by each employee through

a) hours worked on assigned shifts;
b) holidays;
c) assigned training;
d) authorized leave time.

11.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

11.3 Scheduled shifts shall be bid by seniority prior to November 15th of each year.

ARTICLE 12 -- OVERTIME PAY

12.1 Hours worked in excess of the employee's scheduled shift will be compensated at one and one-half times the employee's regular base pay rate.

12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

12.3 Part-time employees will be scheduled to fill open shifts unless it results in the payment of overtime. Reimbursable contract overtime shall be offered to full-time employees prior to assigning part-time employees. Overtime shall be distributed as equally as practicable to the full-time members of the bargaining unit.

12.4 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (l-l/2) to a maximum accumulation of eighty (80) hours.

12.5 Credit for overtime hours worked (pay and/or compensatory time off) shall only be given upon receipt of supervisor approved documentation as to the purpose and need for the overtime and must be approved by the City Administrator.

12.6 Overtime shall be paid to nearest 1/4 hour. Officers shall report their start time at the time

scheduled and any time worked over their shift as authorized by the Chief.

ARTICLE 13 -- COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (l-l/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for a court appearance does not qualify the employee for the three (3) hour minimum. Overtime for court appearances shall be paid at the 1 1/2 times current rate of pay.

Court Standby: An off-duty employee who must remain available for a court hearing, and is required to call for verification that an appearance is necessary. An employee shall be compensated at the rate of $20.00 per day of standby only if no appearance is required. Compensation shall be paid for standby only on Tuesday, Wednesday, Thursday, and Friday. An employee may not receive standby pay and the court time minimum on the same day.

ARTICLE 14 -- CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (l-l/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum. Call back time shall not include phone calls, and must include the employee reporting to work at the office or the scene of an incident.

ARTICLE 15 -- STANDBY PAY

Employees required by the Employer to be on "stand-by" status will be compensated at the rate of one-half (1/2) their hourly base wages.

ARTICLE 16 -- SENIORITY

16.1 Definition: Seniority will be determined by an employee's length of continuous service with the Employer and posted in an appropriate location. Seniority rosters may be maintained by the Employer on the basis of time in grade and time within specific classifications. Full time employees shall always have seniority over part time employees. Seniority within the part time personnel shall not be transferable to a full time position.

16.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

16.3 Lay-offs: Lay-offs are defined as separation from service by the Employer not related to discipline. Employees will be laid off by job classification seniority. Employees on layoff will have recall rights for one year after layoff. No employees will be hired in any job classification in which employees are laid off who have recall rights.

16.3.1 During a period when any employee is laid off under Article 16.2 the Employer agrees that overtime will not be used to subvert the need for the laid-off employee.

16.4 Vacancies: Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of ten (10) working days. An employee must apply for the position within the ten (10) working days posting time. An employee assigned to the posted job will be on probation for six (6) months, during which time the employee may be returned to their former position upon the request of the employee, without loss of seniority.

~~16.5 Transfers/Promotions: Seniority will be the determining criteria for transfer and promotions within the bargaining unit when the job-relevant qualifications are equal.~~

ARTICLE 17 -- COMPENSATION

17.1 Rates of Pay: Employees covered by this AGREEMENT shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this AGREEMENT.

17.2 Meals: Employees will be reimbursed for meals according to current policy.

17.3 The City shall pay the following lump sum payments to employees possessing a valid Post License and current Firearms Qualifications on December 31 of the preceding year. Payment shall be made in January of each contract year.

Post License	$325.00
Firearms qualifications	$300.00

17.4 Longevity
Longevity pay is based upon full length of service as a full-time officer in the City of Isanti from date of hire. Effective January 1, 2017, full time employees will receive longevity pay in accordance with the following schedule:

10 Years of Service – Two Percent (2%) above base wage rate
15 Years of Service – Four Percent (4%) above base wage rate
20 Years of Service – Six Percent (6%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

17.5 Field Training Officer Pay at a rate of $2.00 per hour for hours when a Field Training Officer (FTO) is training a recruit. The EMPLOYER will designate who will be an FTO.

17.6 Police Investigator Special Assignment
Bargaining unit members may be appointed by assignment to the Police Investigator Special Assignment at the discretion of the Police Chief. Reassignment of a member from the Police Investigator Special Assignment shall not be considered a demotion nor disciplinary action, nor shall such reassignment be subject to the grievance procedures set forth in this Agreement. Members appointed to the Police Investigator Special Assignment shall be compensated as set forth in the Appendix A.

17.7 School Resource Officer (SRO) Special Assignment
Bargaining unit members may be appointed by assignment to the School Resource Officer (SRO) Special Assignment at the discretion of the Police Chief. Reassignment of a member from the School Resource Officer (SRO) Special Assignment shall not be considered a demotion nor disciplinary action, nor shall such reassignment be subject to the grievance procedures set forth in this Agreement. Members appointed to the School Resource Officer (SRO) Special Assignment shall be compensated as set forth in the Appendix A.

17.8 Longevity Credit for Prior Law Enforcement Experience
Outside experience as a licensed peace officer in Minnesota prior to an Employee's full-time employment with the City shall be recognized at a rate of 50% (1-year prior full-time experience = 0.5 years longevity credit) for purposes of determining eligibility for longevity pay pursuant to Article 17.4. Longevity credit under this paragraph is capped at five (5) years.

ARTICLE 18 -- VACATION

18. 1 Vacation will accrue at the following rates:

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.)
~~0 through 1 year~~	~~6 days / 48 hrs. / yr.~~
~~After two (2) years~~	~~12 days / 96 hrs. / yr.~~
~~After six (6) years~~	~~18 days / 144 hrs. / yr.~~
~~After ten (10) years~~	~~24 days / 192 hrs. / yr.~~
~~After fifteen (15) years~~	~~27 days / 216 hrs. / yr.~~

18.2 ~~48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.~~Employees may carry accrued vacation leave up to a maximum of 480 hours.

18.3 When an employee terminates employment with the City in good standing, the employee shall receive the value of 100% of vacation time earned but unused as severance pay.

18.4 Seniority shall apply on vacation scheduling up to March 1st of each year. After March 1st, vacation scheduling shall be on a first come, first serve basis.

18.5 Vacation Donation Option: An employee may voluntarily donate their accumulated vacation hours (up to a max of 2 days / or 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

ARTICLE 19 -- LEAVES OF ABSENCE

19.1 Military Leave. Any military leave of absence shall be handled as provided by law.

19.2 Negotiating Committee. An employee elected to serve on the negotiating committee representing the bargaining unit members shall suffer no loss of pay if negotiations are held during the employee's on-duty hours. The employee shall not be eligible for overtime or straight time if meetings are held during the employee's off-duty hours.

19.3 Jury Duty. Employees required to serve on jury duty will be compensated by the Employer for the difference between the employee's regular rate of pay and the amount paid for jury duty.

19.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 20 -- SICK LEAVE

20.1 All full-time employees shall be credited with 8 hours of sick leave for each month of service, with a maximum accumulation of 480 Hours.

20.2 Employees may use their accrued sick leave for an illness or injury of the employee, employee's immediate family, and or to attend the funeral of a fellow employee. "Immediate family" will be defined by, and limited by, Minnesota Statutes Section 181.9413.

20.3 Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eight (480) accumulated hours at the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum of accrual of ninety-six (96) hours.

20.4 An employee who is drawing worker's compensation shall be allowed to use accumulated sick, vacation, or compensatory leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

20.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

20.6 At the employee's option, the employee may sell back to the Employer unused sick leave in excess of 480 Hours up to a maximum of six (6) days in any one year and receive for said sick days compensation at the normal rate of compensation then being received. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of 480 Hours may be sold back under this provision up to six (6) days in any one year.

ARTICLE 21 -- FUNERAL LEAVE

21.1 Funeral Leave is defined as paid leave not charged to an employee's sick leave or vacation leave, given in the event of a death in the employee's immediate family. (See Article 3.10)

21.2 Funeral leave in an amount equal to three eight hour work days or 24 work hours shall be granted to each employee in the event of a death in the Employees immediate family. Requests for funeral leave will not be denied if the Employer's needs can be accommodated during the proposed absence.

21.3 Additional days. Additional leave time may be taken only with the permission of the City Administrator. These additional days will be charged against accumulated sick leave or vacation leave at the employee's discretion.

ARTICLE 22 -- INSURANCE

22.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

~~Effective 07/01/2011 and for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Blue Cross/Blue Shield "120 Group Plan" as set forth in the attached Appendix 'C'.~~

21.1a For the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the Public Employee Insurance Program (PEIP). For the duration of the 2023-2025 collective bargaining agreement, the Employer will ~~over~~offer Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and PEIP HSA Compatible Plan.

21.1b For the duration of the 2023-2025 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. This amount will be pro-rated if less than a full year is worked. This provision will remain in effect until a replacement successor agreement is reached.

21.1c For the duration of the 2023-2025 collective bargaining agreement only, the City will continue to offer $443.75 per month taxable Opt-Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of proof of coverage pursuant to City policy. This provision will remain in effect until a replacement successor agreement is reached.

22.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

22.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

22.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

ARTICLE 23 -- PART-TIME EMPLOYEES

All benefits (vacation, sick leave, holiday leave, insurance, etc.) ~~S~~shall be provided on a pro-rated basis to those part-time employees normally scheduled to work an average of 30 or more hours per week.

ARTICLE 24 -- HOLIDAYS

24.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day

Independence Day
Veteran's Day
~~1/2 day~~ Christmas Eve
Christmas Day
Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Good Friday
~~Floating Holiday~~

24.2 Full-time employees will receive 8 hours of banked holiday pay per Holiday ~~(4 hours for Christmas Eve)~~ as provided in Article 24.1. During the month of December Employees will be paid a lump sum check at the employees regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment.

24.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are ~~the Floating Holiday and ½ Day for~~ Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

~~24.4 An employee utilizing the Floating Holiday will be allowed up to (12) hours pay, depending on the length of the employee's normally scheduled work day.~~

ARTICLE 25 -- UNIFORMS

25.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

25.2 Each police officer shall receive a uniform allowance of ~~$~~ $100.00 per month.

25.3 Uniform allowance for part-time employees shall be paid at a rate of $0.2885 per hour for hours worked.

25.4 The Employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

25.5 Employees terminating from the Police Department, with less than three (3) years of service, for any reason must return their entire uniform, including accessories, except for

any items that were individually purchased by the officer using resources other than the uniform allowance. Regardless of the years of service, an employee terminating from the Police Department must return their body armor and other uniform accessories if originally paid for by the employer, and must return all uniform insignia and department "patches".

25.6 The Employer shall cover all costs of eyeglasses or other eye-wear damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

~~25.7 The Employer shall provide an annual stipend of $100 for the maintenance and replacement of the Officer's service firearm to each permanent full time employee employed by the Department as of December 31 of the preceding year. The payment shall be made in January of each contract year. This section is rescinded in the event the Employer provides firearms for employees.~~

ARTICLE 26 -- OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 27 -- WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this AGREEMENT, although such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed,

ARTICLE 28 -- DURATION

This AGREEMENT shall be in effect from January 1, ~~2020~~ 2023 until December 31, ~~2022~~2025, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

THE CITY OF ISANTI	**LAW ENFORCEMENT LABOR SERVICES, INC.:**
_____	_____
Mayor	Business Agent
_____	_____
Date	Date
_____	_____
City Administrator	Steward
_____	_____
Date	Date

APPENDIX A

WAGE SCHEDULE

PATROL OFFICER HOURLY WAGES

	~~2020 WAGE RATE (3% over 2019)~~	~~2021 WAGE RATE (3% over 2020)~~	~~2022 WAGE RATE (3% over 2021)~~
~~Starting~~	~~$ 29.1799~~	~~$ 30.0553~~	~~$ 30.9570~~
~~Step 1~~	~~$ 30.1790~~	~~$ 31.0844~~	~~$ 32.0169~~
~~Step 2~~	~~$ 31.2090~~	~~$ 32.1453~~	~~$ 33.1097~~
~~Step 3~~	~~$ 32.2905~~	~~$ 33.2592~~	~~$ 34.2570~~
~~Step 4~~	~~$ 33.4029~~	~~$ 34.4050~~	~~$ 35.4372~~
~~Step 5~~	~~$ 34.5050~~	~~$ 35.5402~~	~~$ 36.6064~~
~~Step 6~~	~~$ 35.6380~~	~~$ 36.7071~~	~~$ 37.8083~~

	Start	**Step 1**	**Step 2**	**Step 3**
2023 (Market + 4%)	34.3138	36.3991	38.6168	40.9668
2024 (3.75% over 2023)	35.6006	37.7641	40.0649	42.5031
2025 (3.5% over 2024)	36.8466	39.0858	41.4672	43.9907

~~INVESTIGATOR HOURLY WAGES~~

	~~2020 WAGE RATE (3% over 2019)~~	~~2021 WAGE RATE (3% over 2020)~~	~~2022 WAGE RATE (3% over 2021)~~
~~Starting~~	~~$ 29.5919~~	~~$ 30.4797~~	~~$ 31.3941~~
~~Step 1~~	~~$ 30.6837~~	~~$ 31.6042~~	~~$ 32.5523~~
~~Step 2~~	~~$ 31.7755~~	~~$ 32.7288~~	~~$ 33.7107~~
~~Step 3~~	~~$ 32.8570~~	~~$ 33.8427~~	~~$ 34.8580~~
~~Step 4~~	~~$ 33.9488~~	~~$ 34.9673~~	~~$ 36.0163~~
~~Step 5~~	~~$ 35.0406~~	~~$ 36.0918~~	~~$ 37.1746~~
~~Step 6~~	~~$ 36.1324~~	~~$ 37.2164~~	~~$ 38.3329~~

SPECIAL ASSIGNMENT COMPENSATION

Employees assigned to the Police Investigator Special Assignment shall receive a 6.5 % increase to their regular wage.

Employees assigned to the School Resource Officer (SRO) Assignment shall receive a 1.5 % increase to their regular wage.

Firearms/Use of Force Instructor: Employees designated by the Police Chief to be ~~the~~ Firearms/Use of Force Instructor shall receive pay at a rate of $2.00 per hour for hours engaged in training other employees.

Emergency Response Team/SWAT: Employees designated by the Police Chief to be Emergency Response Team/SWAT shall receive pay at a rate of $2.00 per hour for hours engaged in working or training in an~~d~~ Emergency Response Team/SWAT capacity.

APPENDIX B

INITIAL UNIFORM ISSUE

3 - Summer Shirts
3 - Winter Pants
3 - Uniform Pants
2 - Name Tags
3 - Badges (2 breast/1 hat) collar Brass
3 - Ties
1 - Winter Jacket
1 - Winter Hat
1 - Summer Hat
1 - Pair Gloves
1 - Pair Boots
1 - Belt for Pants
1 - Duty Belt
1 - Holster for Side Arm
1 – Cuff Case
1 - Key Holder
1 - Ammo Pouch
1 - Flashlight Holder
1 - Mace
1 - Mace Holder
1 - Radio Holder
1 - Handcuffs
1 - ASP Baton
1 - ASP Holder

In the event that Class A dress uniforms are required by the employer, they will be included in the Initial Uniform Issue.