

**AGENDA**  
**CITY OF ISANTI**  
**COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, JANUARY 18, 2022 – 5:00 P.M.**  
**CITY HALL**

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- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**
  
- E. Committee Meeting Items**
  - 1. Deferred Comp Presentation (*Scott Elwood*) via Zoom
  - 2. Police Department Updates
  - 3. Annual Personnel Policy Update
  - 4. Water and Sewer Base Fee Charges Discussion Continuation
  - 5. Isanti Lights Naming Discussion
  - 6. Cambridge Isanti Area Arena Corp Request
  
- F. Adjournment**



## Memo for Committee of the Whole

**To:** Mayor Johnson and Members of the City Council  
**From:** Katie Brooks, Human Resources Director  
**Date:** January 18, 2022  
**Subject:** Employee Personnel Policy- Update

### **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. Some sections have not been changed, but the language has been blended with other sections for a more clear and complete Personnel Policy. In sperate attachments you fill find the red-lined version and the final draft. The redlined version does not include blended sections.

### **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.
- 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.”
- 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 review.



## Memo for COW

**To:** Mayor Johnson and Members of the City Council  
**From:** Alyssa Olson, Parks, Recreation & Events Coordinator  
**Date:** January 18, 2022  
**Subject:** Lights Event Naming Discussion

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### **Background:**

Now that the Council has approved plans for a lighting event in December 2022, the event will need a name. Staff brainstormed on a number of different names that would set the event apart from competing events and create a potential draw for attendees and sponsors outside of the County. These staff recommendations are below, along with potential logo designs to provide a visual for each concept.

Staff recommendations:

- City of Isanti's Winter Jubilee
- The Park's Lights Festival
- Illuminate Isanti
- Isanti Celebration of Lights

In addition to naming this event, as the City has put effort into making Bluebird Park a destination, this is a good time to consider renaming the park to encompass its future growth potential and use to the community.

### **Request:**

Staff would like recommendations and direction on a name for the new event.  
Staff would also like feedback from the Committee on renaming Bluebird Park.

### **Attachments:**

- Logo Concepts

## Lights Event Logo Concepts

\*Concepts are just for visualization of each name. These are not final designs, themes, or color schemes; elements are interchangeable and can be used with any name.



January 13,2022

City of Isanti  
Mayor and City Council members

To Whom it May Concern:

The Cambridge Isanti Arena Corp has a failing geo thermal heating and cooling system. The cost to fix with no assurances as to how long the fix will work has led the arena board to consider an entirely new system that does not utilize that type of technology.

The board will shortly be approving the budget for this system which will be in the neighborhood of \$615,000.00. When the arena was originally built the city was the owner of the property and issued revenue bonds to pay for costs over and above what was donated and volunteered. The other piece of the financing was the Mighty Ducks grant. The State of Minnesota issues the grants to arena's who are changing out their systems from the R-22. They believe that our situation would fit that requirement. If we apply for the grant the State will require that an LGU be used as the conduit for funds that go to an entity such as the arena. Presently the Arena is the actual owner.

The Arena would need to deed the property back to the city and then execute certain documents. The city staff is in receipt of documents that outline what documents need to be prepared and signed. I have reviewed the Terms and Conditions for the Issuance of Conduit debt and do not believe that there will be any issues with the arena board agreeing to signing such an agreement.

We are in communications with the Mighty Ducks program who stated that they may have some funds available from the last funding cycle. This would mean that we would need to progress quickly in order to secure those funds if in fact they are available. If those funds are not available then we wait to see if the legislature provides funding and apply at that time. The Mighty Ducks program is a matching program and the board has already been working on securing donations and bank loans for matching.

The board of the arena would greatly appreciate your consideration of this request. I look forward to working with you on this worthy project. Thank you for your time.

Yours Truly



Kevin Johnson