

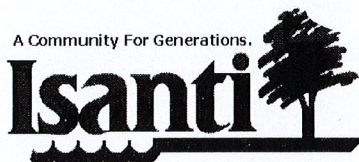
**AGENDA**  
**CITY OF ISANTI**  
**COMMITTEE OF THE WHOLE MEETING**  
**TUESDAY, SEPTEMBER 15, 2020 – 5:00 P.M.**  
**CITY HALL**

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

**E. Committee Meeting Items**

- 1. PW Updates
- 2. Pedestrian Bridge (New Information) Discussion
- 3. Mixed Radio Network Participation (Mayor Johnson)
- 4. Legacy Pines 3<sup>rd</sup> Addition Letter of Credit
- 5. Coaching Funds for Small Businesses (*Steve Fredlund*)

**F. Adjournment**



## Memo for COW

**To:** Mayor Johnson and Members of the City Council  
**From:** Matt Sylvester, Public Services Director  
**Date:** September 15, 2020  
**Subject:** Public Works Updates

### **Streets:**

- Street painting of crosswalks, stop bars. School crossings, R/R crossings and parking lots was completed.

### **Storm:**

- Crews repaired a storm drain on East Dual Blvd in front of UPS. The repair required a new casting to be installed as well as some curbing.

### **Sewer:**

- Annual maintenance of the Air release valves have been completed for the third time this year. This is part of our quarterly maintenance that we do on those.
- Sewer jetting has begun. This year we will be jetting to each lift station and cleaning the lift station itself. We jet primarily to prevent sewer backups in the system but also to inspect the infrastructure itself.
- Generator Pads have been poured and the generator installs should be starting soon. The work is scheduled to be completed in October.

### **Water:**

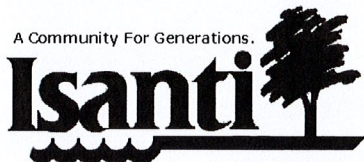
- Staff worked through some filter issues at the WTP. It was discovered that the filters were low on Potassium Permanganate which was causing our Manganese levels to rise in the system. The Permanganate is what the Iron and Manganese attaches too so that it can be filtered out. They were shocked with the Permanganate, allowed to sit. then backwashed before being put back in use.
- Staff cleaned out the backwash tank which is part of our annual maintenance. It is an opportunity that we take to discard all the Iron and Manganese that is removed during normal operation.
- Staff verified that all gate valves were open prior to hydrant flushing. During that time staff discovered that 8 gate valves were closed at different locations in town.
- Staff completed hydrant flushing and were able to complete a small list of hydrant repairs.

### **Parks:**

- The Sledding Hill project has begun and should be completed in late September weather permitting.
- Crews have been fogging for Mosquitoes and will continue through September.
- Staff was able to pour concrete curbing at Rum River Meadows Park and that will be the last park that gets the curbing.
- The Compost Site is open and continues to be busy. The compost site Sunday hours will begin on October 25<sup>th</sup> with the compost site closing on November 8<sup>th</sup> for the season.
- The Community Garden is slowing down but the Sunflower Maze is in full bloom.
- The Farmers Market is open thru September 25.



A Community For Generations.



## Memo for COW

**To:** Mayor Johnson and Members of the City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** September 15, 2020  
**Subject:** Discussion on Legacy Pines 3<sup>rd</sup> Addition Letter of Credit

### Background:

On August 18<sup>th</sup> the City entered into a Development Agreement with Everpine Holdings LLC for the development of Legacy Pines 3<sup>rd</sup> addition. This addition is broken up into three phases. Phase one is near completion. The developer is ready to start phase II (32 lots) and is requesting the following:

1. That I pay all necessary City fees for the 32 lots in Phase II and the required escrows in connection with Phase II. *The City fees are Signal light fee, park dedication fee, trunk utility charge for a total of \$83,808.00 and an escrow of \$10,000 for engineering time/inspections.*

2. That I post the minimum 10% of total construction costs amount that the City requires for the warranty period. *Per the development agreement section 13. "The Developer shall provide a financial guarantee to the City, in the form of a cash escrow, or irrevocable letter of credit in the amount equal to one hundred twenty five percent (125%) of the estimated amount of the required Developer Installed Improvements to be completed in the Phase(s) of the Development". This has been the policy for residential development and has been executed this way on all of the Legacy Pines phases. Allowing a reduced amount exposes the city to potential issues if the developer were not to install the improvements as planned. The 125% is to cover expenses if the city had to take over and install the improvements. The City attorney has advised against changing policy.*

3. That at the end of the construction season, whatever amounts are yet needed to complete the unfinished work be posted with the City at this time

*One option to consider is to break the LOC into two parts*

1. *Collect LOC for utility work only:  $\$177,140.57 \times 125\% = \$221,425.71$* 
  - a. *Remaining LOC needed to start surface work:  $\$401,604.16 \times 125\% = \$280,579.49$*

### Request:

Staff is requesting direction on this item. If the Council would like to make an exception the development agreement will need to be amended. Council could add the amendment to the City Council agenda tonight and motion that the City Administrator and Mayor execute the amended agreement as motioned.

### Attachments:

- Developer's request
- Draft EX B for Phase II

## Sheila Sellman

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**From:** Robert Machacek <r.machacek@yahoo.com>  
**Sent:** Friday, September 4, 2020 1:08 PM  
**To:** Sheila Sellman  
**Subject:** Legacy Pines 3rd - Phase II

Sheila:

As you know, I would like to do Phase II of the 3rd Addition yet this year also. Its just with everything happening so quickly and with winter approaching I have to constantly manage our capital and amounts that are to be outstanding for a long period of time.

I want to ask the City to work with me on this.

Here's what I would like to propose:

\* That I pay all necessary City fees for the 32 lots in Phase II and the required escrows in connection with Phase II

\* That I post the minimum 10% of total construction costs amount that the City requires for the warranty period

\* That at the end of the construction season, whatever amounts are yet needed to complete the unfinished work be posted with the City at this time

I don't feel like this is an "extreme" request since the work will happen immediately and proceed quickly.

I hope the City feels we have done a good job with the development. I am very pleased with the project. I'm hoping the City can see some room to work with me on this request since I feel it has benefited greatly from this project also.

Let me know your thoughts. If I need to, I can meet with anyone I need to concerning this request.

Thank you. Hope you have a nice holiday weekend!!!

Bob



2020 Exhibit B - Legacy Pines 3rd Addition PHASE I

Acres:	
Units:	
Lots:	\$ 28.00

I. Platting Fees Owed/Credits:		Cost	per acre/unit/lot	Cash	Notes:
A.	Signal light	\$119	per lot	\$ 3,332.00	
B.	Park Dedication Fee	\$1,500	per lot	\$ 42,000.00	
C.	Trunk Utility Charge	\$1,000	per lot	\$ 28,000.00	
D.				-	
E.				-	
F.				-	
G.				-	
Total Fees:				\$ 73,332.00	

II. Improvement Related Costs:		Cash	Notes
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C. Engineering			
City Escrow	Letter of Credit (LOC)	Cash Escrow	Notes
		\$ 10,000.00	

I. Construction  
Engineers Estimate

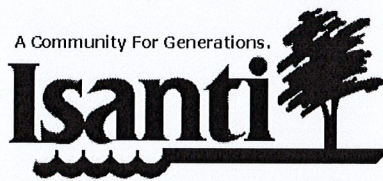
\$	401,604.00
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

Improvement Subtotals:	\$ 401,604.00	\$ 10,000.00
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III. LOC/Escrow/Fees required:		LOC*	Cash	125% of construction cost
A. Letter of Credit (LOC) - Section II I.	\$	502,005.00	\$ 10,000.00	
B. Cash Escrow - Section II C-H.			\$ 73,332.00	
C. Fees - Section I				

Total LOC and Cash required	\$ 502,005.00	\$ 83,332.00
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\*additional 2 yr maintenance bond will also be required for all municipal infrastructure



5.

## CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

### AGENDA REQUEST FORM

**Instructions:** If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted.** Your completed request will be placed on a Committee of the Whole meeting agenda for council consideration.

1. Name (please print): **Steve Fredlund**

Organization (Required if Applicable): **Small Small Business (SSB) Community**

2. Address (please print): **31465 Cedar Crest Trail NE, North Branch, MN 55056**

3. Telephone No.: **651.587.5435**

4. Agenda item subject: **Proposal to provide business coaching for Isanti's small businesses**

5. Action requested: **The SSB requests \$12,000 in funding to provide 20 small businesses in Isanti with four hours of individual business coaching plus lifetime membership at smallsmallbusiness.com**

6. Reasons for requested action: **CARES Act funding in the form of grants for small businesses that have endured hardship due to COVID-19 is important in helping small businesses survive. However, business coaching focused on vision, strategy, and execution consistently leads to breakthroughs, allowing these businesses to actually thrive during difficult times while developing capacity for growth, employee expansion, and greater resiliency into the future. The City of Isanti can make a bold statement to their small business community that you support them not only in staying open but in strategically advancing into greater success**

7. Signature (Required): **Stephen M. Fredlund**

CITY USE ONLY:

Date/Time Received: 9/10/2020 11:50 am /pm



September 10, 2020

To: Isanti City Council, Isanti, MN  
From: Steve Fredlund, Founder of the Small Small Business (SSB) Community  
Subject: Proposal to Fund the Business Coaching in Isanti

### Executive Summary

For \$12,000, the City of Isanti can provide critical business coaching for up to 20 small businesses operating in Isanti. The goal is to drive optimal financial results during COVID and develop greater growth and resiliency post-pandemic. In partnership with the City of Isanti and the North 65 Chamber of Commerce, the Small Small Business (SSB) Community will provide four hours of private coaching to be completed by November 15, 2020. Participants will also receive lifetime access to the SSB website to connect with experts and access content specifically curated for small businesses.

### Small Business Coaching Program

The retail cost (including administration) of the individual coaching and membership is \$800 per person, which is reduced to \$600 as part of the SSB COVID response.

The program includes:

- Four hours of individual coaching structured to maximize the impact for each owner
- Lifetime free Learn & Connect membership at [smallsmallbusiness.com](http://smallsmallbusiness.com)
- Post-program discounts on private coaching, group coaching, and mastermind groups

### Background and Context

The City of Isanti has been entrusted with funding via the CARES Act to help support small businesses during this time of pandemic, economic struggle, and uncertainty. While most of that funding will be used to help businesses overcome the direct impacts they are facing, we believe it is in the best interest (short-term and long-term) of the city to allocate at least a portion of that funding to help these businesses identify opportunities amidst the chaos and adjust their strategies to generate additional revenue, build efficiency, and improve profitability. Helping businesses survive is great; but helping them thrive is revolutionary.

### City of Isanti Recognition

The SSB is looking for examples of forward-thinking communities to highlight broadly through the SSB Podcast, Facebook group, membership website, and newsletter. If you choose to fund the Small Business Coaching Program, we will champion your engagement and share publicly the progress you are making. This publicity and promotion can only serve to add additional fuel to funding support, community pride, and a culture of support for local businesses. Check out the website at [smallsmallbusiness.com](http://smallsmallbusiness.com).



### Free Webinars

Regardless of the decision regarding funding the Small Business Leadership Program, the SSB is offering three (3) free webinars for all business and nonprofit leaders in your community (including those not in the program).

Topics for these webinars will be selected in partnership with the City and Chamber of Commerce to ensure the highest value to the business community. The retail value of these webinars is \$900. Examples of potential topics include: Dealing with difficult customers, Is work-life balance a myth?, Tech tools every small business owner should know about, How to build a business I can sell, How can social media help my small business?, Building an effective website, Introduction to business planning, The value of a clear vision & aligned strategies, Why should I care about online reviews?, What do I need to know about cybersecurity?, The role of physical health in small business success, Supplemental and alternative income streams for small businesses, Attracting millennials to your business, Home-based businesses with your spouse, Power of clarity of vision, and Pricing 101.

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### Personal Considerations

As you may know, I personally have a vested interest in the vibrancy, resiliency, and long-term sustainability of Isanti County. My wife (Tracy) and I, along with our three kids (Chris, Ryan, Annie) are multi-generational residents of Isanti County and have poured thousands of hours of volunteer work into uniting and improving our community. There is no question you will get the best effort from myself, as well as the entire team, to help your business owners achieve the breakthrough they need to ignite their own growth and contribute to the revitalization of Isanti.

Thank you for considering this proposal. It would be an honor to serve you.

Steve Fredlund, MBA, FSA, SWP  
Founder of the Small Small Business Community  
smallsmallbusiness.com  
[steve@stevefredlund.com](mailto:steve@stevefredlund.com)  
651.587.5435