

**AGENDA**  
**CITY OF ISANTI**  
**CITY COUNCIL COMMITTEE OF THE WHOLE MEETING**  
**TUESDAY, JULY 21, 2020 – 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. Building Inspection Fees (Discussion)
- 2. Police Updates
- 3. Mosquitos Spraying (Discussion)
- 4. Street Dance Alcohol Sales
- 5. Utility Delinquent (Discussion)
- 6. East Dual/ Heritage Blvd Intersection Control Update
- 7. National Night Out Update
- 8. Volunteer Involvement for Potential Bluebird Park Projects

**F. Adjournment**



## Memo for COW

**To:** Mayor Johnson and Members of the City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** July 21, 2020  
**Subject:** Building Permit Fee Discussion

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### **Background:**

In 2003 the City of Isanti adopted the State Building Code by ordinance and is regulated in Chapter 111 of the City Code. This section states "The application, and enforcement of this code shall be in accordance with the Minnesota State Building Code"

Section 1300.0110 Subp 3 of the State Building Code states "The building official shall receive applications, review construction documents and issue permits for the erection, alteration, demolition, moving and repair of buildings, structures, including all other equipment systems regulated by the code."

Section 1300.0130 requires construction documents to be submitted for review.

Building permit fees are set in the fee schedule that is adopted by the City Council on an annual basis. MN State Statute outlines a fee schedule that the State uses and can be adopted by cities or cities can adopt their own. Our schedule is very similar to what is in statute. Our plan review fee is based on the City's adopted fee schedule. The plan review is 65% of the permit fee, this is typical for plan review and several cities charge it this way. The Council has discussed doing a flat fee for basement finishes and decks. Sometimes flat fees are appropriate; it all depends on the nature of the project and should be reflected accordingly in the schedule.

The current building inspection contract we have with MNSPECT is based on the adopted fee schedule and is broken down as follows:

- The inspector shall be paid 70% of the permit fee as found in the City's fee schedule with a minimum charge of \$50
- The plan review fee is 65% of the building permit fee for the project. The inspector shall receive 100% of the plan review calculated (the city does not retain any plan review money)

Attached is a draft RFP for building inspection services. If there is consideration to bring these services back in house, the amount we charge for permit/plan review fees are directly correlated to the salary/benefits of the Building Official and not having enough costs to cover the salary/benefits could result in unintended increases to the tax rate. This also needs to be considered when seeking out contracted services they will base their contract on our fee schedule.

At previous council meetings the council referenced Blaine and the City of Minneapolis. Staff researched their fees and some other cities that are similar in size to Isanti, the fee breakdown is below:

City	Plan Review Fee	Minimum permit fee	Flat Fees deck/basement
Blaine	65% of permit fee	\$75 valuation in fee schedule	Flat fee for Deck \$100 flat fee basement finish \$150
Minneapolis	65% of permit fee	\$84.20	Value based
Dayton	65% of permit fee	\$23 based on 1997 UBC fee schedule	Value based
North Branch	65% of permit fee	\$23 based on 1997 UBC fee schedule	Basement finish \$156
Cambridge	65% of permit fee	\$54 valuation in fee schedule	Value based
Princeton	65% of permit fee	\$23 based on 1997 UBC fee schedule	Value based
Elk River	65% of permit fee	\$23 based on 1997 UBC fee schedule	Value based
East Bethel	65% of permit fee	\$23 based on 1997 UBC fee schedule	Deck \$150

On June 24, 2020 the Mayor, Josi and I met with Department of Labor and Industry (DOLI) to discuss what is required, the agenda with DOLI's responses is attached.

**Request:**

Staff is requesting direction on this item.

**Attachments:**

- Agenda with DOLI
- 2020 Fee schedule section on permit fees
- 1997 UBC
- Draft RFP

DOLI Meeting Agenda  
June 24, 2020  
11:00am via Telephone

1. Is the City required to do Plan Review?

ANSWER: Yes. MN Rule 1300.0130, Subp 5 requires the building official to complete a plan review.

- a. Is the City required to charge 65% of the building permit fee?

ANSWER: No, See MN Rule 1300.0160. The Code language requiring Plan Review fees be 65% of the permit fee no longer exists. All fees are to be established/adopted by the municipality

2. Can permit fees be less than what is in state statute?

ANSWER: The permit fee schedule in MN Statute 326B.153 is for the State's use in determining fees for Public Building and State Licensed Facilities that are the Commissioner of Labor and Industries to provide Code administration and enforcement required by/of MS 326B.107. (See MN Statute 326B.153, Subdivision 1(a). See also the answer to question 1a immediately above.

3. Is there a minimum fee that is required to be charged for permits and/or plan review?

ANSWER: No. Permit and Plan Review fees are to be commensurate with the cost of providing code administration and enforcement. See MN Rule 1300.0160, Subp 2.

4. How is valuation of a permit determined?

ANSWER: Is determined by the Building Official. Permit valuations shall include the total value of all construction work, including labor and materials. See MN Rule 1300.0160, Subp. 3.

5. What requires plan review and why?

- a. Why does a basement finish require plan review if there are no load bearing walls?

ANSWER: A basement finish is an alteration of the current space. Alterations that include work regulated by the building code require a building permit be obtained. (See MN Rule 1300.0120, Subp 1.) Plan Review is a required activity for a building permit. (See MN Rule 1300.0130, Subp 5.) The purpose of the building code is to establish minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety



to firefighters and emergency responders during emergency operations. (excerpted from MN Rule 1300.0030, Subpart 1.

b. Why do decks require plan review?

ANSWER: Same as fore 5a above.

6. Who can do plan review?

ANSER: The Building Official and the building official's deputies (employees have the powers delegated to them by the building official. See MN Rule 1300.0110, Subp. 2.

a. What are their qualifications?

ANSWER: Must meet/have the minimum competency criteria established in MN Rule 1300.1400.

7. What happens if the City doesn't want to do plan review?

ANSWER: The city is required to provide plan review. See MN Rule 1300.0130, Subp. 5. Additionally a municipality choosing to not properly enforce the Building Code is subject to the actions outlined in MN Statute 326B.121, Subd. 3.

8. Is it required for the city to have building permits?

ANSWER: Yes. See MN Rule 1300.0120, Subp. 1.

9. What can revenue from building permits be used for?

ANSWER: Building permit and plan review fees' revenue is to be used to pay for the costs of providing Building Code administration and enforcement services. See MN Rule 1300.0160, Subp. 2

Links to MN Statute 326B and MN Rule 1300 and 1301 have been provided below for your convenience.

<https://www.revisor.mn.gov/statutes/cite/326B>

<https://www.revisor.mn.gov/rules/1300/>

<https://www.revisor.mn.gov/rules/1301/>

## B. Building Inspections.

### 1. Valuation Fee Schedule for Isanti.

Value of Work	Value Based Permit Fee ( <i>Residential &amp; Commercial</i> )
<b>\$501 - \$2,000</b>	<b>\$50 MIN.</b> \$25 for first \$500 + \$3.50/ each additional \$100 or fraction thereof
<b>\$2,001 - \$25,000</b>	\$78 for first \$2,000 + \$15/ each additional \$1,000 or fraction thereof
<b>\$25,001 - \$50,000</b>	\$425 for first \$25,000 + \$11/ each additional \$1,000 or fraction thereof
<b>\$50,001 - \$100,000</b>	\$700 for first \$50,000 + \$8/ each additional \$1,000 or fraction thereof
<b>\$100,001 - \$500,000</b>	\$1,100 for first \$100,000 + \$6/ each additional \$1,000 or fraction thereof
<b>\$500,001 - \$1,000,000</b>	\$3,500 for first \$500,000 + \$5/ each additional \$1,000 or fraction thereof
<b>\$1,000,001 +</b>	\$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 Permit	Per Valuation Fee Schedule
4. City Utility Services under Driveway	\$100.00
5. Commercial Landscape Escrow	\$5,000.00 per site (Refundable)
6. Deck Permit	Per Valuation Fee Schedule
7. Demolition Permit	Minimum of \$100.00 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	\$125.00
(c) Fees in addition to base fee Work >1,000 LF	\$65.00 per 1,000 LF
9. Street Cut	\$125.00 plus \$5,000.00 in escrow
10. ROW Unauthorized Work	\$250.00 up to double the permit fee
11. Fence Permit (Fences >7')	Per Valuation Fee Schedule
12. Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
13. Gas Line (with mechanical permit)	\$12.50 per gas line, \$25.00 minimum
14. Gas Line (without mechanical permit)	\$50.00
15. Grade Survey Check	
(a) Commercial	\$50.00
(b) Residential	\$50.00
16. Grading Permit	\$150.00

17. Inspections outside of normal business hours	\$75.00 (2 hr. minimum plus mileage)
18. Inspections, hourly rates	
(a) Building Official	\$125/hour
(b) Senior Building Official	\$95/hour
(c) Fire Inspector	\$90/hour
(d) Building Inspector	\$75/hour
(e) Other Staff	\$75/hour
19. Investigative Fee	100% of permit fee
20. Lawn Irrigation Permit	\$80.00
21. License Verification Fee	\$5.00
22. Mechanical Permit	\$75.00 per unit
23. Mechanical Permit – Commercial/Multi-Family	1.5% of project value
24. Minimum Permit Fee	\$50.00
25. Permit Renewal after 6 mos. Of expiration	50% of original permit fee
26. Plan Check Fee	65% of calculated permit fee, when applicable
27. Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
28. Plan Review (Additional)	\$75.00 (1/2 hr minimum)
29. Plumbing Permit Basic (up to 4 fixtures)	\$54.00
30. Plumbing Permit – job valuation > \$500 or more than 4 fixtures	\$94.00
31. Plumbing Permit – Commercial/Multi-Family	1.5% of project value
32. Pre-Final Inspection Fee (Residential)	\$60.00
33. Re-Roof Permit	\$80.00
34. Re-Siding Permit	\$80.00
35. Residential Driveway Escrow	\$2,000.00 (Refundable)
36. Residential Landscape Escrow	\$6,000.00 (Refundable)
37. Residential Rental License Fee	
(a) 1 Unit	\$150.00
(b) 2-4 Units	\$175.00
(c) 5-12 Units	\$225.00
(d) 13-20 Units	\$240.00
(e) 21–50 Units	\$250.00
(f) 51 + Units	\$300.00
38. Rental Additional Inspections	Per Inspections Hourly Rate
39. Rental License Late Fee	100% of rental license fee
40. S.E.C.- Residential	\$20.00
41. S.E.C. – Commercial/Industrial	\$50.00
42. SAC/WAC Inspection Fee	\$37.50
43. State Surcharge	Applied to all permits
44. Swimming Pool Permit	\$80.00
45. Water/Sewer Line Repair Inspection Fee	\$80.00
46. Window/Door Replacement Permit	\$80.00
47. Electrical Inspection Fees	

All Services		Circuits and Feeders	
Residential Service Change \$100.00, this includes one inspection. Or the below rates.		The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	\$50	0 to 30 amp	\$8
400 amp	\$58	31 to 100	\$10
500 amp	\$72	101 to 200 amp	\$15
600 amp	\$86	300 amp	\$20
800 amp	\$114	400 amp	\$25
1000 amp	\$142	500 amp	\$30
1100 amp	\$156	600 amp	\$35
1200 amp	\$170	700 amp	\$40
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only.			
Minimum fee for rough-in inspection and final is \$100.00 plus \$1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is \$150.00 plus \$1.00 state surcharge. Maximum of 30 circuits.			
Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is \$100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.			
Swimming Pools: \$100.00 this includes 2 inspections			
Traffic Signals: \$10.00 per each standard			
Street Lighting: \$5.00 per each standard			
Transformers/Generators: \$10.00 per unit + \$0.50 per KVA			
Retro Fit Lighting: \$0.75 cents per fixture			
Sign Transformer: \$10.00			
Remote Control/Signal Circuits: \$1.00 per device			
Re-inspection Fees: \$50.00			
*Fees are doubled if the work starts before the permit is issued			

# EXTRACTED FROM 1997 UNIFORM BUILDING CODE

## TABLE NO. 1-A – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours . . . . .	\$47.00 per hour*
2. Reinspection fees assessed under provisions of Section 305.8 . . . . .	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated . . . . .	\$47.00 per hour* (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans . . . . .	\$47.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both . . . . .	Actual costs **

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.



**RESOLUTION 2020-XXX**

**RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR  
BUILDING INSPECTION AND RELATED SERVICES**

**WHEREAS**, over time the City of Isanti has utilized contracted services provided by qualified professional firms as necessary; and,

**WHEREAS**, the contract with MSPECT Expires on December 31, 2020; and,

**WHEREAS**, the City Council has directed staff to prepare request for proposals for building inspection services; and,

**WHEREAS**, staff has prepared a Request for Proposals to procure Building Inspection services and;

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

1. Approval of the Request for Proposals for Building Inspection Services, attached as Exhibit "A".
2. Direct staff to publish a Notice of the Request for Proposals and distribution to seek proposals for such services from qualified consultants and firms.

This Resolution is hereby approved by the Isanti City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk

**Exhibit A**

**REQUEST FOR PROPOSALS  
BUILDING INSPECTION SERVICES**

**City of Isanti  
Isanti County  
State of Minnesota**

**Response Deadline: October 2020**

Contact: City of Isanti  
Sheila Sellman, Community Development Director  
110 1st Avenue NW  
P.O. Box 428  
Isanti, MN 55040  
(763) 444-5512  
(763) 444-5560- fax  
Ssellman@cityofisanti.us



**I. SUMMARY**

The City of Isanti, Minnesota (the “City”) is requesting proposals to provide building inspection, plan review and related services to the City. These services will be for both residential and commercial construction. **Proposals must be received by the City no later than 4:30 p.m. on 2020 and should be sent to:**

City of Isanti  
Attn: Sheila Sellman  
110 1<sup>st</sup> Avenue NW  
P.O. Box 428  
Isanti, MN 55040  
[Ssellman@cityofisanti.us](mailto:Ssellman@cityofisanti.us)

Each consultant that desires to respond must submit ten (10) copies of its proposal. Each proposal submitted shall be valid for ninety (90) days.

**II. GENERAL INFORMATION**

The City is located in Isanti County and is a free-standing community with a population of 6,000. Building permits issued in recent years were as follows:

	<u>Residential</u>	<u>Commercial</u>
2020 (to date)	289	47
2019	653	67
2018	591	26

Overall, there is a healthy balance of residential and non-residential tax base within the City. Also, the City has a significant inventory of residential and commercial lots ready for development and is well situated for continued growth as the economy improves.

**III. GENERAL CONDITIONS**

The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, to accept a proposal that is not the lowest proposal based on fees, and to accept or reject any item or a combination of items. The City further reserves the right to reject proposals that do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by any consultants submitting proposals. All services will be provided pursuant to a written contract between the City and the Consultant, which shall be negotiated and mutually acceptable to both parties.

**IV. TERM OF CONTRACT**

The initial term of the proposed contract shall be for a period of one (1) year. After that initial term, the contract may be extended for a time period(s) as agreed upon by the consultant and City. Additionally, irregardless of the term of the contract, the City will be allowed to terminate the contract in sixty (60) days if the consultant does not perform

services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent, and other similar reasons.

## **V. SCOPE OF SERVICES**

The City wishes to contract with a consultant to provide the following services:

### **Building Inspector/Official:**

The City is interested in finding a qualified firm to provide a designated Building Official, building inspector and plans examiner.

### **Building Code:**

The City will appoint the consultant as the City's Building Official and the consultant will be responsible for inspecting properties and enforcing the Minnesota State Building Code. The consultant, however, will not be responsible for enforcing the Electrical Code whereas the City will continue to use other inspectors to perform such inspections.

### **Plumbing Code:**

The consultant shall be responsible for providing enforcement and administration of the currently adopted Minnesota State Plumbing Code and performing plumbing plan review services.

### **Rental Housing Ordinance:**

The consultant shall be responsible for inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental dwellings for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

### **Fire Code:**

The consultant shall be responsible for enforcement and administration of the City's currently adopted fire ordinance including the Minnesota State Fire Code. The consultant shall coordinate with the City's fire department as an authorized representative.

### **Additional Duties:**

Work regarding the above referenced codes and ordinances involves responsibility for plan review, permit processing, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations and providing the City with Code revisions that are either desirable or required. Work also includes complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

### **Summary of Expected Performance Standards:**

This subsection provides a summary of the minimum expectations of the firm. Final provisions shall be worked out during contract negotiations.

1. Qualified personnel shall perform all services and shall maintain all necessary



certificates and licenses required to perform such services.

2. Except when, and if, the workload demands otherwise, all inspections shall be conducted within the normal business hours of 8:00 am to 4:30 pm, Monday, Wednesday and Friday. 7:00am to 5:30pm Tuesday and Thursday.
3. The consultant will work with the Community Development Director to prepare a monthly report. The report shall disclose the number and types of permits issued since the last report as well as the year to date, the valuation summary of each type and permit fees collected. The report shall include a comparison of the same intervals from the previous years' activity.
4. The applicant shall establish and maintain an office with a mailing address, and a telephone number and e-mail for scheduling inspections, accepting complaints and for general inquiries. Any permitting software that you use in connection with issuing building permits for the City of Isanti will be provided to the City to use at no cost to the city. City residents shall not be required to make long distance calls for services, or a toll-free telephone number shall be established, if necessary. The office shall be in service Monday through Friday, except holidays recognized and observed by the City, during normal business hours. The address and telephone number of the office shall be supplied to the City, each building permit applicant and their contractor(s).
5. The applicant shall develop and continuously upgrade a program of disseminating information to keep the City, all contractors and the public aware of any and all code changes, and the logic underlying the changes. Written materials should be provided to the City that outline application requirements and code information for various types of permits (i.e. new home, deck, finish basement, etc.). These materials shall be clear and concise and kept up to date.
6. The Building Official shall have, or in the case of the City acquire, an expert knowledge of, and shall comply with, City Code / Ordinances of the City of Isanti, and the laws and regulations of Isanti County, the State of Minnesota and its agencies relating to the enforcement of the Minnesota State Building Code and the Minnesota State Fire Code.
7. The Building Official shall carry not less than the following insurance and shall provide verification to the City upon request:
  - a. Auto Insurance: A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$100,000 per claim, \$300,000 per occurrence coverage for personal injury and \$25,000 per claim, and \$50,000 per occurrence for property damage insurance.
  - b. Professional Liability Insurance: Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.
  - c. General Liability Insurance: General Liability Insurance in an amount of at least \$1,000,000, single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.



## VI. CONTENT OF PROPOSAL

The purpose of this section is to identify the information that should be submitted:

**A. Consultant Information Sheet:**

The Consultant Information Sheet attached to the back of this request for proposals shall be filled out in its entirety and returned with each response.

**B. Summary of Understanding of Proposed Services:**

A prospective consultant should indicate an understanding of the requested services as described in Section V. Scope of Services, and describe how it proposes to service the City of Isanti in these aspects.

**C. List of Qualified Inspectors:**

A list of qualified individuals and their certifications that can fulfill the various services described in Section V. Scope of Services. The individual(s) designated as the "Building Official" shall be certified as a building official by the State of Minnesota.

**D. References:**

A list of all building inspection contracts currently held in the last five (5) years, and a municipal representative from each location that the City may contact.

**E. Other Activities:**

Please indicate if your firm is willing/able to provide any additional services.

**F. Cost of Services and Billing Methods:**

The proposal must provide a comprehensive fee schedule, identifying specific rates for services rendered and any penalty fees. The applicant shall also describe the billing method and timetable to be employed in the collection of building permit fees.

**G. Signed Statement of Understanding:**

The proposal should contain the following statement and must be signed by the individual authorized to represent the firm:

*We/I have read the City's Request for Proposal (RFP) for Building Inspection services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.*

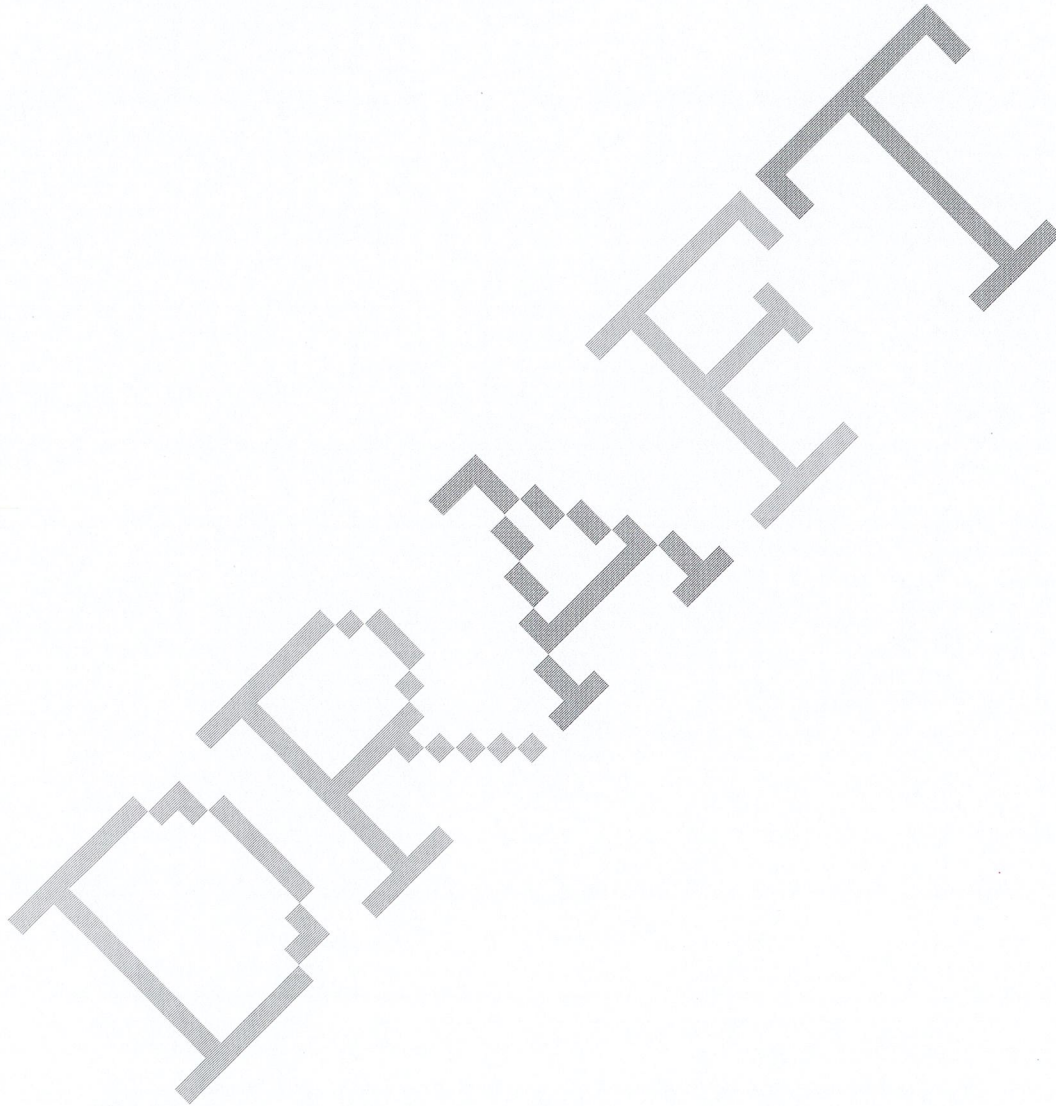
## VII. INQUIRIES

Inquiries into this proposal may be submitted by mail, e-mail, fax or telephone to:

Sheila Sellman, Community Development Director

City of Isanti  
110 1<sup>st</sup> Avenue NW  
Isanti, MN 55040  
(763) 444-5512  
(763) 444-5560- fax  
Ssellman@cityofisanti.us

Please include a contact name and telephone number or e-mail address for the City to use in responding to questions.



*Thank you for taking the time to consider a proposal to the City of Isanti*

**BUILDING INSPECTION AND RELATED SERVICES  
CONSULTANT INFORMATION SHEET**

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**1. Trade Name of Business:**

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**2. Legal Name of Business (if the Trade Name is an Assumed Name):**

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**3. Business Address:**

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**Street**

**City**

**State**

**Zip**

**4. Business Telephone: (Please list all applicable phone numbers in which you can be reached regarding this application):**

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**5. Name(s) of Person(s) Authorized to Represent the Business:**

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**Name**

**Title**

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**Name**

**Title**

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**Name**

**Title**



# Isanti Police Department

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



## MEMO

To: **Mayor Johnson and Members of the City Council**

From: Chief of Police Travis Muyres

Date: 7/21/2020

Subject: Police Department Updates

### Staffing:

Currently working on a hiring process to fill one vacancy. We had several qualified applicants and several experienced officers seeking employment with Isanti Police Department.

### National Night Out:

- Due to the COVID-19 the historical NNO has been canceled this year. There is potential for a date in October for the event however nothing planned as of now.

### Squad purchase:

- Expected delivery of 2020 Durango in next few weeks with 4-6 week build time

The Police Department has recently secured several grants.

- \$2,954.82 Department of Justice Bullet Proof Vest Partnership Grant
  - Cost share reimbursement for ballistic vests
- \$3,837.50 Urban Area Initiative Grant
  - Reimbursement for 2020 squad car mobile radio
- \$1,898.36 Urban Area Initiative Grant
  - Cost share towards the CCTV system at the Police Department
- \$125,000.00 Department of Justice COPS hiring Program 2020 Grant
  - Hiring of Police Officer

### DOJ COPS Grant 2020:

The City of Isanti was one of the 1,100 applicants and has been awarded a three-year, \$125,000 grant to hire a Police Officer. The COPS Hiring Program is a competitive award program which is intended to reduce crime and advance public safety through community policing by providing direct funding for the hiring of career law enforcement officers. In addition to providing financial support for hiring, CHP provides funding to state, local and tribal law enforcement to enhance local community policing strategies and tactics. In a changing economic climate, CHP funding helps law enforcement agencies maintain sufficient sworn personnel levels to promote safe communities.

Funding through the program had been on hold since the spring of 2018 due to a nationwide injunction that was lifted earlier this year. CHP applicants were required to identify a specific crime and disorder problem focus area and explain how the funding will be used to implement community policing approaches to that problem focus area.

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



# Isanti Police Department

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



The Isanti Police Department identified mental health as a focus area for a crime prevention program for the CHP grant. Under this program, IPD will dedicate a patrol officer to be a liaison with social service and mental health providers. A significant amount of calls for service are concerning the same individuals that have underlying social or mental health factors. The goal of the program is to assist those persons find the services that they need therefore lesson the need for law enforcement presence and criminal activity.

Current staffing levels allow for a reactive law enforcement presence. This grant funded position will give the added staff to take a proactive approach in enhancing the quality of life for all persons in the Isanti Community.

## Staffing matrix:

In the past 6 years there has been a 50% increase in ICR's [Incident Criminal Reports] *see attached data*. During that time there was one additional full time position added to the department. At the same time population of the city has increased, and is continuing to increase.

FBI statistics show for our region in cities with less than 10,000 population, police department's average 2.8 sworn officers per 1000 inhabitants *see attached data*.

Full time sworn staff should be increased to accommodate increased ICR's and increased population. The goal for a safe community is to adjust the law enforcement staffing preemptively with crime and population trends. This planning creates the law enforcement infrastructure that can work with the growing community to enhance quality of life.

## **Isanti Police ICR [Police Incident Complaint Report] totals:**

Year	# of ICR's
2014	5868
2015	6125
2016	8411
2017	8458
2018	8174
2019	8951

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# Isanti Police Department

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



## Full-time Law Enforcement Officers

by Region and Geographic Division by Population Group  
Number and Rate per 1,000 Inhabitants, 2011 FBI

Full-time Law Enforcement Officers by Region and Geographic Division by Population Group Number and Rate per 1,000 Inhabitants, 2011														
Region/geographic division		Total (11,334 cities; population 197,346,487)	Group I (75 cities; 250,000 and over; population 56,398,148)	Group II (196 cities; 100,000 to 349,999; population 29,447,050)	Group III (428 cities; 50,000 to 99,999; population 29,614,390)	Group IV (238 cities; 25,000 to 49,999; population 28,652,012)	Group V (1,534 cities; 10,000 to 24,999; population 29,005,261)	(7,873 cities; under 10,000; population 24,109,398)	Total city agencies	2011 estimated city population	County <sup>d</sup> (3,399 agencies; population 93,812,483)	Total city and county agencies	2011 estimated total agency population	Suburban Areas <sup>e</sup> (7,610 agencies; population 123,340,573)
TOTAL	Number of officers	44,531	193,840	61,843	49,219	49,876	64,462	84,261	11,234	333,333,333	265,270	14,633	333,333,333	308,261
	Average number of officers per 1,000 inhabitants	2.2	3.7	1.8	1.7	1.7	1.9	3.8			2.7			3.4
NORTHEAST	Number of officers	116,246	46,034	7,858	13,872	15,008	16,328	18,188	3,892	44,798,747				
	Average number of officers per 1,000 inhabitants	2.6	4.1	2.6	1.9	1.8	1.8	2.8						
NEW ENGLAND	Number of officers	28,161	2,156	3,833	5,107	5,483	6,056	5,484	603	12,963,908				
	Average number of officers per 1,000 inhabitants	2.2	3.5	2.6	1.9	1.8	1.8	3.0						
MIDDLE ATLANTIC	Number of officers	88,135	43,878	4,023	7,765	9,333	10,272	12,692	1,769	31,831,839				
	Average number of officers per 1,000 inhabitants	2.8	4.1	2.7	2.0	1.9	1.7	2.7						
MIDWEST	Number of officers	94,837	29,440	7,104	10,380	12,914	15,013	19,996	3,272	44,800,021				
	Average number of officers per 1,000 inhabitants	2.1	3.1	1.7	1.5	1.6	1.7	2.7						
EAST NORTH CENTRAL	Number of officers	68,771	23,491	4,399	7,230	10,097	10,633	12,735	2,080	31,447,185				
	Average number of officers per 1,000 inhabitants	2.2	3.4	1.7	1.6	1.6	1.7	2.7						
WEST NORTH CENTRAL	Number of officers	26,060	5,949	2,593	3,650	2,817	4,378	7,271	1,212	13,352,838				
	Average number of officers per 1,000 inhabitants	2.0	2.4	1.6	1.4	1.5	1.7	2.8						
SOUTH	Number of officers	150,062	42,222	22,616	18,610	14,943	17,949	26,822	3,960	87,830,484				
	Average number of officers per 1,000 inhabitants	2.6	3.8	2.1	2.0	2.1	2.3	4.8						
SOUTH ATLANTIC	Number of officers	70,831	16,380	11,797	8,679	7,143	8,310	18,228	1,700	23,920,448				
	Average number of officers per 1,000 inhabitants	3.0	3.2	2.2	2.3	2.3	2.6	5.9						
EAST SOUTH CENTRAL	Number of officers	23,743	6,085	3,485	1,602	3,232	4,000	7,319	902	9,433,738				
	Average number of officers per 1,000 inhabitants	2.7	2.5	2.5	2.3	2.2	2.5	4.1						
WEST SOUTH CENTRAL	Number of officers	53,682	19,877	7,334	5,229	4,548	5,439	11,275	1,338	24,476,298				
	Average number of officers per 1,000 inhabitants	2.2	2.2	1.8	1.7	1.8	2.0	4.0						
WEST	Number of officers	81,776	35,884	13,885	10,567	7,011	8,172	9,287	1,410	49,820,205				
	Average number of officers per 1,000 inhabitants	1.6	1.9	1.2	1.2	1.3	1.6	2.8						
MOUNTAIN	Number of officers	28,961	11,465	4,739	3,192	2,925	1,910	4,673	631	15,834,272				
	Average number of officers per 1,000 inhabitants	1.8	3.9	1.3	1.3	1.5	1.8	3.7						
PACIFIC	Number of officers	32,813	24,389	9,106	7,373	4,086	3,242	4,615	779	33,985,933				
	Average number of officers per 1,000 inhabitants	1.6	1.9	1.1	1.1	1.3	1.4	3.8						
<sup>a</sup> The designation county is a combination of both metropolitan and nonmetropolitan counties.														
<sup>b</sup> Suburban areas include law enforcement agencies in areas with less than 50,000 inhabitants and county law enforcement agencies that are within a Metropolitan Statistical Area (see Data Definitions). Suburban areas exclude all metropolitan agencies associated with a principal city.														
<sup>c</sup> The agencies associated with suburban areas also appear in other groups within this table.														

<sup>a</sup> The designation census is a combination of both metropolitan and nonmetropolitan counties.

<sup>b</sup> Suburban areas include law enforcement agencies in areas with less than 50,000 inhabitants and county law enforcement agencies that are within a Metropolitan Statistical Area (see Data Organization). Suburban areas include all metropolitan agencies associated with a principal city.

<sup>c</sup> The agencies associated with suburban areas also appear in other groups within this table.

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## Isanti Police Department First ½ Yearly Report

### Reported Crime thru June

	Year to Date 2018	Year to Date 2019	Year to Date 2020
Theft	73	47	54
Assault	22	11	10
Vandalism/Damage to Property	27	17	18
Narcotics	18	16	23
Burglary	8	5	1
Domestics	57	38	37
Crim Sex	5	1	2
Robbery	1	0	0
Loud Party/Disturbance	54	55	87
Medical	180	165	219
Permit to Purchase	45	39	57
Security Check / Extra Patrol	1041	1512	2255
Total for first ½ of year	1531	1906	2763

### Traffic Offenses

	Year to Date 2018	Year to Date 2019	Year to Date 2020
No Insurance	72	30	27
DUI	10	8	7
Accidents	57	52	36
Hit & Run	8	7	3
Warrant P/U	28	20	12
Speed	103	116	137
DAR/DAS	36	27	28
Administrative Citations (Including Speed)	310	128	61

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## Memo for COW

**To:** Mayor Johnson and Members of the City Council  
**From:** Jenny Garvey – Parks, Recreation & Culture Manager  
**Date:** July 21, 2020  
**Subject:** Discussion on Alcohol Vendors at Street Dances

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### **Background:**

City staff had a local business inquire about selling alcohol at the upcoming city street dances. Staff has spoken with Isanti Lions and Dahlheimer Beverage regarding a verbal agreement since around 2013 that they have exclusivity. Joe Mau, representative for Isanti Lions, who has been with the Lions for many years, recalls that there was a verbal agreement with the city that the Lions would be the exclusive seller of alcohol. The city receives a profit of the sales from the Isanti Lions from each street dance. Depending on the alcohol sales for each dance, this amount has been approximately \$200 per dance. The city does have a sponsorship option, in which we provide for an opportunity for businesses to support the street dances. Dahlheimer Beverage has been a platinum sponsor for the past 5 years which is a \$1,000 value. They also provide free advertising banners and signs for the city and allow the Lions to use the beer wagon at no cost. The city does risk the cancellation of the Dahlheimer Beverage sponsorship if other alcohol vendors are allowed to sell alcohol at the street dances.

### **Request:**

Staff would like direction on this item to have a clear understanding and more details, for future reference for all.