

AGENDA
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 15, 2022 – 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. Liquor Updates
 - 2. Setting Date for Goal Setting Workshop
 - 3. Draft Ordinance and Regulations for Cannabinoid Products
 - 4. Illuminate Isanti Update
 - 5. Annual Fee Schedule Review
 - 6. Water Tower Rehabilitation Scope of Work
 - 7. Residential Equivalent Connection (REC) Charge Assessment for SAC/WAC Discussion
 - 8. Employee Personnel Policy- Annual Update

- F. Adjournment**



Liquor Store Updates

11/15/22

New Business:

1. Gross Sales Numbers

- August 2022 = **\$491,729.96**
 - 26.99% profit margin
 - + \$104,347.14 vs 2021 (+27%)
- September 2022 = **\$503,816.71**
 - 27.35% profit margin
 - + \$121,323.99 vs 2021 (+32%)
- October 2022 = **\$476,065.06**
 - 27.15% profit margin
 - + \$94,165.19 vs 2021 (+25%)
- YTD through October = **\$4,651,529.12**
 - 27.23% Profit Margin
 - Averaging 27% sales increase per month vs previous year
 - We *should* hit \$5.4 million in sales by the end of the year
 - We finished 2021 at \$4.1 million

2. Sales by Category January through October

- | | |
|----------------------------|-----|
| • Beer | 49% |
| • Liquor | 34% |
| • Wine | 11% |
| • 6% Sales (Pop/Juice/Mix) | 3% |
| • Tobacco | 2% |
| • Non-Alcoholic | 1% |

3. Transaction Count YTD through October is 145,519

4. MMBA Supply Drives

- MMBA Fire Dept Fundraiser = \$3,784.48 raised
- MMBA Food Supply Drive = \$1,922.40 raised

5. Online Sales

- City Hive eCommerce Platform launched in September
 - September Sales = \$365.16
 - October Sales = \$1,003.27
- We continue to fine tune and promote the site

6. 1st Annual Anniversary Celebration

- November 18th – 20th
- Tastings, Giveaways, Special Sale Prices, and Cookies
- 10% off all liquor on the 18th
- 10% off all wine on the 19th
- 10% off all beer on the 20th
- Promoting the event in store and online
- We should make up for less margin by increasing volume sold

7. Shout Out

- To all of the liquor store staff – I was helping an older gentleman find some whiskey, and I mentioned that he could view our selection online through our website now. He looked at me and said, “That’s nice, but then I wouldn’t get to talk to the people that work here. That’s the best part if you ask me! They’re always so friendly and I really appreciate that.”



MEMO for COW

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: November 15, 2022
Subject: Setting Date for 2023 Goal Setting Workshop

Background:

It has been the City Council's practice to conduct an annual goal setting workshop to develop consensus in determining top priorities for the year and plan for the future of the City.

Staff is requesting Council set a date for this anticipated January workshop.



MEMO for COW

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: November 15, 2022
Subject: Draft Ordinance and Regulations for Cannabinoid Products

Background:

In July, the Minnesota Legislature amended Minn. Stats., § 151.72 to allow the sale of certain products containing tetrahydrocannabinol (THC). The new law does not prohibit municipalities from adopting and enforcing local ordinances to regulate THC product businesses including, but not limited to, local zoning and land use requirements and business license requirements.

At the July 19th, Committee of the Whole meeting, Committee discussed the new law and ultimately decided that given there is a great deal of uncertainty regarding the new law, it is in the City's best interest to adopt an interim moratorium ordinance to allow staff time to study the topic. On September 6th Council passed the interim ordinance.

Staff has researched over the past month and a half to determine the best course of action regarding zoning implications and permitted uses in selling THC products, the value in knowing which businesses are selling the products and license regulations, and lastly parameters for businesses to follow to ensure they are following state law and protecting the health, welfare, and safety of the youth in Isanti.

Staff Recommendations:

Staff is recommending to add a new chapter to our City Code titled Cannabinoid Products, Chapter 298. This chapter outlines the purpose and intent of such ordinance, license requirements, requirements for selling THC products, responsibility of a seller and penalty for violations. The full draft ordinance is attached for your consideration.

Staff is recommending a license fee of \$250.00 for staff time in processing and executing the license as well as covering a background performed by IPD.

Staff is recommending that zoning be a permitted use in the B-1 and B-2 Business Districts under Retail Establishments.

Request:

Staff is requesting discussion on the attached draft ordinance and zoning regulations regarding cannabinoid products.

Attachment:

- Draft Cannabinoid Products Ordinance

ORDINANCE NO. XXX

AN ORDINANCE TITLED CANNABINOID PRODUCTS

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Addition. Codified as Chapter 298 of the City Code, are hereby added as follows:

Chapter 298

CANNABINOID PRODUCTS

§ 298 -1. Purpose and Intent	§ 298 -11. Prohibited Activities.
§ 298 -2. Definitions	§ 298 -12. Signage.
§ 298 -3. License Required	§ 298 -13. Age Verification.
§ 298 -4. License Procurement	§ 298 -14. Hours of Operation.
§ 298 -5. Fees	§ 298 -15. Suspension or Revocation of License
§ 298 -6. Ineligibility and Basis for Denial of License.	§ 298 -16. Responsibility.
§ 298- 7. Sales of Cannabinoids Derived from Hemp.	§ 298 -17. Compliance Checks and Inspections.
§ 298 -8. Testing Requirements.	§ 298 -18. Penalty.
§ 298 -9. Labeling Requirements.	§ 298 -19. Severability.
§ 298 -10. Additional Requirements for Edible Cannabinoid Products.	

§ 298-1. Purpose and Intent.

The purpose of this Section is to regulate the sale of legalized adult-use of any product that contains tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minn. Stats., § 151.72 ("THC Products") for the following reasons:

- A. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stats., § 151.72 to allow the sale of certain products containing tetrahydrocannabinol (THC).
- B. The new law does not prohibit municipalities from adopting and enforcing local ordinances to regulate THC product businesses including, but not limited to, local zoning and land use requirements and business license requirements.
- C. The National Academies of Science, Engineering, and Medicine note that the growing acceptance, accessibility, and use of THC products, including for medical purposes, have raised important public health concerns, while the lack of aggregated knowledge of cannabis-related health effects has led to uncertainty about the impact of its use.
- D. The City recognizes the danger THC use presents to the health, welfare, and safety of youth in Isanti.
- E. The Minnesota Legislature recognized the danger of THC product use among the public at large by setting potency and serving size requirements.
- F. The Minnesota Legislature recognized the danger of THC product use among youth by prohibiting the sale of any product containing THC to those under the age of 21, requiring that edible THC products be packaged without appeal to children and in child-resistant packaging or containers.

- G. State law authorizes the Board of Pharmacy to adopt product and testing standards in part to curb the illegal sale and distribution of THC products and ensure the safety and compliance of commercially available THC products in the state of Minnesota.
- H. The City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to the products or to the marketing of these products and improve compliance among THC product retailers with laws prohibiting the sale or marketing of THC products to youth.
- I. A local regulatory system for THC product retailers is appropriate to ensure that retailers comply with THC product laws and business standards of the City of Isanti to protect the health, safety, and welfare of our youth and most vulnerable residents.
- J. A requirement for a THC product retailer license will not unduly burden legitimate business activities of retailers who sell or distribute THC products to adults but will allow the City of Isanti to regulate the operation of lawful businesses to discourage violations of state and local THC Product-related laws.
- K. In making these findings and enacting this ordinance, it is the intent of the Isanti City Council to ensure responsible THC product retailing, allowing legal sale and access without promoting increases in use, and to discourage violations of THC Product-related laws, especially those which prohibit or discourage the marketing, sale or distribution of THC products to youth under 21 years of age.

§ 298-2. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. The definitions in Minn. Stat. § 151.72., as may be amended from time to time, are hereby incorporated. The following terms are in addition to those in Minn. Stat. § 151.72.

CANNABINOID PRODUCT - Any product containing nonintoxicating cannabinoids extracted from hemp, including an edible cannabinoid product, that is sold for human or animal consumption.

COMPLIANCE CHECKS - The system the City uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this article. Compliance checks involve the use of persons under 21 who purchase or attempt to purchase licensed products. Compliance checks may also be conducted by the City or other units of government for educational, research, and training purposes, or for investigating or enforcing Federal, State, or local laws and regulations relating to licensed products.

EDIBLE CANNABINOID PRODUCT – Any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in connection with food ingredients, and is not a drug.

EXCLUSIVE LIQUOR STORE - An establishment that meets the definition of exclusive liquor store in Minn. Stats., § 340A.101, subd. 10.

LICENSED PRODUCT OR THC PRODUCT - Any product that contains more than trace amounts of tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minn. Stats., § 151.72, as may be amended from time to time. Licensed product does not include medical cannabis as defined in Minn. Stats., § 152.22, subd. 6, as may be amended from time to time.

MOVEABLE PLACE OF BUSINESS - Any form of business operated out of a kiosk, truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address storefront or other permanent type of structure authorized for sales transactions.

OPERATOR - The person in legal possession and control of a location by reason of ownership, lease, contract or agreement, for the sale of cannabinoid products at retail.

RETAIL ESTABLISHMENT - Any place of business where licensed products are available for sale to the general public, including, but not be limited to, grocery stores, tobacco products shops, CBD stores, convenience stores, gasoline service stations, bars, and restaurants.

SALE - Any transfer of goods for money, trade, barter, or other consideration.

SELF-SERVICE MERCHANDISING - Open displays of licensed products in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee's employee. Assistance or intervention means the actual physical exchange of the licensed product between the customer and the licensee or employee.

THC – Abbreviation for tetrahydrocannabinol.

VENDING MACHINE - Any mechanical, electric, or electronic, or other type of device that dispenses licensed products upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the licensed product.

§ 298-3. License Required.

It will be unlawful for any person to sell at retail any cannabinoid products within the City unless the person holds a retail cannabinoid products license.

§ 298-4. License Procurement.

- A. Application. Any business owner or property owner desiring a retail cannabinoid products license will make and file with the City Clerk an application, in writing. Such application will give the name and resident address of the applicant, if an individual; will identify the location at which it is proposed to sell the cannabinoid products at retail, and will provide such other information as the City may require from time to time.

The City Clerk will immediately transmit a copy of the application to the Chief of Police, who will investigate all facts and information which he/she can reasonably find, bearing upon the question of the applicant's fitness to receive the license and to perform the duties imposed by this ordinance. Upon completing the investigation, the Chief of Police will report, in writing, his/her findings to the City Administrator or designee, together with his/her recommendation as to the issuance of a license to the applicant. The City Administrator or designee will submit to the City Council the report of the Chief of Police, together with the recommendation as to the issuance of the license to the applicant.

- B. Action. The City Council will consider the facts and recommendation of the Chief of Police and of the City Administrator, together with any material facts which it may have or obtain, and then, by motion, will approve or deny the application. If the City Council has approved the application, it is the duty of the City Clerk to execute and deliver a license to the applicant.
- C. Term. All licenses issued under this chapter shall expire at midnight on December 31st of each year.
- D. Revocation or Suspension. Any license issued under this chapter may be revoked or suspended as provided in Section 298-15.
- E. Transfers. All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person or business to whom the license was issued. The

transfer of any license to another location, business, or person is prohibited.

- F. Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.
- G. Renewals. The renewal of a license issued under this chapter shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
- H. Issuance as Privilege and Not a Right. The issuance of a license issued under this chapter is a privilege and does not entitle the license holder to automatic renewal of the license.

§ 298-5. Fees.

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established by the City Council and adopted in the City fee schedule, and may be amended from time to time. The fee will not be pro-rated for mid-year licenses.

§ 298-6. Ineligibility and Basis for Denial of License.

- A. Ineligibility.
 - (1) Moveable Place of Business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this article.
 - (2) Exclusive Liquor Store. No license shall be issued to an exclusive liquor store as defined in Minn. Stats., § 340A.101, subd. 10.
 - (3) No license will be approved unless the premises proposed to be licensed complies with all applicable zoning requirements.
- B. Grounds for Denial. Grounds for denying the issuance or renewal of a license under this article include, but are not limited to, the following:
 - (1) The applicant is under the age of 21 years.
 - (2) The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation from holding a license.
 - (3) The applicant has been convicted within the past five years for any violation of a Federal, State, or local law, other ordinance, provision, or other regulation relating to the licensed products.
 - (4) The applicant has had a license to sell licensed products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell licensed products, whether in the City or in another jurisdiction, that has had a license to sell licensed products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.
 - (5) The applicant is a business that does not have an operating officer or manager who is eligible pursuant to the provisions of this article.
 - (6) The applicant is the spouse of a person ineligible for a license pursuant to the provision of Subsections (b)(2) and (3) of this section or who, in the judgement of the Council, is not the real party in interest or beneficial owner of the business to be operated, under the license.
 - (7) The applicant fails to provide any information required on the application or provides false or misleading information. Any false statement on an application, or any willful omission

of any information called for on such application form, shall cause an automatic refusal of license, or if already issued, shall render any license issued pursuant thereto void and of no effect to protect the applicant from prosecution for violation of this chapter, or any part thereof.

- C. No license shall be granted or renewed for operation on any premises on which real estate taxes, assessments, or other financial claims of the City or of the State are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of Minn. Stats., Ch. 278, questioning the amount or validity of taxes, the Council may, on application by the licensee, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one year after becoming due unless such one-year period is extended through no fault of the licensee.
- D. If a license is mistakenly issued or renewed to a person, the City will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The City will provide the license holder with notice of the revocation, along with information on the right to appeal.

§ 298-7. Sales of Cannabinoids Derived from Hemp.

In accordance with Minn. Stat. § 151.72, Subd.3, as may be amended from time to time:

- A. A product containing nonintoxicating cannabinoids, including an edible cannabinoid product, may be sold for human or animal consumption only if all of the requirements of this section are met, provided that a product sold for human or animal consumption does not contain more than 0.3 percent of any tetrahydrocannabinol and an edible cannabinoid product does not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.
- B. No other substance extracted or otherwise derived from hemp may be sold for human consumption if the substance is intended:
 - (1) For external or internal use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; or
 - (2) To affect the structure or any function of the bodies of humans or other animals.
- C. No product containing any cannabinoid or tetrahydrocannabinol extracted or otherwise derived from hemp may be sold to any individual who is under the age of 21.
- D. Products that meet the requirements of this section are not controlled substances under Minn. Stat. § 152.02.

§ 298-8. Testing Requirements.

In accordance with Minn. Stat. § 151.72, Subd. 4, as may be amended from time to time.

§ 298-9. Labeling Requirements.

In accordance with Minn. Stat. § 151.72, Subd. 5, as may be amended from time to time.

- A. A label containing at least the following information must be affixed to the packaging or container of all edible cannabinoid products sold to consumers:
 - (1) The serving size;

- (2) The cannabinoid profile per serving and in total;
- (3) A list of ingredients, including identification of any major food allergens declared by name; and
- (4) The following statement: "Keep this product out of reach of children."

§ 298-10. Additional Requirements for Edible Cannabinoid Products.

In accordance with Minn. Stat. § 151.72, Subd. 5a, as may be amended from time to time.

- A. An edible cannabinoid product must not:
 - (1) Bear the likeness or contain cartoon-like characteristics of a real or fictional person, animal, or fruit that appeals to children;
 - (2) Be modeled after a brand of products primarily consumed by or marketed to children;
 - (3) Be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item;
 - (4) Contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the United States Food and Drug Administration for use in food;
 - (5) Be packaged in a way that resembles the trademarked, characteristic, or product-specialized packaging of any commercially available food product; or
 - (6) Be packaged in a container that includes a statement, artwork, or design that could reasonably mislead any person to believe that the package contains anything other than an edible cannabinoid product.
- B. An edible cannabinoid product must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a customer. The requirement that packaging be child-resistant does not apply to an edible cannabinoid product that is intended to be consumed as a beverage and which contains no more than a trace amount of any tetrahydrocannabinol.
- C. If an edible cannabinoid product is intended for more than a single use or contains multiple servings, each serving must be indicated by scoring, wrapping, or other indicators designating the individual serving size.
- D. An edible cannabinoid product must not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.

§ 298-11. Prohibited Activities.

- A. Samples Prohibited. Sampling of cannabinoid products within any retail establishment licensed under this ordinance is prohibited. No person shall distribute samples of any cannabinoid products free of charge or at a nominal cost. The distribution of cannabinoid products as a free donation is prohibited.
- B. Coupon and Price Promotion. No person shall accept or redeem any coupon, price

promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any cannabinoid products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

- C. Self-service Displays. All cannabinoid products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public. No person shall allow the sale of cannabinoid products in open displays that are accessible to the public without the intervention of a store employee. This section does not apply to a retail establishment, as defined in this ordinance, that is continuously staffed by an employee from which persons under 21 years of age are prohibited from entering the store.
- D. Prohibition Against Retail Sales of Cannabinoid Products by Vending Machines. No person will sell or dispense cannabinoid products through use of a vending machine.
- E. Delivery Sales. All sales of cannabinoid products must be conducted in person, in a licensed retail establishment under this ordinance, in over-the-counter sales transactions.
- F. Use or Possession. It shall be a violation of this ordinance for any person under age 21 to use or possess any cannabinoid product. This subdivision shall not apply to person under the age of 21 lawfully involved in a compliance check.
- G. Procurement. It shall be a violation of this ordinance for any person under age 21 to purchase or sell or attempt to purchase or sell or otherwise obtain any cannabinoid product and it shall be a violation of this ordinance for any person to purchase or sell to or otherwise obtain such items on behalf of a person under the age of 21. It shall further be a violation for any person to coerce or attempt to coerce a person under the age of 21 to illegally purchase or otherwise obtain or use cannabinoid product. This subdivision shall not apply to persons under the age of 21 lawfully involved in a compliance check.

§ 298-12. Signage.

At each location where cannabinoid products are sold, the licensee shall display a sign in plain view to provide public notice that selling any of these products to any person under the age of 21 is illegal and subject to penalties. The notice shall be placed in a conspicuous location in the licensed establishment and shall be readily visible to any person who is purchasing or attempting to purchase these products. The sign shall provide notice that all persons responsible for selling these products must verify, by means of photographic identification containing the bearer's date of birth, the age of any person under 30 years of age.

§ 298 -13. Age Verification.

At each location where edible cannabinoid products are sold, the licensee shall verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser or person attempting to make the purchase is at least 21 years of age. Verification is not required if the purchaser or person attempting to make the purchase is 30 years of age or older. It shall not constitute a defense to a violation of this Section that the person appeared to be 30 years of age or older.

§ 298 -14. Hours of Operation.

No sales of cannabinoid products will be allowed at the licensed premises after 10:00 p.m. and before 8:00 a.m. daily.

§ 298 -15. Suspension or Revocation of Licenses.

- A. The City Council will follow the provisions of this section of the ordinance on the suspension or revocation of any license granted under this ordinance.
- B. Notice of Violation. The Chief of Police will provide, in writing, to the licensee either personally or by mail, notice of any alleged violation of the provisions of this ordinance or Minnesota Statutes Chapter 151.
- C. Mandatory Revocation. The Council may revoke the license of any licensee under this ordinance upon review of violations of any provisions of this ordinance or Minnesota Statutes Chapter 151.

§ 298 -16. Responsibility.

All licensees are responsible for the actions of their employees in regard to the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee. Nothing in this section shall be construed as prohibiting the City from also subjecting the employee to any civil penalties that the City deems to be appropriate under this ordinance, state or federal law, or other applicable law or regulation.

§ 298 -17. Compliance Checks and Inspections.

All premises licensed under this subdivision shall be open to inspection by the City during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks. No person used in compliance checks shall attempt to use a false identification misrepresenting their age. All persons lawfully engaged in a compliance check shall answer all questions about their age asked by the licensee or their employee, and produce any identification, if any exists, for which they are asked. The City will conduct a compliance check that involves the participation of a person at least 18 years of age, but under the age of 21 to enter the licensed premises to attempt to purchase the licensed products. Persons used for the purpose of compliance checks shall be supervised by law enforcement or other designated personnel. Nothing in this article shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

Additionally, from time to time, the City will conduct inspections to determine compliance with any or all other aspects of this ordinance.

§ 298 -18. Penalty.

Violation of any section of this chapter is punishable as a misdemeanor and upon conviction shall be punished as provided by Chapter 1, Article I, of this Code of the City of Isanti.

§ 298 -19. Severability.

If any section or provision of this ordinance is held invalid, such invalidity will not affect other section or provisions that can be given force and effect without the invalidated section or provision.

Section 2 – Effective Date.

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

Adopted by the City Council this _____ day of _____ 202__.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

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

DRAFT



Memo for Committee

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 15th 2022
Subject: Annual Fee Schedule Review

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney. Proposed changes to the Fee Schedule will be presented to the Council, for approval, at the last regular City Council meeting of the year, to take effect on January 1st of the new year.

Recommendations by Fee Identifier:

Remove

- F.5 – Farmers market – membership fee (annual): \$10
- F.6.a – Farmers market – stall fee – Full season: \$100
- F.6.b – Farmers market – stall fee – Half season: \$60
- F.7 – Farmers market – single day: \$10

Modify/Update

- L.15 - Update Valve Plate Cover price from \$100 to \$115

Add

- Copies – USB Drive – \$5 per USB Drive used
- Cannabinoid License - \$250

Request:

Staff is requesting consensus approval or specific direction on this item.

Attachments:

- Chapter 160 – Fees

Chapter 160

FEES

[HISTORY: Adopted by the City of Isanti 4-7-2020 by Ord. No. 727¹; amended in its entirety 12-21-2021 by Ord. No. 765. Subsequent amendments noted where applicable.]

§ 160-1. Purpose.

The City Council has determined that it is in the best interest of the residents of the City that a Fee Schedule is established that lists items that fees shall be charged for by the City of Isanti.

§ 160-2. Enumeration of fees.

A. Administration.

- (1) Administrative hearing filing fee: \$75.
- (2) Adult use fee: \$2,500.
- (3) Adult use investigation fee: \$300.
- (4) Affidavit of candidacy: \$15.
- (5) Copies - standard printed: \$0.25 per page.
- (6) Copies - large format printed: \$5 per page; \$20 per plan set.
- (7) Dog bite: actual cost.
- (8) Dog boarding (at impound): per contract.
- (9) Dog impound 1st time: per contract.
- (10) Dog impound 2nd time: per contract.
- (11) Dog impound 3rd time: per contract.
 - (a) Additional fee for pickup (7:00 p.m. - 8:00 a.m. and holidays): per contract.
- (12) Dog license (replacement): \$5.
- (13) Dog license (spay/neutered): \$10.
- (14) Dog license (intact): \$15.
- (15) Dog license late fee: \$5.
- (16) Dog license lifetime: \$50.
- (17) Euthanasia/disposal: actual cost.

1. Editor's Note: This ordinance also repealed former Ch. 160, adopted 2-19-2008 by Ord. No. 429, as amended.

- (18) FAX - in: \$0.25 per page.
- (19) FAX - out: \$0.25 per page.
- (20) Gambling permits - application and gambling investigative fee: \$50.
- (21) Kennel license (commercial): \$100 per year.
- (22) Kennel license (residential): \$50 per year.
- (23) Meeting minutes - copy on flash drive: \$10.
- (24) Mobile food unit permit:
 - (a) Day: \$10.
 - (b) Month: \$50.
 - (c) Year: \$130
- (25) Mowing abatement: per mowing contract.
- (26) Noncompliance fee: \$25.
- (27) Notary: \$5 per document.
- (28) Pawnbroker/shop: \$1,500.
- (29) Pawnshop investigation fee; initial application only, does not apply to renewal: \$1,500.
- (30) Pawnshop transaction fee: \$1.30.
- (31) Peddler permit:
 - (a) Day: \$25.
 - (b) Month: \$75.
 - (c) Seasonal (six months or less): \$200.
- (32) Peddler or mobile food unit application investigation fee: \$35.
- (33) Peddler license and investigation fee - nonprofit: no charge.
- (34) Retail fireworks permit - application fee: \$15.
- (35) Retail fireworks permit - permit fee: \$25.
- (36) Returned checks: \$30.
- (37) Secondhand goods dealer: \$1,500.
- (38) Secondhand goods dealer investigation fee; initial application only, not for renewals: \$1,500.
- (39) Secondhand goods dealer, temporary: \$750.

- (40) Secondhand goods dealer transaction fee: \$1.30.
- (41) Small cell wireless.
 - (a) Annual fee per support structure/pole: \$150.
 - (b) Annual maintenance fee per support structure/pole: \$25.
- (42) Small cell wireless facility electrical service fee.
 - (a) Per radio node less than or equal to 100 watts: \$73 annually.
 - (b) Per radio node over 100 max watts: \$182 annually; or actual cost of electricity annually, if costs exceed either of the preceding amounts.
- (43) Small cell wireless/pole attachment permit fee: \$250 plus actual engineering costs if additional review is required.
- (44) Special assessment fee; unpaid utility bills, code enforcement violations, etc.: \$30 per assessment.
- (45) Special meeting request: \$500.
- (46) Special vehicle permit: \$25.
- (47) Staff time (not specified elsewhere): actual hourly wage multiplied by 145%.

B. Building inspections.

- (1) Valuation fee schedule for Isanti.

Value of Work	Value-Based Permit Fee (Residential and Commercial)
\$501 to \$2,000	\$50 min., \$25 for first \$500 + \$3.50/each additional \$100 or fraction thereof
\$2,001 to \$25,000	\$78 for first \$2,000 + \$15/each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$425 for first \$25,000 + \$11/each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$700 for first \$50,000 + \$8/each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$1,100 for first \$100,000 + \$6/each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,500 for first \$500,000 + \$5/each additional \$1,000 or fraction thereof
\$1,000,001+	\$6,000 for first \$1,000,000 + \$4/each additional \$1,000 or fraction thereof

- (2) Building permit: per Valuation Fee Schedule.
- (3) Basement finishes/remodel permit: \$300 (includes plan review).

- (4) City utility services under driveway: \$100.
- (5) Commercial landscape escrow: \$8,000 per site.
- (6) Deck permit: \$300 (includes plan review).
- (7) Demolition permit: minimum of \$100 or 1.27% of contract price.
- (8) Right-of-way work permit.
 - (a) Single residential hookup: no fee.
 - (b) Base fee - up to 1,000 LF: \$125.
 - (c) Fees in addition to base fee; work > 1,000 LF: \$65 per 1,000 LF.
- (9) Street cut: \$125 plus \$5,000 in escrow.
- (10) ROW unauthorized work: \$250 plus up to double the permit fee.
- (11) Fence permit (fences greater than seven feet): per Valuation Fee Schedule.
- (12) Fire alarm permit: \$100.
- (13) Fire suppressant permit - commercial/multifamily: 1.5% of project value.
- (14) Gasline (with mechanical permit): \$12.50 per gasline, \$25 minimum.
- (15) Gasline (without mechanical permit): \$50.
- (16) Grade survey check:
 - (a) Commercial: \$50.
 - (b) Residential: \$50.
- (17) Grading permit: \$150.
- (18) Inspections outside of normal business hours: \$75 (two-hour minimum plus mileage).
- (19) Inspections, hourly rates.
 - (a) Building Official: \$125/hour.
 - (b) Fire Inspector: \$90/hour.
 - (c) Building Inspector: \$75/hour.
 - (d) Other staff: \$75/hour.
- (20) Investigative fee: 100% of permit fee.
- (21) Lawn irrigation permit: \$80.
- (22) License verification fee: \$5.
- (23) Mechanical permit: \$75 per unit.

- (24) Mechanical permit - commercial/multifamily: 1.5% of project value.
- (25) Minimum permit fee: \$50.
- (26) Permit renewal after six months of expiration: 50% of original permit fee.
- (27) Plan check fee: 65% of calculated permit fee, when applicable.
- (28) Plan check fee - duplicate plans: duplicate plan fees reduced to 25% of master plan review.
- (29) Plan review (additional): \$75 (1/2 hour minimum).
- (30) Plumbing permit basic (up to four fixtures): \$54.
- (31) Plumbing permit - Job valuation > \$500 or more than four fixtures: \$94.
- (32) Plumbing permit - commercial/multifamily: 1.5% of project value.
- (33) Pre-final inspection fee (residential): \$60.
- (34) Re-roof permit.
 - (a) Residential: \$80.
 - (b) Commercial: valuation-based fee.
- (35) Re-siding permit.
 - (a) Residential: \$80.
 - (b) Commercial: valuation-based fee.
- (36) Residential driveway escrow: \$3,000.
- (37) Residential landscape escrow: \$6,000.
- (38) Residential rental license fee:
 - (a) 1 unit: \$150, reinstatement \$300.
 - (b) 2 to 4 units: \$175, reinstatement \$350.
 - (c) 5 to 12 units: \$225, reinstatement \$450.
 - (d) 13 to 20 units, \$240 reinstatement \$480.
 - (e) 21 to 50 units, \$250 reinstatement \$500.
 - (f) 51+ units, \$300 reinstatement \$600.
- (39) Rental additional inspections: per inspections hourly rate.
- (40) Rental license late fee: 100% of rental license fee.
- (41) S.E.C.- residential: \$20.
- (42) S.E.C. - commercial/industrial: \$50.

- (43) SAC/WAC inspection fee: \$37.50.
- (44) State surcharge: applied to all permits.
- (45) Swimming pool permit: \$80.
- (46) Water/sewer line repair inspection fee: \$80.
- (47) Window/door replacement permit: \$80.
- (48) Electrical inspection fees.

All Services		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
Residential Service Change \$100, this includes one inspection. Or the below rates.			
0 to 300 amp	\$50	0 amp to 30 amp	\$8
400 amp	\$58	31 amp to 100 amp	\$10
500 amp	\$72	101 amp to 200 amp	\$15
600 amp	\$86	300 amp	\$20
800 amp	\$114	400 amp	\$25
1,000 amp	\$142	500 amp	\$30
1,100 amp	\$156	600 amp	\$35
1,200 amp	\$170	700 amp	\$40
Add \$15 for each additional 100 amps		Add \$5 for each additional 100 amps	
Minimum permit fee is \$50 plus \$1 state surcharge. This is for one inspection only.			
Minimum fee for rough-in inspection and final is \$100 plus \$1 state surcharge.			
Maximum fee for single-family dwelling not over 200 amps is \$150 plus \$1 state surcharge. Maximum of 30 circuits.			
Maximum of two rough-in inspections and one final inspection.			
Apartment buildings: maximum fee per unit of an apartment or condominium complex is \$100. This does not cover service and house wiring. A separate permit must be issued for house wiring.			
Swimming pools: \$100, this includes two inspections			
Traffic signals: \$10 per each standard			
Streetlighting: \$5 per each standard			
Transformers/generators: \$10 per unit + \$0.50 per KVA			
Retro-fit lighting: \$0.75 per fixture			
Sign transformer: \$10			
Remote control/signal circuits: \$1 per device			
Reinspection fees: \$50			

* Fees are doubled if the work starts before the permit is issued.

C. Community Center.

- (1) Cleaning fee (if elected by renter): \$125.
- (2) Damage deposit: \$250.
- (3) Damage fees:
 - (a) Cleaning: \$35 per hour minimum.
 - (b) Tables: \$100 each.
 - (c) Chairs: \$20 each.
 - (d) Unreturned keys: \$250.
 - (e) Smoking nondesignated areas: \$200.
 - (f) Other items: to be determined based on replacement cost.
- (4) Equipment available to rent (larger deposit may be required):
 - (a) LCD home theater projector on cart: \$50.
 - (b) Nine-foot portable screen: \$20.
 - (c) Blu-ray DVD player: \$15.
 - (d) Speakers and microphone (includes tripod stands if requested): \$15.
 - (e) Podium: \$10.
- (5) Nonprofit organizations: \$50 (full day); \$25 (four hours or less).
- (6) Private (less than 50 individuals) or for-profit organizations: \$100 (full day); \$50 (four hours or less).
- (7) Special events. Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. More than 50 individuals in attendance: \$275.
- (8) Monthly rental fees.

Fee Arrangements - When Requested		
Nonprofit Monthly Rental Rates (less-than-four-hour rentals)		
Nonprofit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
1	\$25	\$25
2	\$48.80	\$24.40
3	\$71.70	\$23.90
4	\$93.20	\$23.30
5	\$113.50	\$22.70
6	\$133.20	\$22.20
7	\$151.20	\$21.60

Fee Arrangements - When Requested		
Nonprofit Monthly Rental Rates (less-than-four-hour rentals)		
Nonprofit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
8	\$168	\$21
9	\$184.50	\$20.50
10	\$199	\$19.90
11	\$212.30	\$19.30
12	\$225.60	\$18.80
13	\$236.60	\$18.20
14	\$246.40	\$17.60
15	\$255	\$17
16	\$264	\$16.50
17	\$270.30	\$15.90
18	\$275.40	\$15.30
19	\$281.20	\$14.80
20	\$284	\$14.20
21	\$285.60	\$13.60
22	\$288.20	\$13.10
23	\$287.50	\$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements - When Requested		
For-Profit and Private Monthly Rental Rates (less-than-four-hour rentals)		
Private/For-Profit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
1	\$50	\$50
2	\$97.80	\$48.90
3	\$143.10	\$47.70
4	\$186.40	\$46.60
5	\$227.50	\$45.50
6	\$265.80	\$44.30
7	\$302.40	\$43.20
8	\$336	\$42
9	\$368.10	\$40.90

Fee Arrangements - When Requested		
For-Profit and Private Monthly Rental Rates (less-than-four-hour rentals)		
Private/For-Profit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
10	\$398	\$39.80
11	\$424.60	\$38.60
12	\$450	\$37.50
13	\$473.20	\$36.40
14	\$492.80	\$35.20
15	\$511.50	\$34.10
16	\$528	\$33
17	\$540.60	\$31.80
18	\$552.60	\$30.70
19	\$560.50	\$29.50
20	\$568	\$28.40
21	\$573.30	\$27.30
22	\$574.20	\$26.10
23	\$575	\$25

** All other fees and deposits for the rental of the facility apply.

D. Economic Development Authority.

- (1) Assignment and assumption agreement: \$1,000 plus costs.
- (2) Development agreement (nonabatement or TIF): \$1,000 plus costs.
- (3) Establishment of new TIF District: \$4,800 or actual cost.
- (4) Host approval of conduit debt: \$3,000 escrow.
- (5) Issuance of conduit debt: 1/4% of the proposed issuance amount, \$3,000 minimum, \$25,000 maximum escrow.
- (6) Revolving loan fund application fee: 1% origination fee.
- (7) SAC/WAC repayment agreement and mortgage: current cost of filing document(s) at Isanti County to be paid by developer.
- (8) TIF development agreement: \$2,500 plus costs.
- (9) Tax abatement application fee: \$1,000 plus costs.

E. Liquor/beer licenses.

- (1) Background check and investigation fee.

- (a) For partnership - corporation - association: \$300.
- (b) For individual: \$100.

Initial application only, does not apply for renewals.

- (2) Investigation fee for comprehensive background and financial investigation (§ 76-16B):
 - (a) If the investigation is conducted within the state: \$500, less any amount paid for the initial investigation.
 - (b) If the investigation is required outside the state: \$10,000, less any amount paid for the initial investigation.
- (3) Beer off-sale (3.2): \$150.
- (4) Beer on-sale (3.2): \$250.
- (5) Brewers off-sale malt liquor: \$310.
- (6) Brewers tap room on-sale: \$500.
- (7) Brew pub off-sale malt liquor: \$310.
- (8) Club license (max dictated by Minnesota State Statutes): \$500.
- (9) Intoxicating liquor on-sale: \$2,500.
- (10) Intoxicating liquor Sunday on-sale: \$200.
- (11) Consumption and display permit (annual): \$200.
- (12) Temporary consumption and display permit: \$25.
- (13) Temporary on-sale 3.2 beer license (one day to four days): \$50.
- (14) Temporary one-day on-sale intoxicating liquor license: \$25.
- (15) Temporary on-sale intoxicating liquor license (includes beer and wine, two days to four days one event): \$50.
- (16) Temporary on-sale intoxicating liquor license (multiple events): \$500.
- (17) Wine on-sale: \$300.

F. Parks, Recreation, and Culture.

- (1) Bluebird Amphitheater.
 - (a) Full-day rental: \$350.
 - (b) Half-day rental: \$150 (four hours or less).
 - (c) Half-day rental - nonprofit: \$100 (four hours or less).
 - (d) Refundable damage deposit: \$250.

- (e) Speakers w/ tripod (two): \$25.
- (f) Microphone: \$10.
- (g) Podium: \$15.
- (h) Damage cleaning fee: \$35 per hour.
- (i) Stains/structural damage fee: \$30 per hour.
- (j) Other damage fee: based on replacement cost.
- (2) Copy of Comprehensive Park Plan: \$10.
- (3) Community garden - ground plot (season fee): \$15.
- (4) Community garden - raised bed (season fee): \$20.
- (5) Farmers market - membership fee (annual): \$10.
- (6) Farmers market - stall fee.
 - (a) Full season: \$100.
 - (b) Half season: \$60.
- (7) Farmers market - single day: \$10.
- (8) Park dedication fee (residential): \$1,500 per unit.
- (9) Park dedication fee - multifamily with recreational amenities: up to 25% reduction of \$1,500 per-unit fee.
- (10) Park dedication fee (all others): \$1,500 per commercial/industrial acre.
- (11) Park shelter electric box deposit: \$50.
- (12) Park shelter fee.
 - (a) Resident: no charge
 - (b) Nonresident or business: \$10.
 - (c) Nonprofit: \$5.
- (13) Special event cleanup deposit: \$100.
- (14) Tennis court usage.
 - (a) Resident (individual).
 - [1] One court: no charge.
 - [2] Two courts: \$6/hour.
 - (b) Nonresident (individual).
 - [1] One court: \$6/hour.

[2] Two courts: \$12/hour.

(c) Group, league, business, industry: \$15/hour.

(d) Nonprofit.

[1] One court: \$3/hour.

[2] Two courts: \$6/hour.

(e) Per season single court only - rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.

(15) Unity Park softball field usage.

(a) Resident: \$15 per day.

(b) Nonresident: \$25 per day.

(c) Nonprofit: \$7.50 per day.

G. Planning and zoning.

(1) Administrative appeals: \$200 plus costs.

(2) Administrative permit: \$75.

(3) Administrative permit - nonprofit: no charge.

(4) Administrative subdivision: \$275 plus costs.

(5) Annexation/de-annexation: \$100 plus costs.

(6) Comprehensive Plan amendment: \$325 plus costs.

(7) Conditional use permit: \$325 plus costs (\$1,000 escrow).

(8) Conditional use permit amendment: \$275 plus costs (\$500 escrow).

(9) Copy of Comprehensive Plan: \$50.

(10) Copy of Zoning Ordinance: \$25.

(11) Copy of engineer design standards: \$35.

(12) Development agreement: \$10,000 (minimum) escrow.

(13) Development agreement (minor): \$5,000 (minimum) escrow.

(14) Easement application: \$200 plus costs.

(15) EAW and EIS review: \$600 plus costs.

(16) Final plat: \$325 plus \$10 per lot/unit plus costs (\$1,500 escrow).

(17) Interim use permit: \$325 plus costs.

(18) Minor subdivision plat: \$325 plus costs (\$1,000 escrow).

- (19) Planned unit development - final plan: \$325 plus costs (\$1,500 escrow).
- (20) Planned unit development - general plan: \$500 plus costs (\$1,500 escrow).
- (21) Preliminary plat: \$500 plus costs (\$1,500 escrow).
- (22) Rezoning request: \$325 plus costs.
- (23) Sign permit (permanent): \$75.
- (24) Sign permit (temporary): \$50.
- (25) Site plan review: \$325 plus costs (\$1,000 escrow).
- (26) Site plan review financial surety: 125% of estimated cost of site (commercial/ industrial) improvements (driveway, parking and loading areas).
- (27) Text amendment: \$275.
- (28) Vacation request: \$275 plus costs.
- (29) Variance request: \$325 plus costs.
- (30) Wetlands replacement plan review: \$500.
- (31) Zoning permits: \$80.
- (32) Zoning verification letter: \$30.

H. Police.

- (1) Administrative citation: \$60.
- (2) Alcohol screening: \$3 per time or \$75 per year.
- (3) Chemical disposal (small amount): cost of disposal.
- (4) Chemical disposal (large amount): cost of disposal.
- (5) Cleaning of crime scene: cost of cleanup.
- (6) Copy of photo: \$5.
- (7) Copy of police report: \$0.25 per page.
- (8) Copy of video and/or audio, or secured e-delivery: \$25.
- (9) Fee for returned check: listed under Administration.
- (10) Fingerprinting: \$15 per nonresident or non-Isanti business, \$0 for Isanti resident or business.
- (11) Police records search: \$35.
- (12) Professional hire of police officer (minimum three hours): actual hourly wage multiplied by 150%.
- (13) Reschedule hearing on administrative citation: \$50.

- (14) Storage fees: \$20 per day.
- (15) Towing: As per towing contract fee schedule.
- (16) Unjust hearing: 150% of cost of hearing.

I. Sewer and water.

- (1) Delinquent posting notice fee: \$15.
- (2) Water meter - new construction:
 - (a) Meter (5/8 inch and 3/4 inch): cost included in permit fee.
 - (b) Meter (larger than 3/4 inch diameter): cost minus standard full meter fee.
- (3) Water meter - replacement or additional.
 - (a) Meter (5/8 inch and 3/4 inch)::
 - [1] Full meter (radio and body): actual cost plus \$5.
 - [2] Radio: actual cost.
 - [3] Body: actual cost.
 - [4] Horn: actual cost.
 - (b) Meter (larger than 3/4 inch diameter): actual cost plus \$5.
- (4) Meter connections/fittings: actual cost.
- (5) Meter replacement administrative fee for noncompliance: \$75/month.
- (6) Private metered water sales deposit: \$2,000 (refundable deposit).
\$10 minimum and up to first 1,000 gallons; as per rate study per/1,000 thereafter.
- (7) Private well water testing: \$45.
- (8) Sewer access fee (SAC): per ordinance per unit based on REC assessment.
- (9) Sewer rates: per ordinance.
- (10) Stormwater rates: per ordinance.
- (11) Stormwater escrow commercial: \$3,000.
- (12) Stormwater escrow residential: \$1,000.
- (13) Trunk utility charge residential: \$1,000/unit if more than one unit based on REC schedule or per development agreement.
- (14) Trunk utility charge commercial/industrial: \$2,050 per commercial/industrial acre or per development agreement.
- (15) Valve plate cover: \$100.

- (16) Water access charge (WAC): per ordinance per unit based on REC assessment.
- (17) Water disconnect/reconnect: \$50.
- (18) Water disconnect/reconnect (after hours): \$100 minimum per person, after one hour \$100 per hour per person.
- (19) Water meter history report: \$50.
- (20) Water meter testing: one hour public works staff plus costs.
- (21) Water rates: per ordinance.

J. Streets.

- (1) Bobcat/tractor charge with operator: \$100 per hour.
- (2) Labor - during work hours: \$50 per hour, 1/2 hour minimum.
- (3) Labor - after hours: \$100 per hour, two-hour minimum.
- (4) Mow charge with operator: \$90 per hour.
- (5) Sidewalk snow removal: \$30.
- (6) Street cut permit: \$1,200.
- (7) Weed whip charge with operator: \$75 per hour.
- (8) Minnesota WARN rates: equipment charges are per hour with operator.

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	\$160	\$180
Air Compressor with Accessories and Pickup, Pickup, One-Ton Trucks, Tractors	\$90	\$110
Vactor with Pickup (Requires Two Operators); there is an additional charge of \$0.35 per lineal foot for sewer cleaning.	\$135	\$145
Single-axle Truck, Street Sweeper, Single-axle Dump Truck with Snowplow	\$125	\$145
Skidsteer, Self-propelled Mower/Snowblower/V Plow/Broom/Brush Hog/Grapple Bucket Attachment	\$90	\$105
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	\$75	\$95

K. Fire.

- (1) Fire extinguisher service deposit fee: \$25 (refundable).
- (2) Fire extinguisher - administrative fee: \$3.

§ 160-3. Other fees.

This is not an all-inclusive fee schedule for fees that may be charged by the City. The City Council is solely responsible for the setting and establishment of fees, whether listed in this chapter or in an ordinance, a resolution or negotiated in an agreement. Sales and use tax applied in addition to fees as required by state statute.

§ 160-4. Summary publication of chapter authorized.

The City Council authorizes this chapter to be published in summary form, with copies of the fee schedule available to the public at City Hall at no charge.



MEMO for COW

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: November 15, 2022
Subject: Water Tower Rehabilitation Scope of Work

Background:

The City's water tower is in the capital improvement plan for work to be performed in 2023 in the amount of \$811,490.00. There are two options, see below for scope of work, to consider with respect to the depth of the repair.

Bolton and Menk's water tower specialist, James Connor, completed an on-site evaluation on June 14, 2022 to assist the City in determining the best action.

Option #1

Interior Wet: Complete coating removal (abrasive blast) and replacement

Exterior: Pressure wash, spot repair (<10%), and overcoat exterior (two coats)

Interior Dry: Partial coating replacement & Spot repair (<5% total area)

Approximate Cost: \$475,000

Option 1 exterior overcoat work includes spot repair which would prolong performing a complete exterior removal and replace for up to 7-10 years. Staff would incorporate the full scope into the CIP in year 2030.

Option #2

Interior Wet: Complete coating removal (abrasive blast) and replacement

Exterior: Complete sandblast and paint exterior with full curtain containment

Interior Dry: Partial coating replacement & Spot repair (<5% total area)

Approximate Cost: \$825,000

Option 2 exterior full removal and replacement would provide a life cycle of approximately 20 years. Staff would incorporate future work into CIP in year 2043.

Request:

Staff is requesting the Council determine the scope of work by choosing option 1 or 2 to allow staff to being documents for bid and the cost to be updated in the CIP.

Attachment:

- Water Tower Evaluation Summary after June, 2022 Site Visit



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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Bolton-Menk.com

MEMORANDUM

Date: September 19, 2022

To: Jason Cook

From: James Connor

Subject: 750,000 Gallon Elevated Water Storage Tank - (Hydropillar) Update Summary
City of Isanti, MN

The following is a brief summary report of an inspection and update evaluation performed on the Elevated Water Storage Tank located in Isanti, MN. The inspection and evaluation were performed June, 14, 2022. The location address of the Tower is approximately 601 East Dual Boulevard. An inspection/evaluation/report was originally performed in 2017 (also by Bolton & Menk). The elevated storage tank is a 750,000-gallon hydropillar style built in 2003 by Chicago Bridge & Iron. The tank color is a light off-white with blue lettering/logo. At the time of evaluation, the tank water level was at approximately 95% tank capacity.

Site Observations:

The 750,000-gallon elevated water storage tank was observed and evaluated for overall condition and specifically the protective coating conditions.

The evaluation was performed by accessing the tank from the interior dry tank ladder while viewing the interior dry surfaces. The tower roof was also accessed from the interior dry ladders. The interior wet surfaces (above the water level) were viewed from the tower roof access hatch.

Random dry film thickness readings were taken on the tank interior dry pedestal wall. The exterior pedestal base and exterior roof also received dry film thickness readings. Interior dry pedestal coatings revealed dry film thickness readings of approximately 7-11 mils. The exterior tank roof presented average coating thickness of 10-17 mils and the pedestal base shell wall coating thickness of 7-11 mils.

The tank's interior dry coatings are in fair condition with localized areas in poor condition (mainly at the walkway/catwalk and dry riser - above the walkway). The dry riser pipe ("dry tube") presented "pinpoint" corrosion. The tank pedestal and roof exhibit a moderate amount of dirt and mildew (pedestal dirt and mildew mainly on the tank bottom). The tank bottom pedestal also present areas of "micro-cracking".

However, the areas of the “micro-cracking” appear to be protecting the structure without any visible corrosion. There are minor areas of visible corrosion on the tank roof. The minor areas of corrosion present less than 5% of the tanks total exterior surface area.

An ”X-Cut” adhesion test was performed on the exterior roof and lower pedestal. The results were satisfactory. This would assume the coating was a candidate for an overcoat.

Note: The areas presenting the “micro-cracking” appear to be mainly near the lower portion of the pedestal exterior. The upper portion of the pedestal was not accessible without a crane or basket lift.

The tank interior wet was viewed through the roof access hinged hatch. The viewed surfaces of the tank shell wall/roof (above the water level) exhibit moderate to heavy coating failures. The tank ceiling presents minor to moderate corrosion mainly at the weld seams and structural steel support edges. These areas present rust staining and areas of corrosion visible to the steel substrate. A portion of the steel edges present a “stratified” or “pack rust” condition (layered condition of rusting).

The foundation concrete and grout appear to be in good to fair condition.

Recommendations:

Based on the site visit, Bolton & Menk recommends two options (and estimated costs) in maintaining the elevated storage tank. Listed below describes the approximate “scope of work” and lists approximate budget prices for the City of Isanti’s 750,000 Gallon Elevated Storage Tank Rehabilitation options. Minor structural modifications would be necessary with both options listed below.

Note: An overcoat system would most likely provide an approximate 7–10-year life cycle. A complete removal and replacement (full curtain containment) would provide an approximate 20-year life-cycle.

Option #1

Interior Wet: Complete coating removal (abrasive blast) and replacement

Exterior: Pressure wash, spot repair (<10%), and overcoat exterior (two coats)

Interior Dry: Partial coating replacement & Spot repair (<5% total area)

Approximate Cost: \$475,000

Option #2

Interior Wet: Complete coating removal (abrasive blast) and replacement

Exterior: Complete sandblast and paint exterior with full curtain containment

Interior Dry: Partial coating replacement & Spot repair (<5% total area)

Approximate Cost: \$825,000

Note: The estimated costs do not include Engineering, Construction Management, etc...fees.



Memo for Committee of the Whole

To: Mayor Johnson and Members of the City Council
From: Katie Grotte, Human Resources Director
Date: November 15, 2022
Subject: Employee Personnel Policy- Annual Update

Background:

The Employee Personnel Policy is updated annually to reflect on current State and Federal guidelines. Updates have been cross-referenced with the City Attorney and/or League of MN Cities reference guide to benefit the City and Staff for legal purposes and the retention of employees.

Personnel Policy updates are as follows:

Section 2: Add Resolution 2021-032 language
Section 2: Dress Code updates
Section 4: Add Resolution 2022-022 language
Section 7: Revise language for non-exempt staff to earn compensatory time on weeks with holidays
Section 9: Add Resolution 2019-275 Language
Section 11: Change number of days for physician statement requirement during a medical absence
Section 14: Revise meal reimbursement language for trainings/out of state.

Discussion items for recruitment/retention:

- Take the Kids to Work Day
- Using sick leave for eligible wellness expenses
- Annual compensatory time payout for all staff
- Longevity pay for non-union employees

Request:

Staff is requesting discussion on this item.