

AGENDA
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 16, 2021 – 5:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

E. Committee Meeting Items

1. Police Updates
2. Liquor Updates
3. Council Chamber Rental Policy
4. Veterans Memorial Discussion
5. Lighting and Snow Maker for Sledding Hill
6. Irrigation Controller Program and Zoning Requirements
7. Take Home Vehicle Use Policy
8. Lighting Infill
9. Holiday Lighting Event
10. Easter Egg Hunt Event
11. Mobile Food Truck Chapter 160; Fees Discussion

F. Adjournment



New Business:

1. Gross profit for the months of November - January was 28.07%. Our 2020 annual sales increased from the prior year by 27.95%. Sales were up \$868,409.15 over 2019
2. The following is a breakdown of some savings we can take advantage of before getting into the new store to help us transition and work out some issues early in the year.
 - a) Firewall- currently using Phoenix Sentry paying \$660 per year, our software tech is having a hard time navigating the system giving us delays to install updates and difficulty to fix issues with our server computer. An alternative is attached giving us 3 years of service costing us \$423/yr. for a 3- year subscription. (Initial cost with server and hardware totaling \$1,271.15). No charge for install as we have an unlimited contract with Zabinski Services.
 - b) Credit card processing currently using Heartland for our credit card processing as time progresses fees become the norm. See attached breakdown showing excess fees paying an additional \$224-\$248.67 per month. Marilyn Snyder (formerly a representative from Heartland) now with Card Connect has promised not to have those additional fees in the contract if we switch. If any additional fees end up on our statement an explanation will be made available.
 - c) Online and Curbside: Staff has been weighing our options for a website online ordering system using our current software cost to run this is \$800 setup and \$100 per month to keep up the online ordering system. This does not track inventory as the customer does not pay online. If we want online payment the startup cost would be \$3,000 and \$200 per month & 1% fee on online sales transactions. See attached for equipment used including card readers (Lane 3000 card readers are currently used) a Microsoft Tablet (Register 3) and stand-alone terminals to take credit card payments. In order to setup another register we will need to order a receipt printer a stand- alone printer and scanner as well as a cash drawer not listed on the estimate.
3. Product planning and replacement will be preformed by vendors and approved by me prior to new store opening. Moving of product I will find out what we can and cannot move over to the new location in the next committee meeting in May.





Jamie's Service and Repair Inc.
125 N. Marshall Ave • P.O. Box 303 • Litchfield, MN 55355
T: (800) 310-0931 • <http://www.jsr-computers.biz>

2a


Quote for: Isanti Municipal Liquor Store

Quote number: 669
Quote date: 2/5/2021
Quote created by: Jamie Bah

Qty	Product Description	Price	Ext. Price
1	 XG 115 rev.3 EnterpriseProtect Plus, 3-year (EU/UK/US power cord) Promotional pricing, save \$595 when purchasing 3 year subscription	\$881.17	\$881.17

1	 Sophos APX 120 Access Point (FCC) plain, no power adapter/PoE Injector	\$170.00	\$170.00
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Subtotal for: \$1,051.17

Qty	Product Description	Price	Ext. Price
1	 Netgear 8-Port Gigabit Ethernet PoE+ Smart Managed Plus Switch - 8 Ports - Manageable - 2 Layer Supported - 123 W PoE Budget - Twisted Pair - PoE Ports - Wall Mountable, Desktop, Rack-mountable - 5 Year Limited Warranty	\$194.98	\$194.98

Subtotal for: \$194.98

Items Sub Total	\$1,246.15
Shipping Estimate	\$25.00
Quote Total (does not include tax)	\$1,271.15

Quotes expire 14 days from date above or if product is no longer available via distribution channels, prices subject to change if our vendor pricing changes. **Sales Tax not included in quote price.** Shipping prices subject to change.

Please review the quote and if you wish to order, please reference the quote number when you call with your approval. Note: if you approve this quote via email or phone, it will be ordered and you will be billed. By replying with approval, you agree to pay the amount due IN FULL, within the net terms agreement with your company or with you. If no terms have been established, you agree to PAYMENT UPON DELIVERY OR PICKUP. Delivery date will be determined by either delivery of product by Jamie's Service and Repair or by proof of delivery by shipper. Please Remit payment to: P.O. Box 441 Brownnton, MN 55312 • Past due amount(s) may be subject to additional charges if payment terms are not met.

*These terms can be changed by JSR at any time, please make sure to read this fine print before you approve the quote. --revision 03/02/2015

early cancellation
all \$295⁰⁰
(3 yr)

Fee Summary

Fee Type	# of Trans	Total \$ Amount	Discount % Rate	DPI	Transaction Fee	Total Fee
MC Merchant Location Fee	1	\$0.00		-	-	\$1.25
MC NABU Fee	3,492	\$0.00		-	\$0.0195	\$68.09
Subtotal						\$2,029.16
American Express Pass-thru Fees						
American Express - Assessment Fee	96	\$3,260.85	0.1500	-	-	\$4.90
Amex - Prepaid Tier 1 Fee	2	\$68.09	1.3500	\$0.10	-	\$1.12
Amex - Retail Tier 1 Fee	90	\$2,714.88	1.6000	\$0.10	-	\$52.44
Amex - Retail Tier 2 Fee	4	\$477.88	1.9500	\$0.10	-	\$9.72
Subtotal						\$68.18
Discover Pass-thru Interchange & Fees						
DS Assessment Fee	102	\$3,555.32	0.1300	-	-	\$4.62
DS CR Commercial Electronic	15	\$431.95	2.3000	\$0.10	-	\$11.44
DS CR PSL - Retail Premium	18	\$804.85	1.7100	\$0.10	-	\$15.57
DS CR PSL - Retail Rewards	68	\$2,283.38	1.7100	\$0.10	-	\$45.84
DS CR PSL-Retail-PremPs	1	\$35.14	2.1500	\$0.10	-	\$0.85
DS Data Usage Fee	107	\$3,719.43		-	\$0.0195	\$2.09
DS Network Authorization Fee	107	\$3,719.43		-	\$0.0025	\$0.27
Subtotal						\$80.68
HPS Processing Fees						
American Express Discount Fee	96	\$3,260.85	0.1500	-	-	\$4.90
American Express Transaction Fee	96	\$0.00		-	-	\$3.84
Discover Transaction Fee	107	\$0.00		-	\$0.0400	\$4.28
DS Discount Fee	102	\$3,555.32	0.1500	-	-	\$5.34
MC Discount Fee	3,489	\$108,325.30	0.1500	-	-	\$162.52
MC Transaction Fee	3,492	\$0.00		-	-	\$125.00
Monthly PCI Non-Compliance Fee - Oct	1	\$0.00		-	\$0.0400	\$25.00
Service & Regulatory Mandate	1	\$0.00		-	-	\$240.04
Visa Transaction Fee	5,325	\$0.00		-	-	\$923.60
VS Discount Fee	5,352	\$160,049.82	0.1500	-	\$0.0400	\$240.04
Subtotal						\$923.60
Totals						\$5,349.90

Value Added Services Fee Summary

Fee Type	Quantity	Per Unit Fee	Total Fee
Customer Intelligence Suite	1	-	\$54.95
Heartland Analytics	1	-	\$0.00
Total Value Added Services Fees			\$54.95

Fees calculated on a per transaction basis, rounding differences may occur

Processing Summary - Settled by HPS

Card Type	# of Trans	\$ Sales Volume	# of Refunds	\$ Amount of Refunds	\$ Amount Net Sales	Average Ticket
Visa						
Credit	871	\$28,815.91	-	-	\$28,815.91	\$33.08
Prepaid	214	\$4,822.23	-	-	\$4,822.23	\$22.53
Signature (Non-PIN) Debit	4,267	\$126,411.68	-	-	\$126,411.68	\$29.63
MasterCard						
Credit	479	\$15,735.71	-	-	\$15,735.71	\$32.85
Prepaid	68	\$2,014.38	-	-	\$2,014.38	\$29.62
Signature (Non-PIN) Debit	2,942	\$90,575.21	7	(\$304.09)	\$90,271.12	\$30.79
American Express						
Credit	96	\$3,260.85	-	-	\$3,260.85	\$33.97

Merchant Statement

ISANTI LIQUOR
400 W DUAL BLVD
ISANTI, MN 55040

Statement Date: 11/30/2020

Statement Period: 11/01/2020 - 11/30/2020

DBA Name: ISANTI LIQUOR

Merchant Number: 650000010556887

Store Number:

Heartland is committed to fair dealings and full disclosure. We continue to pass through 100% of the Durbin savings.

*** Contact Information ***

Customer Service: 1-888-963-3600

Heartland InfoCentral:

<https://infocentral.heartlandpaymentsystems.com>

Heartland Payment Systems

One Heartland Way

Jeffersonville, IN 47130

This Is Not A Bill

HPS Deposits & Fees At A Glance

Visa Deposits:			\$160,049.82
	Less Visa Pass-thru Interchange & Fees:	\$2,248.28	
	Total Visa Pass-thru Interchange & Fees:	\$2,248.28	
MasterCard Deposits:			\$108,021.21
	Less MasterCard Pass-thru Interchange & Fees:	\$2,029.16	
	Total MasterCard Pass-thru Interchange & Fees:	\$2,029.16	
American Express Deposits:			\$3,260.85
	Less American Express Pass-thru Fees:	\$68.18	
	Total American Express Pass-thru Fees:	\$68.18	
Discover Deposits:			\$3,555.32
	Less Discover Pass-thru Interchange & Fees:	\$80.68	
	Total Discover Pass-thru Interchange & Fees:	\$80.68	
	Less Heartland Payment Systems Processing Fees:	\$923.60	
	Less Other Processing and One-Time Fees:	\$0.00	
	Total Processing and One-Time Fees:	\$923.60	
Total Deposits:			\$274,887.20
Total Credit Card Fees:			\$5,349.90
Total Heartland Marketing Solutions:			
Total Fees:			\$54.95
			\$5,404.85

* More detailed processing fee information on the following pages. All Heartland fees automatically include transaction savings, if applicable.

2c

John Jacobi

From: Marilyn Snyder <marilyn.snyder@icloud.com>
Sent: Wednesday, January 27, 2021 8:13 PM
To: John Jacobi; Keith Lusk
Subject: Credit card processing (with Paul's info included)

Hi John and Keith,

- >
- > (In case I forgot anything we talked about just let me know!)
- >
- > 1. Lane 5000 card reader (for Paul's system) \$550.00 each plus tax
- > Lane 3000 card reader (for Paul's system) \$450.00 each plus tax.
- > 2. Stand-a-lone terminal \$185.00 (phone or internet)
- >
- > 3. Microsoft Surface tablet - Paul said to buy directly.
- > (I looked some up and they range from \$550 - \$750.)
- >
- > 4. No hookup or set up fees from me - don't know about Paul.
- >
- > 5. Savings is \$248.67 for the month of November - smaller volume months - savings will be smaller. In the larger months - the savings will be more - such as in your summer.



cardconnect.

CR Reponte

Marilyn Snyder
Partner

msnyder1@cardconnect.com
Direct: 218.371.0133

1000 Continental Drive, Ste. 300
King of Prussia, PA 19406
www.cardconnect.com



Memo for Discussion

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources Director
Date: February 16, 2021
Subject: Adopting Public Use of Chambers Conference Room Policy

Occasionally staff get contacted in regards to renting out space for gatherings, meetings and other miscellaneous purposes. It has been determined an updated Municipal Conference Room Policy was necessary, as Resolution 2008-012 was outdated.

Staff has included additional language including requirements for damage deposit and updated tobacco use to the policy.

Request:

Staff is requesting discussion on this item.

Attachments:

- Resolution 2008-012
- Resolution 2021-XXX Adopting Public Use of Municipal Conference Rooms Policy

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. 2008 – 012

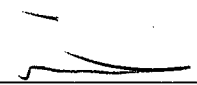
**RESOLUTION ADOPTING PUBLIC USE OF
MUNICIPAL CONFERENCE ROOMS POLICY**

WHEREAS, the City of Isanti finds it is the best interest for the general public to provide a facility conducive to conduct the public business, since public funds made these facilities possible.

WHEREAS, the City Council recognizes that a policy is necessary to promote orderly and appropriate use of these public facilities.

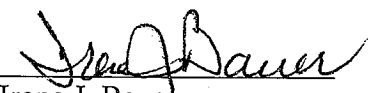
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the public use of municipal conference rooms and procedures thereof that is hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 15th day of January, 2008.



Mayor George A. Wimmer

Attest:



Irene J. Bauer
Assistant City Administrator/City Clerk

'Exhibit A'

CITY OF ISANTI

**PUBLIC USE OF MUNICIPAL CONFERENCE ROOMS
POLICIES AND PROCEDURES**

PURPOSE

The intent of this policy is to permit public use of City Hall conference rooms for public meeting purposes, civic purposes, and non-profit organizations whose membership largely consists of Isanti residents or whose purpose is to provide services to Isanti residents.

The City Hall facilities shall not be used for commercial enterprise, religious organizations conducting activities, or any profit making endeavors.

ROOM RESERVATIONS

City Council, official City Boards and Commissions, or other organizations whose meetings are sponsored by the City shall have priority in the use of City Hall facilities.

Please note the City reserves the right to cancel any and all reservations without providing any other accommodations in the event the City Hall facilities are needed for municipal government purposes. In the event of a change in availability, staff will make every effort to accommodate the organization by scheduling a different time or facility.

Meeting rooms are available Monday thru Friday from 8:00 a.m. – 4:30 p.m., with the exception that the conference room and Council Chamber will not be available for reservation on Tuesday afternoons. Meeting rooms in the City Hall are not available on the weekends or Holidays.

Applications for room reservations are available at the front desk from the Receptionist. Scheduling of room reservations will be recorded on a first come first serve basis. Applications will be reviewed and approved by the City Clerk before use of the facility is granted. Large groups will be permitted to utilize the conference room and Chamber as long as City Staff is present. Approval from Staff is required for use of City's equipment. Staff will assist with the setup of City's equipment in the Council Chambers and Conference Room A.

ROOMS AVAILABLE

Conference Room A

Capacity: 12-13 people

Equipment: projection screen, whiteboard, telephone

Council Chambers

Capacity: 50 people

Equipment: 9 tables

RULES AND REGULATIONS

- A. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
- B. The use of intoxicating liquor and non-intoxicating malt liquor beverages are prohibited in the City Hall facilities.
- C. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
- D. Noise must be controlled to a limited area. Children must be under the direct supervision of an adult at all times.
- E. Decorations, banners, or signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows.
- F. Approval from City staff is required for permitted use of food in Council Chambers and Conference Room A.
- G. Person/organization reserving the room are permitted to make local calls only in Conference Room A and Council Chambers.
- H. Approval from Staff is required for use of City's equipment. Staff will assist with the setup of City's equipment in the Council Chambers and Conference Room A.
- I. The person/organization reserving the room is responsible for disposing of any garbage from the meeting and leaving the space used in a clean and orderly fashion and shutting off all lights. If the room/surrounding area is left in disarray, or damage occurs during use, the person/organization reserving the room will be held responsible for damages and may lose the privilege to use the meeting rooms.
- J. Council Room may be rearranged, but must be restored back to original order after use. A seating chart will be provided to assist person/organization reserving the room.
- K. All person/organizations must comply with the room reservations hours of 8:00 a.m. to 4:30 p.m.

Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.

RESOLUTION 2021 – XXX

ADOPTING PUBLIC USE OF COUNCIL CHAMBERS POLICY

WHEREAS, the City of Isanti finds it is in the best interest for the public to have a facility available to conduct public business; and,

WHEREAS, the City Council recognizes that a policy is necessary to promote orderly and appropriate use of this public facility space; and,

WHEREAS, this resolution revised and supersedes resolution 2008-012;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the public use of the Council Chambers and procedures thereof that is hereby attached as ‘Exhibit A’ and made a part of this resolution.

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

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

'Exhibit A'

CITY OF ISANTI

**PUBLIC USE OF COUNCIL CHAMBERS MEETING ROOM
-POLICY AND PROCEDURES-**

PURPOSE

The intent of this policy is to provide regulation on the use of the City Hall Chambers meeting room for public meeting purposes. Use of the room must largely consist of Isanti residents or whose purpose is to provide services to Isanti residents.

The City Hall Chamber's room cannot be used for commercial or political enterprise, religious organizations conducting activities, or any profit-making endeavors.

ROOM RESERVATION

City Council, official City Boards and Commissions, or other organizations whose meetings are conducted on behalf of the City will have priority use of the Chambers meeting room

Please note the City reserves the right to cancel/ deny any and all reservations without providing any other accommodations in the event the Chambers meeting room is needed for municipal government purposes. In the event of a change in availability, staff will make every effort to accommodate the organization by scheduling a different time or facility.

The City Hall Chambers room is available for meeting reservations Monday through Friday from 8:00 a.m. – 4:30 p.m. and not available on weekends or Holidays. The cost for reservations is of no charge. A \$100 refundable damage deposit will be required when making a reservation.

Requests for Chamber reservations must be made in writing and received at least one (1) or more days prior to the meeting. The reservation is not confirmed unless a confirmation is received from the City Administrator or City Clerk. Scheduling of room reservations will be on a first-come first-serve basis. Staff can assist with the setup of City equipment in the Council Chambers if approved by the City Administrator.

Council Chambers

Max Capacity: 111 people

COUNCIL CHAMBERS MEETING ROOM RULES AND REGULATIONS

- A. The City of Isanti observes and supports the Minnesota Clean Indoor Air Act. All City buildings, are designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) and form of “vaping” with e-cigarettes (without regard to the presence of nicotine) is prohibited while inside City Hall.
- B. The use of intoxicating liquor and non-intoxicating malt liquor beverages are prohibited.
- C. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
- D. Noise must be controlled to a limited area. Children must be under the direct supervision of an adult at all times.
- E. Signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows.
- F. Approval from City Administrator is required for permitted use of food or drink in Council Chambers.
- G. Approval from City Administrator is required for use of City's equipment. Staff will assist with the setup of City's equipment in the Council Chambers if granted permission.
- H. The person/organization reserving the room is responsible for disposing of any garbage from the meeting and leaving the space in a clean and orderly fashion which may include vacuuming. If the room/surrounding area is left in uncleaned or in disarray, or damage occurs during use, the person/organization reserving the room can and will be held responsible for damages and will lose the privilege to use the meeting rooms. Costs incurred from any damage will be deducted from the damage deposit.
- I. Chamber’s room may be rearranged, but must be returned to original layout after use.
- J. All persons/organizations must comply with the room reservations hours of 8:00 a.m. to 4:30 p.m. Meetings outside of these hours must be approved by City Council.



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: February 16, 2021
Subject: Sledding Hill Discussion

Background:

During goal setting on January 19, 2021 there was discussion on lighting for the newly constructed Sledding Hill as well as a snow making machine.

To install lighting at the Sledding Hill now it would cost approximately \$5104.00. This would be by installing two lights. One on each side of the sledding hill. The other option would be to wait until the Amphitheatre is constructed and to install lighting for both at that time.

Staff researched a snow making machine and found that a snow making machine would cost approximately \$1200.00. We would need to purchase a gas operated pressure washer to go with it at approximately \$1300.00 Total cost of approximately \$2500.00. This would make about 6" of snow in 8 hours at 20' F.

The funding source identified as Parks (500) for both items.

Request:

Staff would like direction to move forward on the lighting for the Sledding Hill this year or wait for the Amphitheatre to be constructed.

Staff would also like direction weather or not to purchase a snow making machine. If the direction is to purchase the snow making machine should that purchase be made this year.

Attachment:

- Sledding Hill Lighting design
- Snow Making machine







Memo for Discussion

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: February 16, 2021
Subject: Irrigation Controller Reimbursement and Current Irrigation Requirements within Zoning

Irrigation Controller:

Consideration of an irrigation controller reimbursement program was discussed at Goal Setting January 19th, 2021 to reduce water usage for residents thus paying less and reducing the cost to the City to treat the water.

It was discussed that this program could be similar to the raingarden incentive program where there would be a maximum amount allocated per year. If Council desires to implement, Staff would create an account, 602-49400-495, titled "Rebates / Reimbursements". It would be a budget amendment to create the account and authorize the expenditure(s) for this current year or it could be implemented in 2022.

Zoning Requirements:

It was also asked that current irrigation zoning requirements be brought to Committee for review and discussion.

SECTION 15: FENCING, SCREENING, AND LANDSCAPING

Subdivision 5: Landscaping Requirements

Underground sprinkler systems.

- a. Sprinkler systems shall be provided as part of each new development for all landscaped areas, except those areas on the property that will be preserved in their natural state.
- b. Single-family and two-family dwellings as well as additions to existing structures, in which the addition will not exceed the floor area of the existing structure, are exempt from this provision.
- c. On all lots, the City may permit alternative landscaping options, which may not require an irrigation system. Such alternative options shall be reviewed by the Planning Commission. Alternative landscape options include, but are not limited to, rock gardens, natural prairie grass, and rain gardens.

SECTION 18: SITE PLAN REVIEW

Subdivision 9: Landscape Plan Requirements

G. Location and details of irrigation systems. Such systems are to be designed by a landscape designer or other qualified individual and approved by the Building Official.

Request:

Staff is requesting discussion and direction on these items.



Memo for Discussion

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: February 16, 2021
Subject: Take Home Vehicle Use Discussion and Draft Policy

Background:

Take home vehicle use was discussed at the last COW meeting. It was decided that the Chief of Police and Police Lt. will be the positions for consideration as to whether to be assigned a take home vehicle. It was shared that a maximum distance that the employee can drive to/from their home should be considered. This was discussed and the Council and asked staff to bring back for information further discussion regarding costs.

Below are costs depending on radius round trip from the center of the City.

					CURRENT 10 YEAR LIFE	EACH YEAR OF REDUCTION = 0.2 VEHICLES	AVG 10 YEAR FUEL (2.85/GAL)	EST. \$0.10 PER MILE		
ROUND TRIP COMMUTE	WEEKLY MILES	ANNUAL MILES (50 WEEKS)	5 YEAR MILEAGE	10 YEAR MILEAGE	REVISED USEFUL LIFE	ADDTL 20 YR CIP COST	ADDTL FUEL COST PER YEAR	ADDTL MAINT COST PER YEAR	AVG ANNUAL COST	
10 MILES - 4 TIMES WEEKLY	40	2,000	10,000	20,000	9	\$ 12,222	\$ 475	\$ 200	\$ 1,286	
30 MILES - 4 TIMES WEEKLY	120	6,000	30,000	60,000	7	\$ 47,143	\$ 1,425	\$ 600	\$ 4,382	
50 MILES - 4 TIMES WEEKLY	200	10,000	50,000	100,000	5	\$ 110,000	\$ 2,375	\$ 1,000	\$ 8,875	
*Accepting the revised useful life within the table also assumes adding a vehicle that is currently used by PD into the CIP. ** The revised useful life is an assumption based off of a vehicle being used solely by a person with the represented RT mileage in the table. If the mileage to and from work are spread among the three admin police vehicles, it is possible that the useful life of the three admin police vehicles may not change as represented in the table.										

Recommendation:

Staff is recommending to approve a policy by Resolution for Take Home Vehicle Use, with this policy to also be incorporated into the next Personnel Policy update.

Request:

Staff is requesting discussion on this item and consideration of the attached draft policy.

Attachments:

- Draft policy by Resolution
- Distance map

RESOLUTION 2021-XXX

TAKE HOME VEHICLE USE POLICY

WHEREAS, the City Council has determined that it is in the best interest to have a policy that defines which city employees should be permitted to take a City vehicle home routinely due to the nature of their position in the City; and,

WHEREAS, such vehicles are provided for the purpose of enhancing effectiveness and efficiency and to provide better service to the community, the City and the Police Department; and,

WHEREAS, the assignment of take home vehicles shall be overseen by the City Administrator as approved by City Council in the City Personnel Policies; and,

WHEREAS, take home vehicles shall only be permitted and assigned for the Chief of Police and Police Lt. positions; and,

WHEREAS, take home vehicles are not a term and condition of employment and the City reserves the right to discontinue use unless written in the employee's employment contract; and,

WHEREAS, state and federal statutes and IRS regulations regarding take home vehicles must be followed at all times; and,

WHEREAS, employees living more than _____ radius miles from the City will not be permitted to take home a vehicle unless otherwise authorized by the City Administrator for occurrences on occasion;

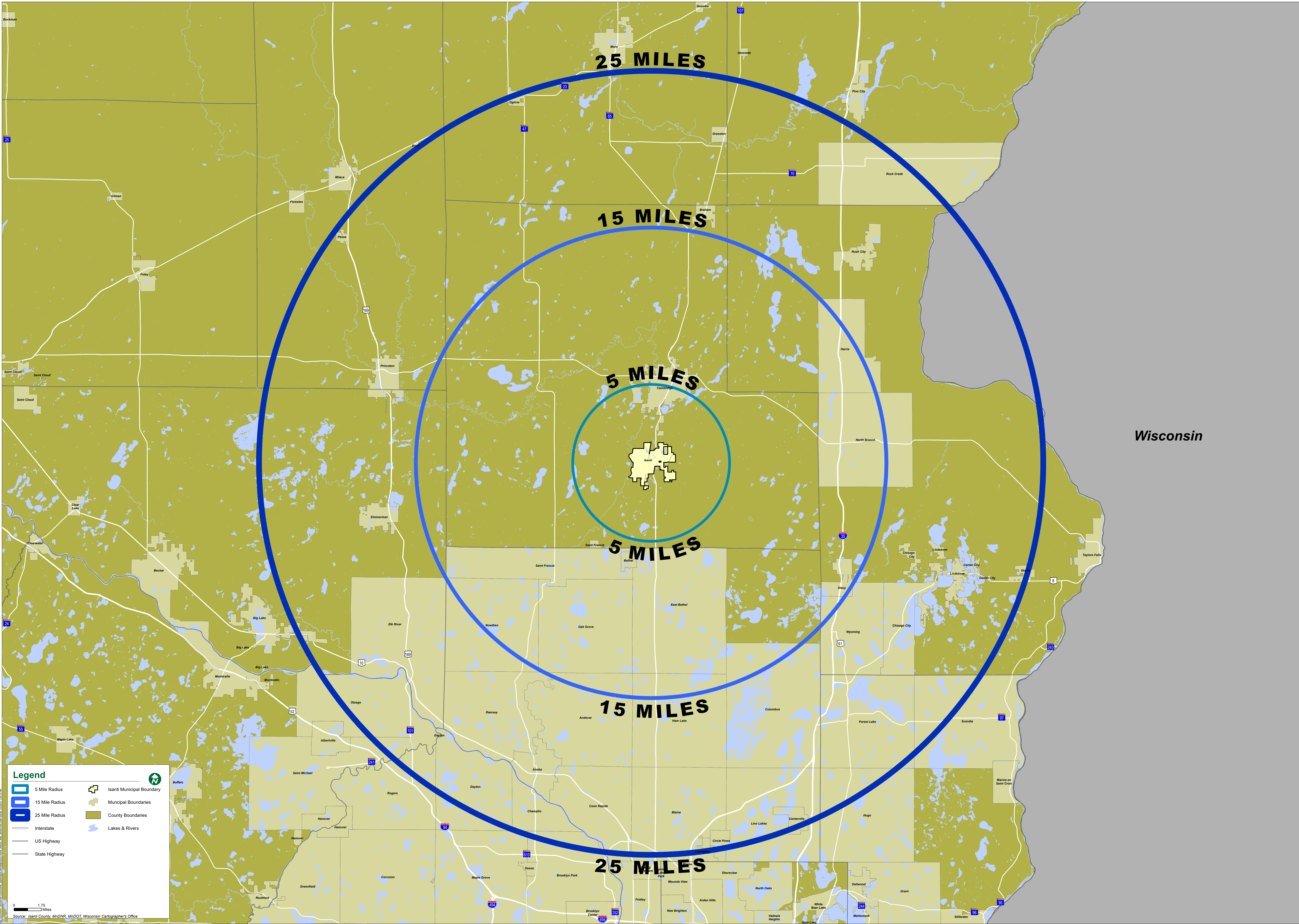
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Take Home Vehicle Use Policy as outlined per this Resolution and implement such language in the next update of the City Personnel Policy.

This resolution was duly adopted by the Isanti City Council this 2nd day of March, 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk





Memo for Cow

To: Mayor Johnson and Members City Council
From: Matt Sylvester, Public Services Director
Date: February 16, 2021
Subject: City Street Lighting In-fill Discussion

Background:

The Capital Improvement Plan (CIP) for the years 2021- 2030 has funds available for lighting in-fill. Staff was asked to provide locations and a timeframe on when these lights could be installed per our CIP. Staff has identified 22 locations that would need additional lighting. Staff prioritized the lighting locations based on the following factors:

- Unlit intersections with high traffic flow with a crosswalk involved
- Unlit streets with high foot traffic that don't have a sidewalk or bike path
- Unlit sidewalks and bike paths with high traffic flow
- Unlit intersections with low foot traffic
- Cul-de-sacs over 300'
- Unlit sidewalks and bike paths with low foot traffic
- Unlit streets with high traffic flow
- Industrial areas

Staff has put together a plan with these criteria taken into consideration but also realizing there is a limited amount of money in the CIP each year for lighting in-fill. The lighting along Heritage Blvd would have lights staggered 200' feet apart on the north and south side utilizing existing poles when possible.

Lighting in-fill on newly annexed streets would have lighting installed when street improvements take place.

Request:

Staff is requesting direction on this item to move forward with the street lighting in-fill as provided.

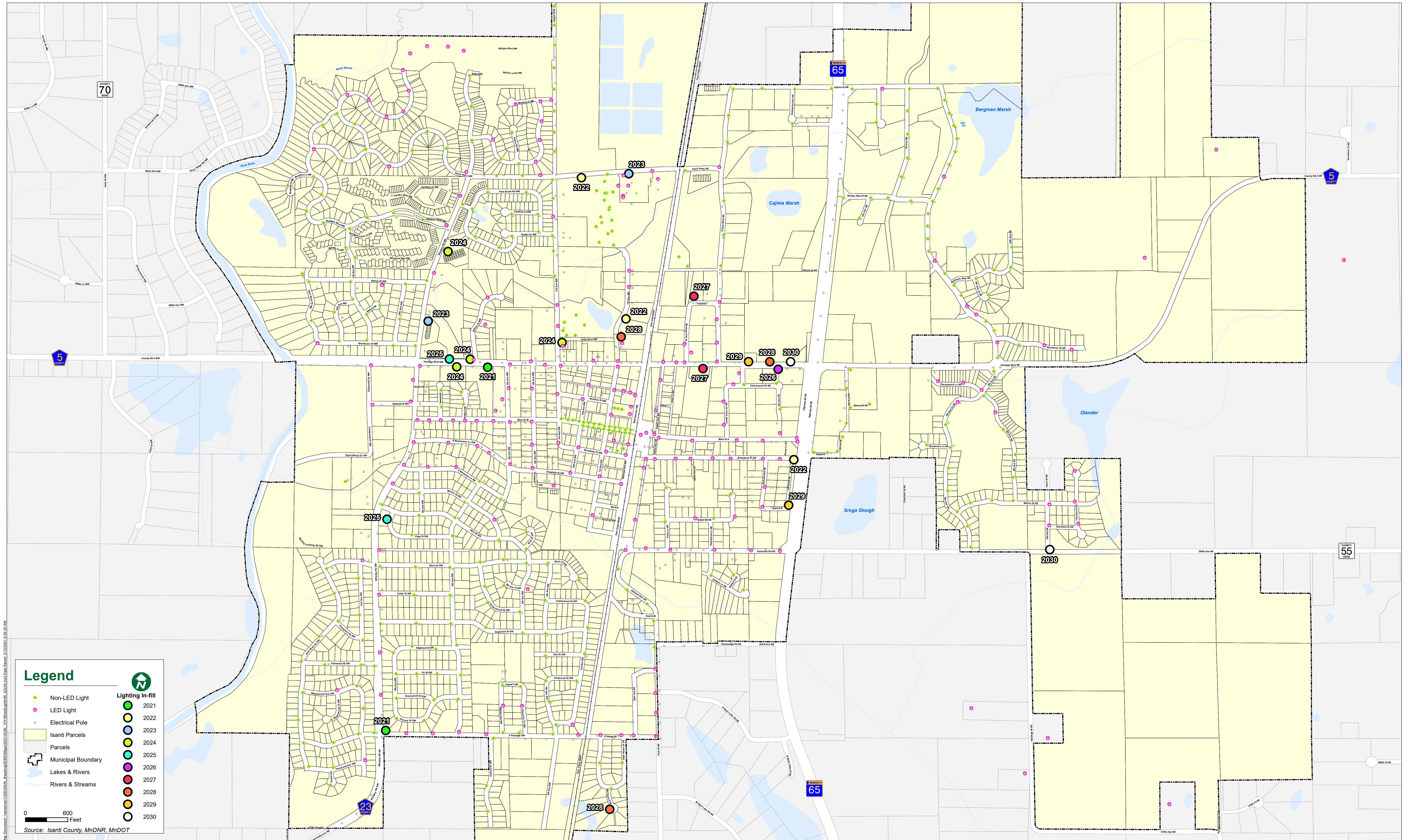
Attachments:

- Lighting in-fill spread sheet
- Lighting In-fill Map

Lighting in-fill

Location	Type	Cost	Note	Year
Whiskey Rd and South Passage SW	135W Shoebox Light	\$5,870.00		2021
Isanti Parkway West of 3rd Ave	135W Shoebox Light	\$6,700.00		2022
Isanti Parkway East of 1st Ave	135W Shoebox Light	\$2,100.00		2023
Whiskey Rd 600' North of Heritage	135W Shoebox Light	\$7,500.00		2023
Heritage Blvd East of Whiskey Rd S	135W Shoebox Light w/8' arm	\$3,800.00		2021
Heritage Blvd East Of Whiskey Rd S	135W Shoebox Light w/8' arm	\$3,000.00		2024
3rd Ave and Unity Blvd	135W Shoebox Light w/8' arm	\$2,000.00		2023
Whiskey Rd and Silver Ln	135W Shoebox Light	\$5,000.00		2024
Candy and Broadway SE	63W Cobra LED on 8' arm	\$2,200.00		2022
Heritage Blvd East of Whiskey Rd N	135W Shoebox Light w/8' arm	\$7,500.00		2025
Heritage Blvd West Of Hwy 65 S	135W Shoebox Light w/8' arm	\$13,000.00		2026
Heritage Blvd West Of Hwy 65 S	135W Shoebox Light w/8' arm	\$7,500.00		2027
Heritage Blvd and Hillock Ct	135W Shoebox Light w/8' arm	\$2,000.00		2024
Nina and Page St SW	48W Tradionaire	\$4,200.00		2025
Candy and Shawn St SE	63W Cobra LED on 8' arm	\$7,200.00		2029
Co Rd 55 and 10th Ave SE	Decorative Light	\$1,200.00		2030
300' North of Unity on 1st Ave	63W Cobra LED on 8' arm	\$1,100.00		2022
Deerhaven Ct SW	48W Tradionaire	\$2,200.00		2028
Unity and 1st Ave	135W Shoebox Light on a 14' arm	\$4,000.00		2028
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	\$3,800.00		2028
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	\$3,800.00		2029
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	\$3,800.00		2030
North Dual Blvd and West Dual Blvd	63W Cobra LED on 8' arm	\$2,200.00		2027

\$	9,670	2021
\$	10,000	2022
\$	11,600	2023
\$	10,000	2024
\$	11,700	2025
\$	13,000	2026
\$	9,700	2027
\$	10,000	2028
\$	11,000	2029
\$	5,000	2030



Holiday Lights Decision Matrix

1) Site Selection

- a) River Bluff Park
- b) Legacy Park
- c) 1st Ave NW (Bluebird Park)
- d) Rodeo Grounds
- e) South IIA Green Space

2) Funding Structure - Revenues

- a) Fee
- b) Donation
- c) Free

3) Operating Structure - Expenditures

- a) Enterprise Fund
- b) Public/Private Partnership
- c) Private Endeavour

4) Display Format

- a) Accessibility
- b) Length
- c) Shape/Orientation
- d) Display Mix
 - i) Theory
 - ii) Intent
 - iii) Presentation

5) Display Logistics

- a) Setup
- b) Removal
- c) 10-month Storage

6) Timeline

1) Site Selection

a) **River Bluff Park**

- i) Pros – Natural Setting, Accessible Path, Walk-Thru Display
- ii) Cons – Lack of Parking, Adjacent Significant Residential Development

b) **Legacy Park**

- i) Pros – Natural Setting, Walk-Thru Display
- ii) Cons – Lack of Parking, Adjacent Significant Residential Development

c) **1st Ave NW (Bluebird Park)**

- i) Pros – Drive-Thru Display, Socially Distant
- ii) Cons – Potential 5 Week Road Closure, Less Intimate

d) **Rodeo Grounds**

- i) Pros – Walk-Thru Display, Control Points, Fee-Friendly
- ii) Cons – Less Intimate Setting, Limited Future Growth/Size

e) **South IIA Green Space**

- i) Pros – Walk-Thru Display, Partially Handicap Accessible, Available Parking
- ii) Cons – Mixed Natural Setting, Potential Turf Repair, Train Traffic



2) Funding Structure – Revenues

a) Fee

- i) Sam's Christmas Village – Adult (\$12), Kid 4-10 (\$10), Kid 3 & Under (Free), Parking (\$10)
- ii) Above Rates with 1,000 vehicles, 1,500 adults and 750 kids would generate \$35,500
- iii) Fees minimize burden and risk to Isanti Taxpayers
- iv) Fees reduce accessibility to Isanti Residents

b) Donation

- i) Bentleyville – Donations Suggested, Parking (\$10)
- ii) Above Rate with 1,000 vehicles would generate \$10,000
- iii) Donations/Parking Fees reduce burden and risk to Isanti Taxpayers but less so than if admission fees are also collected
- iv) Donations/Parking Fees reduce accessibility to Isanti Residents but less so than a structure that includes admission fees

c) Free

- i) Visitors would not pay for admittance, donations would not be solicited
- ii) No Revenues Collected, Necessary funding would be either public and/or private and not tied to admission
- iii) Free admission/parking carries more potential burden and risk to Isanti Taxpayers
- iv) Free admission/parking maximizes accessibility to Isanti Residents

3) Operating Structure - Expenditures

a) Enterprise Fund

- i) Adopt Parking and Admission Fees
- ii) New City Enterprise Fund is Created
- iii) All Revenues and Expenditures assigned to newly created Fund
- iv) Fund must self-sustain as enterprise fund or be reclassified as special revenue fund
- v) Special Revenue Funds imply that at least some tax support is needed
- vi) Large Upfront Expenditure for Lights/Displays

b) Public/Private Partnership

- i) City Seeks to limit costs and forgo most aggressive rate structure
- ii) Donations/Parking Fees or Free admission/parking are potential funding structures
- iii) Private Donations or sponsorships would need to be solicited
- iv) City would function as organizer but not bare sole risk/reward
- v) Minimal but potentially significant upfront expenditure for portion of Lights/Displays

c) Private Endeavour

- i) City involvement likely limited to minor organizing and possible land use
- ii) City cost is likely limited to investment of limited staff time and associated wages
- iii) No new costs for city, simply different allocation of time for wages already budgeted
- iv) Possible expense to provide electricity on city property

4) Display Format

a) Accessibility

- i) Adjacent Parking
 - (1) Best if “nearby” and not in otherwise residential area
 - (2) Potential for future fee-based traffic control may be desired
- ii) Handicap Accessibility
 - (1) Complete Accessibility, from vehicle parking thru entire light experience
 - (2) Partial Accessibility, from vehicle to some portion of light experience
 - (3) No Accessibility, from accessible by any reasonable standard
- iii) Walk-Thru vs Drive-Thru
 - (1) Walk-Thru generally more intimate and better for building sense of community
 - (2) Drive-Thru, safer from Public Health perspective and fully Handicap Accessible
- iv) Snow Removal
 - (1) Who – Presumed that City Staff will remove snow from walk/drive path
 - (2) When – How frequently will snow be removed, minimum snowfall for action?
 - (3) Where – Certain levels of snowfall will require removal from site

b) Length

- i) Too short and it is not a viable attraction for out-of-town visitors
- ii) Too long and it is not a viable attraction for segments of population

c) Shape/Orientation

- i) Drive-Thru, to manage traffic flows layout should lend itself to differing enter/exit points
- ii) Walk-Thru, Layout should be either circle or narrow point horseshoe shape. Allowing visitors to enter and exit near the same point so as not to extend their return trip to vehicles by the length of the display path.

d) Display Mix

- i) Theory – Cost and Appeal are likely to rise and fall in tandem. A display that lacks investment is more likely to lack general appeal.
- ii) Intent – Council should consider if this display is intended primarily for City Residents or to more broadly draw visitors from a larger region
- iii) Presentation – A lighting display will need a larger footprint and grander aesthetic appeal to draw visitors from a large geographic area. A large “Centerpiece” display that can visually garner interest from a distance is more likely to increase attendance. A “Centerpiece” display that can be seen from a distance and appreciated from any direction would seem to have more value than a one-sided display.

5) Display Logistics

a) Setup

- i) Setup of a display of any significant size would likely require the use of part-time seasonal staff.

b) Removal

- i) Removal or teardown of the display may require more time than the initial setup as snow increases and temperatures drop. Leaving the display in place until more temperate weather arrives may reduce the risk of damage to light displays.

c) Multi-month Storage

- i) Regardless of when the light display is removed there will inevitably be months of required storage. Once the new PW building is complete in 2025, storage would likely not be an issue. Until then alternative arrangements will need to be made to protect the displays from harsh weather. A temporary storage building or a renting a storage unit are possible solutions in the interim.

6) Timeline

a) Purchases (Public or Private)

- i) Purchases of lights and displays are best made in the first quarter of each year. Vendors will provide discounts of 20-40% during that time of the year. Vendors are also quick to note that purchases made as late August may not be available ahead of the Holiday season if they require custom build or lighting.

b) Budgeting (Public or Private)

- i) Currently the City of Isanti has not budgeted any expenditures for a potential Holiday Light Display in 2021. Additionally, it is probably fair to assume that no private entities have done so either. Regardless of whether this is an entirely Public (City) endeavor or Private (Business/Resident) endeavor or some mix of each, it may be prudent to allow time for display planning and budgeting

Proposed Funding Structure

Seek donations for displays and prominently sign the display to note donating entity/individual.

Target date for display unveiling should be **Nov-Dec 2022**

Project Timeline

Mar-Dec 2021 - Establish Budget(s) and Public/Private partnership mix if any
Jan-Mar 2022 - Display Purchases – Purchases by City for max. discount, regardless of funding source
Sept 2022 - Site Layout Planning/Marking
Oct 2022 - Display setup Begins
Nov 24th 2022 - Lights on
Jan 1st 2023 - Light off



11 – 6ft LED Trees - \$459 each

8 – 8ft LED Trees - \$534 each

Total Display Cost - \$9,321 (Purchase Only)

<https://www.holidaylights.com/collections/trees>



4.75'H x 16.8'W Small Santa Sleigh and Reindeer Set - **\$1,673.50**

<https://www.holidaylights.com/collections/sleigh-and-reindeer-sets/products/small-santa-sleigh-and-reindeer-set>



25ft (8ft base & 4ft Star) Steel Frame LED Tree - **\$5,360**
<https://moscadesign.com/product/tree-of-lights/>



12 Foot LED Showmotion 3D Christmas Tree - **\$270.00 (discounted)**

<https://www.birddogdistributing.com/12-foot-led-showmotion-3d-christmas-tree/>

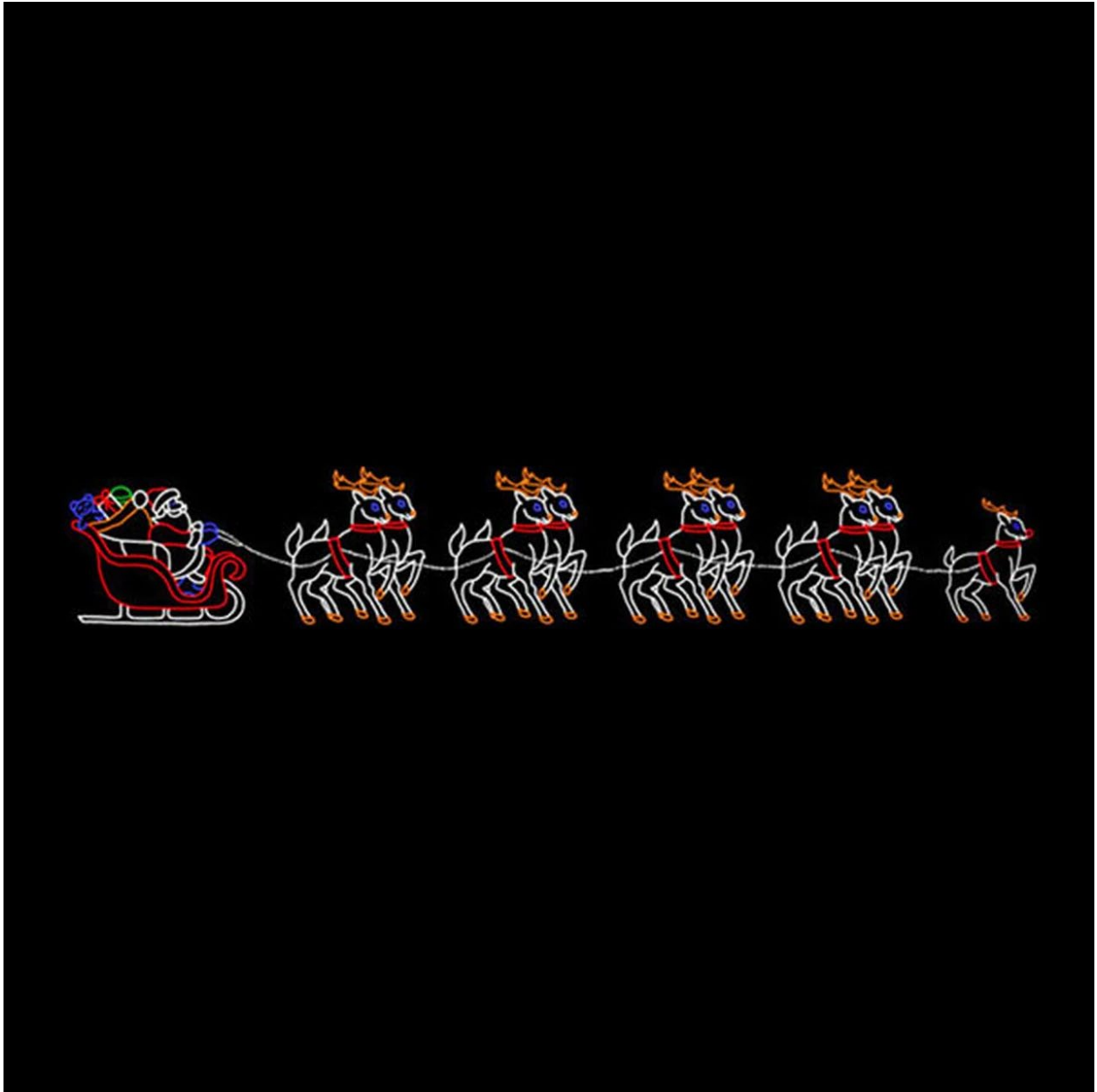


10 Foot Animated Toasty Snowman & Marshmallow Elf LED M5 Mini Light Motif - **\$730.00 (Discounted)**
<https://www.birddogdistributing.com/10-foot-animated-toasty-snowman-marshmallow-elf-led-m5-mini-light-motif/>



15 Foot Animated Sledding Kid LED M5 Mini Light Motif - **\$800.00 (Discounted)**

<https://www.birddogdistributing.com/15-foot-animated-sledding-kid-led-m5-mini-light-motif/>



45 Foot Santa's Sleigh & Reindeer LED M5 Mini Light Motif - **\$3,300 (Discounted)**

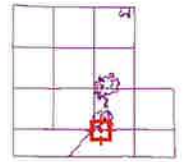
<https://www.birddogdistributing.com/45-foot-santas-sleigh-reindeer-led-m5-mini-light-motif/>



<https://www.creativedisplays.com/products/orb-tree/>



Overview



Legend

Roads

— <all other values>

--- MN Highway

Streams

Stream Name

□ Lakes

Date created: 1/21/2021
Last Data Uploaded: 1/21/2021 12:20:56 AM

Developed by **Schneider**
GEOSPATIAL



Photo Display



One Sided Display



Small Tree (6-12 ft)



Large Tree (25-35 ft)



Food Truck/Vendor



Walking Path (Est 270 meters)



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: February 16, 2021
Subject: Easter Egg Hunt Discussion

Background:

At 2020 Goal setting there was discussion on Isanti hosting an Easter Egg Hunt. Staff did not have enough time to put an Easter Egg Hunt together for 2020. The Isanti VFW does host an Easter Egg Hunt each spring and will likely have one again this year. The VFW has not set a date yet on when it will be.

If direction is to have an Easter Egg Hunt it would occur in Bluebird Park. Staff would plan for approximately 200 kids to come to the event.

Cost for the event would be approximately \$2000.00.

- Event Candy and Egg cost - \$1900.00
- Event Banner \$100.00

Request:

Staff would like direction on this item.



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Jaden Strand, City Clerk
Date: February 16, 2021
Subject: Mobile Food Truck Chapter 160; Fees Discussion

Background:

During City Council meeting on February 2nd, 2021 there was discussion regarding mobile food truck fees. Staff has included information regarding fees in other cities as well as current and proposed mobile food truck fees.

Current Fees:

Background Investigation: \$75
 Per Day- \$25
 Per Month-\$75
 Seasonal (6 Months)- \$200

Proposed Fees:

Background Investigation: \$35
 Per Day- \$25
 Per Month- \$75
 Yearly- \$200

Request:

Staff is requesting the Committee review the proposed changes to be incorporated into Ordinance, Chapter 160; Fees.

Attachment:

- Other Cities Comparison

Cambridge:

\$25.00 Per day

\$75.00 Per Month

\$200.00 Seasonal (6 Months or Less)

Background Check: Yes, included in fee.

Elk River:

\$100.00 Per Year

Background Check: Yes, included in fee.

North Branch:

\$234.00 (6 Months)

Background Check: Yes, included in fee.

Coon Rapids:

\$15.00 Per day

\$40.00 Per week

\$105.00 Per Year (21 days or fewer)

\$310.00 Per Year (More than 21 days)

Background Check: No

Princeton:

\$30.00 Per Person for 5 consecutive Days

\$50.00 Per Person for 5 days of sales in any
3-month period

\$250.00 Annually

No Fee- Private Property

Background Check: Yes, included in fee.

Big Lake:

\$200.00 Annually- expires January 1st each
year

\$50.00 1-4 Day License (days do not need to
be concurrent)

\$100.00 5 to 10 Day License (days do not
need to be concurrent)

Background Check: Yes, included in fee.

St. Francis:

\$50.00 Per Calendar Year

Background Check: Yes, included in fee.

Columbia Heights:

\$100.00 Per Year

Background Check: Only for food trucks
that sell ice cream, popcorn or prepackaged
items as they go through neighborhoods and
work a lot with children.

Rogers:

\$120.00 Annually (Valid January-
December)

\$40.00 Per Event (3Days/Event)

\$15.00 Temporary License (Issued only for
community events.)

Background Check: \$50 Required for ice
cream vendors only.

Monticello:

\$50.00 Annually

\$10.00 Temporary License (up to 7 days)

Background Check: No

New Hope:

\$50.00 Calendar Year (Cannot stay in one
location longer than 21 days)

Background Check: \$100.00- Ice Cream
Truck Only

Maple Grove:

Not regulated with license.

- Will be looking into putting a food truck
license in place in near future.

White Bear Lake:

\$50.00 Per Month

Background Check: Yes, included in fee.

Forest Lake:

Regulated with State and/or County license.

Blaine:

\$100.00 Annually (**no parking-** vehicle must stop and go such as Ice Cream Truck. Otherwise, a special event permit is needed.)

Background Check: Yes, included in fee

Andover:

\$25.00 (10-day Temporary Food and Beverage License)

Background Check: Yes, included in fee
-Will be looking into putting a food truck license in place in the near future and will also require a background check.

***Ham Lake:**

Regulated by Anoka County.

Zimmerman:

No License required if on private property
\$250.00 Per Year (Transient Merchant License) if on street, park, public parking lots, etc.

Background Check: No