

AGENDA
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 19, 2021 – 5:00 P.M.
CITY HALL



- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**

- E. Committee Meeting Items**
 - 1. Police Updates
 - 2. Park Naming Policy
 - 3. Amphitheater Naming Discussion
 - 4. Bow Hunting Regulations
 - 5. 2022 Street Dance Location Discussion
 - 6. Finance Related Policies
 - 7. Resolutions to Repeal Policies
 - 8. Police and Liquor Staffing Changes
 - 9. Storm Water Rate Study

- F. Adjournment**

Isanti Police Department

PO Box 428, 401 First Ave NW, Isanti, MN 55040 763-444-4761



1.

Memo for Committee

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 19th, 2021
Subject: Police Updates

Staffing:

All positions are filled and training completed. 6 patrol officers, Investigator, Lieutenant, Chief and CSO.

Officer wellness:

Two Officers have been certified in peer support. All officers are required to see selected provider for mental health wellness check in by the end of the year. Our selected provider, Marie Ridgeway provided all staff a two hour wellness training at the police department.

Officer Retention:

One of the greatest challenges facing law enforcement organizations today is the successful recruitment and retention of highly qualified employees. Community safety can be compromised when substantial experience and training is lost through staff turnover and vacancy.

The most effective way to build departmental commitment and loyalty is to demonstrate how the department values employees by providing them with the support and tools to effectively do their jobs. Any effort by management to transition employees into the department effectively and stress appreciation of their work will increase satisfaction and reduce turnover.

Job satisfaction is the number one factor in retention. Good employees start to look elsewhere when they are not happy, and retaining employees is just as important as recruiting.

Isanti Police core principles for retention of employees:

1. **Practice effective leadership: maintain administration's support for employees.**
2. **Offer employees an attractive and competitive pay package.**
3. **Establish rigorous wellness programs that provide adequate opportunities for police officers to get help when they need it.**
4. **Establish growth opportunities within the organization that allow officers to expand their knowledge and experience.**

The mission of the Isanti Police Department is to work in collaboration with the citizens of Isanti to enhance the quality of life by engaging, protecting, and serving the community with respect integrity and professionalism

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5. **Employee development: Offering cutting-edge training allows officers to perform at their best.**
6. **Equip officers with modern and efficient equipment and technology**



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Isanti Police Department Monthly Reports - January Through June

Reported Crime	2017	2018	2019	2020	2021
Theft	69	73	47	54	50
Assault	20	22	11	10	25
Vandalism/Damage to Property	38	27	17	18	28
Narcotics	18	18	16	23	21
Burglary	3	8	5	1	6
Domestics	39	57	38	37	34
Crim Sex	4	5	1	2	7
Robbery	0	1	0	0	0
Loud Party/Disturbance	62	54	55	87	34
Medical	158	180	165	219	194
Permit to Purchase	55	45	39	57	59
Security Check / Extra Patrol		1041	1512	2255	2286
Traffic Offenses	2017	2018	2019	2020	2021
No Insurance	39	72	30	27	31
DUI	7	10	8	7	9
Accidents	35	57	52	36	53
Hit & Run	4	8	7	3	0
Warrant P/U	30	28	20	12	26
Speed	91	103	116	137	96
DAR/DAS	37	36	27	28	24
Administrative Citations (Including Speed)	66	310	128	61	57

Best Practices Guide



International Association of Chiefs of Police

Smaller Police Departments
Technical Assistance Program

Recruitment, Retention, and Turnover of Law Enforcement Personnel

by W. Dwayne Orrick

This project supported by a grant from:



BJA
Bureau of Justice Assistance
U.S. Department of Justice

Best Practices Guide for Recruitment, Retention, and Turnover of Law Enforcement Personnel

W. Dwayne Orrick

Recruiting sufficient numbers of qualified applicants to meet the staffing needs of an agency is the most fundamental human resource process in a police department. The success of the department's recruitment efforts impacts every other function in the agency.

For years, law enforcement agencies offered good, stable employment. A readily available workforce enabled many police leaders to ignore the importance of recruitment. Today, employers nationwide, including police departments, report having difficulty attracting and retaining sufficient numbers of qualified employees. There are a number of factors both inside and outside the organization contributing to this condition.

The purpose of this guide is to provide an overview of the issues that impact an agency's ability to recruit sufficient numbers of qualified persons who are a 'good fit' within a police agency and the processes to successfully attract these individuals. In addition, factors contributing to increased levels of employee attrition and processes for developing a high retention environment will be identified.

Recruitment

Police departments are service organizations. The quality of their service delivery is directly linked to the quality of personnel they recruit, hire, and retain. Failing to recruit and retain personnel that 'fit' with the agency will have a direct impact on the organization's ability to serve their community. The process of attracting potential employees is more complex than merely convincing a large number of persons to submit an application for employment. To be more effective, agencies must view recruitment in a comprehensive manner. Before a department begins to recruit officers, the number of officers and the needs of the department should be identified through a staffing analysis and a review of the average turnover rates.

Once the number of employees that are needed is identified, the core values of the organization and the unique aspects, or 'employer brand', should be clarified. This information is critical for establishing the caliber of officers needed and what the department has to offer employees. In addition, leaders must designate specific individuals to act as official department recruiters, but every officer can be enlisted to help with the search. Finally, the process of actually recruiting employees should make use of a variety of recruitment strategies.

Staffing Analysis

To determine the number of officers required to serve the needs of the community, the department should conduct a staffing analysis. There are several formulas available for projecting the number of employees needed. Assuming the department receives appropriations to fund additional positions, the projected need is added to the number of current vacancies. At the same time, the average turnover should be determined. To estimate the anticipated vacancies, planned and unplanned turnover must be considered. Planned attrition includes persons who are known to be leaving the department in the next 12 –18 months (i.e. retirement). Reviewing the average number of persons who resigned in the past 24 – 36 months can be used to estimate the number of unplanned turnover. Combined, the staffing projection, current vacancies, and estimated turnover provide recruiters with the approximate number of new officers that will need to be recruited.

Identifying Core Values

The process of identifying the core values of a police department is often viewed as being the ‘softer’ side of law enforcement that has little affiliation with ‘real police work.’ However, the statement of core values is actually the bedrock of the department’s operations. Serving as its constitution, the core values clarify why the department exists, what it represents, and how it conducts itself. While there are many similarities between law enforcement agencies, there are distinct differences between each community’s expectations and how its department provides services.

Every agency has a set of values, regardless of whether they have been formally articulated and pronounced. Identifying the core values helps to determine what beliefs an individual should possess to fit well within the organization. This is important because many leaders have been led to believe that a person who passes the various selection procedures is the most qualified person for the department. In reality, an officer who works well in one department may not fit well in another.

The core values establish the standard for evaluating the recruitment and selection of employees. When organizations fail to identify core values and make them an integral part of the recruitment, selection, and operational procedures, they tend to repeatedly make the same hiring mistakes.¹

Finally, when employees’ personal values are similar to those represented by the police department the individual is more likely to identify with the agency’s purpose and be anchored to that organization.² This results in lower attrition rates.

Developing an Employer Brand

As agencies place greater emphasis on recruiting and retaining employees, they should examine their employer brand. An employer brand communicates the message of what it is like to work in the organization. Every department has a reputation as a place to work that may be positive or negative. For example, a department may be well-known for providing higher salaries, maintaining excellent performance standards, or having the best equipment available. At the same time, a department may also be known for poor relationships between management and line officers or low salaries and benefits.

Agencies that develop a strong, positive employer brand have a special allure as a great place to work and are considered employers of choice.³ This designation gives agencies a competitive advantage when recruiting officers. As a result, departments are more likely to have a greater number of high-quality candidates apply for positions. Branding also helps lower the cost-per-hire and increases the level of retention by initially attracting candidates who are more likely to be a good fit for the department.⁴

As departments seek to develop a strong employer brand, they should go through a facilitated process to gain employee participation, identify what candidate’s desire, assess the department’s current brand, and clarify the agency’s unique characteristics. Having completed this process, agencies can work to develop the department’s desired image. Once established, a strategic plan to move from the current brand to the desired image can be developed. This process is not easy and cannot be accomplished overnight. Once the desired brand is created, the agency must constantly work to maintain it. In addition, they must ensure how the employees act and the public’s perception of the department are synonymous with the brand. Agencies that successfully complete this effort find they have better relations in the community, successfully recruit top quality candidates, and are in a stronger position to retain quality candidates.

Recruiter Selection

Many agencies fail to recognize and subsequently stress the importance of the recruitment function. As a result, those persons who would probably be the best individuals for the position do not submit their name for consideration. To overcome this, organizational leaders must develop a perception throughout the department that recruitment is one of the most important functions in the agency.

To ensure the recruiting function is considered an important function and an organizational priority, individuals should be formally assigned the responsibility of specific recruiting functions. In a larger organization this may require a team of officers. In smaller agencies, this responsibility will likely be completed by one individual on a part-time basis. Regardless, a thorough process of identifying, selecting, training, and evaluating recruiters should be completed.

Persons assigned as recruiters must be among the brightest in the department and the position should be viewed as a sought after position. Individuals must possess the social astuteness to read non-verbal signals from others' body language and adjust their responses to meet the needs of the individual. At the same time, the recruiter must be able to assess the potential candidate's ability to meet the department's employment standards. The best recruiters are known, liked, and respected as credible individuals throughout the community. They are always seeking opportunities to sell the agency and establish new networks.

Once officers are selected as recruiters, they should be provided with training to ensure their success. In some cases, this training can be provided internally. If the department is starting a new program, it may be necessary to seek training outside the department.

Finally, objective performance standards should be established to measure the recruiter's success and hold them accountable for meeting these standards.

Recruitment Techniques

If departments continue to use the same recruitment processes they have always used, they will continue recruiting the same types of employees, with the same results. In order to recruit diverse, high-quality candidates, departments must upgrade their recruitment programs and employ a variety of recruitment techniques to reach this new group of candidates.

Employee Referral System (ERS) - When law enforcement agencies search for a suspect, they do not have one person to conduct the hunt for the entire department. Instead, every available person is tasked with helping to conduct the search. So why should an agency have one or two persons doing all of the recruiting? Every officer in the department is a potential recruiter.

Employee referral systems are the most effective recruitment techniques available. Much of the success of referral systems is attributed to officers doing some form of informal assessment of the individual to determine if he or she can perform well within the organization before approaching them or making a recommendation to the agency. In addition, millennial employees voice a desire to work with their friends. Research has consistently found that officers who are recruited through employee referral systems are more likely to succeed in the selection process and be retained by the agency. Having learned about the agency first hand from an officer, referred candidates have a more realistic view of the job they are coming in to.

When beginning an ERS, guidelines for the program's operation should be established. First, officers should be informed of the department's personnel needs and goals, and have them focus their efforts on addressing these needs. Second, a process must be established to track officers' referrals. To prevent them from becoming frustrated and discouraged, employees who make a referral should be provided periodic updates of the candidate's progress. In addition, the agency must continually communicate the need for new recruits, benefits for recruiting a new employee, and about officers who have successfully attracted a new recruit.

In many departments, officers who refer a candidate who is hired by the agency receive some form of bonus. A determination should be made of the type and value of the bonus. The bonus may be a non-cash award

such as days off or a gift (i.e. television, laptop computer, etc.). Other departments provide cash payments ranging from 100 to 5,000 dollars; a sort of “finder’s fee”. When providing cash bonuses, many departments provide one-half upon employment of the recruit and the second half when the individual completes their probationary period. This installment program maximizes the motivational benefits of the program. In addition, the referring officer is more likely to serve as a mentor to help the new employee succeed.

Finally, employees are likely to attract other people who are similar to them. If the department does not have a diverse workforce or has a dysfunctional culture. Implementation of this system may perpetuate these problems. Under these circumstances, leaders may limit the use of an employee referral system.

Internet – The Internet is the second most effective approach for recruiting potential candidates. It is available to potential applicants 24 hours a day, seven days a week. It is less expensive and easier to customize than many other recruitment techniques. Making use of the Internet also provides agencies with greater opportunity to expand their brand message and eliminate their dependency on traditional media.

The department website allows the agency to communicate the services they provide, project a solid image, and describe various career opportunities. Recruiters and leaders should assume that all serious job seekers will examine the department website to research the agency and learn about its operations. Because of this, the site should provide an accurate reflection of the department’s personality and values.

To provide an informative, high impact website, designers must maintain a dynamic and interactive site. The use of photographs and video bring the site to life. These images should be representative of the department and demonstrate diversity in the workforce. The website should include a prominently positioned link entitled ‘Career Opportunities’ that lists available jobs, requirements for each position, and a description of the selection process. Access to this link should be possible within three clicks. When composing an Internet announcement, designers should avoid using traditional job descriptions. Position announcements should capture the reader’s attention with the image that the department is a great place to work and enables the individual to do meaningful work. The agency may consider including testimonials from employees of what attracted them to the job and what they enjoy about working with the agency. The most effective sites make it possible for individuals to download and submit applications. It is also suggested the page include a link to email the recruiter as well as a direct phone number. All requests for information should be answered within 24 hours.

Another alternative is to use on-line employment sites such as the IACP’s Discoverpolicing.com. Many state law enforcement agencies, municipal associations, United States Military, and state labor departments also provide websites for posting vacancies at no cost.

Third, departments should work to develop and maintain a strong presence in social media including Facebook, YouTube, and Twitter. These programs provide greater interaction with potential candidates and increase the opportunity to peak their interest

News Media – The impact of social media has radically changed role of the traditional media - radio, television, and newspapers. The influence of newspapers and classified ads have experienced the greatest decline. Transitioning to a digital format continues to cause rapid and dynamic changes in how the traditional media seeks to meet consumer needs. Law enforcement agencies must continue to work with the media to leverage the latest information sources to serve their communities, present their brand image, and attract officers.

Law enforcement agencies have an advantage over other employers in that they have frequent access to reporters. Using these relationships, agencies can work to publish human-interest stories about officers and the department’s recruitment efforts. These articles are a great way for the agency to bring attention to the department as well as provide greater details of career opportunities.

Former Officers – Many departments are finding they have a group of officers who compose the core of their operations. At the same time, another group of ‘transient’ employees, who may leave and return to the agency one or more times before they begin to completely identify with the core group and become long-term employees.

High performing officers who left the agency for ‘greener pastures’ often find the opportunity that pulled them out of the department did not provide them everything they expected. If given the opportunity many will jump at the chance to return. Recognizing they really belong with the department these persons often return to become long-term employees.

‘Boomerang’ officers provide many advantages for both the department and officer. The department and the officer are familiar with each other, so there are fewer risks for each. The officer is familiar with the department’s expectations and operational procedures, so the transition is smooth and training is limited. These officers have explored other alternatives and appreciate the opportunities within that particular agency more. They are likely to spread this to other officers who are considering other opportunities and potentially limit turnover.

Target Female Candidates – Women are the most under-represented protected class in law enforcement today. While they make up 51% of the population¹, they occupy only 11.6% of positions across the nation². This is not to suggest all women would make good officers any more than to say all men would make good officers. Nor should departments lower legitimate hiring standards to attract more women, this would only discount the value quality candidates bring to the workplace. Generally female officers possess many unique characteristics that make them exceptional officers. For example, women officers are more likely to be better educated. In 2013, women earned 61% of associate and 57% of bachelor degrees.³ They are less likely to use force, excessive force, or be named in a lawsuit than male officers.⁴ In addition, they have better oral communication skills and are more empathetic than men. As traditional gender roles continue to evolve, increasing the focus on female candidates will offer an abundant source of highly qualified and capable employees. Failure to do so will adversely impact agencies to reach their recruiting goals and serve their communities in the future.

Viral Recruitment – Top quality candidates are likely to be associated with similarly qualified persons. While recruitment efforts may not be successful with one individual, the candidate may likely associate with another person who would be open to opportunities offered by the agency. Recruiters should provide good candidates with several copies of brochures and other recruitment materials. If the person is not interested,

¹ U. S. Department of Commerce, U. S. Census Bureau, Age and Sex Composition: 2010, “Table 1 Population by Sex and Selected Age Groups: 2000 and 2010”, (May 2011), p. 2, <http://www.census.gov/prod/cen2010/briefs/c2010br-03.pdf>

²Federal Bureau of Investigation, Uniform Crime Reports -2013, Table 74: Full-time Law Enforcement Employees by Population Group, Percent Male and Female, 2013 (http://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/tables/table-74/table_74_full_time_law_enforcement_employees_by_population_group_percent_male_and_female_2013.xls), (October 2014).

³ Perry, Mark J., “Stunning College Degree Gap: Women have earned almost 10 million more college degrees than men since 1982”, American Enterprise Institute,(May, 2013), <http://www.aei.org/publication/stunning-college-degree-gap-women-have-earned-almost-10-million-more-college-degrees-than-men-since-1982/> (Accessed: May 22, 2015)

⁴ Lonsway, Kim, Margaret Moore, Penny Harrington, Eleanor Smeal, and Katherine Spillar, “Hiring and Retaining More Women: The Advantages to Law Enforcement Agencies”, National Center for Women and Policing, (Spring 2003), p. 4.

ask them to pass the agency's materials around to friends and colleagues. Recruiters can also encourage candidates to share recruitment links and information on their social media accounts. Other departments are asking applicants to list several friends who they think may be interested in becoming a police officer. This information is then forwarded to recruiters to conduct follow-up interviews.

Career Fairs – There are a variety of job fairs available for recruiters to meet with potential recruits including law enforcement, military, college and public events. Many departments have experienced limited success with participating in job fairs. Despite this, participating in career fairs provides departments with many benefits. Persons attending the events are seeking a career change and are looking at all the different opportunities. Because of this, recruiters have the opportunity to meet larger numbers of potential candidates at once. At the same time, the competition for job seekers attention is great, allowing job searchers to be easily distracted.

Working at a booth at a career fair requires recruiters to have a positive attitude and active listening skills. When talking with job seekers, recruiters only have a few minutes to talk with interested persons before they move on to the next booth. To prepare for this, recruiters should practice approaching and interacting with potential candidates. In addition, a system should be established for rating potential leads at the event and, following the event, the effectiveness of its recruitment potential.

Religious and Cultural Organizations – Networking with various religious organizations has proved very effective for police departments in attracting successful candidates, particularly minorities. In larger communities, some church and religious organizations operate job centers or other career preparation services. These organizations have close relationships with their members, and partnering with them can help break down trust barriers and add credibility to your recruitment efforts

Youth and Apprentice Programs – One study found that 50% of new recruits knew they wanted to be an officer in the 12th grade⁵. To capitalize on this, agencies should consider developing long-term recruiting programs that will identify and nurture those persons interested in law enforcement and anchor them to the agency. Various programs including summer day camps, Explorer posts, internships, and community service positions serve as a realistic job preview for these future officers. At the same time, participation in the program gives the agency an opportunity to interact with individuals and observe their personalities and work ethic. As a result, many of these programs result in the successful recruitment of participants.

Turnover

External Factors

The employer-employee relationship is a product of the market economy. Such that, during economic downturns or recessions, there are fewer jobs available for the employees. During these periods, employers have greater control of the relationship. Conversely, when the economy is doing well, employees have more opportunities and greater control of the relationship. During the recent economic recession, some agencies were forced to cut staffing or make reductions in force. During this period, incumbent officers had fewer employment alternatives and agencies experienced lower turnover rates.

As the economy rebounds, experienced officers who postponed retirement now have new opportunities for second careers. Others who become dissatisfied with the progress of their careers may seize newly found opportunities. Unfortunately for the agency, the first persons to leave are often the best employees simply because they have better skills and abilities to offer new employers.

⁵ Switzer, Merlin E. "Recruitment and Retention: Best Practices Update", California Commission on Peace Officer Standards and Training, April 2006, p. 40.

This problem is compounded by a number of factors. Departments that were not permitted to fill vacancies have fewer seasoned officers to take the place of senior staff and fewer persons view law enforcement as a viable career. In the next five years, the exodus of baby boomers will dramatically reduce the number of persons in the labor market. Together with a recovering economy, these conditions will result in heavy competition for talent talented candidates. If agencies do not take aggressive steps to mitigate this issue, a serious imbalance will likely form in many departments between the number of experienced officers and newer recruits. Over time, agencies with higher turnover and less experienced officers will suffer a reduction in productivity and lower quality of service delivery.

A number of studies have documented the level of turnover and contributing causes. Still, little research has been done to establish a benchmark of 'acceptable' or 'normal' turnover rate for law enforcement agencies.

- In 1999, the Florida Department of Law Enforcement reported 14 percent of state and county officers and 20 percent of municipal officers left within the first 18 months of employment.⁷ Between 1983 and 1997, the state of Alaska averaged a 35 percent turnover in its Village Public Safety Officer positions.⁸
- In 2003 the North Carolina Department of Criminal Justice assessed the level of turnover in municipal and sheriff's officer positions and found attrition in municipal agencies ranged from zero to 87 percent with an average of 14.2 percent.⁹ At the same time, sheriff's personnel had a turnover rate of zero to 60 percent with an average of 12.7 percent.¹⁰
- A study of attrition of Vermont law enforcement agencies between 2001 and 2006 found counties averaged 8.9 percent, while municipalities experienced 8.25 percent.¹¹
- A 2010 staffing study conducted by the Glendale (AZ) Police Department analyzed many inter and intra agency factors in addition to turnover. According to the study, sworn personnel departures decreased by 32%, from 25 to 17 departures between 2008 and 2009.¹⁷ The turnover rate for sworn personnel dropped from 6.0% in 2008 to 4.2% in 2009.¹⁷ Three of the 17 departures in 2009 were voluntary resignations, which led to a voluntary turnover rate of 0.7%, down from 2.2% in 2008. The voluntary turnover rates in the department were slightly above the 0.4% national rate as reported by the U.S. Department of Labor in 2010.¹⁷

Law enforcement attrition is a complex and difficult issue to manage. In many instances, the turnover occurs in trends. To identify these trends, agencies must track when officers resign from the department. Using this information, charts can be developed to help illustrate the severity of the problem and how to coordinate retention efforts at critical times. Before an agency can determine the retention strategies to be initiated, it is critical to know the specific reasons why officers are leaving an agency. As departments seek to find the causes for attrition, officers must have an integral role in the process. One of the most important areas to clarify in this phase is to ask employees what is important to them and their opinion of why employees are leaving. Several techniques can be used to capture this information, including confidential surveys, personal interviews, exit interviews, and focus groups.

Internal Factors

Salary – The most frequently cited reason by police executives of why officers leave is salary. There are a number of reasons for this claim. In many cases the level of salary, benefits, and working conditions offered by local and state governments trail those found in the private sector or nearby agencies. Second, employees who do not want to burn bridges with an employer frequently tell their bosses they are receiving a better salary in their new position. Third, if the individual is making more money in his or her new position, it is easy to say they left for a higher salary. Finally, relying on salary increases allows executives to give a simple

answer to a potentially complex problem without making any hard analysis of the problems or conditions within their agencies.

Money is not a motivator, but absence of money is a de-motivator. When an individual does not have enough money to pay his or her expenses, salary becomes more important. As a general rule of thumb, persons who are struggling to pay their bills will leave for less than a 5 percent increase in salary. Unhappy employees will leave for 5 percent, and satisfied employees generally require a 20 percent increase before they consider resigning.¹³ The issue of compensation is more inclusive than just salary and includes a number of benefits such as health insurance, vacation, retirement, schedules, and equipment. Deficiencies or perceived inequities in any of these areas can contribute to turnover.

Poor Supervisors or Leadership – People do not leave jobs, they leave managers.¹⁴ The number one internal factor affecting an employee's decision to stay or leave a job is the relationship with their immediate supervisor. One of the greatest crises facing law enforcement agencies in the near future is the failure to develop leadership potential of officers throughout the entire organization. Too often persons are promoted to a supervisor position and not given any training of how to effectively perform their new responsibilities. As a result, they treat employees the same way they saw their supervisors treat officers years before.

Poor Job Fit – Another contributor for officer attrition is a poor person-job fit. Even though the individual has the knowledge, skills, and abilities to perform the job, many do not like the work or fit within the agency. Several states have found that at least 25 percent of officers leave their department within the first 18-36 months on the job. Field training officers or supervisors often hear the officer say, "This job is not what I thought it was." This same person may work very well in another department; they just do not work well within that particular agency.

Higher Ordered Needs – In recent years, the police profession has placed emphasis on the professionalism of working within law enforcement agencies. Departments spend enormous efforts attracting better-educated, well-rounded individuals. As a result, today's applicants are looking to satisfy higher-ordered needs of belongingness, self-esteem, and self-actualization. This translates into officers wanting to feel a part of the organization, be proud of what they do, and make a difference. Despite this, the organizational culture of some agencies has not evolved beyond the survival mentality aspects of police work. Basic and advanced training classes emphasize the need to go home at the end of the day as their measure of success. This is not to minimize the dangerous aspects of a career in law enforcement or the need to exercise appropriate care in performing their duties in a safe manner. The officers being recruited today are seeking challenging work environments and problem solving opportunities. When these needs go unmet for an extended period of time, it causes internal conflict for the individual. As a result, when these individuals are placed in an environment that constantly focuses on the lower-ordered needs, the individuals will soon look for work environments that offer those opportunities and conditions.

Role Conflict - Many departing officers note the disparity in the interpretation and consistent application of policy between supervisors as a leading cause of their dissatisfaction. For example, a chief may hear officers state that how they perform a task varies according to their shift assignment. Some may take this to mean every shift does different things because of the type of activity that occurs. Instead, these officers are voicing displeasure with doing the same thing differently depending upon their supervisor. Over time, they develop a perception there is no consistency in the operations and no matter what they do it is wrong.

Dysfunctional Organizational Cultures – Many agencies are still characterized by silo management styles, hierarchical organizational structures with a dependence on strict operational procedures. This compliance, rule-based environment is based upon a transactional leadership style. Employees today are seeking an intrinsically motivating work environment. To accomplish this, leaders must engage the minds and hearts of their officers. Officers must take ownership of the various projects in which they are assigned to participate.

When leaders fail to do this, they are limiting the organization's success and contributing to the attrition problems within their agency.

Generational Differences – Generation theory proposes there are four stages in a cycle. Each stage is identified as being a different cohort or generation. The 'personality' of each generation is developed by the events occurring in society during the formative years. The manner in which each generation treats and raises children differs because of changes in values and perspectives. These changes ensure the cycle continues its evolution. No generation is really any better or worse than another; each is different with its own strengths and weaknesses. The secret for leaders is to be aware of these differences and develop the leadership strategies that are needed to reach out to the individuals at their current level of development.

Lack of Career Growth or Better Opportunities – Officers often cite limited opportunities to grow or 'move up' as a reason for leaving their current position. This is particularly true for millennial employees. For years, larger agencies have successfully used more opportunities in a larger agency as a way to poach exceptional officers from smaller departments.

Inadequate Feedback – Providing frequent feedback is a critical link to having a contented workforce. Employees want to know how they are performing and are anxious to improve. Supervisors who do not provide frequent feedback allow poor work habits to form that result in unnecessary mistakes, citizen complaints, and managerial problems.

Inadequate Recognition – Positive reinforcement is the easiest, least expensive, and best way to improve good performance. When individuals do not receive this recognition, the exceptional performance will likely diminish.

Inadequate Training – Police officers' work environment is constantly changing and providing new challenges. Today's officers view training as an opportunity to improve their skills and make them more effective. Training is critical for providing officers with the skills they need to achieve their personal career objectives. When officers do not receive sufficient training, they make more mistakes, lose cases, and feel less confident. This also causes more lawsuits, negative publicity, and poorer organizational performance. Agencies that ignore this need are failing to meet the individual's desire to improve. If the department does not provide these opportunities, officers will look for agencies that will.

Equipment – Officers consider the type of equipment they receive as being indicative of their value to the community. For example, if all of the patrol units have 150,000 miles, officers have to share portable radios, or computers are slow and in need of replacement, the department may be viewed as having little concern for its employees. At the same time, keeping officers equipped with well-functioning cruisers and upgrading or replacing equipment on a regular basis will result in the department more likely being viewed as being an attractive employer.

Retention Strategies

The overarching goal of any department's retention efforts should be to maximize factors pulling employees into an organization while limiting the factors pushing employees out of the department.

As agencies attempt to identify the reasons for employee attrition, they should also try to determine the reasons why others stay. By surveying and conducting 'stay' interviews with high performing veteran employees, the agency can likely determine factors that influence their decisions to remain in the agency. As part of this process, the goal is to determine factors that are pulling individuals into the agency as well as individual traits in persons who are more likely to stay and fit within the agency. The agency should identify what employees want and provide it.

Successful retention begins before the officer is selected. The selection process should be considered a two-part process. In the first stage, processes are designed to identify individuals who pass minimum qualifications. Standard selection devices to eliminate individuals who do not meet minimum established standards typically include: preliminary interviews, basic skills exams, physical ability tests, and background investigations. In the second phase, qualified personnel are evaluated to identify those candidates who fit with the agency.¹⁵ While most agencies perform very similar activities, every department has its own personality or organizational culture. Too often it is assumed the person who scores the highest on selection exams are the best persons for employment. This pursuit of a fair system limits the agency's ability to attract those persons who are more likely to stay with the agency.

Behaviorally Based Interviews – One of the best techniques to determine if an individual identifies with the agency is the use of behaviorally-based interviews. These interviews are based upon the premise that past performance is the best indicator of how an individual will perform. Interview questions focus on critical tasks or values within the agency. Individuals are asked to describe incidents they have been involved in and how they responded. For example, if the agency has a core value that all persons are treated with dignity and respect; an individual may be asked to “Describe a situation in which you had to interact with a person in a work-related situation who you felt was acting in an unreasonable manner. How did you respond to this person? What did you learn from that situation?”

Agencies should avoid the use of questions such as “Where do you want to be five years from now?” or questions that allow the individual to provide a rote or prepared response. The behaviorally based question requires the individual to explain how they've responded in the past and what he or she may have learned from the experience.

Realistic Job Previews – Too often departments trying to attract recruits focus all of their attention on the positive, sensational, or exciting aspects of law enforcement. To ensure a strong ‘employee-job fit’, departments should provide a realistic understanding of what it is like to work in the agency. Realistic job previews may be provided in several formats, online, through video, or in-person. This preview may be accomplished by a supervisor providing a candid description of what is required of new officers. Some departments require potential applicants to complete an established number of ride-alongs before a conditional offer of employment is provided. IACP's Discover Policing program offers a series of realistic job preview videos for use in recruitment. Regardless of the approach used, both the agency and the recruit should have an accurate perception of what will be required of the individual and what each will provide in return.

Compensation – To attract and retain good employees, departments must provide competitive salaries that match or exceed the market average. Compensation, however, means more than just salaries. Compensation packages include benefits other than salary including health insurance, retirement, leave, schedules, and equipment. As people mature, the priority of different benefits change. Because of this, compensation must be considered on a sliding scale. For example, officers who are under 35 years of age generally place greater emphasis on salary, while officers over 35 place increasing levels of emphasis on other benefits such as retirement.

Training – Today's employees view training as a highly regarded benefit and an issue of career development. Departments should bombard their officers with training opportunities. Quality training should be designed to ensure officers perform to established competency levels and build their confidence. A variety of techniques should be used including computer-based programs, roll-call training, classroom lectures and discussions, self-paced programs, practical exercises, webinars, micro training, and scenario-based exercises. Officers who receive increased levels of training feel valued and are more likely to stay.

Feedback – “Feedback is the breakfast of champions.”¹⁵ For feedback to be meaningful, it must be timely, specific, behavioral, and job-related. A basketball or football coach does not wait until the end of the year to correct a player’s performance. They pull the player to the sideline, explain what they need to improve, and keeps the guidance focused on the game. The same is true for the best police leaders. By immediately reinforcing good behavior and addressing poor performance before it becomes a problem, supervisors make sure their officers are working at peak performance, building their self-confidence, and anchoring them to the department.

Supervisor Development – With poor relationships between employees and their immediate supervisor being a leading cause for employee attrition, it is critical for leaders to make supervisor selection and development a priority. This training should be provided prior to their appointment to a supervisory position. Second a field training program, should partner high performing, seasoned supervisors with newly appointed supervisors to teach them how to apply their new skills. Third, comprehensive performance standards should be developed and required of all supervisors. Individuals who fail to meet the established standards should be given a reasonable period of time to correct their behavior or be replaced.

Recognition – Feeling valued is a basic human need and good behavior which is recognized is more likely to be repeated. Leaders must seek out opportunities to recognize good behavior through personal contact, regular meetings, passing information on to senior leadership, and informal gatherings. Supervisors frequently use letters of commendation, achievement, recognition, and thank you notes.

Morale or pride meetings provide opportunities for social interaction to improve communication and trust among officers. During these meetings, supervisors can announce officers who achieved advanced certifications, are being promoted in the career ladder, or performed well in various instances. These meetings also provide a good opportunity to highlight creative or innovative procedures to address a problem. The entire focus of these meetings is on the positive activities being completed by officers and the department.

Career Assessment and Counseling – In an effort to determine the specific training and work experiences officers need to improve their individual performance and anchor them to an agency, they should submit to a combination of assessment tools. There are a number of processes available for organizations to complete these assessments, including paper and pencil assessments, 360° evaluations, assessment centers, and mentoring programs. Using information gathered from these development programs and diagnostic exams, leaders should work with the individual to compose a personalized development plan. This plan may include work experiences, training, formal education, and the need to prepare them for short and long term career objectives. This plan should include benchmarks for evaluating progress along with responsibility assignments for the officer and the department.

Dual Career Ladders – Traditionally in law enforcement agencies, the only way to move up was to assume a supervisory position. Unfortunately in many smaller agencies these vacancies only become available when someone leaves. Law enforcement today is much more challenging and broader than ever before. Many persons who are great officers do not have the personal attributes to be, or interest in becoming a supervisor. This does not minimize their importance to the organization. At the same time, experienced officers note that there is no way for the public to differentiate a ten-year veteran from a one-year rookie. To address these concerns many departments are developing alternative career opportunities for officers as a reward for increased levels of training and experience. As persons reach established levels, they are provided with increased salaries along with increases in rank designation (i.e. private, private first class, or Officer I, Officer II, Intermediate Officer).

Enhanced Work Experiences – While training is important for developing staff, the more senses that an individual uses when learning a new skill, the more likely that skill is to be retained. One of the best ways to learn a new task or skill is by actually performing in the job. There are a variety of ways to provide expanded work, including job shadowing, job rotation, and cross training.

Committee/Task Forces – Appointing individuals to work on committees and task forces demonstrates that the department respects their opinions and abilities. This process also provides officers with a valuable opportunity to work with others, develop networking skills, and learn new techniques to perform their jobs. Task forces and committees may be internal to the agency, community-based, regional, or state-wide in focus, offering opportunities to broaden the officer's perspective.

Teaching – Officers who develop an interest or expertise in an area can share their knowledge by teaching classes to other officers. This instruction helps to solidify their knowledge base and establish them as recognized experts.

Environmental Strategies – Agencies with a strong employee retention program have an organizational environment with high standards of performance. Unsuitable personnel are removed and the work is intrinsically motivating.

One of the most effective measures for developing a strong retention environment is to hold employees accountable when they are not performing to reasonable standards. Officers know who the mediocre officers are who are not performing to standard. These persons should be given a reasonable opportunity to improve their performance. Those who can not or will not perform to established standards should be removed. Leaders are often amazed at how a few cynical officers can adversely impact an entire unit.

Finally, leaders must develop an environment that constantly reinforces how officers are serving a purpose greater than themselves. This sense of meaningfulness forges an inseparable bond among officers.

Provide a Team Environment – We refer to law enforcement agencies as departments, suggesting they are set apart from others. In reality the agency is a team with each unit providing special activities toward successful accomplishment of its mission. A team can only be as strong as its weakest member or unit. Team members care about each other, want everyone to be their best, and support them in their personal journey toward excellence. Officers spend more time with their co-workers than they do with their families and need to know that the people they work with care about them on a personal level. It is easy for leaders to get caught up in the day-to-day operations and not contact persons who may be experiencing personal hardships such as health problems or family emergencies. Scheduling time to visit or call individual officers guarantees it gets done and provides the officer with a sense of belonging and reassurance.

Departments may also build a caring environment by providing access to various services and classes such as health/wellness screenings, offering gym memberships, smoking cessation classes, stress management classes, and financial planning, to name a few.

Responding to Departing Officers

In the past, when an officer submitted their resignation, supervisors congratulated the individual on their new position and wished them well in all future endeavors. In some instances, the employees were told they could leave work and draw their accumulated leave during the final two weeks. This approach sends the message, both to the departing officer and others within the department that officers are not valued and can be easily replaced.

To curb the churn of attrition, organizational leaders should develop a process of responding to officers who may be considering other employment opportunities. To accomplish this, supervisors must identify employees who may be considering leaving. In some cases, the first indication an individual is leaving is when they submit a letter of resignation. In most instances, however, persons will send subtle clues they are considering other opportunities. As adults mature, they enter transitional phases in which they re-evaluate

their lives. During these times, individuals are more likely to make significant changes. These phases may be linked with the birth of a child, graduation of children from high school or college, divorce, or purchase of a new home.

Other possible signs an employee may be considering other employment opportunities include:

- Prolonged disappointment of being passed over for a transfer or promotion;
- A close friend went to another job and is perceived as having better opportunities;
- Individuals reviewing personnel/training records to update their resume; or
- Making inquiries of human resources about early retirement or transfers of benefits.

When a supervisor learns an officer is considering other employment opportunities, he or she should take time to meet privately with the officer. Depending on the relationship, the supervisor may feel comfortable asking the individual directly if he or she is considering alternative opportunities. The officer may mention they are considering another offer.

When responding to a departing employee, the supervisor should conduct an exit interview. Remember that changing jobs is an emotional time for the officer. Ask the individual to describe their new job. If the officer asks any questions, the supervisor should respond candidly and honestly.

When the opportunity is presented, the supervisor should inquire about potential challenges the officer perceives they may experience with the new position. Also the supervisor should ask about the factors that caused the officer to look for alternatives or that may have lured him or her away.

If the supervisor is aware of problems within the other agency, it would be appropriate to suggest that every department has many of the same problems, just in varying degrees. The supervisor may comment on opportunities that they currently have that are not available in other departments, such as career development, training, salary, equipment, and good relationships with fellow officers.

If the individual chooses to leave the agency, remind them that they will always be a part of the agency and offer to help in any way possible in the future. Remind them that they will always have a home in the department and will be missed by fellow officers. After the individual has been gone for about three to six weeks, the supervisor or another officer who had a close relationship with the officer should give them a call. It is an important gesture to check and see how things are going; indicate that the officer is still considered a valued employee who would be welcomed back into the department, and that they should not hesitate to reconsider their decision to leave.¹⁶

Summary

Never before has the recruitment and retention of police personnel been as critical or as challenging for police organizations as it is today. To address these challenges successfully, law enforcement leaders must examine the process in an entirely different manner. This process will require a constant review of the labor market, compensation systems, leadership, recruiting techniques, supervision of recruiters, employer brands, leadership and operational management systems, and retention systems. Quite simply – when recruiting and retaining personnel, every detail is important and deserves attention.

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About the Author

W. Dwayne Orrick has more than 34 years law enforcement experience including 22 years as a police chief and public safety director. He holds a Bachelors of Arts in Criminal Justice and Masters of Public Administration from the University of Georgia. Orrick is a graduate of the 186th Session of the FBI National Academy. He also authored Recruitment, Retention, and Turnover of Police Personnel; Reliable, Practical and Effective Solutions, Charles C. Thomas Publishers, Ltd. (2008).

LOCAL

Minnesota police look to combat crisis of statewide shortage in potential recruits

Chiefs try new tactics on recruiting and retaining.

By Libor Jany (<https://www.startribune.com/libor-jany/6134700/>) Star Tribune

DECEMBER 13, 2018 — 5:34AM

Top law enforcement officials from across the metro area warned that the difficulty of attracting and keeping new police officers is reaching “crisis” proportions, a worrisome trend that one chief likened to the nursing shortage sweeping the country over the past few years.

The cautionary views emerged as the Minnesota Chiefs of Police Association met to discuss strategies to recruit and retain cops amid a flourishing economy and a marked shift in public attitudes toward the profession.

“Quite frankly we are at a point of crisis, in terms of public safety, and men and women joining this very honorable profession,” said Minneapolis Police Chief Medaria Arradondo, comparing it to the nursing industry’s aging workforce, which has seen vacancy rates soar as baby boomers reach retirement and many younger nurses leave the field out of frustration. He said that fewer women were applying to the Police Department than in years past, a trend that was also present in the city’s burgeoning Latino population.

In efforts to step up recruitment, the chiefs association launched a six-month public relations campaign dubbed “Wear the Badge,” touting the community service aspect of police work through a series of videos and advertisements on its website and outlets like School Space Media, which streams high school sporting events. The campaign’s website also contains research and other resources for people interested in going into policing.

It comes at a time when law enforcement agencies large and small are struggling with a shortage of officers nationally. Officials blame the shortage on low pay, high turnover and unflattering news coverage in the wake of high-profile police shootings. According to the Bureau of Labor Statistics, the median pay for police officers and detectives nationally is \$62,960. In Minnesota, the average yearly salary is \$64,700 for police officers and sheriff’s deputies, while detectives and front line supervisors make about \$87,970.

Recently released data from the Minnesota Peace Officer Standards and Training Board shows the number of people taking the statewide peace officer licensing exam has fallen to 764 in 2018, which puts it on pace to be the lowest total in at least a decade. Fewer applicants also are passing the test, although the rate of licensure has remained stable, the data show.

In a report released this year, the Bureau of Justice Statistics found that the number of police officers nationally has largely failed to keep up with the growing U.S. population. Researchers found that while the number of sworn officers increased by 52,000 between 1997 and 2016, the rate of officers per 1,000 citizens decreased by 11 percent.



LIBOR JANY - STAR TRIBUNE

Minneapolis Police Chief Medaria Arradondo joined colleagues from around the state Wednesday to discuss the challenges of

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Bloomington Police Chief Jeff Potts couldn't offer an explanation for the shortage but warned that it's not warranted by less crime.

"We've seen a decline in some of the crime statistics, but I would caution the community in thinking that would reduce the need for police officers," Potts, who serves as vice president of the Chiefs Association, said at the news conference. Even as crime has fallen, Bloomington police are increasingly responding to calls involving people with mental illness, he said, pointing out that such calls had nearly doubled, from 850 in 2014 to 1,500 so far this year.

Some small town chiefs complained of struggling to fill vacancies of officers who take jobs with bigger departments.

"We hire them, we train them, we put them on the streets, they gain a little experience, and then they move on to larger police departments," said Hutchinson Police Chief Daniel Hatten, adding that the \$25,000 cost of hiring, recruiting and training a new officer, only to lose him or her to another agency, is a serious drain on the 23-member department's resources. He said that while smaller departments like his want to

diversify their ranks, they found themselves competing for the same pool of qualified minority candidates, who may be reluctant to live in the mostly white communities of outstate Minnesota.

Others worried that law enforcement may not appeal to a younger generation.

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“The roles are reversed ... to the point where we have to put visions in their head of how they could see themselves in our agency,” said Matt Gottschalk, director of public safety in Corcoran, Minn., a city of roughly 6,000 residents in western Hennepin County. “This is a generation that thrives on creativity and flexibility, and seeing how they thrive in a paramilitary organization is something that we’re facing here.”

Monica Rice, a second-year law enforcement student at Alexandria Technical & Community College, spoke on a panel at the Chiefs Association forum. She said that younger officer candidates learn differently from their older predecessors, favoring more scenario-based training over traditional classroom exercises. They also tend to have greater cultural literacy, allowing them to engage with residents of all backgrounds, she said.

But some things never change, she added, namely the fear of being publicly disgraced for an on-the-job decision.

“One of the biggest things that we’ve kind of been talking about in school right now is authorized use of force,” she said. “A lot of people are worried about if they have to do that, are they going to be in the media.”

In Minneapolis, officials blamed the shrinking candidate pool on decreasing interest in the profession, lower enrollment and graduation rates from area college law enforcement programs, and “internal issues with the application, testing and hiring processes,” according to the city coordinator’s office.

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Lt. Bob Kroll, head of the union that represents the city’s rank-and-file officers, said that when he came on the force in the late 1980s, the department regularly had from 500 to 1,000 people taking the entrance exam.

“And now those numbers are down to less than 200,” he said.

St. Paul police launched its Law Enforcement Career Path Academy in 2017 to boost recruitment. The 2½-year program is aimed at mentoring candidates from diverse backgrounds who face financial, educational and employment obstacles.

Deputy Chief of Support Services Mary Nash said tackling the problem involves deliberate outreach, one-on-one mentorship and getting to candidates early.

“We have been doing things to get ahead of it for the last year if not more,” Nash said. “I’ve spent 30 years trying to get ahead of it by reaching out. There’s not a student that will e-mail that I don’t respond to. Mentoring and encouraging has been a 30-year career for me.”

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Staff writers Chao Xiong and Liz Sawyer contributed to this report.

Libor Jany is the Minneapolis crime reporter for the Star Tribune. He joined the newspaper in 2013, after stints in newsrooms in Connecticut, New Jersey, California and Mississippi. He spent his first year working out of the paper's Washington County bureau, focusing on transportation and education issues, before moving to the Dakota County team.



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: October 19, 2021
Subject: Park Naming Policy Discussion

Background:

Staff has reviewed a number of City policies pertaining to the naming of City parks, features, and memorials stemming back to 2002. Some of the information in these policies is out of date and others are too vague to provide clear guidance on naming policies.

Staff is recommending these policies be combined into one naming policy to provide clear guidance for the naming of future parks, features, and associated contributions from residents and organizations. Staff also recommends the addition of language to outline criteria for naming rights.

Request:

Staff would like direction on the attached amended Park Naming Policy.

Attachments:

- Amended Park and Feature Naming Policy

POLICY ON NAMING PARKS AND PARK FEATURES

Adopted 4-2-2002

Amended 4-5-2016

Amended 10-19-2021

Introduction:

The naming of parks and park features is a thoughtful process that requires careful analysis. A park name remains with a property long after any knowledge of its origin has passed. The selection of a name for a park and park feature should be purposeful and systematic, resulting in a name that is both meaningful and symbolic.

A park name may honor a person of significant stature within the community, recognize an organization or group that has contributed significantly to the development of the facility, or appreciate a natural aspect of the park. Park names should be apolitical and honor a community contribution to the park, rather than an affiliation with a political party or action group.

The following procedures are meant as a systematic process to develop meaningful and creative names for the City of Isanti parks and park system. The procedures are intended to simplify the process, ensure consistency in park and facility naming, remove emotional motivations and encourage creativity. The City of Isanti's future park names will exhibit balance, diversity and creativity.

Timing:

The park naming process is lengthy by design. It is intended to minimize the emotional impact of the naming process or a naming request. All involved have time to consider long-term implications of the name.

A working name may be used before development. The working name should be nondescript and should not resemble a possible permanent name. When acquiring land for future parks, the assignment of a permanent park name may be delayed significantly. A temporary identification will be needed until development. A permanent name will be recommended by the Parks, Recreation and Culture Board for adoption by the City Council.

Park Features:

Park features can be any amenity that is added to a park. These include but are not limited to structures, pavilions, shelters, climbing features, amphitheaters, community garden, ballfields, soccer fields, picnic tables and benches.

Procedures for Naming Parks and Park Features:

The following procedures may be followed in the naming of parks. The City Council reserves the right to select a name for a City park or park feature:

1. Staff will prepare a list of potential names and rationale based on input from appropriate sources, including a public notice asking for citizen input; or a contest. The list will be filtered based on the criteria in this policy.

2. The Parks, Recreation and Culture Board will review the potential names. The commission will discuss each name and its merits. Names may be added or eliminated for the list at this time. No decision will be made at this point.
3. Staff should provide information requested by the commission at their next meeting. At this meeting, the commission will limit the list to three names.
4. At their next meeting, the Parks, Recreation and Culture Board shall debate the remaining names and select a name to be recommended to the City Council.
5. The proposed park name will then be submitted to the City Council for their approval at their next regular City Council meeting. If not approved, the City Council will return the issue to the Parks, Recreation and Culture Board with direction.

Park and Park Feature Naming Criteria:

The following criteria should be used to generate a list of potential names for consideration:

1. The name of the development.
2. The name of the neighborhood.
3. A name associated with a former school in the City.
4. Local points of interest or focal point near the park.
5. A stream, creek or body of water near the park.
6. A hill, valley, or topographic feature associated with the park.
7. An event or historical occurrence associated with the park.
8. A creative name based on an impression of the site.
9. A name based on vegetation or ecology of the area.
10. A dominant feature of the site.

Naming Rights:

Allowing naming rights to a park or park feature is a way to continue to enhance our ability to provide parks and recreation facilities and services with the support of businesses, individuals and or non-profit partners who share a passion for enriching the community through parks and recreation.

The following criteria should be used to determine eligibility:

1. A person, organization, business or group who contributes a significant portion of the cost of developing, renovating or adding land, depending on the size of the park.
2. A person, organization, business or group who contributes the majority of the cost of the park structure or park feature.
3. If the City bonded for the park or park feature, naming rights are subject to approval by the bonding agent.
4. The City Council may use discretion in determining naming rights and must approve by vote of the Council.

Renaming Park Facilities:

Parks should be renamed only after careful consideration. Renaming a park should be considered if one or more of the following criteria is met:

1. The park name is the working name assigned prior to development.

2. A person or group contributes a significant portion of the cost of acquiring, developing, renovating or adding land.
3. A park can be renamed for a living person or in memory of someone who has significantly contributed to the community. The honoree should have completed at least ten years of services. A waiting period is required of six months from the conclusion of service or death.

Memorial Giving / Donation Policy:

The City of Isanti supports the needs and principles of allowing memorials in parks and green space areas throughout the community. However, the City is also mindful that those facilities have many uses and are enjoyed by a wide range of people for varying types of activities. Therefore, the City of Isanti desires to manage and regulate memorials for the mutual benefit of all. It is the intention that the Memorial Giving Policy only covers a broad range of memorials and is not meant to be exhaustive. Memorial proposals outside of the scope of this policy may be considered and require the approval of the City Council.

As a tribute to a deceased resident, a person or group may donate a memorial such as a tree or planting with a plaque; or a bench, picnic shelter, or other park structure. The donor must pay the cost of the memorial, plus installation. Planting and location plans must be submitted in advance for approval by the City Administrator or designee. Plaque size must be no larger than 15 inches by 15 inches. City Staff will supervise the installation of memorials.

The City of Isanti reserves the right to decline financial contributions, equipment, and/or any other item from individuals, groups or businesses which it reasonably believes promotes acts, viewpoints, or beliefs contrary to the City of Isanti's public policy of promoting the public health, safety and general welfare of the community.

General Information:

1. Applications will be accepted from next of kin or an executor of estate.
2. All memorials are to be paid for by the applicant before installation.
3. Memorials will be positioned to maximize the benefit to an area. The City will attempt to accommodate the wishes of the applicant.
4. The number of memorials shall not detract from the prime recreational purposes of an area and to do so, the City may limit the number of memorials in a particular area.
5. The City accepts no liability for damage to any memorials from vandals, third parties, or while carrying out maintenance activities as specifically noted.
6. The City reserves the right to remove any memorials that have been damaged and, is in the view of the appointed officer, beyond repair.
7. The City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

Memorial Trees:

1. The memorial tree program plants a 2 ½ inch caliper balled and burlapped tree in the donor's park of choice. All trees shall be in accordance with the approved Tree List for the City of Isanti.

2. The donor can choose the general vicinity of the planting location within a park; the exact placement of the tree is dependent upon existing site conditions and shall be determined by the appointed officer.
3. No additional mementos, e.g. vases, statutes, etc. will be permitted at the location of the tree.
4. The cost of a memorial tree is \$500. The health of the tree is guaranteed for three (3) years (replaced once).

Memorial Bench:

1. A memorial bench may be dedicated in the donor's park of choice.
2. The donor can choose the general placement within a park. The exact location of the bench is dependent upon existing site conditions and shall be determined by the appointed officer.
3. Benches will be of high-quality design. The bench will be installed by the City.
4. No additional mementos, e.g. vases, statutes, etc. will be permitted at the location.
5. The cost of a memorial bench is \$1,000. A bench is guaranteed for 10 years.

Memorial Picnic Table:

1. A memorial picnic table may be dedicated in the donor's park of choice.
2. The donor can choose the general placement within a park. The exact location of the table is dependent upon existing site conditions and shall be determined by the appointed officer.
3. Tables will be of high-quality design. The table will be installed by the City.
4. No additional mementos, e.g. vases, statutes, etc. will be permitted at the location.
5. The cost of a memorial table is \$1,500. A table is guaranteed for 10 years.

Recognition Plaques:

1. For all amenities, except trees, plaques may be provided.
2. The customer is responsible for purchasing the plaque from a private vendor.
3. Verbiage must be approved by the City prior to the plaque being made. Language is limited to ten (10) words, including names, in a maximum of three (3) lines. If the plaque is in memorial of a deceased person or persons, dates indicating the lifetime of a deceased person or persons will not be permitted.
4. Placement of the plaque on the item donated will be determined by the City.
5. Recognition plaques will remain in place as long as it exists in good condition.
6. The customer is responsible for any repairs or replacements to the plaque. The City is not responsible for the condition or continuing existence of the plaque.

Non-memorial Amenity Donations

Other individuals and groups have the opportunity to assist in maintaining, replacing, or adding to park amenities through donations as well. Individuals or groups are permitted to donate a variety of items to include money, equipment, and materials.

To make a donation or to request a memorial, please contact Parks, Recreation and Culture at (763) 444-5512 or via e-mail at isantiparks@cityofisanti.us.



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From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: October 19, 2021
Subject: Amphitheater Naming Discussion

Background:

The Isanti Lions Club has offered to contribute a total of \$10,000 to the amphitheater project with a \$7,500 monetary contribution and approximately \$2,500 in seating (5-6 select benches) to support the amphitheater.

The Lions have suggested the building be named "Isanti Lions Amphitheater" or "Lions Amphitheater".

Staff has also suggested the following names:

- Bluebird Park Amphitheater
- Bluebird Park Stage
- Isanti Amphitheater
- Isanti City Stage

Request:

Staff would like direction on this item. The selected name will be announced at the Ribbon Cutting on Saturday, October 23.

Attachments:

- Isanti Lions Activities and Contributions

ISANTI LIONS

ACTIVITIES AND CONTRIBUTIONS

**Minnesota Lions Eye Bank
Children's Eye Clinic
Kids Eye Sight
Eye Glasses
Leader Dogs for the Blind
Hearing Foundation
Hearing Aids
Hearing Dogs
Veteran Patriotic Dog
Service Dog
Red Bird Baseball Park
Rodeo Park Shelter
City Park
Softball Park
Tennis Court
Ice Hockey Rink
Camp New Hope
Courage Center
Camp Friendship
Cub Scouts
Boy Scouts
St. Francis Wrestling
State Fair Volunteers**

**Isanti Community Center
Isanti Lions Christmas Project
Isanti County Veterans Office
Isanti County Historical Society
Isanti County Task Force
Isanti Fire Department
Lions Drug Awareness Program
Jaws of Life
Safety & Rescue
Fire Victims
Memorial Ambulance
Memorial Hospital
American Cancer Society
Cambridge Regional Center
L.C.I.F. -Melvin Jones Award
Senior Citizens
Wheel Chairs
Corn Feed
Turtle Races
Pancake Breakfast
Help for Numerous Families
County Fair Volunteers
And MUCH, MUCH MORE**

Isanti Police Department

PO Box 428, 401 First Ave NW, Isanti, MN 55040 763-444-4761



Memo for Committee for Discussion

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 19th, 2021
Subject: Bowhunting regulations

Background:

Resolution 2010-193 adopted protocols to allow archery deer hunting within the city limits of Isanti.

Request:

With new property annexation and changes over the past 11 years staff is requesting council discussion on proposed changes.

Attachments:

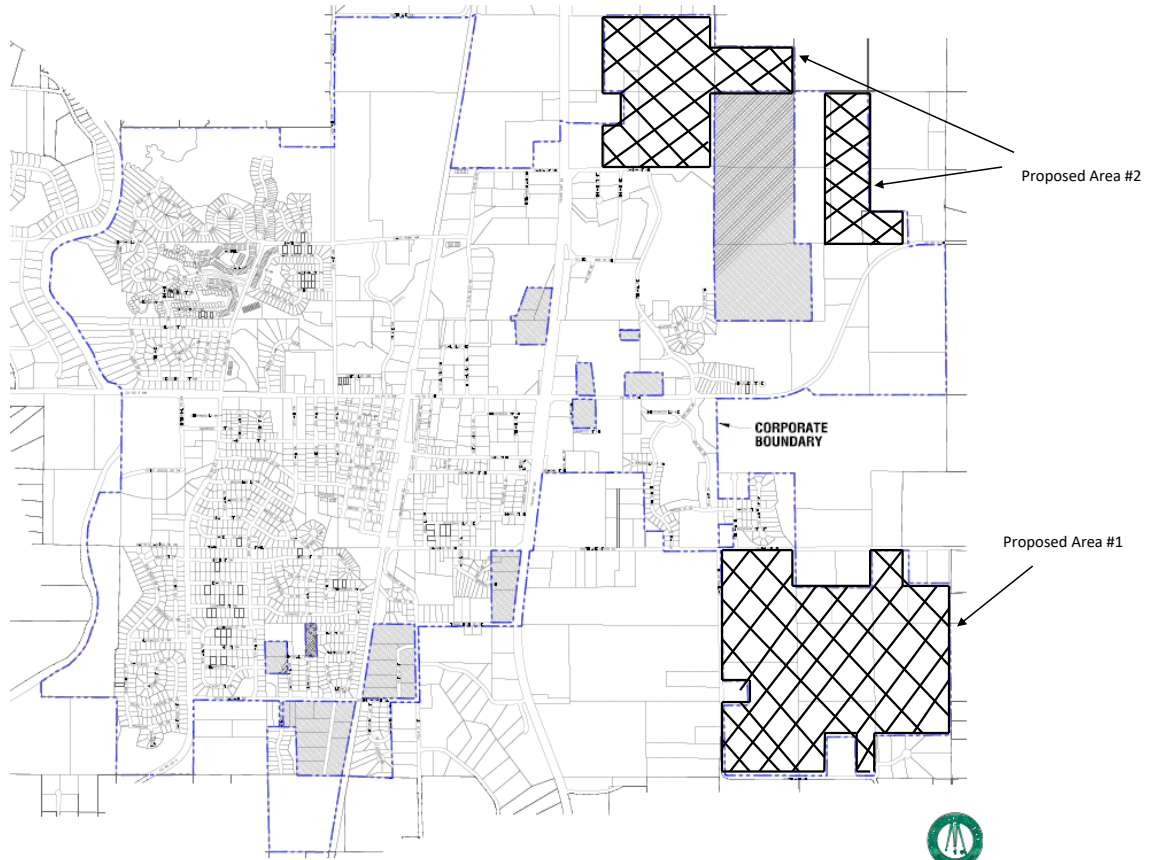
- Proposed policy changes
- Resolution 2010-193

The mission of the Isanti Police Department is to work in collaboration with the citizens of Isanti to enhance the quality of life by engaging, protecting, and serving the community with respect integrity and professionalism

11.06 Bow Hunting Regulations

1. Areas open for bow hunting of deer shall be single parcels larger than 40 contiguous acres ~~be set by resolution of the City Council. Attached to this Exhibit is the map outlining Area #1 and Area #2 that are open of the bow hunting of deer.~~
2. Signed written permission from the property owner(s) of the tract that will be hunted. A map will be provided by the hunter to the City identifying the tracts, boundaries and closest residential structures. All hunting must be performed on those tracts.
3. Each Area is limited to two (2) bow hunting permits per each open bow season as set by the Minnesota Department of Natural Resources. If more than 2 hunters apply for permission from the City of Isanti to hunt in a designated area, a random drawing conducted by the City shall be used to select the hunter(s) for that area.
4. All hunting shall be conformance with regulations of the Minnesota Department of Natural Resources.
5. Hunting for deer is limited to utilization of an elevated tree stand. The stand shall be a minimum of 15 feet in height from the ground elevation. No still hunting or use of ground blinds shall be allowed. A map shall be provided to the City identifying the location of the elevated tree stand.
6. The hunter shall follow all State requirements for distance for discharge of a bow from residential dwellings, commercial structures and road right of ways.
- ~~7. All hunters shall have completed training for the Metro Deer Hunt and shall utilize those practices in hunting. They shall provide certification to the City that they have completed the coursework. Hunters shall also be required to demonstrate their proficiency with use of a bow to a City representative.~~
- 8.7. The City Administrator or Police Chief may suspend hunting activities in the event of emergency in the City of Isanti.
- 9.8. These hunting activities shall be administered by the Isanti Police Department.

**Exhibit B:
Bow Hunting
Areas**



Adopted by Resolution 2010-193
Council Meeting of August 4, 2010

RESOLUTION NO. 2010-193

A RESOLUTION APPROVING BOW HUNTING REGULATIONS

WHEREAS, the City of Isanti has regulations regarding hunting pursuant to City Code Chapter 188; and,

WHEREAS, requests have been made to the City of Isanti to bow hunt whitetail deer in the City; and,

WHEREAS, the Police Committee has reviewed this matter and has made a recommendation to the City Council to allow bow hunting for whitetail deer only; in specified areas on private land with conditions set by the City of Isanti and in conformance with hunting regulations specified by the Minnesota Department of Natural Resources;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota to approve bow hunting in the City of Isanti as follows:

1. Under specific conditions attached as 'Exhibit A'.
2. In specified areas of Isanti, as shown on the map attached as "Exhibit B"
3. Bow hunting in the City of Isanti shall be administered by the Isanti Police Department.

This Resolution was duly adopted by the Isanti City Council this 4th day of August, 2010.

ATTEST:

Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

EXHIBIT A

1. Areas open for bow hunting of deer shall be set by resolution of the City Council. Attached to this Exhibit is the map outlining Area #1 and Area #2 that are open of the bow hunting of deer.
2. Signed written permission from the property owner(s) of the tract that will be hunted. A map will be provided by the hunter to the City identifying the tracts, boundaries and closest residential structures. All hunting must be performed on those tracts.
3. Each Area is limited to two (2) bow hunting permits per each open bow season as set by the Minnesota Department of Natural Resources. If more than 2 hunters apply for permission from the City of Isanti to hunt in a designated area, a random drawing conducted by the City shall be used to select the hunter(s) for that area.
4. All hunting shall be conformance with regulations of the Minnesota Department of Natural Resources.
5. Hunting for deer is limited to utilization of an elevated tree stand. The stand shall be a minimum of 15 feet in height from the ground elevation. No still hunting or use of ground blinds shall be allowed. A map shall be provided to the City identifying the location of the elevated tree stand.
6. The hunter shall follow all State requirements for distance for discharge of a bow from residential dwellings, commercial structures and road right of ways.
7. All hunters shall have completed training for the Metro Deer Hunt and shall utilize those practices in hunting. They shall provide certification to the City that they have completed the coursework. Hunters shall also be required to demonstrate their proficiency with use of a bow to a City representative.
8. The City Administrator or Police Chief may suspend hunting activities in the event of emergency in the City of Isanti.
9. These hunting activities shall be administered by the Isanti Police Department .



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson – Parks, Recreation and Events Coordinator
Date: October 19, 2021
Subject: 2022 Street Dance Location

Background

The Downtown Isanti Street Dances have traditionally taken place at Main Street and 1st Avenue. With the construction of the new amphitheater in Bluebird Park, the City has the opportunity to move the Street Dances to the Park for 2022, as has previously been discussed.

In order to move forward with plans for the 2022 events, the location will need to be determined.

Request

City staff is requesting direction on this item.



Memo for Committee

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: October 19th 2021
Subject: Updates to Finance Policies

Background:

Finance Director Betker has been reviewing Finance related policies. There are some policies that are no longer applicable, some that need to be updated with relatively minor language changes, some that need to be significantly updated and others that need to be written for the first time.

Request:

Consider repeal of the following Policies:

- Grant Management Guide (Res. 2010-230) – All aspects of this guidance are accounted for in other policies except for some specifics regarding Federal Grants. However those shortcomings are better addressed in a new policy; “Single Audit Policy”, which is addressed later in this agenda item.
- Use of Municipal Liquor Store Net Profits (Res. 1997-34) – This addressed annually within the budget process
- Liquor Store Funds for Special Events (Res. 1996-18) – This would be addressed annually within the budget process or by approval of a budget amendment by the Council within a budget cycle
- Liquor Store Cash Balance (Res. 2010-249 & 1997-34) – This would be addressed with a larger Fund Balance policy later in this agenda item.
- Transferring Surplus Funds from Previous Year (Res. 1995-10) – This is not applicable. Capital Expenses can simply be rebudgeted for the next year if unspent. Operating expenses are moved to the current year using journal entries as part of the Accounts Payable Audit procedures. Any other outlying circumstances would be best addressed by a budget amendment as needed.
- Fee Policy on Existing Home, Commercial or Industrial Buildings (Res. 2007-230) – Clarifies that existing structures either currently in city limits or thru future annexation would not be subject to development fees except for SAC/WAC fees, if the parcel the building is on is subdivided. Development fees would be negotiated within the Development Agreement and SAC/WAC fees always apply on new connections already, making this policy unneeded.

Consider minor Language changes to the following Policies:

- Tax Abatement Business Assistance Policy – Remove all language regarding a five year limit for assistance since we already did that for the hotel project.

Consider material changes, entire rewrites or initial adoption of the following Policies:

- Fund Balance Policy – Largely the same however enterprise funds are now included within the policy and the General Fund target Fund Balance would now be 30% to 70%.
- Investment Policy – Entirely rewritten but with many of the same features, much of which is based on state statute. Biggest change is that the new policy would give the Finance Director additional discretion to invest in a slightly broader portfolio of investments. Matches state statute with the exception of commercial paper, which is not included in this policy. Also clarifies that working with multiple brokers is acceptable and eliminates the need to use the RFP process to make that determination.
- Purchasing Policy – Update Committee reference language, revise dollar threshold limits for administrative approval, and move needed unbudgeted expenditures from Finance Committee oversight and authorization to City administrator authorization and oversight and other minor language changes.
- Single Audit Policy – Entirely new policy written at the recommendation of the City auditors.

Action Required:

Consensus to move forward and bring these changes before the Council.

7.17 Tax Abatement Business Assistance

Purpose:

The purpose of this policy is to provide a guide to be used in the processing and reviewing of requests from private businesses locating in or expanding in the City of Isanti for tax abatement business assistance. This policy was developed as a method to assist in business expansion, location and relocation within the City of Isanti. This policy is intended to be a guide only and the City has the right to depart from the guidelines set forth herein in its sole discretion.

Proposed Abatement Funding:

The City of Isanti will work to obtain tax abatement for a successful project, with the County of Isanti and the Cambridge - Isanti School District. We also believe this tool should be considered available in a modified format for Businesses that would provide significant development in our area, but that this outline is for the "normal" business attraction to our area.

Tax Abatement business assistance program is intended to be limited to a maximum of five (5) year. It is believed that a company coming to the community should be a good tax paying corporate neighbor, but to assist in the first few years of a company's move, etc may attract companies who are fiscally sound with future long lasting benefits to the entire region. The five

(5) year length is also consistent with the requirement by State Statute in certain business subsidies as discussed in "Salutatory Limits."

Tax Abatement for a project shall not exceed of new taxes:

Year One:	50%
Year Two:	40%
Year Three:	30%
Year Four:	20%
Year Five:	10%

Per governmental organization.

Abatement Evaluation and Approval Criteria:

Upon a business submitting a request to City Staff; City Staff shall forward the request for evaluation to the City of Isanti Economic Development Authority (EDA). The project will be scored using the information provided by the business requesting a business subsidy. The scores will assist in making a decision if the project qualifies for tax abatement.

The EDA will forward a recommendation to the City Council with the score of the project. The City Council will make the final decision on what, if any, business assistance will be provided for a project. The information provided by the business requesting the assistance will be used in determining if the limited tax abatement shall be used on the project.

Some criteria, by their very nature, may be subjective. However, wherever possible "when the proposal may meet one or more "benchmark" criteria does not mean that it is entitled to funding under this policy. The determination to grant or not grant a subsidy for a business rests in the sole discretion of the City.

Eligibility of Businesses to Obtain Business Assistance:

The business assistance shall be provided with the applicable State legislative restrictions, State Auditor interpretation, debt limit guidelines, and other appropriate financial requirements and policies. The criteria for a business to obtain tax abatement business assistance is outlined in the tax abatement formula worksheet that is updated

yearly by the City and stated below:

- A) Eligibility to receive tax abatement business subsidy per all governmental laws and policies.
- B) Proposals shall create jobs within Isanti or relocate jobs from another community.
- C) Type of business requesting the assistance.
- D) Increase the tax base of the City of Isanti.
- E) Diversification of the tax base of the City of Isanti.
- F) To assist in redevelopment costs.
- G) To determine consistency with the City of Isanti Comprehensive Plan and City Planning and Zoning Ordinances.
- H) Environmental and City Service demands.
- I) Job retention, increasing the local job base and diversification of the job base.
- J) Evaluate the wages for the retained and/ or increased jobs.
- K) Location of the project.
- L) Priority of the project as determined by the EDA and City Council.
- M) To not support speculative industrial, commercial and office projects.
- N) To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off" development.
- O) Business assistance will not be used when the developer's credentials, in the judgment of the City, are inadequate due to past track record relating to: timeliness and quality level of completed projects, general reputation, bankruptcy, credit worthiness or other relevant considerations by the City.
- P) Business assistance will not be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governmental entities.
- Q) Business assistance may not be allocated due to the following factors: projects that fail to meet good public policy criteria as determined by the EDA and City Council, including, poor project quality; projects that are not in accordance with the comprehensive plan, zoning, redevelopment plans and city policies; projects that provide no benefit or improvement to surrounding land uses, the neighborhood, and/ or the City; projects that do not have significant new, or retained employment; projects that do not meet financial feasibility criteria established by the City; and projects that do not provide for the highest and best desired use for the property.

Statutory Limits:

The City of Isanti shall follow the statutory limits on the use of tax abatement as stated by State Statute. Any grant of \$25,000+ or loan of \$75,000+ shall have a business subsidy agreement and meet certain wage and job goals and stay in business for at least 5 years. (Per Minnesota Statute Sections 116J.993 to 116J.995). The business subsidy agreement and City Council resolution shall state the length of the business assistance.

Policy Review:

This policy shall be evaluated on a yearly basis to ensure its applicability and to establish priority economic development projects to the following year.

Pre-Application for Business Assistance Financing

Legal Name of Applicant: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Business Website: _____

Name of Contact Person: _____

Requested Information:

Please submit the following information to Staff for your business subsidy review:

- 1) A map showing the exact boundaries of the property requested to be abated.
- 2) Describe the project that you propose to take place at the property. Please include building size, business type/ use; existing parking/ parking needs; proposed project timing; estimated market value of the project upon completion. Parcel numbers and/ or legal description.
- 3) Existing Comprehensive Future Land Use designation of the property.
- 4) Current zoning of the property.
- 5) A statement identifying how the increment assistance will be used and why it is necessary to undertake the project.
- 6) A statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs created or relocated, hourly wages and other community assets.
- 7) A written description of the developer's business, principals, history and past projects.

I understand that the application fee of \$1000 will be used for the City of Isanti and consultant costs and may be partially refundable if the request for assistance is withdrawn. Refunds will be made at the discretion of the City Council and may be based on the cost uncuffed by the City prior to the withdrawal of the request for assistance. If the initial application fee is insufficient, I will be responsible for additional deposits.

Applicant Signature:

Date:

Application for Business Assistance Financing

General Information:

Business Name: _____ Date: _____ Address: _____

Web Address: _____ Type
(partnership, etc.): _____ Authorized Representative:

Phone: _____ E-mail: _____
Description of Business: _____

Legal Counsel: _____ Address: _____ Phone: _____

Financial Background:

- 1) Have you ever filed for bankruptcy? _____
- 2) Have you ever defaulted on any loan commitment? _____
- 3) Have you applied for conventional financing for a project? _____
- 4) List Financial references:
 - a. _____
 - b. _____
 - c. _____
- 5) Have you ever used Business Assistance financing before? _____
If yes, what, where and when? _____

Project Information:

- 1) Location of proposed project: _____
 - 2) Amount of Business Assistance requested: _____
 - 3) Need for Business Assistance: _____
 - 4) Present ownership of site: _____
 - 5) Number of permanent jobs created as a result of project: _____
 - 6) Estimated annual sales: Present: _____ Future: _____
- Market value of project following completion: _____
- Anticipated start date: _____
- 7) Anticipated completion date: _____

Financial Information:

- 1) Estimated project related costs:
 - a) Land Acquisition: \$ _____
 - b) Site development: _____
 - c) Building cost: _____
 - d) Equipment: _____
 - e) Architectural / Engineering fees: _____
 - f) Legal fees: _____
 - g) Off-site development costs: _____
 - h) Public infrastructure costs: _____
 - i) Other (explain):

2) Source of financing:

Amount:

a) Private Financing Institution:

b) Tax Abatement Funds:

c) Other Public Funds (identify):

d) Developer Equity:

Please Include:

- 1) Preliminary financial commitment from bank.
- 2) Plans and drawing of project.
- 3) Background material of company.
- 4) Pro Forma analysis.
- 5) Financial statements.
- 6) Statement of property ownership or control.
- 7) Payment of application fee of: \$1000.00 (one thousand dollars.)

Adopted by Resolution 2008-083

Council Meeting of April 1, 2008

CITY OF ISANTI, MN
FUND BALANCE POLICY
Adopted November 2nd 2021

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Isanti will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Isanti will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision-making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the Finance Director or City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - i. The City will seek to maintain a maximum unassigned fund balance in the General fund of 70% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year. Additionally this will assist in maintaining a stable tax rate even in times of significantly reduced taxable market value. Fund balance in excess of 70% shall be utilized to reduce the tax rate in the subsequent budget year(s). Use of fund balance to reduce the tax rate should be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.
 - ii. The City will seek to maintain a minimum unassigned fund balance in the General fund of 30% of the next year's budgeted expenditures of the General fund. In the event that fund balance falls below 30% the Council will determine a plan to restore the fund balance first to the minimum 30% threshold and then subsequently toward the 70% maximum threshold. Any such plan shall be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific

circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The City Administrator and Finance Director shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

V. ENTERPRISE FUNDS

The City will seek to maintain cash balances sufficient to cover 6 months of operating expenses, the next year's debt service obligations as well as future identified capital outlay needs. In the event that cash balances fall below the above prescribed level, the Council will determine a plan to restore the deficient cash balance. Any such plan shall be guided by the City's desire to avoid double digit increases in service rates, as measured by percent against the prior year's service rate.

INVESTMENT POLICY

FOR

CITY OF ISANTI

Adopted October XX, 2021

PURPOSE

The purpose of this policy is to establish the specific guidelines for the investment of all public funds of City of Isanti. This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

OBJECTIVES

The objective of this policy is to establish standards for governing the investment of the funds of the City. These funds will be invested in accordance with this policy and Minnesota Statute 118A. The City has determined that its funds shall be invested based on the following three objectives, listed in priority order:

- **SAFETY OF PRINCIPAL** – Safety of principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. Avoiding capital losses shall be the primary objective of each investment transaction.
- **MAINTENANCE OF ADEQUATE LIQUIDITY** – The portfolio will remain sufficiently liquid to enable the City to meet all operating and capital requirements that might be reasonably anticipated. A portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity.
- **MAXIMIZATION OF RETURN ON INVESTMENT** –Following the satisfaction of liquidity and maturity needs, the balance of the funds available for investment will be placed with institutions that offer the highest rate of return consistent with preservation of principal.

SCOPE

This policy applies to all financial assets of City of Isanti. While separate investment funds are created to accommodate reporting on certain bonded indebtedness, individual investments are purchased using a pooled approach for efficiency and maximum investment opportunity. The City's funds are defined in the City's *Comprehensive Annual Financial Report* and include *all Governmental, Enterprise, Internal Service and Agency funds* and any new funds created by the City, unless specifically exempted by the City Council through resolution.

POOLING OF FUNDS: Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

STANDARDS OF CARE

1. PRUDENCE

The prudent person standard shall be applied to the management of the portfolio. This standard states: “Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. ETHICS AND CONFLICTS OF INTEREST

Any city official involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

3. DELEGATION OF AUTHORITY

The Finance Director is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director through assistance of staff and consultants shall develop and maintain written administrative procedures for the operation of the investment program, monitoring diversification and risk as well as a system of controls to regulate the activities of subordinate officials. Procedures should include references to:

safekeeping, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Investment Officer.

4. INTERNAL CONTROLS

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping
- Safekeeping account
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

FINANCIAL INSTITUTIONS AND SAFEKEEPING

1. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

The Finance Director is authorized, as allowed under State Statute, to designate depositories and broker-dealers for City Funds. The Finance Director will maintain a list of financial institutions authorized to provide investment services to the City. All broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director or Designee with:

- audited financial statements (a current audited financial statement is required to be on file for each financial institution)
- proof of National Association of Security Dealers (NASD) certification,

-
- proof of Minnesota registration
 - Broker Notification and Certification form required by Minnesota Statutes 118A prior to any investment transactions with the City. The Broker Notification must be updated annually.
 - The Official Broker/Dealer Questionnaire must be on file for each broker the City is currently doing business with.
 - Authorized institutions must maintain an investment office within the Twin Cities metropolitan area and have other Minnesota local government clients.

The purchase of all investments must be from institutional brokers. An annual review of the financial condition and registration of qualified financial institutions and brokers/dealers will be conducted by the investment officer.

2. *SAFEKEEPING*

Investments shall be safe kept in the City's name. Certificates will be held at the financial institution in the City's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.

SUITABLE AND AUTHORIZED INVESTMENTS

Consistent with Minnesota Statute 118A, the following investments will be permitted by this policy:

- U.S. Treasury Obligations (bills, notes, bonds);
- U.S. Government Agency and Federally Sponsored Agency Securities, excluding mortgage backed securities that fail the FFEIC test;
- General obligations of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit;
- Bankers Acceptances that are eligible for purchase by the Federal Reserve;
- Repurchase Agreements which conform to the requirements stated in 118A.05, sub. 2 of the statutes;
- Guaranteed Investment Contracts that meet the requirements of M.S. 118A;

-
- Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation;
 - Shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization;
 - Shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

INVESTMENT PARAMETERS

1. DIVERSIFICATION

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. MAXIMUM MATURITIES

To the extent possible, the City should attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from the date of purchase.

REPORTING

1. METHODS

The Finance Director shall prepare an investment report at least quarterly to the City Administrator, including a

management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City Administrator to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- Listing of individual securities held at the end of the reporting period,
- Realized and unrealized gains for losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year,
- Average yield to maturity of portfolio on investments as compared to applicable benchmarks,
- Listing of investment by maturity date,
- Percentage of the total portfolio which each type of investment represents.

2. PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should seek to obtain a market average rate of return during an economic environment of stable interest rates.

3. MARKING TO MARKET

The market value of this portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued to the City Administrator at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the recommended practice.

POLICY CONSIDERATIONS

The City's investment policy shall be adopted by resolution by the City Council and will be reviewed on an annual basis. Any changes must be made in consultation with the Finance Director and approved by the City Council.

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

STATUTORY AUTHORITY

Specific investment parameters for the investment of public funds by the City are found in Minnesota Statutes Chapters 118A. Copy attached to this policy.

LIST OF ATTACHMENTS

The following documents, as applicable, are attached to this policy:

- Relevant investment statutes and ordinances.

INVESTMENT POLICY APPROVAL

This policy was accepted and approved by the City Council on November 2, 2021.

CITY OF Isanti, MINNESOTA

APPENDIX A

LISTING OF AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS
AND LIST OF AUTHORIZED PERSONNEL

AS OF 11/02/2021

Financial Institution

RBC Capital Markets

Falcon National Bank

Authorized Personnel

Finance Director

City Administrator

CITY OF Isanti, MINNESOTA
APPENDIX B
RELEVANT INVESTMENT STATUTES AND ORDINANCES
AS OF 11/02/2021

118A.01 DEFINITIONS.

Subdivision 1.Application.

The definitions in this section apply to sections **118A.01** to **118A.06**.

Subd. 2.Government entity.

(a) "Government entity" means a county, city, town, school district, hospital district, public authority, public corporation, public commission, special district, any other political subdivision, except an entity whose investment authority is specified under chapter 11A or 356A.

(b) For the purposes of sections **118A.02** and **118A.03** only, the term includes an American Indian tribal government entity located within a federally recognized American Indian reservation.

Subd. 3.Financial institution.

"Financial institution" means a savings association, commercial bank, trust company, credit union, or industrial loan and thrift company.

Subd. 4.Public funds.

"Public funds" means all general, special, permanent, trust, and other funds, regardless of source or purpose, held or administered by a government entity, unless otherwise restricted.

History:

1996 c 399 art 1 s 2; 1999 c 151 s 39

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY.

Subdivision 1.Designation; delegation.

(a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

(1) designate depositories of the funds;

(2) make investments of funds under sections **118A.01** to **118A.06** or other applicable law;

or

(3) both designate depositories and make investments as provided in this subdivision.

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY. (CONTINUED)

Subd. 2. Sale; proceeds; immunity, if loss.

(a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections **118A.04** and **118A.05**.

History:

1996 c 399 art 1 s 3

118A.03 WHEN AND WHAT COLLATERAL REQUIRED.

Subdivision 1. For deposits beyond insurance.

To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC, Code of Federal Regulations, title 12, section 229.2(f), and incorporates a financial institution's cutoff hour established under section **336.4-108**.

Subd. 2. In lieu of surety bond.

The following are the allowable forms of collateral in lieu of a corporate surety bond:

- (1) United States government Treasury bills, Treasury notes, Treasury bonds;
- (2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- (3) general obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- (4) general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- (5) irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- (6) time deposits that are fully insured by any federal agency.

118A.03 WHEN AND WHAT COLLATERAL REQUIRED. (CONTINUED)

Subd. 3. Amount.

The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4. Assignment.

Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5. Withdrawal of excess collateral.

A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6. Default.

For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7. Safekeeping.

All collateral shall be placed in safekeeping in a restricted account at a Federal Reserve bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection shall be approved by the government entity.

History:

1996 c 399 art 1 s 4; 2003 c 51 s 15,16; 2004 c 151 s 1,2; 2004 c 174 s 2; 2007 c 44 s 7; 2007 c 57 art 3 s 39; 2008 c 154 art 10 s 1; 2014 c 292 s 1

NOTE: The amendments made to subdivisions 1 and 3 by Laws 2004, chapter 151, sections 1 and 2, are effective retroactively from the beginning of a government entity's fiscal year 2003 and apply to each fiscal year thereafter. Laws 2004, chapter 151, section 3.

118A.04 INVESTMENTS.

Subdivision 1. **What may be invested.** Any public funds, not presently needed for other purposes or restricted for other purposes, may be invested in the manner and subject to the conditions provided for in this section.

Subd. 2. **United States securities.** Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

Subd. 3. **State and local securities.** Funds may be invested in the following:

(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

(2) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;

(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and

(4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section 126C.55.

Subd. 4. **Commercial papers.** Funds may be invested in commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

Subd. 5. **Time deposits.** Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks.

Subd. 6. **High-risk mortgage-backed securities.** For the purposes of this section and section 118A.05, "high-risk mortgage-backed securities" are:

(1) interest-only or principal-only mortgage-backed securities; and

(2) any mortgage derivative security that:

(i) has an expected average life greater than ten years;

(ii) has an expected average life that:

(A) will extend by more than four years as the result of an immediate and sustained parallel shift in the yield curve of plus 300 basis points; or

(B) will shorten by more than six years as the result of an immediate and sustained parallel shift in the yield curve of minus 300 basis points; or

(iii) will have an estimated change in price of more than 17 percent as the result of an immediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.

118A.04 INVESTMENTS. (CONTINUED)

Subd. 7. **Temporary general obligation bonds.** Funds may be invested in general obligation temporary

bonds of the same government entity issued under section 429.091, subdivision 7, 469.178, subdivision 5, or 475.61, subdivision 6.

Subd. 8. **Debt service funds.** Funds held in a debt service fund may be used to purchase any obligation, whether general or special, of an issue which is payable from the fund, at such price, which may include a premium, as shall be agreed to by the holder, or may be used to redeem any obligation of such an issue prior to maturity in accordance with its terms. The securities representing any such investment may be sold by the government entity at any time, but the money so received remains part of the fund until used for the purpose for which the fund was created. Any obligation held in a debt service fund from which it is payable may be canceled at any time unless otherwise provided in a resolution or other instrument securing obligations payable from the fund.

Subd. 9. **Broker; statement and receipt.** (a) For the purpose of this section and section 118A.05, the term "broker" means a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.

(1) Prior to completing an initial transaction with a broker, a government entity shall provide annually to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds.

(2) A broker must acknowledge annually receipt of the statement of investment restrictions in writing and agree to handle the government entity's account in accordance with these restrictions. A government entity may not enter into a transaction with a broker until the broker has provided this written agreement to the government entity.

(3) The state auditor shall prepare uniform notification forms which shall be used by the government entities and the brokers to meet the requirements of this subdivision.

History: 1996 c 399 art 1 s 5; 2013 c 143 art 12 s 1; 2014 c 292 s 2,3

118A.05 CONTRACTS AND AGREEMENTS.

Subdivision 1. May enter into.

In addition to other authority granted in sections 118A.01 to 118A.06, government entities may enter into contracts and agreements as follows.

stat.118A.05.2

Subd. 2. Repurchase agreements.

Repurchase agreements consisting of collateral allowable in section 118A.04, and reverse repurchase agreements may be entered into with any of the following entities:

- (1) a financial institution qualified as a "depository" of public funds of the government entity;
- (2) any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000;
- (3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or
- (4) a securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

118A.05 CONTRACTS AND AGREEMENTS.

118A.05 CONTRACTS AND AGREEMENTS. - Continued

Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in subdivision 3.

stat.118A.05.3

Subd. 3. Securities lending agreements.

Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of subdivision 2, clause (1) or (2), and having an office located in Minnesota. Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in this section and section **118A.04**.

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Subd. 4. Minnesota joint powers investment trust.

Government entities may enter into agreements or contracts for:

- (1) shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in this section, section **118A.04**, and section **118A.07, subdivision 7**;
- (2) units of a short-term investment fund established and administered pursuant to regulation 9 of the Office of the Comptroller of the Currency, in which investments are restricted to securities described in this section and section **118A.04**;
- (3) shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization; or
- (4) shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

stat.118A.05.5

Subd. 5. Guaranteed investment contracts.

Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short- and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Agreements or contracts for guaranteed investment contracts with a term of 18 months or less may be entered into regardless of the credit quality of the issuer's or guarantor's long-term unsecured debt, provided that the credit quality of the issuer's short-term unsecured debt is rated in the highest category by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

History:

1996 c 399 art 1 s 6; 1997 c 219 s 1; 2000 c 493 s 1; 2005 c 152 art 1 s 2; 2010 c 234 s 1; 2010 c 385 s 4; 2013 c 143 art 12 s 2; 2014 c 292 s 4

118A.06 SAFEKEEPING; ACKNOWLEDGEMENTS.

- (a) Investments, contracts, and agreements may be held in safekeeping with:
- (1) any Federal Reserve bank;
 - (2) any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;
 - (3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or
 - (4) a securities broker-dealer, or an affiliate of it, that meets the following requirements:
 - (i) it is registered as a broker-dealer under chapter 80A or is exempt from the registration requirements;
 - (ii) it is regulated by the Securities and Exchange Commission; and
 - (iii) it maintains insurance through the Securities Investor Protection Corporation or excess insurance coverage in an amount equal to or greater than the value of the securities held.
- (b) The government entity's ownership of all securities under paragraph (a) must be evidenced by written acknowledgments identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

History:

1996 c 399 art 1 s 7; 2010 c 234 s 2

118A.07 ADDITIONAL INVESTMENT AUTHORITY.

118A.07 ADDITIONAL INVESTMENT AUTHORITY.**stat.118A.07.1****Subdivision 1.Authority provided.**

As used in this section, "governmental entity" means a city with a population in excess of 200,000, a county that contains a city of that size, or the Metropolitan Council. If a governmental entity meets the requirements of subdivisions 2 and 3, it may exercise additional investment authority under subdivisions 4, 5, and 6.

stat.118A.07.2**Subd. 2.Written policies and procedures.**

Prior to exercising any additional authority under subdivisions 4, 5, and 6, the governmental entity must have written investment policies and procedures governing the following:

- (1) the use of or limitation on mutual bond funds or other securities authorized or permitted investments under law;
- (2) specifications for and limitations on the use of derivatives;
- (3) the final maturity of any individual security;
- (4) the maximum average weighted life of the portfolio;
- (5) the use of and limitations on reverse repurchase agreements;
- (6) credit standards for financial institutions with which the governmental entity deals; and
- (7) credit standards for investments made by the governmental entity.

stat.118A.07.3**Subd. 3.Oversight process.**

Prior to exercising any authority under subdivisions 4, 5, and 6, the governmental entity must establish an oversight process that provides for review of the governmental entity's investment strategy and the composition of the financial portfolio. This process shall include one or more of the following:

- (1) audit reviews;
- (2) internal or external investment committee reviews; and
- (3) internal management control.

Additionally, the governing body of the governmental entity must, by resolution, authorize its treasurer to utilize the additional authorities under this section within their prescribed limits, and in conformance with the written limitations, policies, and procedures of the governmental entity.

If the governing body of a governmental entity exercises the authority provided in this section, the treasurer of the governmental entity must annually report to the governing body on the findings of the oversight process required under this subdivision. If the governing body intends to continue to exercise the authority provided in this section for the following calendar year, it must adopt a resolution affirming that intention by December 1.

stat.118A.07.4

Subd. 4.Repurchase agreements.

A governmental entity may enter into repurchase agreements as authorized under section **118A.05**, provided that the exclusion of mortgage-backed securities defined as "high-risk mortgage-backed securities" under section **118A.04, subdivision 6**, shall not apply to repurchase agreements under this authority if the margin requirement is 101 percent or more.

stat.118A.07.5

Subd. 5.Reverse repurchase agreements.

Notwithstanding the limitations contained in section **118A.05, subdivision 2**, the governmental entity may enter into reverse repurchase agreements to:

- (1) meet cash flow needs; or
- (2) generate cash for investments, provided that the total securities owned shall be limited to an amount not to exceed 130 percent of the annual daily average of general investable monies for the fiscal year as disclosed in the most recently available audited financial report. Excluded from this limit are:
 - (i) securities with maturities of one year or less; and
 - (ii) securities that have been reversed to maturity.

There shall be no limit on the term of a reverse repurchase agreement. Reverse repurchase agreements shall not be included in computing the net debt of the governmental entity, and may be made without an election or public sale, and the interest payable thereon shall not be subject to the limitation in section **475.55**. The interest shall not be deducted or excluded from gross income of the recipient for the purpose of state income, corporate franchise, or bank excise taxes, or if so provided by federal law, for the purpose of federal income tax.

stat.118A.07.6

Subd. 6.Options and futures.

A governmental entity may enter into futures contracts, options on futures contracts, and option agreements to buy or sell securities authorized under law as legal investments for governmental entities, but only with respect to securities owned by the governmental entity, including securities that are the subject of reverse repurchase agreements under this section that expire at or before the due date of the option agreement.

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Subd. 7.Negotiable certificates of deposit.

A Minnesota joint powers investment trust may invest funds in negotiable certificates of deposit or other evidences of deposit, with a remaining maturity of three years or less, issued by a nationally or state-chartered bank, a federal or state savings and loan association, or a state-licensed branch of a foreign bank, except that for obligations with a maturity of one year or less, the debt obligations of the issuing institution or its parent are rated in the top short-term rating category by at least two nationally recognized statistical ratings organizations and for obligations with a maturity in excess of one year, the senior debt obligations of the issuing institution or its parent are rated at least A or its equivalent by at least two nationally recognized statistical ratings organizations. Investments in these instruments shall not be subject to the collateralization requirements of section **118A.03**.

History:

1996 c 399 art 1 s 8; 2014 c 292 s 5

118A.08 NO SUPERSEDING EFFECT.

Except as provided in Laws 1996, chapter 399, article 1, section 11, sections **118A.01** to **118A.06** shall not supersede any general or special law relating to the deposit and investment of public funds.

History:

1996 c 399 art 1 s 9

RESOLUTION 2021-XXX

ADOPTING AMENDMENT TO THE PURCHASING POLICY

WHEREAS, the City of Isanti requires quality goods and services to meet the need of its citizens; and

WHEREAS, the annually adopted final budget provides the basis for spending in a year while a purchasing policy gives direction to staff on the internal controls required at differing expenditure levels; and

WHEREAS, guidelines are necessary for governing the process in which goods and services are purchased; and

WHEREAS, Resolution 2007-083 authorized a Purchasing Policy; and Resolutions 2009-010, 2009-309, 2011-194, 2014-125, 2016-093, 2017-022 authorized amendments to the Purchasing Policy; and,

WHEREAS, this Resolution supercedes;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the Purchasing Policy as amended and attached as ‘Exhibit A’.

This Resolution hereby approved by the Isanti City Council this 19th day of October 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

‘Exhibit A’

**City of Isanti
Purchasing Policy
Amended January 6, 2009
Amended December 15, 2009
Amended August 16, 2011
Amended June 3, 2014
Amended March 15, 2016- Addendum
Amended January 17, 2017
Amended October 19, 2021**

PURPOSE

The City of Isanti will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee’s responsibility in all purchasing processes.

The primary basis for the City’s system of internal control is the City’s annual budget. The budget, as adopted by the City Council, serves as the basis for the City’s spending for that year. All purchases must be within a Department’s annually adopted final operating or capital budget.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Isanti encourages its staff to consider local purchasing when all factors are relatively equal.

GUIDELINES

It is the policy of the City of Isanti that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.

1. All purchases must be within a Department’s annually adopted final operating or capital budget. .
2. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Isanti. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.

3. Employees will avoid any activity that would create a conflict between their personal interest and the best interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:
 - a. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process.
 - b. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process.
 - c. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Administrator in writing and will remove him/herself from the City procurement process.
4. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.
5. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Administrator for a determination of compliance.
6. The City of Isanti shall be environmentally conscious by encouraging the use of recycled products whenever reasonably practical and in the best interest of the City.
7. It is City policy not to endorse or in any way permit an employee's name, position or the City's name to be used and advertised as supporting a product or vendor. This does not apply to giving references for products or services used by the City.
8. No individual shall be allowed to make any purchases for personal use through the City.
9. Effective January 1, 2014, the City, with the exception of the Liquor Store, is exempt from paying sales tax on most goods and services. Reference Minnesota Statutes for current guidelines on Local Government Sales and Use Tax Exemptions.

PURCHASING PROCEDURES

These policies regulating the degree of formality are to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. The splitting of purchases

into smaller orders to avoid these requirements is strictly prohibited.

<u>Purchase Level</u>	<u>Quotes/Bids</u>	<u>Approving Authority</u>
\$0 - \$2,500	Invoice	Department Head
\$2,500.01 - \$10,000	2 Written Quotes*	Finance Director
\$10,000.01 - \$20,000	2 Written Quotes*	City Administrator
\$20,000.01 - \$100,000	3 Written Quotes *	City Council
Over \$100,000	Bids	City Council

**Written quotes or a completed quote form is to be attached where there is more than one feasible source*

All purchases must be within a Department's annually adopted final operating or capital budget.

Purchases Under \$2,500. Department heads are authorized to purchase directly from vendors for any purchase under \$2,500. It is the responsibility of each Department head to insure complete control over this segment of the purchasing process. It is recommended that equipment purchases under \$2,500 should have two (2) quotations to confirm competitive pricing. Department heads should designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and all purchases accounted for.

Purchases from \$2,500.01 to \$10,000. Purchase requisitions for goods or services having a value of \$2,500 to \$10,000 must be submitted for approval by the City Finance Director prior to placing an order with a vendor. Before submitting a purchase requisition, Department heads must obtain two (2) or more written quotations for the goods or services required. The quotations may be in any written format and signed by an authorized representative of the vendor. The purchase requisition awarding the purchase to the lowest responsible bidder should then be forwarded to the City Finance Director who will check to ensure that the quotation form has been completed correctly and that funds are available in the appropriate budget. If Department heads are unable to secure two (2) quotations, a notation explaining why less than two (2) qualified vendors were available should be made on the quotation form, attached to the purchase order and forwarded to the City Finance Director. When seeking two (2) quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors. Purchase requisition and quotation request form will be attached to the appropriate City Council bill list.

Purchases from \$10,000.01 to \$20,000 The same procedures apply as when purchasing from \$2,500 to \$10,000 except that once approved by the Finance Director further approval must be made by the City Administrator.

Purchases from \$20,000.01 to \$100,000 Prior to processing a purchase requisition to secure goods or services valued at \$20,000 to \$100,000, Department heads must obtain three (3) written quotations. For purchases over \$25,000 the State of Minnesota's Cooperative Purchasing Venture (CPV) must be considered. If Department Heads are unable to secure three (3) written quotations a memo explaining why less than three (3) qualified vendors were available as well as the Quotation Request form should be attached to the purchase order and forwarded to the

City Clerk/Assistant for placement on the City Council agenda. All purchases over \$20,000 require City Council approval. The Quotation Request form requires appropriate planning to ensure that adequate lead time is available to satisfy the purchasing requirements. For local improvement contracts that are paid for with special assessments the purchases over \$100,000 process must be used if the estimated costs of the contract exceed \$50,000.

Purchases over \$100,000 Department heads anticipating the purchase of goods or services valued over \$100,000 should prepare specifications based upon standards appropriate to meet the City's needs. For local improvement contracts that are paid for with special assessments the purchases over \$100,000 process must be used if the estimated cost of the contract exceeds \$50,000. Specifications should be forwarded to the City Clerk. The City Clerk will then direct the preparation of the necessary bid packet, public notices and advertisements to meet the City's purchasing policy and will also send invitations to bid to qualified vendors. Department heads should submit a list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. Formal bids will be advertised for at least ten (10) business days prior to bid opening.

After the bids are opened, the bids will be referred to the Department head for review. The Department head will prepare a written tabulation of all bids and draft a memo to the City Clerk that will be placed on the next City Council Agenda, which will include the Department heads recommendation for the bid award. All purchases over \$20,000 must be awarded by the City Council. The award will normally be made to the low bidder meeting specifications. If not, documentation should be made to list the reasons why other than the low bidder was selected in the best interest of the City. Performance bonds and payments bonds are required for all public work contracts over \$75,000. Bid bonds may be requested. Workers compensation insurance and general insurance certificates may also be required with the City of Isanti named as an additional insured.

Independent Contractor Exemption Certificate (ICEC) Residential and commercial building construction or improvement service independent contractors carrying on a trade or business as a sole proprietor must present an ICEC when submitting a quote or bid. In accordance with state law if a sole proprietor does not have an ICEC the individual becomes an employee of the City of Isanti. Payments made to a sole proprietor are subject to 2% withholding for Minnesota income tax if the work was performed in the State of Minnesota and the total payments during the year exceed \$600.

State of Minnesota Cooperative Purchasing Program All requirements of this policy are deemed to be met if purchases are made through this State Program. Depending upon purchase level of item appropriate approvals still apply. All purchases over \$25,000 require consideration of the Cooperative Purchasing Venture (CPV).

Cumulative Purchases The same purchase level guidelines under PURCHASING GUIDELINES remain effective for the total amount purchased throughout the year, however purchases for the same product may be made by a department by obtaining quotes/bids once during the year. Example: Sand/salt purchases for public works.

Emergency Purchases An “emergency” is defined as an unforeseen combination of circumstances that calls for immediate action to prevent a “disaster” from developing or occurring. A “disaster” is defined as a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

A “public health emergency” means an occurrence or imminent threat of an illness or health condition in Minnesota where there is evidence that the cause of the illness or health condition is bioterrorism, or an airborne infectious agent or toxin and that the illness poses a high probability of a large number of deaths or disabilities or widespread exposure to an airborne infectious agent that poses a significant risk to a large number of people.

Unbudgeted Expenditures by Department Heads may be permitted with approval from the City Administrator in amounts up to \$1,000 provided the expenditure is deemed necessary by the City Administrator and does not leave the Department’s aggregate budget over the annually approved budget amount. If the latter occurs a budget amendment may be required at the direction of the Finance Director.

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed \$100,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training

A REQUEST FOR PROPOSAL (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. RFP’s should be submitted to the city council for review and approval prior to distribution. When a RFP is approved, a limited number of qualified professionals will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City’s needs. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing in a professional way those services required. A contract will be negotiated with the professional deemed to best meet the City’s needs.

Contracts Only the city council may make contracts on behalf of the city. Individual council members, council committees, and city administrative officers may not enter into these contracts.

The following purchases are exempt from this purchasing policy:

Utility invoices-telephone, electric, natural gas, gasoline, mileage, products purchased for resale, emergency purchases, maintenance and repairs, schools, conferences and meeting reimbursements.

Major capital repairs beyond normal maintenance are NOT exempt from the purchasing policy.

Environmental Sustainability is promoted by Conserving natural resources, minimizing

environmental impacts, such as pollution and supporting strong recycling markets. Increasing the use and availability of environmentally preferable products that protect the environment. Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems. Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals. Lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor) and leveraging buying power.

The following guidelines are to be followed as practicable by the City of Isanti:

1. Recycled Paper Products and Recycled-Content Products. Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Isanti will endeavor to purchase paper products containing the highest postconsumer content practicable, but no less than 30% recycled-content for copy paper (which is the minimum recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.
2. Waste Minimization. The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
3. Energy Saving Products. All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.
4. Water Saving Products. Water saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov.) This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.
5. Cleaning Products. Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable, available, and perform to an acceptable standard.
6. Lighting. The City should purchase and install LED lighting on any new construction, retrofits, remodels or replacement projects, including street lighting.

When purchasing products and services for the City, staff will:

1. Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.
2. Evaluate environmentally preferable products to determine the extent to which they may

be used by the department and its contractors.

3. Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.
4. Use a standard of accepting a 10% increased cost for these items. Financial incentives should be taken into consideration in cost comparisons.

5. All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. City staff will implement environmental sustainability guidelines in conjunction with the city's normal purchasing procedure and with consideration of the above price differential

Attachments:

Quotation Request Form
Purchase Requisition

Federal Grants Administration

Goal

The goal of the City Council is to establish administrative requirements and cost principles for Federal grant awards received by the City of Isanti and the Economic Development Authority of the City of Isanti that comply with Key Policy Areas identified by the Office of Management and Budget.

Objective

The objective of the City Council in meeting this goal is to ensure compliance with OMB Uniform Grant Guidance:

- a. Have effective controls in place to manage Federal awards and show compliance with Federal Statutes, regulations and terms and conditions of the award by identifying how compliance is evaluated and monitored.
- b. Have reasonable procedures in place to protect personally identifiable information (PII) and other information identified as sensitive by Federal agency or pass-through entity.

Procedures

1. Segregation of Duties

- a. Personally identifiable information (PII) and sensitive data as defined by a Federal Agency or pass-through entity shall be accessible only by employees who have been determined to have need for the information. The City Administrator and the Finance Director will determine which city staff members need access to personally identifiable information that may be acquired through various Federal grant processes.
- b. Only those staff members who are required to access personally identifiable information will be authorized to access it when needed to produce accurate and complete financial data for reliable and timely financial and management reports.
- c. The Department Head for the department receiving a Federal Grant Award shall be the primary responsible person to review and approve all costs associated with the Grant.

- d. All required reports related to a Federal Grant shall be prepared by the responsible Department Head and reviewed and signed by the City Administrator and any other official as required in the Grant document.

2. Accounting Controls

- a. The financial accounting system must identify all federal awards in all accounts that are received and expended by:
 - i. CFDA number and title
 - ii. Federal award ID and year
 - iii. Name of federal awarding agency
 - iv. Pass-through entity's name
- b. The payment process shall follow the accounting procedures for Accounts Payable.
- c. The Department Head assigned responsibility for a federal grant shall review and approve all requests for payment under the federal grant in accordance with Subpart E Cost Principles as well as the terms and conditions of the federal grant award.
- d. Federal grant payments received shall be disbursed according to the terms and conditions of the federal grant award. If grant disbursement guidelines are not included the grant proceeds shall be disbursed within 30 days of receipt.
- e. Payments to sub recipients are:
 - i. Not required to be maintained in separate depository accounts for federal awarded funds.
 - ii. Required to be accounted for by receipt, obligation and expenditure of federal funds.
- f. Travel costs must be consistent with Section 905 of the City of Isanti Personnel Policy.
- g. Personnel compensation from Federal grant awards shall follow the accounting procedures for Payroll to ensure accurate recording of an employee's time activities associated with a federal award.
- h. Complete payroll documentation must be maintained for all employees whose salaries are paid in full or in part by a federal award (200.430 (i) (1); and used in meeting cost sharing or matching requirements on Federal awards (200.430 (i) (4)).
- i. Contracts using Federal grant funds shall be with responsible contractors that can perform successfully meeting the requirements and terms and conditions of contract award based on:

- i. Contractor integrity
 - ii. Compliance with public policy
 - iii. Record of past performance
 - iv. Financial and technical resources
- j. Conflict of interest disclosure:
 - i. Conflict of Interest forms shall be reviewed to determine if any conflict of interest exists in regard to a Federal Grant Award.
 - ii. Any potential conflict of interest that an employee may have relating to a Federal Grant Award must be disclosed in writing to the City Administrator and the Grant issuing Federal Agency.
 - iii. Any violation of Federal criminal law that involves fraud, bribery or gratuities that could affect a Federal Grant Award must be disclosed in writing to the City Administrator and Grant issuing Federal Agency.
 - iv. Any contractual or administrative issues, which may include disputes, protests and source evaluations, must be referred to the office of the City Attorney who must provide guidance and facilitate a legal solution to the issue.
- k. Procurement of items to be purchased using Federal grant funds shall follow the Purchasing Policy contained in this manual and shall follow all state and federal rules and regulations.
 - i. Reasonable effort must be made to avoid purchasing unnecessary or duplicative items.
 - ii. Records must be maintained with sufficient detail to provide a historical or audit trail for the procurement.
 - iii. Employees who have a conflict of interest relating to the selection of a contractor who will be paid from Federal Grant funds must disclose such conflict of interest to the City Administrator who shall name another employee to select an appropriate contractor.
- l. Performance reporting will require:
 - i. Financial data to be related to performance of accomplishments.
 - ii. Oversight and monitoring must cover each program or activity.
 - iii. Quantifiable data when available.
 - iv. Trend data or data analysis
 - v. Explanation of reasons why goals were not met or explanation of any cost overruns.
- m. Prior written approval must be received from the Federal Grant Award Agency for indirect costs or the incurrence of special or unusual costs and the Federal Agency approval should include timeframe or written agreement.

- n. Report Certification for the Authorizing Official for any Federal Grant Award must sign a certification on the annual and final fiscal report or voucher requesting payments that includes the following language:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objective set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-32730 and 3801-3812).”



Memo for Discussion

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: October 19, 2021
Subject: Resolutions to Repeal as Policies are no longer Applicable

Background:

The City Administrator has been reviewing all City Policies. There are a number of policies that are no longer applicable due to changes in state statute, superseded by City Code, new policies were written or subsequent policies were already included in the Personnel Policy, Policy Manual or Lexipol.

Staff is also requesting a revised policy for Plan and Permit Fee Refunds that would supercede the previous Resolution 2004-089.

Request:

- Staff is requesting to repeal the following policies:
 - 1999-135 Business Subsidy
 - 2017-286 Council Mtg Procedures
 - 2009-078 PW Procedures
 - 2014-017 Sidewalk Snow Policy
 - 2016-210 Nuisance Lot Mowing
 - 2016-279 Nuisance Abatement
 - 2015-297 Outdoor Hockey Rink
 - 2009-078 PW Policies and Procedures
 - 2012-254 Water disconnect Policy
 - 2018-277 Language Change Dom. Abuse
 - 2013-054 Panic Button Security
 - 2007-057 Travel Reimbursement
 - 2009-080 Temperature Settings
 - 2013-210 Veteran Bid Preference
 - 2007-194 Development Agreement Process
 - 2003-110 Street Closure Application

There may be a few more once the final review has taken place.

Attachments:

- Resolutions listed in this memo.
- Draft Resolution for Plan and Permit Fee Refunds

RESOLUTION 2021-XXX

AUTHORIZING THE ESTABLISHMENT OF A PERMIT AND PLAN REVIEW FEE REFUND POLICY

WHEREAS, the City of Isanti's Building Official is responsible for plan review and building inspections; and,

WHEREAS, per MN Rules Chapter 1300.0160 Subp. 9, the City is authorized to implement a policy for permit and plan review refunds; and

WHEREAS, this Resolution supercedes 2004-089;

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

1. The Building Inspections Department shall be authorized to refund fees for permits in which no work has been done and no inspections have been made.
2. Requests for refunds must be in writing and signed by the permit holder. The Building Official will review the request for refund and make a determination to approve or deny the request. The City shall retain the following as described in the table below:

City Retains	Timeframe
\$50.00 – Fees less than \$50.00 are non-fundable	For requests made within 30 days
\$50.00 or 20% of the permit fee whichever is greater	For requests made within 60 days
\$50.00 or 40% of the permit fee whichever is greater	For requests made within 90 days
\$50.00 or 60% of the permit fee whichever is greater	For requests made within 120 days
\$50.00 or 80% of the permit fee whichever is greater	For requests made within 180 days

3. No refunds will be approved or granted after 180 days from the date the permit was issued. No refunds will be approved or granted for the following: Plan Review Fees, State Surcharge Fees, Re-inspection Fees, and any other services that have previously been rendered.

This resolution was duly adopted by the Isanti City Council this ___th day of November 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION NO. 2003-110

A RESOLUTION APPROVING THE POLICY AND PROCEDURES FOR STREET CLOSURE FOR RECREATIONAL EVENTS

WHEREAS, the City of Isanti has received numerous requests to block off streets for recreational events, especially block parties and family functions; and

WHEREAS, the City of Isanti recognizes that these types of events can build a positive community; and

WHEREAS, having a City policy and procedure gives clear direction to the Citizens and City Staff to make these events safe; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the attached Policy and Procedures for Street Closure and application is approved.

Adopted by the Isanti City Council on this 1st day of July 2003.

Attest:

Mayor David E. Apitz

Irene J. Bauer, City Clerk-Treasurer

(SEAL)

RESOLUTION NO. 2007-057

**RESOLUTION APPROVING TRAVEL / REIMBURSEMENT POLICY
FOR CITY OF ISANTI**

WHEREAS, from time to time city employees request to attend conferences, seminars, and other training that provides education and information that enhances the employee in his position and benefits the City of Isanti: and

WHEREAS, a policy has been developed for the City of Isanti to establish guidelines and procedure for employees to request attending conferences and/or training and reimbursement of expenses.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota hereby approves the Travel and Reimbursement Policy and attached as 'Exhibit A'.

This resolution is duly adopted by the Isanti City Council this 6th day of March 2007.

Attest:

Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

RESOLUTION 2007-194

**A RESOLUTION ADOPTING A POLICY ON THE
DEVELOPMENT AGREEMENT PROCESS**

WHEREAS, the City of Isanti requires development agreements to be composed and approved for Industrial projects and all platting; and,

WHEREAS, the City of Isanti does not have a formal policy on the process to compose development agreements; and,

WHEREAS, outlining the development agreement process assists both the City and the developer on the project.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota , hereby approves the Development Agreement Process Policy as attached with 'Exhibit A'.

This Resolution hereby approved by the Isanti City Council this 17th day of July 2007.

Attest:

Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk
(SEAL)

EXHIBIT A

City of Isanti, Minnesota City Council Policy on the Development Agreement Process

I. Purpose

To set forth guidelines and criteria governing the Development Agreement Process. The City of Isanti desires a clear process to ensure that all development agreements are handled in a consistent manner.

II. Development Agreement Team

The Development Agreement team shall consist of: the City Attorney, Community Development Director and City Administrator. In the instance of a TIF or Abatement agreement the Attorney may someone other than the City Attorney.

III. Process

- 1) Developer submits the development agreement fee as established by City Council.
- 2) The Development Agreement team shall work in unison to draft a development agreement, using the City's model. The City shall have three model development agreements: One for Residential development, one for Commercial development, and one for Industrial development.
- 3) The draft development agreement is presented to the Development Advisory Committee (DAC) to obtain feedback to any questions or issues from the Development Agreement team.
- 4) The Development Advisory Committee shall approve of the draft development agreement.
- 5) The Development Agreement team shall present the draft approved by the Development Advisory Committee to the developer for any comments or proposed amendment that they may have.
- 6) As the Development Agreement is based on a model from the City, minor changes (for example: typographical and formatting) can be made by the Development Agreement Team, but any other changes need Development Advisory Committee approval. All proposed changes will be noted on the draft to the DAC.
- 7) Upon agreement with the DAC and DA team, the Development Agreement shall be brought forth to the City Council for their approval. At times issues may arise that the DA team, the DAC and the developer will not agree upon. The developer can bring their concerns to the City Council for their final decision.

8) Upon City Council approval, the developer has 90 days to sign the development agreement otherwise it is null and void and they have to re-submit the development agreement fee and re-start the process.

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. 2009 – 078

**RESOLUTION ADOPTING PROCEDURES AND POLICIES FOR THE
PUBLIC WORKS DEPARTMENT**


WHEREAS, the City of Isanti finds it is the best interest of its citizens that there are written procedures and policies to better serve the community; and

WHEREAS, Staff has worked with the Public Works Director to develop procedures for private metered water sales, a procedure for the disposal of scrap metal, and a policy on rental and borrowing of city equipment; and

WHEREAS, the Public Works Committee has reviewed the procedures and policies as attached as Exhibit 'A' and recommend their approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the Public Works Department Procedures and Policies that is hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 7th day of April 2009.

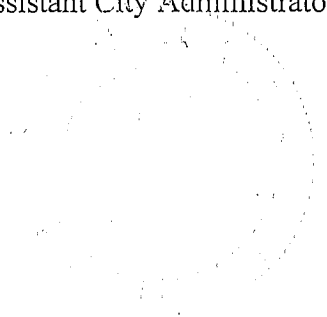


Mayor George A. Wimmer

Attest:



Irene J. Bauer
Assistant City Administrator/City Clerk



“Exhibit A”

PUBLIC WORKS DEPARTMENT PROCEDURES AND POLICIES

PRIVATE METERED WATER SALES

All contractors and the general public who desire to purchase water from the City that is metered from a hydrant must follow the following procedures:

1. Make application at City Hall for the purchase of metered water from a hydrant.
2. Complete form – ‘Agreement for the Purchase of Water from the City of Isanti’.
2. Make a deposit either by check or cash based on the current fee schedule.
3. Provide a copy of the ‘Agreement’ to the Public Works Department.
4. Public Works Department coordinates the installation of the water meter and sale of water.
5. Public Works provides the start and end usage on the ‘Agreement’ and submits to City Hall.
6. City Hall bills out the usage amount to the Customer according to the fee schedule,
7. Customer has 30 days from the date of the invoice to make payment.
8. If payment is received within the designated 30 days, the deposit will be returned.
9. If full payment for the purchase of water is not made within the designated 30 days, the deposit will be applied toward the purchase of water.
10. The remainder of the deposit shall then be reimbursed to the Customer, if applicable.

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. 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 a salvage yard and sell the metal.
3. A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department.

CITY EQUIPMENT RENTAL AND BORROWING

1. No City Employee shall use, borrow, or take out City equipment for their own personal use.
2. No City equipment shall be let out, borrowed, or rented out to the public or other government entities without the express written authorization of the City Administrator, per City Council policy.
 - a. All equipment shall be leased out according to the rental and labor rates as provided within the current fee schedule.
 - I. The Public Works Director shall determine the need to provide staff.

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. 2009 – 078

**RESOLUTION ADOPTING PROCEDURES AND POLICIES FOR THE
PUBLIC WORKS DEPARTMENT**


WHEREAS, the City of Isanti finds it is the best interest of its citizens that there are written procedures and policies to better serve the community; and

WHEREAS, Staff has worked with the Public Works Director to develop procedures for private metered water sales, a procedure for the disposal of scrap metal, and a policy on rental and borrowing of city equipment; and

WHEREAS, the Public Works Committee has reviewed the procedures and policies as attached as Exhibit 'A' and recommend their approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the Public Works Department Procedures and Policies that is hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 7th day of April 2009.

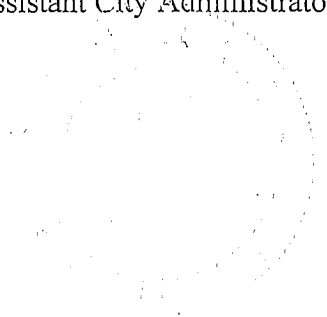


Mayor George A. Wimmer

Attest:



Irene J. Bauer
Assistant City Administrator/City Clerk



“Exhibit A”

PUBLIC WORKS DEPARTMENT PROCEDURES AND POLICIES

PRIVATE METERED WATER SALES

All contractors and the general public who desire to purchase water from the City that is metered from a hydrant must follow the following procedures:

1. Make application at City Hall for the purchase of metered water from a hydrant.
2. Complete form – ‘Agreement for the Purchase of Water from the City of Isanti’.
2. Make a deposit either by check or cash based on the current fee schedule.
3. Provide a copy of the ‘Agreement’ to the Public Works Department.
4. Public Works Department coordinates the installation of the water meter and sale of water.
5. Public Works provides the start and end usage on the ‘Agreement’ and submits to City Hall.
6. City Hall bills out the usage amount to the Customer according to the fee schedule,
7. Customer has 30 days from the date of the invoice to make payment.
8. If payment is received within the designated 30 days, the deposit will be returned.
9. If full payment for the purchase of water is not made within the designated 30 days, the deposit will be applied toward the purchase of water.
10. The remainder of the deposit shall then be reimbursed to the Customer, if applicable.

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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. 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 a salvage yard and sell the metal.
3. A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department.

CITY EQUIPMENT RENTAL AND BORROWING

1. No City Employee shall use, borrow, or take out City equipment for their own personal use.
2. No City equipment shall be let out, borrowed, or rented out to the public or other government entities without the express written authorization of the City Administrator, per City Council policy.
 - a. All equipment shall be leased out according to the rental and labor rates as provided within the current fee schedule.
 - I. The Public Works Director shall determine the need to provide staff.

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. 2009 – 080

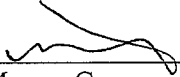
**RESOLUTION ADOPTING A POLICY RELATING TO TEMPERATURE
SETTINGS FOR MUNICIPAL BUILDINGS**

WHEREAS, the City of Isanti finds it is the best interest of its citizens to conserve energy whenever it is feasible; and

WHEREAS, through work of the Building and Grounds Committee, a recommendation has been made to establish a policy that provides for cooling and heating temperature settings for municipal buildings.

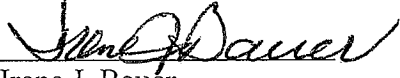
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for temperature settings for municipal buildings that is hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 7th day of April 2009.



Mayor George A. Wimmer

Attest:



Irene J. Bauer
Assistant City Administrator/City Clerk

'Exhibit A'

CITY OF ISANTI

MUNCIPAL BUILDINGS TEMPERATURE SETTINGS

PURPOSE

The intent of this policy is to establish temperature settings for all municipal buildings that will conserve the use of energy and our natural resources.

Temperature Settings are hereby established as follows:

CITY HALL			
North Offices & Main Office Area			
Day of Week	Heating	Cooling	Time
Monday, Wednesday, Thursday & Friday	68 degrees	74 degrees	7:00 am to 5:30 pm
	62 degrees	80 degrees	5:30 pm to 7:00 am
Tuesday	68 degrees	74 degrees	7:00 am to 7:00 pm
	62 degrees	80 degrees	7:00 pm to 7:00 am
Weekends	60 degrees	80 degrees	5:30 pm Friday to 7:00 am Monday
South Meeting Rooms & Council Chambers	60 degrees – Staff will adjust to 68 degrees prior to meetings/room usage.	80 degrees – Staff will adjust to 74 degrees prior to meetings/room usage	
Lobby			
Monday thru Friday	68 degrees	74 degrees	7:00 am to 4:30 pm
	60 degrees	80 degrees	4:30 pm to 7:00 am
Weekends	60 degrees	80 degrees	4:30 pm Friday to 7:00 am Monday

POLICE DEPT.			
Weekdays and Weekends	68 degrees	74 degrees	24 hours
LIQUOR STORE			
Weekdays and Weekends	68 degrees	68 degrees	24 hours
COMMUNITY CENTER	68 degrees	71 degrees	24 hours
PUBLIC WORKS			
Break Room and Office Areas in all facilities	68 degrees	74 degrees	24 hours
Shop	65 degrees	N/A	24 hours
WWTF and WTP Facilities	60 degrees	N/A	24 hours

RESOLUTION NO. 2012-254

RESOLUTION ADOPTING WATER DISCONNECT POLICY

WHEREAS, the current City Code does not specifically outline the steps that City Staff takes in discontinuing water service; and,


WHEREAS, on the occasion there have been concerns expressed and clarification needed; and,

WHEREAS, the Finance Committee reviewed this matter and have suggested implementing a policy to further address discontinuance of water service.


NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the Water Disconnect Policy (attached as Exhibit A).

This resolution was duly adopted by the Isanti City Council this 7th day of November 2012.

Attest:



Mayor George A. Wimmer



Donald C. Loring
City Administrator/City Clerk

(SEAL)

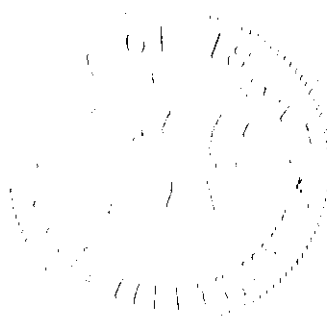


EXHIBIT A

Water Disconnect Policy

Per Chapter 325-9 of The Code of the City of Isanti, rights are reserved to discontinue service as follows:

A. Notice. The City of Isanti shall notify any customer who has a sewer/water account 30 days past due.

The notification shall include:

- (1) The amount owed to the City including interest and other appropriate charges.
- (2) Date by which the account must be paid.
- (3) Service Shutoff date.
- (4) If the customer does not contact the City by the date by which the account must be paid, the City shall hand deliver a shutoff notice to the delinquent party's premises. A delinquent posting notice fee as set by resolution of the City Council and specified in City Code Chapter A344, Fee Schedule, shall be charged to the delinquent party's account to cover administrative costs associated with the preparation and delivery of this notice.

B. Shutoff. Services will be discontinued to accounts that have not made arrangement with the City regarding the payment of delinquent account.

C. Charges. The City shall charge a fee to discontinue services and a fee to reinstate services to a delinquent account.

Furthermore, per Chapter 325-4:

F. Payment plan for delinquent accounts. The holder of a delinquent account may request a payment plan for the unpaid balance owed to the City. The amount owed shall include any unpaid penalties and charges. The term of repayment shall not exceed 90 days. During the time of repayment the account shall be kept current. If at any time during the time of repayment the account becomes delinquent by nonpayment of charges, the City shall proceed to discontinue service as per Chapter 325-9 of The Code of the City of Isanti.

In addition to the above the following management process has been put in place:

1. Payment arrangements for delinquent accounts may not exceed 90 days as noted above.
Customers may arrange or re-arrange payment on an account a maximum of three times. In the event of a broken payment arrangement, City Staff will proceed to discontinue service as per Chapter 325-9 to The Code of the City of Isanti. Account must be paid in full to avoid disconnect.
2. After City Staff has hand delivered a shutoff notice to a delinquent party's premises, payment arrangement will no longer be accepted on the account.
3. In the event a payment is returned NSF on a delinquent account, City Staff will proceed to discontinue service as per Chapter 325-9 of The Code of the City of Isanti. Account must be paid in full to avoid disconnect. Checks will no longer be accepted as a form of payment.
4. Payment to avoid disconnect will include the delinquent balance and well as posting fee as noted above.
5. Payment to reinstate services will include the full account balance, including any late fees, posting fees, and the fees charged to discontinue and reinstate services to the account.

RESOLUTION NO. 2013-054

A RESOLUTION APPROVING A CITY EMPLOYEE SAFETY POLICY AND THE PURCHASE OF A PANIC BUTTON SECURITY SYSTEM FOR THE CITY OF ISANTI CITY HALL

WHEREAS, staff looked into the creation of a City Employee Safety Policy along with the purchase of a panic button for City Hall after discussion regarding the occasional angry customer in City Hall and employee concerns on how to handle a situation if it were to get out of hand; and

WHEREAS, Finance Committee reviewed the City Employee Safety Policy and different panic button security systems and recommends Akers Home Security's cell dialer panic button system.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the City Employee Safety Policy and the purchase of a panic button security system for at City Hall from Akers Home Security.

This resolution was duly adopted by the Isanti City Council this 19th day of March 2013.

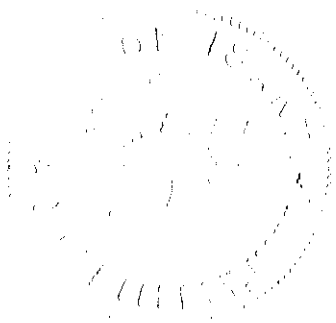
Attest:



Mayor George A. Wimmer



Donald C. Loring
City Administrator/City Clerk



City Employee Safety Policy

The purpose of this policy is to provide guidelines for employee safety in performance of their duties when confronted with an angry, abusive or perceived dangerous individual or customers in the workplace. This policy is for addressing such parties at a City building, either at the front counter or at other public areas on City property.

De-escalation of Situation – Some individual's communication style includes talking loudly or angrily to vent frustrations. Remember that 90-95% of people can be talked down.

De-escalation Techniques:

- Speak slowly and quietly
- Look the party in the eyes and be firm, but not confrontational
- Call the person "Sir" or "Ma'am" and continue to treat them with respect. Try not to raise your voice. Call or code the phone system for a manager or another staff person to be with you. You should continue to do the talking.
- Hear the person out. Allow him/her to speak.
- Ask questions, let silence do the rest.
- If the person continues to focus on what he/she cannot have, switch the focus. Provide an insistent, persistent message. Get back to the issue at hand. If a manager is present they should at this time verbally support your position.
- If you cannot change or close the conversation, announce that there is nothing more that you can do, and that the conversation is over. If the party will not leave, press the panic button, and physically remove yourself(s) from the area.
- At any time in this situation where the party's behavior escalates out of control through verbal abuse or using inappropriate language, the employee should announce that this is not acceptable and that the conversation has ended.

If during the conversation, the employee feels physically threatened; a quick assessment of the situation and appropriate response must be made by the employee. They should move beyond trying to de-escalate the situation and take the following steps:

- At any time, if an employee feels threatened by an individual or customer they are serving at a counter area in a public building, they should press the panic button.
- Announce that you need to review this matter further with another staff person and calmly, physically remove yourself from the situation keeping an eye on the individual as you move away. Do not turn your back on the party. If you have a cell phone, take it with you. If you are outside or in an unsecured area of a building, move to an inside secured area or automobile. Lock the doors. If in an automobile calmly drive away from the area. Contact law enforcement as soon as possible.

- In the event where the party will not leave City Hall, but has moved physically away from the front desk area, the employee should lower the metal closure and move away from the front counter area. Do not open the counter area to the public until law enforcement personnel have cleared the public areas.
- In no case in the above situation, shall an employee allow the party into the secured staff office area of City Hall.

Points to Remember:

1. De-escalate
2. Call in support from co-workers
3. Ask the customer to leave
4. Press the panic button (City Hall)
5. Call 911

***If at any time you don't feel comfortable you should press the panic button or call 911.*

***Leave the area at any time if you feel threatened for your life and get as many co-workers out as you can. Remember to bring your cell phone with if readily available and there is time.*

RESOLUTION NO. 2013-210

RESOLUTION AUTHORIZING ESTABLISHMENT OF A VETERAN OWNED SMALL BUSINESS CONTRACTING POLICY

WHEREAS, The City Council of the City of Isanti (City) desires to recognize the service of personnel who have served our Country and to aid in addressing disproportionate unemployment rates of qualified United States Service Veterans. Adoption of this Veteran-Owned Small Business Contracting policy will serve to:

- a. Facilitate the transition of veterans from military to civilian life;
 - b. Prevent under-utilization of qualified, military-trained personnel suitable for and capable of contracting to provide services under City construction contracts expending local funds for City projects;
 - c. Facilitate the participation of Veteran-Owned Small Business as vendors to the City in the City bid construction projects with costs in excess of \$100,000;
-

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

1. This Policy sets forth the conditions under which the City of Isanti will award a three percent (3%) bid preference for contracts for construction projects for documented Veteran-Owned Small Businesses (V-OSB).
2. This Policy and Procedure is authorized pursuant to Minnesota Statutes, 375.771 (2012), and the provisions of the Laws of Minnesota 2013, Chapter 143, Article 4, Section 10;

I. POLICY GUIDELINES

1. Definitions:
 - a. *"Award"* means the granting of a construction project contract in accordance with all applicable laws and rules governing competitive bidding, except as otherwise provided in this section;
 - b. *"Construction Contract"* means an agreement entered into between a business entity and the City for City bid projects for construction contracts with estimated costs of \$100,000 or more, except when prohibited by the federal government as a condition of receiving federal funds.

- c. "Subcontractor" means a business entity that enters into a legally binding agreement with another business entity that is a party to a construction contract as defined above in paragraph 'b.'
- d. "Veteran" shall have the definition as set forth in Minn. Stat. 197.447; specifically, "a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirements as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law 95-202. The active military service must be certified by the United States Secretary of Defense as active military service and a discharge under honorable conditions must be issued by the Secretary."
- e. "Veteran-Owned Small Business (V-OSB)" means a business designated under Minnesota Statutes, 16C.16, Subd. 6a (1), (2) or (3); specifically, certified small businesses with principal place of business in Minnesota and that are majority-owned and operated by:

- (1) Recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of Veterans Affairs;
- (2) Veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) Any other veteran-owned small businesses certified under Minnesota Statutes, section 16C.19, paragraph (d).

2. Applicability: The provisions of this policy and procedure shall apply to construction contracts or agreements as specified in this policy, which are awarded or entered into by the City, except as may be prohibited by federal law.

3. Implementation:

- a. Any City department seeking to enter into a contract for a City bid construction project, with estimated costs in excess of \$100,000, shall comply with this policy.
- b. Award of Preference: Upon receipt of verification that a Contractor or Vendor qualifies as a V-OSB, said Contractor or Vendor shall be awarded a three percent (3%) bid preference in calculating the lowest responsible bidder for awarding the construction contract.


4. Procedures:

- a. When the City seeks bids for City construction projects when the estimated cost is in excess of \$100,000, efforts shall be made to include notice of Veteran's Preference in public notices seeking bids.

- b. Contractor Designation:

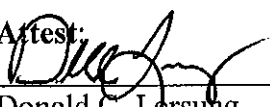
- (1) A Contractor or Vendor may qualify as a V-OSB if the Contractor or Vendor and each listed subcontractor, if any, qualifies as a V-OSB, as defined above. The V-OSB Contractor shall be listed on the Federal Center for Veterans Enterprise Website (www.vip.vetbiz.gov) or State Website as a V-OSB Contractor at time of award of the agreement or contract.
- (2) Designation as V-OSB may be achieved by the Contractor or Vendor by submitting at the time of submitting the proposal, bid or quote, the necessary verification, including, but not limited to a DD-214 for the owner of a V-OSB to support the designation as a V-OSB. The bid shall also include the necessary verification for any subcontractor included. Failure of the Contractor or Vendor to comply with the verification and provide supporting documentation will result in loss of any claimed bid preference.

This resolution was duly approved by the Isanti City Council this 15th day of October, 2013.

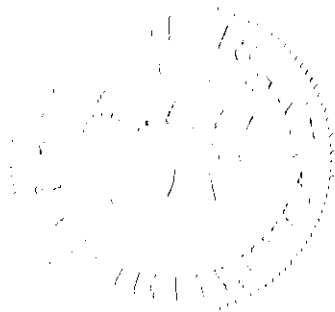


Mayor George A. Wimmer

Attest:



Donald C. Lørsung
City Administrator / City Clerk



RESOLUTION NO. 2014-017

**A RESOLUTION PROVIDING A NEW POLICY ON
SNOW REMOVAL FROM SIDEWALKS**

WHEREAS, City Code Chapter 284 - 14 has been amended to state: "Unless exempted by the City Council, no person shall permit an accumulation of snow or ice to build up or remain on any public sidewalk abutting or otherwise serving lots or parcels located in the City of Isanti" and,

WHEREAS, to date both Sidewalk Routes to School and Sidewalks meeting the exemption policy due to no development, have been exempted from City Code Chapter 284-14, and

WHEREAS, the City Council desires that the all of the public sidewalks in the City of Isanti shall be exempted from the policy for removal of accumulations of snow, and


WHEREAS, that the City shall remove snow from all public sidewalks as follows;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, that the snow removal process be the following:


- 1) Accumulations of snow shall be removed from all public sidewalks by the City of Isanti in accordance with Resolution No. 2013-217. Further removal of nuisance ice and/or snow on that sidewalk shall be the responsibility of the adjacent property owner and shall be removed within 48 hours from date of notification by the City.
- 2) The City shall remove snow from public sidewalks in accordance with snow removal operations in Paragraph C. Snow Plowing, Resolution No. 2013-217.
- 3) The Public Works Committee on an annual basis, prior to the next year's snow season shall review sections of sidewalk that due to lack of development do not provide a connecting link between private and public facilities, residences and commercial/industrial businesses. Those sections of sidewalk identified in the review and approved for exemption by the City Council, shall not be required to have snow removed that snow season.
- 4) The exemption does not apply to sidewalk systems in private association areas and those associations remain responsible for snow and ice removal in accordance with City Code 284-14.
- 5) This resolution supersedes and replaces Resolution 2011-059

This Resolution hereby approved by the Isanti City Council this 5th day of February, 2014.

Attest:



Mayor George Wimmer



Donald C. Loring
City Administrator/City Clerk

(SEAL)



RESOLUTION NO. 2015-297

**A RESOLUTION TO AMEND THE POLICY ON THE USE AND MAINTENANCE OF THE
OUTDOOR HOCKEY RINK**

WHEREAS, on November 8, 2006, the City of Isanti and the Cambridge – Isanti Hockey Association had both approved Resolution No. 2006-273; which outlined the policy regarding the use of the outdoor hockey rink; and,

WHEREAS, Resolution No. 2009-281 was approved, which established new maintenance responsibilities for the Cambridge-Isanti Hockey Association, pertaining to the outdoor hockey rink located within Bluebird Park; and,

WHEREAS, Resolution No. 2009-306 was adopted, replacing the previous agreement to address additional concerns of maintenance presented by the C-I Hockey Association; and,

WHEREAS, discussions were held regarding the C-I Hockey Association's involvement in maintaining the rink ice at the Parks, Recreation and Culture Board meeting and ultimately at the December 3, 2013 Council meeting. It was determined by the C-I Hockey Association representative that the C-I Hockey Association could not commit at that time to maintaining the ice. The City maintained the ice for the 2014 season; and,


WHEREAS, the previously identified hockey rink as described in the policy with the C-I Hockey Association attached as 'Exhibit A' is hereby amended and identified as a public skating rink and attached as 'Exhibit B'; and,

WHEREAS, the current posted rink sign states there are exclusive hours for the hockey association, therefore, staff may proceed with making a public skating rink sign with rules to post at the rink observing language as stated within Ordinance No. 277; not to exceed \$100.00; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that Resolution No. 2015-297 supersedes Resolution No. 2009-360 in its entirety and hereby amends the policy as written in 'Exhibit B'; and

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve to purchase and post a sign at the public skating rink in the amount, not to exceed, \$100.00 from PRC funding source 101-45300-226.

This resolution was duly adopted by the Isanti City Council this 15th day of December 2015.



Mayor George A. Wimmer

ATTEST:



Don C. Lorsung
City Administrator

'Exhibit A'

City of Isanti Policy on the Use and Maintenance of the Outdoor Hockey Rink

Intent

The purpose of this policy is for the City of Isanti and the Cambridge – Isanti Youth Hockey Organization to have an understanding of the use and maintenance responsibilities of the outdoor hockey rink in Bluebird Park. This policy may be amended at any time, and from time to time, by action of the Isanti City Council. Nothing herein shall be deemed to require the City to continue to operate an outdoor hockey rink in Bluebird Park. The City shall use its best efforts to notify the Cambridge – Isanti Hockey Association whenever this policy is discussed in the future.

Youth Hockey Hours of Use

The youth hockey will have exclusive use of the outdoor hockey rink on Monday, Tuesday, Wednesday, and Thursday from 6:00 p.m. to 9:00 p.m., November 1st to February 15th of each winter season; for a total of twelve (12) hours per week reserved.

City Hours of Use

All other times not mentioned in the Youth Hockey Hours of Use.

City Additional Agreement

The City of Isanti agrees to erect a sign at the Outdoor Hockey rink reaffirming the following rules that are written in Ordinance No. 277:

1. No alcohol use.
2. No littering.
3. No controlled substances.
4. No offensive, obscene or abusive language.
5. No brawling or fighting.

The sign will also include the hours, days, and times as identified above identifying the times when the ice is reserved by the Youth Hockey organization; in an effort to ensure that members of the community understand the agreement.

Warming House Use

The warming house, when open and / or available, is allowed to be used by the Youth Hockey participants to when preparing to skate, warm up, or exit the park.

Maintenance of Ice and Other Equipment

The City of Isanti will initially flood and create ice for the outdoor rink. The Youth Hockey Association will hold the sole responsibility of maintaining the ice throughout the duration of the season. The City of Isanti Public Works staff shall provide direct training to those individuals of the Youth Hockey Association that will be responsible for flooding the ice beyond the initial flooding.

The Youth Hockey Association will also be responsible for minor repairs to the boards, nets, and other equipment provided for the outdoor hockey rink.

The City of Isanti will take responsibility for the lighting at the outdoor hockey rink facility as well as will provide water for the flooding of the rink at no charge to the Youth Hockey Association.

'Exhibit B'

City of Isanti Policy on the Use and Maintenance of the Outdoor Public Rink

Rink Hours of Use

The public rink is open during park hours; daily 7:00 a.m. to 10:00 p.m.

Rink Rules

The public ice rink rules are as follows reaffirming the rules that are written in Ordinance No. 277:

1. No tobacco, drugs, alcohol or other controlled substances.
2. No offensive, obscene or abusive language.
3. No abusive behavior either verbal or physical.
4. No hockey or broomball while people are open skating.
5. No bikes, sleds, cars, or snowmobiles on the ice.
6. No fighting or snowball throwing.
7. No loitering.
8. No pushing other skaters.
9. No littering.

Warming House Hours of Use

The warming house is open during park hours; daily 7:00 a.m. to 10:00 p.m. This is subject to change without notification due to unforeseen circumstances.

Maintenance of Ice

The City of Isanti Public Works will flood, with consistent cold temperatures, and maintain ice at the outdoor rinks. Public Works staff shall remove snow in accordance with the City Snow Plowing Policy.

RESOLUTION NO. 2016-210

RESOLUTION ADOPTING AMENDMENT TO NUISANCE LOT MOWING POLICY

WHEREAS, the City of Isanti has recognized the need to regulate the growth of noxious weeds and rank growths of vegetation on property in the City, declaring them as a Public Nuisance Affecting Health and providing the ability through City Ordinance to abate such situations; and,

WHEREAS, the City Council has identified that both developed lots and vacant lots adjacent to developed properties within the City have growths of noxious weeds and rank vegetation that require abatement under City Ordinance; and,

WHEREAS, the City Council recognizes that a policy is necessary to provide the process and steps necessary for the mowing of such nuisance lots; and,

WHEREAS, the City Council of the City of Isanti adopted Resolution No. 2012-218, which established a new nuisance lot mowing policy and Resolution 2014-133, which amended the nuisance mowing policy; and,

WHEREAS, since the adoption of Resolution No. 2014-133, there are concerns regarding the timeframe for second and subsequent mowing of property that continue to be nuisance properties; and,

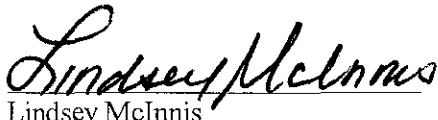
NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the amended Nuisance Lot Mowing:

1. City staff receives a nuisance complaint or non-compliance is observed by City staff for rank growths of grass and vegetation. The complaint is forwarded in writing to the Code Enforcement / Zoning Tech (CE/ZT). If the property is identified as a vacant foreclosed property and other nuisances are identified on said property, these will also be forwarded to the CE/ZT for review.
2. The CE/ZT performs a site visit to verify the complaint. A minimum height of eight (8) inches of weeds, grass or a combination is required on the lot, or any portion of the lot, in order to be declared a nuisance lot to be mowed. Documentation of the height of the weeds, grass, or combination will be kept on file with the CE/ZT.
3. Upon verification of the nuisance, the CE/ZT identifies the property owner, owner of record, or a property contact. On identified foreclosed properties, a property contact will be attempted if the City has record of a party that is involved with the property. This contact is not necessary to effect establishment of a date certain for nuisance abatement.
4. The CE/ZT posts a notice on the door or sends a letter to the property owner, property contact, or owner of record giving a date certain that the property must be mowed. The initial notice of violation letter will include information regarding the cyclical ~~fourteen (14)~~ seven (7) day re-check, and potential subsequent mowing that may take place should the property be non-compliant on the date provided within the letter.
5. The CE/ZT tracks the date that the property must be mowed by.
6. On the date that the property must be mowed, the CE/ZT performs a second site visit. The CE/ZT will document the conditions found on the property.
7. If the nuisance remains, the CE/ZT will notify the mowing contractor hired by the City to mow the property and remove the nuisance situation. Once an invoice is received for the mowing contractors' services, the list of properties abated will be sent to the Utility Billing Clerk. City staff will bill the property owner, property contact, or owner of record for the costs of mowing.


8. Once a nuisance has been abated on the property by the City, the property will be re-checked on a cyclical basis (every ~~fourteen~~ (14) seven (7) days).
 - a. If the property has no further nuisance situation after being re-checked twice, it will be removed from the list. Another formal complaint, as provided in Step 1, will need to be filed on the property for the City to take any further action.
 - b. If the property continues to have a nuisance situation upon re-check, the property will continue to be mowed every ~~fourteen~~ (14) seven (7) days.

This resolution was duly adopted by the Isanti City Council this 21st day of June 2016.

Attest:



Lindsey McInnis
Human Resources/City Clerk


George A. Wimmer
Mayor

RESOLUTION NO. 2016-279

RESOLUTION UPDATING A PROCESS FOR CODE ENFORCEMENT AND NUISANCE ABATEMENT

WHEREAS, the City of Isanti had desired a more efficient and effective process for the abatement of City Code violations and nuisance complaints; and,

WHEREAS, Resolution No. 2007-025 was adopted by the City Council on February 6, 2007; which established a nuisance abatement process; and,

WHEREAS, since the adoption of Resolution No. 2007-025, several actions by the City Council have further amended and re-defined this process. This resulted in adoption of Resolution 2014-096 which clarified and standardized the enforcement process; and,

WHEREAS, the process now includes action against repeat nuisance violations within a twelve (12) month period; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution No. 2016-279 Replaces Resolution No. 2014-096, in its entirety as well as nullifies any subsequent action previously taken by the City Council to amend the original nuisance abatement process outlined in Resolution No. 2007-025.

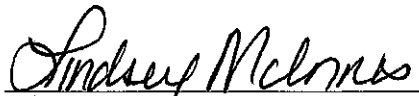
NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following code enforcement and nuisance abatement process:

1. Enforcement of the Nuisance Ordinance and other City Code violations can be either complaint driven or inspection based. Complaints received against property owners that have been deployed, City staff is granted discretion and due diligence when dealing with these residents.
2. A letter is sent to the property owner(s) and/or tenant(s) responsible for the City Code violation. The property owner(s) and/or tenant(s) are given fourteen (14) consecutive calendar days to comply with City Ordinances.
3. After fourteen (14) days, the property will be re-inspected. If the cause of the violation has not been corrected and the property fails to comply with City Ordinances, the property owner(s) and/or tenant(s) may be issued an Administrative Citation. In addition, the matter may be referred to the City Council for abatement and/or the Police Department and City Attorney in the event that criminal action is necessary.
4. The property owner and/or occupant is given ten (10) days to pay the Administrative Citation fine and bring the property into compliance, or contact the City to request an Administrative Hearing at which time the property owner and/or occupant will be found guilty or not guilty of the violation. In the event that the property owner and/or occupant are found not guilty, the City reserves the right to pursue an administrative penalty or a criminal conviction for a violation of the same provision of the City Code based on a different set of facts.
5. In the case, the matter is referred to the City Council for consideration of abatement, the proceedings are as provided in 216-6 of the Code of the City of Isanti.
6. In the event of a repeat violation of the same, or of a similar nature, which was previously cleared, occurring within a twelve (12) month period on the same property, owned by the same property owner, the violator will be immediately issued an Administrative Citation.
7. The City Council priority for enforcement of City Ordinances is as follows:
 - a. Health and safety issues constituting a violation of City, State, or Federal law shall be abated immediately utilizing any and all law enforcement procedure that is available.
 - b. Clean-up of junk, debris, discarded material, and hazardous situations. This includes

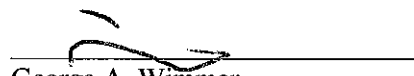
- garbage, outdoor refrigerators, salvage materials, etc.
- c. Address long grass, weeds or other deteriorating situations; to include snow shoveling as well.
 - d. Address vehicles and trailers without current license, particularly if they are inoperable. This would also include broken down machinery, disassembled machinery, wrecked vehicles, etc.
 - e. Address vehicles and trailers parked in the yard, not on the driveway. This also includes parking of machinery/vehicles not on impervious or unimproved surface, property locations, etc.
 - f. All other items, to include farm animals, sprinkling, etc.
7. Large lot mowing, nuisance mowing, and sidewalk snow/ice violations, shall follow the process and procedures as adopted by Resolution of the City Council.

This resolution was duly adopted by the Isanti City Council this 20th day of September 2016.

Attest:



Lindsey McInnis
Human Resources/City Clerk



George A. Wimmer
Mayor

(SEAL)

RESOLUTION 2017-286

**RESOLUTION AMENDING COUNCIL MEETING PROCEDURES TO CLARIFY
AGENDA REQUESTS PROCESS**

WHEREAS, the City Council, on March 1, 2005, adopted Resolution No. 2005-023, Council Meeting Procedures; and

WHEREAS, as a part of Council Meeting Procedures, an Agenda Request Form was developed for individuals to complete to have an item placed before the City Council for action; and

WHEREAS, Agenda Request Forms were put in place to further the decorum and order at City Council meetings by providing the name of the individual, subject to be placed on the agenda, requested action, and reasons for the requested action. Other information necessary from requesting parties was added through City Council Resolution 2012-230; and


WHEREAS, The Development and Operations Advisory Committee has reviewed the need to add further definition regarding the process for considering Agenda Request Forms;

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

1. Agenda Request Forms, submitted by a party, shall be reviewed by the City Clerk as to completeness. Completed forms shall be forwarded to the Development & Operations Advisory Committee for consideration of addition to the business agenda of the regular City Council meeting. If approved, the City Clerk shall add it the Business Agenda of the City Council meeting.
2. Any Party whose request is not included in the City Council Agenda may appeal that decision directly to the City Council at their regular meeting.

This Resolution is hereby approved by the Isanti City Council this 21th day of November, 2017.

Attest:


Katie Brooks
Human Resources/City Clerk


Mayor George A. Wimmer

RESOLUTION NO. 2018-277

**RESOLUTION AUTHORIZING THE WRITTEN POLICY LANGUAGE CHANGE
AS IT RELATES TO THE DOMESTIC ABUSE POLICY WITHIN ITS POLICE
DEPARTMENT**

WHEREAS, the Minnesota Peace Officers Training and Standards (POST) Board requires all law enforcement to have model policies governing the handling of certain crimes; and

WHEREAS, the Minnesota Legislature adds and deletes statutory language requirements that affect these model policies; and


WHEREAS, added definitional language has been added and required to be in the POST Board model policy to be compliant with the model policy standards:

Qualified domestic violence-related offense (QDVRO) has the meaning given it in Minn. Stat. 609.02, subd. 16 and includes a violation of or an attempt to violate a domestic abuse order for protection; first or second degree murder; first through fifth degree assault; domestic assault; female genital mutilation; domestic assault by strangulation; first through fourth degree criminal sexual conduct; malicious punishment of a child; terroristic threats; violation of harassment restraining order; stalking; interference with an emergency call; nonconsensual dissemination of private sexual images; and violation of domestic abuse no contact order; and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories. If a person arrested for a domestic crime has a prior QDVRO, the new offense may be chargeable as a higher-level crime

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize and accept the proposed written policy #171 change as it is written to be the Isanti Police Departments Domestic Abuse Policy governing its use within the department and in accordance to federal and state law.

This resolution was duly adopted by the Isanti City Council this 4th day of December, 2018.

Attest:


Katie Brooks
Human Resources/City Clerk


Mayor George A. Wimmer



RESOLUTION NO. 99-135

**RESOLUTION ADOPTING A BUSINESS SUBSIDY POLICY
FOR THE CITY OF ISANTI**

WHEREAS, this past legislative session, a bill was passed establishing new guidelines for communities relating to their financial participation in business development; and

WHEREAS, the bill is referred to as the Corporate Subsidy Law and it came into effect on August 1, 1999; and

WHEREAS, the Isanti Economic Development Authority (EDA) posted and published notice of a public hearing to hear on the Business Subsidy Policy on October 21, 1999; and

WHEREAS, the EDA upon hearing from interested parties present duly adopted the Business Subsidy Policy on October 21, 1999; and

WHEREAS, the City Council has posted and published that the City Council of the City of Isanti, Minnesota, will hold a public hearing on November 3, 1999, at a meeting of the City Council beginning at approximately 7:00 p.m., Central Time, in the Isanti City Hall on the proposed adoption of the City's Business Subsidy Policy under Minnesota Statutes, Sections 116J.993 through 116J.995; and

WHEREAS, in hearing all persons in regards to the proposed Business Subsidy Policy the City Council must consider the adoption of the City's Business Subsidy Policy.

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

1. The Business Subsidy Policy as hereto attached is hereby adopted.
2. Administrative Staff is hereby directed to execute and file the document.

This resolution was duly adopted by the Isanti City Council this 3rd day of November, 1999.

Attest:

Mayor

City Administrator

(SEAL)



Memo for Discussion

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: October 19, 2021
Subject: Police Dept and Liquor Store Staffing Change

Police Department –

The staffing needs of the department has grown recently due to demand to meet minimum levels of service. The recent implementation of a part-time secretary position has assisted in the work load, however, has brought to light another position that needed to be reviewed. As the other PD staff office positions were reviewed, it was found that the full-time secretary position was doing the workload and tasks equivalent to a lead, specialist or manager position which warrants a higher point and grade level when input into the matrix for all City position. Below are also the comparative salaries for similar cities. The current full-time PD secretary position is a Grade level 9.

The comparatives of pay are as follows:

City	Minimum salary	Maximum salary
Isanti (current position)	\$45,281	\$57,324
Cambridge	44,720	58,906
North Branch	55,628	73,266
St. Francis	57,179	71,150
Princeton	45,843	57,346
Little Falls	50,627	60,444
Minnetrista	47,231	63,445
Medina	51,334	66,352
Buffalo	53,144	63,460
Wyoming	50,565	61,464
Average	\$45,852	\$64,021

Staff is recommending that the current full-time secretary position be retitled to Police Support Specialist with points assigned at 194, Grade level 10, and the below salary range:

2022	Points assigned	Points range		Grade level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Police Support Specialist	194	182	209	10	24.3370	25.0691	25.8223	26.5968	27.3924	28.2093	29.0581	29.9280	30.8298

2021													
Police Support Specialist	194	182	209	10	23.6282	24.3389	25.0702	25.8221	26.5946	27.3877	28.2117	29.0563	29.9318

Liquor Store –

With the new store opening right around the corner and recruitment of part-time staff at an all-time low, Staff is recommending to hire one additional full-time Clerk to the staffing roster. The additional full-time clerk hours would replace part-time hours in the budget. Adding one additional full-time clerk would result in the following full-time staff:

1 Manager

1 Assistant Manager

2 Clerks

The Clerk position wage scale is as follows:

2022	Points assigned	Points range		Grade level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Clerk	124	119	124	5	16.1681	16.6561	17.1548	17.6746	18.2050	18.7461	19.3084	19.8919	20.4860

2021													
Clerk	124	119	124	5	15.6972	16.1710	16.6551	17.1598	17.6748	18.2001	18.7460	19.3125	19.8893

Request:

Staff is requesting to approve the retitling and pay scale for full-time Police Secretary and the addition of a full-time clerk at the liquor store.

Attachment:

- Draft Job Description for Police Support Specialist

City of Isanti
POSITION DESCRIPTION

POLICE SUPPORT SPECIALIST

DEPARTMENT: Police
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Chief of Police
SUPERVISES: Police Department Office Staff

DEFINITION: The Police Support Specialist is a full-time position that performs skilled administrative support and technical supervision of office staff for the Police Department. They perform high level secretarial support and confidential secretarial duties for the Police Chief and other staff of the Police Department as directed.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Oversees the general work flow of the office to ensure tasks are completed in a timely manner.
- Transcribes and assists the investigator as requested. Assists Investigator with Child Maltreatment reports and MAARC reports.
- Performs skilled administrative support work including: typing a variety of documents, letters, reports and memos and retrieves documents as needed.
- Supervises the Data Clerk and Secretary, assists in hiring, assigns and reviews work, advises and handles the more complex questions or requests, coaches and trains and conducts performance reviews, subject to approval by the Chief.
- Assists the Chief with BCA related tasks and security trainings. Assists with Triennial Audit with BCA (Hot file, CCH-III, Administrative audit).
- Assists the police officer assigned to the evidence room by reviewing and disposing of property and recording for chain of possession.
- Maintains POR database.
- Greet the public as they enter the department and assist with questions or complaints.
- Answer phones and assist citizens with questions or complaints.
- Process all citations to courts and prosecuting authorities as well as search warrants.
- Process all Part A and Part B offenses to the State and Federal Bureau of Investigation.
- Code, input incident reports, transfer information to BCA (CJRS).
- Oversee the maintainance of police files, records, and related documents and ensure accuracy.
- Process and review requests for LE data/ reports
- Oversee processing requests for discovery from prosecution and/or defense.
- Provide all services for 'Bad Checks', including paperwork and documentation.
- Provide services for 'Record Checks' – Criminal History.
- Review and make changes to the MN State ID's provided by MNCJSS daily notification.
- Process Court Dispositions received by Daily Disposition Bulletin
- Designated Records Manager for the department.
- Maintain dispositions for review of Squad and Body Cam video evidence
- Manage all police records including Squad and Body video evidence for retention.
-

- Assist Code Enforcement as needed.
- Oversee orders for supplies for the Police Department.
- Oversee and assist process and complete background investigations and record checks.
- Manage the inventory of office supplies, phone system set up, speed dials and set up for new hires.
- Agency TAC (Terminal Agency Coordinator); liaison between agency and BCA on matters related to FBI CJIS and BCA MNJIS access. Which includes fingerprinting all users prior to access, ensure all officers are allowed access to proper applications with BCA and have completed security training prior to access of CJIS. Ensure requirements are up to date and training is documented within the records management system.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge and ability to operate computers and computer software and department radios.
- Knowledge and ability to maintain files and records; and knowledge of record retention.
- Knowledge of Data Privacy Laws.
- Knowledge of city, state and federal laws and regulations.
- Ability to provide excellent written and oral communication and interpersonal skills.
- Ability to have respectful interaction with coworkers, supervisor, the general public.
- Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with the public and employees.
- Ability to represent the City in a positive and professional manner at all times.
- Ability to read maps and give directions.
- Ability to produce quantity, quality and accurate work with strong attention to detail.
- Ability to 10- key and type efficiently.
- Ability to maintain confidentiality with private data.
- Ability to organize work and utilize work time productively and multi-task.
- Ability to consistently have strong customer service and a positive attitude.
- Ability to work independently and as a team player.
- Ability to effectively solve problems and have strong analytical skills.
- Ability to perform essential functions during required hours of work.

MINIMUM QUALIFICATIONS:

- High school degree or equivalent.
- Two (2) or more years of police administrative or police records management experience.
- **Three (3) years of increasingly responsible office support work including records management, data entry, word processing and customer service.**
- **Previous government experience**

PREFERRED QUALIFICATIONS:

- Associates degree in business or related field.
- Two (2) or more years in an administrative supervisory role.
- Experience in law enforcement, military or government settings

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is Monday-Friday, hours are subject to current personnel policy. Additional hours may be required on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that **occur occasionally**, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes, loud noises.

Activities that **occur infrequently**, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date



October 2021

Storm Water Rate Study

Prepared By: Finance Director Betker

Storm Water Drainage Utility

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

Developed Residential Lots are assigned one ERU. The Non-Residential Lot ERU is determined based on actual impervious area on the parcel divided by 3,765. A minimum of .25 ERU is assigned to all parcels (City Code 281-4 B). Each parcel pays a monthly or semiannual fee based on calculated ERU's for that parcel at a rate of \$8.12 per ERU per month.

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

Thru 2035 the City anticipates spending more than \$1,197,000 for capital outlay needs associated with the utility.

On February 25th, 2015 the City received notice from the Minnesota Pollution Control Agency (MPCA) that per the designation as a Municipal Separate Storm Sewer System (MS4) community, a permit application would need to be completed. MS4 communities are required to develop and implement a storm water pollution prevention program (SWPPP) to reduce the discharge of pollutants from their storm sewer system. The costs associated with compliance are significant. The City has budgeted more than \$17,500 in 2021 to pay for assistance from City Engineer; Bolton and Menk, to maintain compliance with the regulations set forth by the MS4 designation and required general permit.

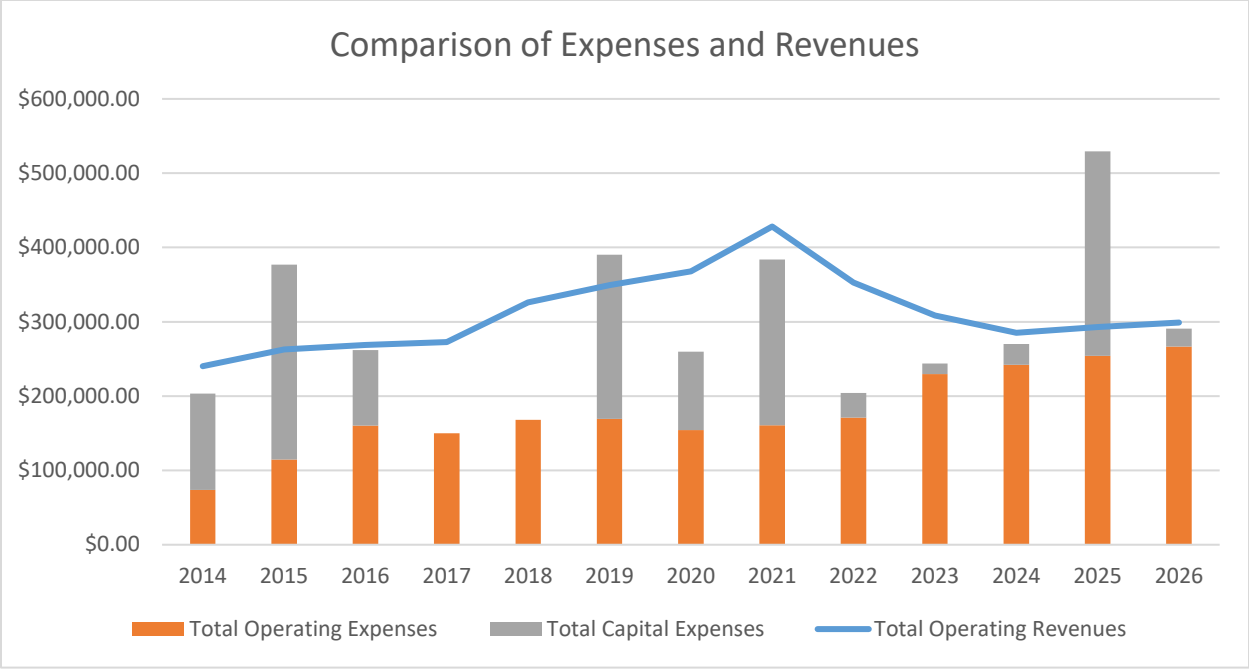
Proposed Storm Water Rates

Year	2017	2018	2019	2020	2021	2022	2023	2024
Rate per ERU per month	\$6.43	\$7.43	\$7.65	\$7.88	\$8.12	\$6.50	\$5.52	\$4.97
Change from prior year		+ 15.5%	+ 3%	+ 3%	+ 3%	- 20%	- 15%	- 10%

This proposed rate structure is projected to allow the City to leave future rates unchanged beginning in 2025 thru 2035.

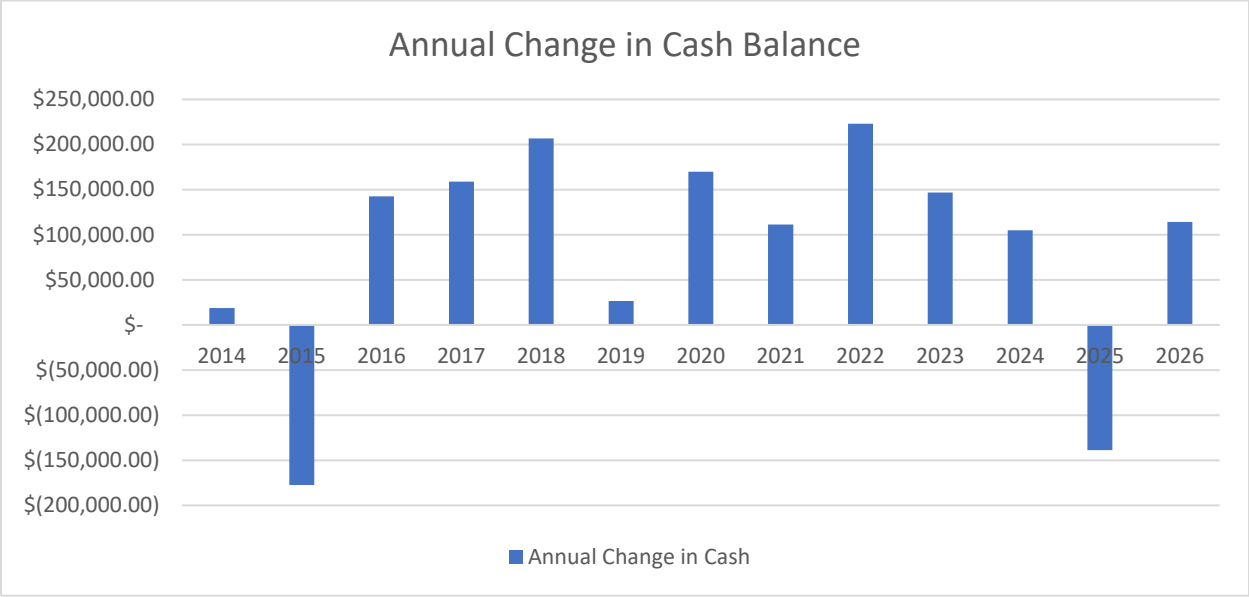
Expenses and Revenues

The proposed storm water rates for 2022-2024 are sufficient to cover known and projected operating and capital expenditures. Capital expenditures have been identified in the 20-year Capital Improvement Plan. Operating expenditures are projected to rise an average of 3.00% annually, and account for the possible addition of a full-time hire with half of those wages and benefits being covered by the Stormwater Utility. An additional \$50,000 per year has been allocated for mitigate future legislative risk. Which is risk the City faces that the State Legislature may mandate additional action and hence expenses. Furthermore an additional \$14,000 per year has been allocated for possible cost sharing on future County led projects.



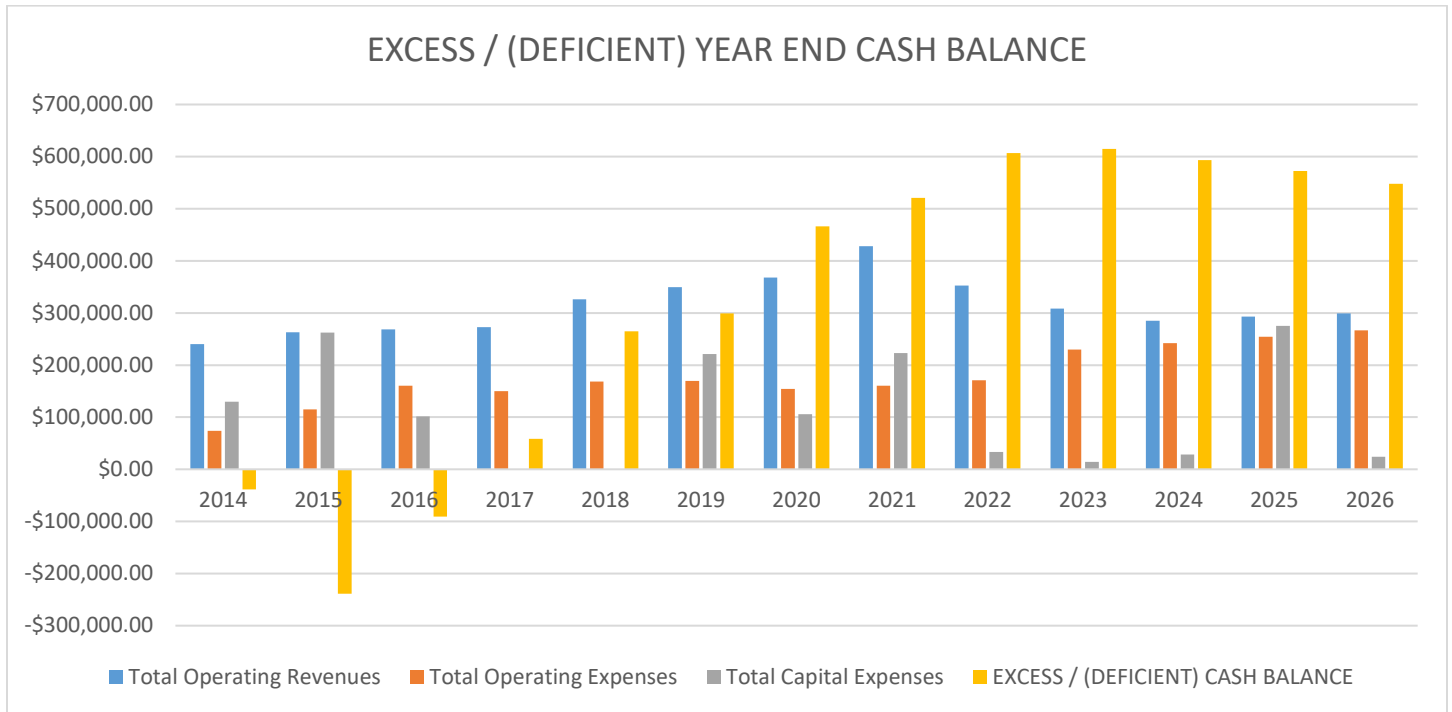
Annual Net Margin

The proposed rate structure improves the cash position of the Storm Water Fund by an average of \$158,244 per year from 2022 thru 2024, after operating and capital expenses have been considered. This average annual improvement in cash position will allow the City flexibility to adjust to unforeseen requirements of the MS4 permit process annually, without having to revisit the rate structure prior to 2024.



Cash Position

The purpose of maintaining a strong cash position for the Fund is to allow the City to fund routine improvements; capital or otherwise, with cash on hand, avoiding the use of debt for major improvements. Borrowing costs can be significant; paying 125k in interest on a 500k bond issue is possible. Furthermore, incurring debt and the associated costs moves the burden of storm water expense forward in time, thereby asking future residents to pay for past improvements. This is not inherently adverse but should be understood. Additionally currently this proposed rate structure may allow the City to leave future rates unchanged beginning in 2025 thru 2035.



City of Isanti															
Stormwater Fund (603)															
Average Monthly ERU's				3,397	3,715	3,800	3,857	3,993	4,152	4,245	4,396	4,524	4,653	4,782	4,911
Stormwater Monthly Fee Per ERU				\$ 6.43	\$ 6.43	\$ 6.43	\$ 6.43	\$ 7.43	\$ 7.65	\$ 7.88	\$ 8.12	\$ 6.50	\$ 5.52	\$ 4.97	\$ 4.97
Revenue Change							0.00%	15.55%	3.00%	3.00%	3.00%	-20.00%	-15.00%	-10.00%	0.00%
				Per Financial Statements						Preliminary	Budget	Projected			
				2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues															
Sales				\$ 240,275.00	\$ 262,741.00	\$ 268,770.00	\$ 272,806.00	\$ 326,336.00	\$ 349,533.00	\$ 368,039.00	\$ 428,244.91	\$ 352,645.85	\$ 308,291.41	\$ 285,150.46	\$ 292,838.65
Total Operating Revenues				\$ 240,275.00	\$ 262,741.00	\$ 268,770.00	\$ 272,806.00	\$ 326,336.00	\$ 349,533.00	\$ 368,039.00	\$ 428,244.91	\$ 352,645.85	\$ 308,291.41	\$ 285,150.46	\$ 292,838.65
Expenses															
Personnel Services				\$ 42,685.00	\$ 52,670.00	\$ 41,057.00	\$ 47,076.00	\$ 53,211.00	\$ 78,636.00	\$ 52,096.00	\$ 53,700.00	\$ 55,300.00	\$ 105,000.00	\$ 108,200.00	\$ 111,400.00
Supplies				\$ 4,321.00	\$ 6,690.00	\$ 13,425.00	\$ 3,916.00	\$ 11,103.00	\$ 6,458.00	\$ 2,991.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,500.00
Professional Services				\$ 12,353.00	\$ 27,040.00	\$ 58,295.00	\$ 33,149.00	\$ 51,696.00	\$ 24,324.00	\$ 18,459.00	\$ 19,000.00	\$ 19,600.00	\$ 20,200.00	\$ 20,800.00	\$ 21,400.00
Communications				\$ -	\$ 588.00	\$ -	\$ (553.00)	\$ 618.00	\$ 636.00	\$ 704.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Insurance				\$ 194.00	\$ 711.00	\$ 936.00	\$ 1,145.00	\$ 797.00	\$ 374.00	\$ 273.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Utilities				\$ 3,008.00	\$ 3,746.00	\$ 3,587.00	\$ 3,653.00	\$ 4,074.00	\$ 4,444.00	\$ 4,648.00	\$ 4,800.00	\$ 4,900.00	\$ 5,000.00	\$ 5,200.00	\$ 5,400.00
Repairs & Mainenance				\$ 5,265.00	\$ 2,962.00	\$ 5,954.00	\$ 21,024.00	\$ 5,782.00	\$ 13,473.00	\$ 12,264.00	\$ 12,600.00	\$ 13,000.00	\$ 13,400.00	\$ 13,800.00	\$ 14,200.00
Depreciation				\$ 5,872.00	\$ 20,409.00	\$ 36,991.00	\$ 40,416.00	\$ 40,999.00	\$ 41,000.00	\$ 62,905.00	\$ 66,411.57	\$ 74,136.18	\$ 81,860.79	\$ 89,585.39	\$ 97,310.00
Other				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses				\$ 73,698.00	\$ 114,816.00	\$ 160,245.00	\$ 149,826.00	\$ 168,280.00	\$ 169,345.00	\$ 154,340.00	\$ 160,611.57	\$ 171,136.18	\$ 229,760.79	\$ 241,985.39	\$ 254,210.00
Operating Income (Loss)				\$ 166,577.00	\$ 147,925.00	\$ 108,525.00	\$ 122,980.00	\$ 158,056.00	\$ 180,188.00	\$ 213,699.00	\$ 267,633.34	\$ 181,509.67	\$ 78,530.62	\$ 43,165.07	\$ 38,628.65
Cash Flow															
Operating Income (Loss)				\$ 166,577.00	\$ 147,925.00	\$ 108,525.00	\$ 122,980.00	\$ 158,056.00	\$ 180,188.00	\$ 213,699.00	\$ 267,633.34	\$ 181,509.67	\$ 78,530.62	\$ 43,165.07	\$ 38,628.65
Depreciation				\$ 5,872.00	\$ 20,409.00	\$ 36,991.00	\$ 40,416.00	\$ 40,999.00	\$ 41,000.00	\$ 62,905.00	\$ 66,411.57	\$ 74,136.18	\$ 81,860.79	\$ 89,585.39	\$ 97,310.00
Other Receipts				\$ 944.00	\$ 174.00	\$ 1,484.00	\$ 105.00	\$ 3,320.00	\$ 847.00	\$ 118.00	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Assets				\$ (32,638.00)	\$ (3,782.00)	\$ 4,827.00	\$ (2,566.00)	\$ (5,284.00)	\$ (438.00)	\$ (3,853.00)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Net Change in Deferred Outflows				\$ -	\$ 421.00	\$ (10,656.00)	\$ 6,429.00	\$ 2,076.00	\$ 1,576.00	\$ (556.00)	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)
Net Change in Liabilities				\$ 7,768.00	\$ 15,909.00	\$ (591.00)	\$ (11,682.00)	\$ 1,966.00	\$ 10,310.00	\$ (4,481.00)	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Net Change in Deferred Inflows				\$ -	\$ (1,727.00)	\$ (730.00)	\$ 2,790.00	\$ 745.00	\$ 1,875.00	\$ (1,079.00)	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)
Grant Funds				\$ -	\$ -	\$ 105,111.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Acquisition				\$ (129,502.00)	\$ (262,079.00)	\$ (101,515.00)		\$ (220,913.00)	\$ (105,470.00)	\$ (223,100.00)	\$ (33,263.54)	\$ (14,086.22)	\$ (28,205.65)	\$ (275,252.74)	
Investment Income				\$ (294.00)	\$ (273.00)	\$ (900.00)	\$ 536.00	\$ 4,912.00	\$ 12,081.00	\$ 7,389.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Transfers				\$ -	\$ (94,368.00)	\$ -	\$ -	\$ -	\$ -	\$ 1,311.00	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow				\$ 18,727.00	\$ (177,391.00)	\$ 142,546.00	\$ 159,008.00	\$ 206,790.00	\$ 26,526.00	\$ 169,983.00	\$ 111,444.91	\$ 222,882.31	\$ 146,805.19	\$ 105,044.81	\$ (138,814.09)
Beginning Cash				\$ -	\$ 18,727.00	\$ (158,664.00)	\$ (16,118.00)	\$ 142,890.00	\$ 349,680.00	\$ 376,206.00	\$ 546,189.00	\$ 657,633.91	\$ 880,516.23	\$ 1,027,321.41	\$ 1,132,366.22
Ending Cash				\$ 18,727.00	\$ (158,664.00)	\$ (16,118.00)	\$ 142,890.00	\$ 349,680.00	\$ 376,206.00	\$ 546,189.00	\$ 657,633.91	\$ 880,516.23	\$ 1,027,321.41	\$ 1,132,366.22	\$ 993,552.14
50% OF NEXT YR BUDGETED EXPENDITURES				\$ 57,408.00	\$ 80,122.50	\$ 74,913.00	\$ 84,140.00	\$ 84,672.50	\$ 77,170.00	\$ 80,305.79	\$ 85,568.09	\$ 114,880.39	\$ 120,992.70	\$ 127,105.00	\$ 133,267.30
AVAILABLE FOR CIP				\$ (38,681.00)	\$ (238,786.50)	\$ (91,031.00)	\$ 58,750.00	\$ 265,007.50	\$ 299,036.00	\$ 465,883.21	\$ 572,065.82	\$ 765,635.83	\$ 906,328.72	\$ 1,005,261.22	\$ 860,284.83
CIP REQUIRED											\$ 51,442	\$ 94,808.48	\$ 163,282.26	\$ 219,696.61	\$ 31,603.87
LEGISLATIVE RISK MITIGATION												\$ 50,000.00	\$ 100,000.00	\$ 150,000.00	\$ 200,000.00
COUNTY COST SHARE												\$ 14,000.00	\$ 28,000.00	\$ 42,000.00	\$ 56,000.00
EXCESS / (DEFICIENT) CASH BALANCE				\$ (38,681.00)	\$ (238,786.50)	\$ (91,031.00)	\$ 58,750.00	\$ 265,007.50	\$ 299,036.00	\$ 465,883.21	\$ 520,623.80	\$ 606,827.35	\$ 615,046.46	\$ 593,564.62	\$ 572,680.97
				2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Operating Revenues				\$240,275.00	\$262,741.00	\$268,770.00	\$272,806.00	\$326,336.00	\$349,533.00	\$368,039.00	\$428,244.91	\$352,645.85	\$308,291.41	\$285,150.46	\$292,838.65
Total Operating Expenses				\$73,698.00	\$114,816.00	\$160,245.00	\$149,826.00	\$168,280.00	\$169,345.00	\$154,340.00	\$160,611.57	\$171,136.18	\$229,760.79	\$241,985.39	\$254,210.00
Total Capital Expenses				\$ 129,502.00	\$ 262,079.00	\$ 101,515.00	\$ -	\$ -	\$ 220,913.00	\$ 105,470.00	\$ 223,100.00	\$ 33,263.54	\$ 14,086.22	\$ 28,205.65	\$ 275,252.74
Year End Cash Balance				\$ 18,727.00	\$ (158,664.00)	\$ (16,118.00)	\$ 142,890.00	\$ 349,680.00	\$ 376,206.00	\$ 546,189.00	\$ 657,633.91	\$ 880,516.23	\$ 1,027,321.41	\$ 1,132,366.22	\$ 993,552.14
Annual Change in Cash				\$ 18,727.00	\$ (177,391.00)	\$ 142,546.00	\$ 159,008.00	\$ 206,790.00	\$ 26,526.00	\$ 169,983.00	\$ 111,444.91	\$ 222,882.31	\$ 146,805.19	\$ 105,044.81	\$ (138,814.09)