AGENDA
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 21, 2021 – 5:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Subway, 903 Poplar St Leadville, CO 80461.

The public can view the City Council meeting in person or by visiting this website: https://us06web.zoom.us/j/82736198494?pwd=bmtXcHNVQkJzMFQ1TytYL1RZQU5IUT09 or by calling into this number +1 312 626 6799 US with this meeting ID: 827 3619 8494 and passcode 174343.

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

E. Committee Meeting Items
1. Public Works Updates
2. Holiday Lights Event
3. Sewer and Water Oversizing Policy Discussion
4. Digital Agenda Packets for All Boards and Committees Discussion
5. Anti-Mask Mandate Discussion *(Councilmember Bergley)*
6. VFW Park Fence Discussion
7. Water Meter Replacement Update
8. Gravel Road Maintenance Discussion
9. Bandshell Naming and Celebration Discussion

F. Adjournment

Memo for COW

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: September 21, 2021
Subject: Public Works Updates

Streets:

- The 2021 Pavement Management Project has been started with spot curb replacement and crack filling being complete. The sealcoating and the pavement overlay will be completed in the coming weeks.
- A crosswalk was added to 3rd Avenue at Eagle Street and Bluebird Ct. Painting the crosswalk bars and adding crosswalk signs will be completed soon.
- Street painting was completed. This year we painted the Parade Route with stop bars, crosswalks. R/R Crossings and School Crossings were painted as well..
- Crews have been fogging for Mosquitoes weather permitting and will continue through September.

Storm:

- The 2021 Storm System Management Project is now completed. That was adding the storm pipe along Whiskey Road.

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 crews will be jetting mainly gravity areas out to the main lift station.

Water:

- The Department of Natural Resources continues to have our area in a moderate drought phase and are asking Communities to conserve water. Over the last 3 months we averaged 1,089,000 gallons per day. Currently we are no longer running all three wells but are back to alternating between wells 1-2 and 1-3.
- Well 2 was giving us phase fail alarms after the rehab work was completed this last spring. Eventually Connexus Energy was called and they replaced the Transformer for the Wellhouse.

Parks:

- Curious Creatures has been very well attended this past summer.
- The Compost Site is open and has been picking up with the cooler weather. The Compost Site Sunday hours will begin on October 25th with the compost site closing on November 8th for the season.
- The Farmers Market is open through September 25 and has also been very well attended.
- The Isantian has been completed and posted on the City Website.
- The VFW has declined the equipment in the VFW Park. Public Works will be notifying residents by letter and removing that equipment this fall.

City Hall:

- The pine tree out front of City Hall has been removed and a Rose Garden was added in its place with a Plaque. The Plaque describes how fires in 1916 left empty lots with debris until the Isanti Community Club came together and planted a Rose Garden in its place. At the time the Rose Garden was one of two municipal rose gardens in the state.

Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: September 21, 2021
Subject: Holiday Lights Event Discussion

Background:
Continuing the discussion on producing a holiday lighting event in Isanti. The enclosed proposal includes 3 concepts designed to appeal to different audiences and partners. All concepts include vendor opportunities and Santa appearances. Some elements of these proposed concepts like ticketing, timing and activities are interchangeable and can be added to or removed from any concept.

Concept 1:
Free public event that focuses on market-style activities such as vendor booths, ice skating, and photos with Santa with limited focus on light displays. This concept would utilize the grass area to the South of the BMX Arena with a groomed path to the Pleasure Rink. This event would be a standard community festival that would likely draw in Isanti County residents and would run for one weekend (Friday – Sunday) in December. Attendance would be free with an option to charge a minimal fee for parking. This style of event allows attendees to come and go as they please, and has the potential for return visits with increased sales for vendors. Production costs are minimal and would include setup/tear down, overnight security, onsite utilities and storage. Partner opportunities would range from trade/donations to a top tier at $2,500.

Of the three concepts, this event style would incur the least display and production costs, but also has the lowest potential for revenue and attendance.

Estimated Costs		**Yr. 2**	
10 Light Displays	$21,000	Addtl Light Displays	$ 3,000
Production Costs	17,000	Production Costs	17,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 1 Initial Expenses	**$38,000**	**Annual Expenses**	**$20,000**
Estimated Revenue	17,000	Estimated Revenue	17,000
Net Cost	**$21,000**	**Net Cost**	**$ 3,000**

Concept 2:
Ticketed walk-through experience that focuses on one-sided light displays and includes market-style activities such as vendor booths and photo opportunities. This event would be similar to Bentleyville with wire display lighting and would likely draw an audience from neighboring counties, as well as partner opportunities at the county level. This concept would utilize the grass area to the South of the BMX Arena, but would be fully enclosed to secure features. Increased production costs would include fencing, overnight security, storage, operations staff (ticketing, greeters, etc), and general event utilities. Recommended timeline would be to host this style event for one full week (Saturday – Saturday) in December. Ticket fees, paid parking and partner revenue would help offset costs. Partner opportunities would range from trade/donations to a top tier at $5,000.

Estimated Costs		**Yr. 2**	
13 Light Displays	$ 57,000	Addtl Light Displays	$ 8,000

Production Costs	50,000	Production Costs	50,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 2 Initial Expenses	**$107,000**	**Annual Expenses**	**$ 58,000**
Estimated Revenue	84,000	Estimated Revenue	84,000
Net Cost	**$ 23,000**	**Potential Profit**	**$ 26,000**

Concept 3:
Ticketed walk-through experience that focuses on light displays and includes market-style activities such as vendor booths and photo opportunities. This concept would utilize the area surrounding the bandshell and would be fully enclosed to secure features. This event would include elevated full-dimensional light displays to differentiate it from Bentleyville or Sam's Christmas Village, but is similar in production style to Concept 2 with costs varying for storage unit size and length of event. Differentiating from competing events would help draw an audience from around the state and increase opportunities for earned media. Recommended timeline would be to host this style of event for two extended weekends (Thursday – Sunday) in December. Ticket fees, paid parking and partner revenue would help offset costs. Partner opportunities would range from trade/donations to a top tier at $7,500.

Of the three concepts, this style has the greatest potential for revenue, attendance and sponsorships.

Estimated Costs		**Yr. 2**	
15 Light Displays	$100,000	Addtl Light Displays	$10,000
Production Costs	54,000	Production Costs	54,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 3 Initial Expenses	**$154,000**	**Annual Expenses**	**$64,000**
Estimated Revenue	123,000	Estimated Revenue	123,000
Net Cost	**$ 31,000**	**Potential Profit**	**$59,000**

Considerations:

- What is the goal? To provide the community with a winter event; to draw outside attention to Isanti; to create a new revenue stream…
- The longer the timeline, the higher the production costs.
- If ticketed, event needs to be worth the price paid.
- Display costs are high upfront, but would decrease YOY. These costs can also be offset in Concepts 1 & 2 by display donations.
- Grant opportunities also exist to help offset costs, but event would need to be budgeted ahead of application submission.
- Size of event and concept will determine how much time staff will need to allocate for event, both pre-planning and during.
- Would need to request BMX Arena not plan any events during event window.
- Weather conditions are not guaranteed and there is a risk the event could be cancelled due to severe weather.

Request:
Staff would like direction on how and if to move forward with a holiday lights event for December 2022.

- Preferred event concept
- Preferred timing (length) of event

Attachment:

- Event Concept Proposal
- Holiday Lights Decision Matrix

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 reclassed 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

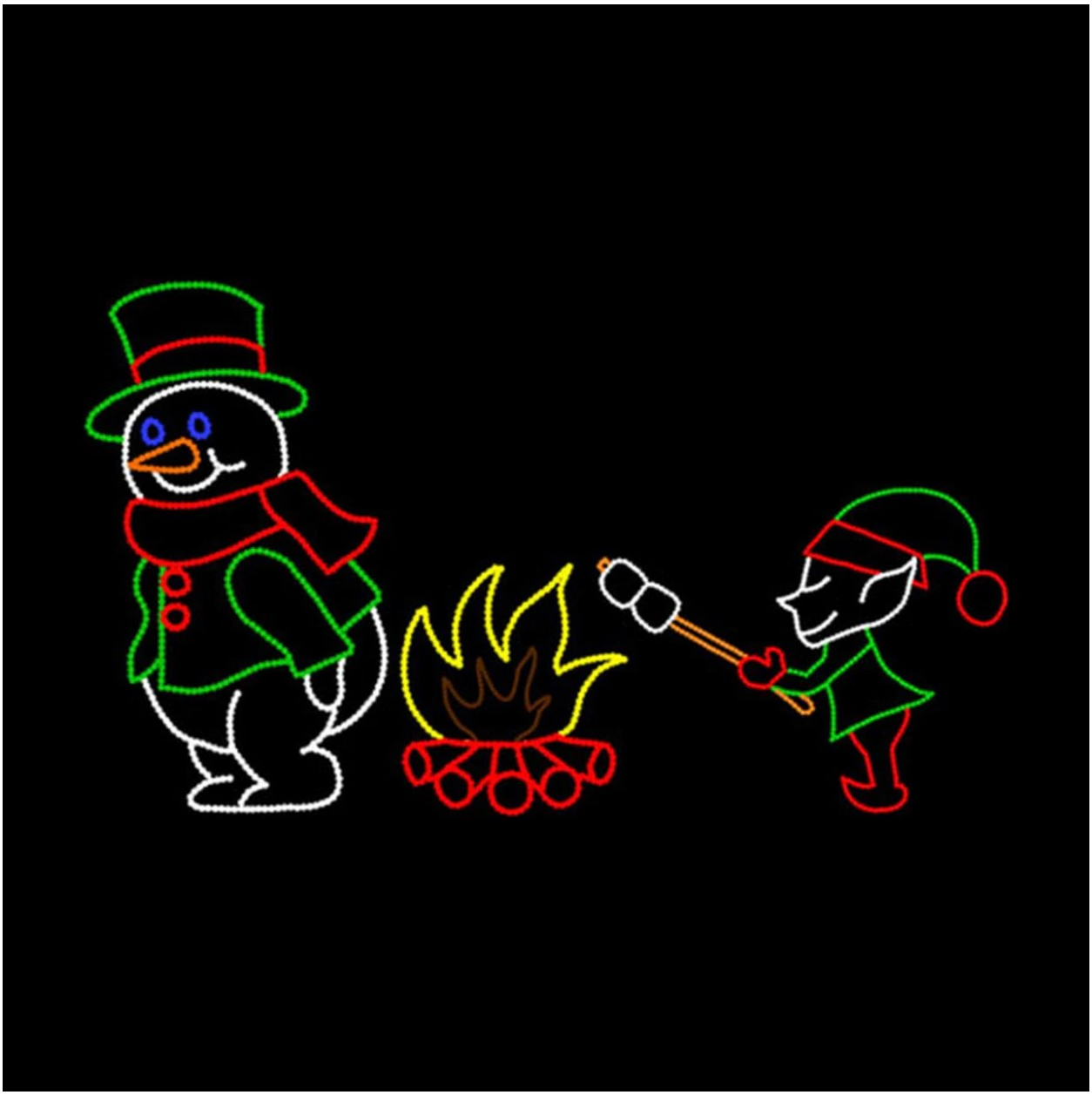
11 – 6ft LED Trees - $459 each
8 – 8ft LED Trees - $534 each
Total Display Cost - $9,321 (Purchase Only)
https://www.holidaylights.com/collections/trees

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

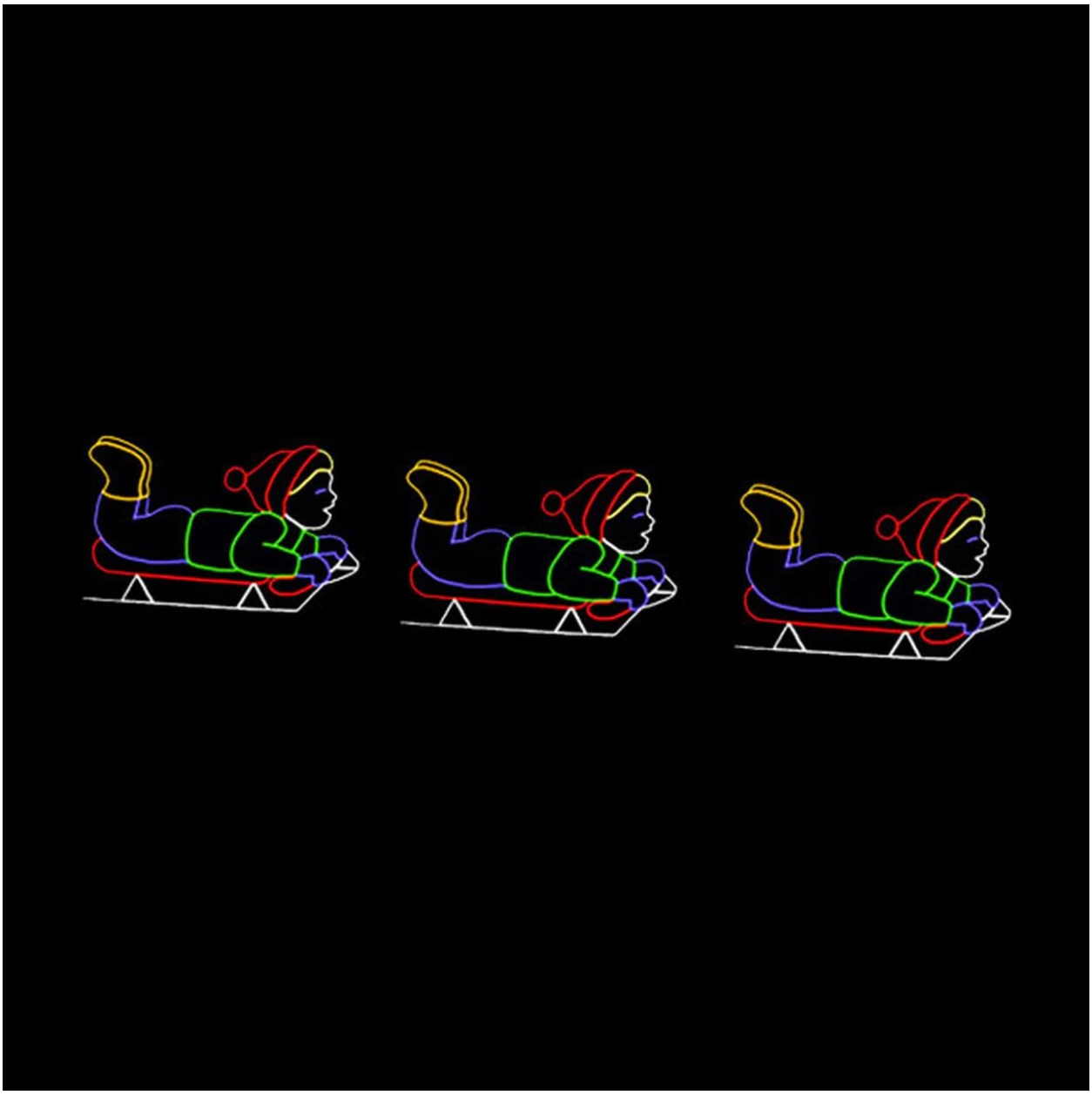
https://www.holidaylights.com/collections/sleigh-and-reindeer-sets/products/small-santa-sleigh-and-reindeer-set

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

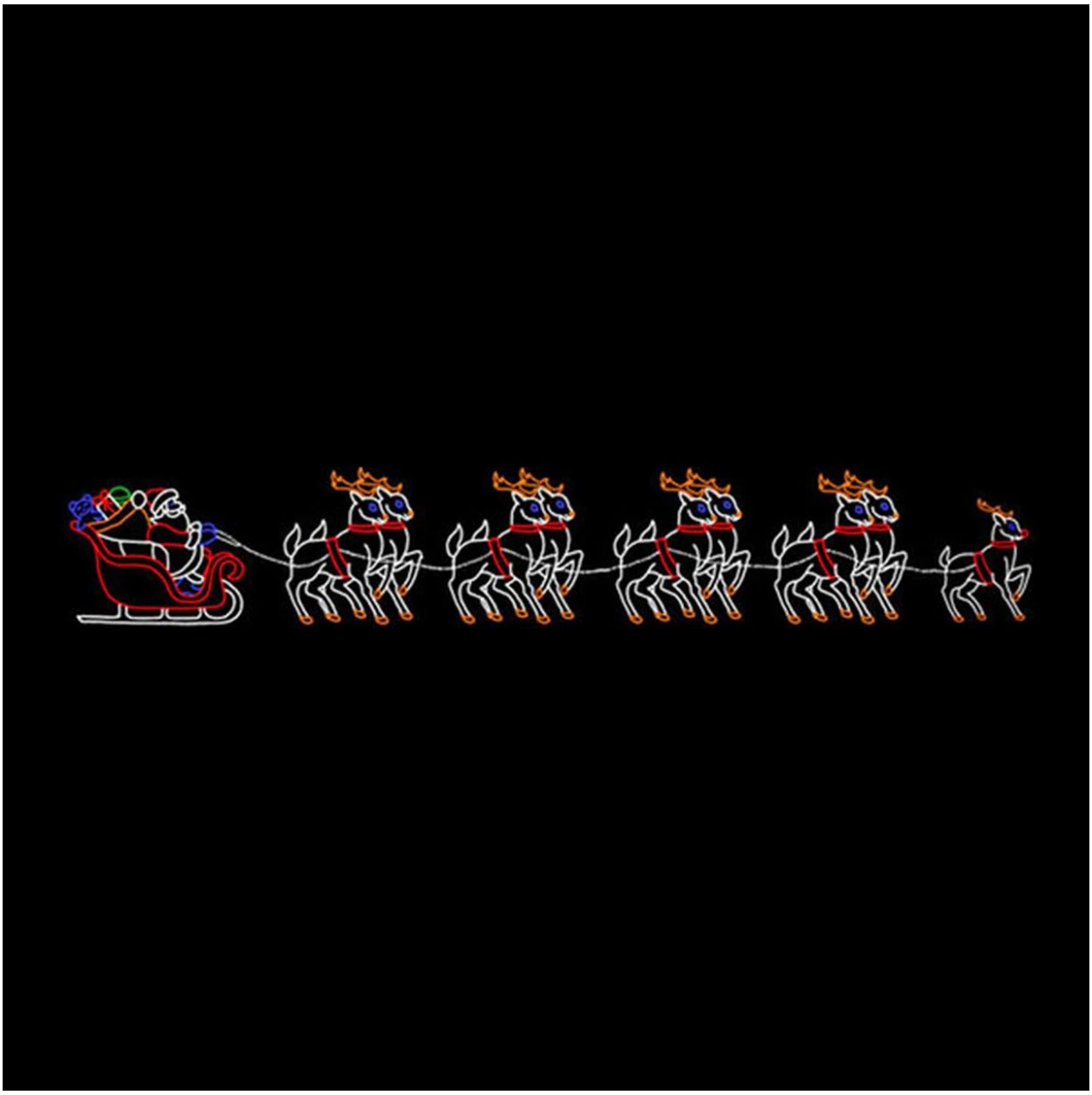
12 Foot LED Showmotion 3D Christmas Tree - **$270.00 (discounted)**
https://www.birddogdistributing.com/12-foot-led-showmotion-3d-christmas-tree/



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/



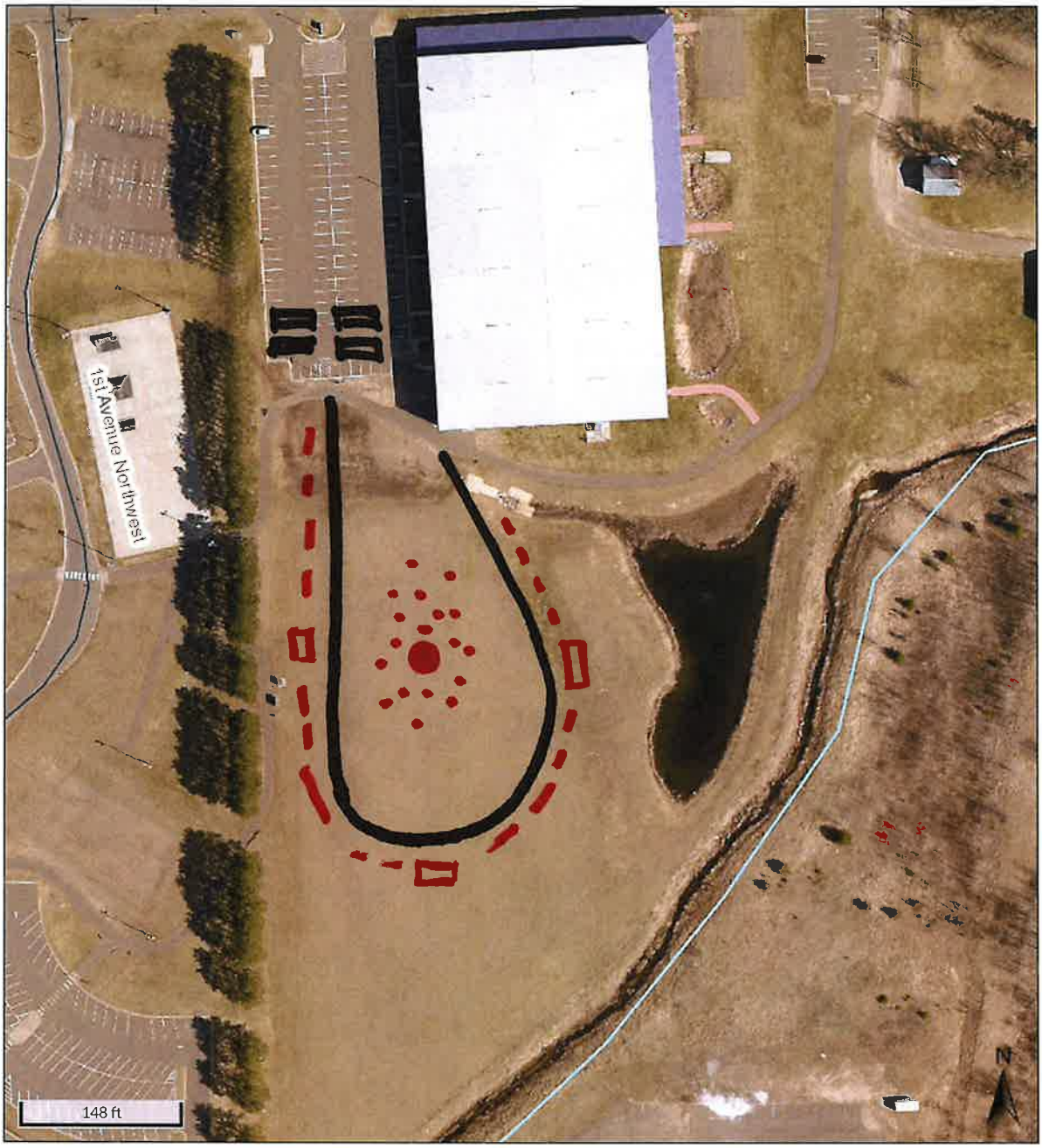
15 Foot Animated Sledding Kid LED M5 Mini Light Motif - **$800.00 (Discounted)**
https://www.birddogdistributing.com/15-foot-animated-sledding-kid-led-m5-mini-light-motif/



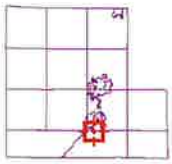
45 Foot Santa's Sleigh & Reindeer LED M5 Mini Light Motif - **$3,300 (Discounted)**
https://www.birddogdistributing.com/45-foot-santas-sleigh-reindeer-led-m5-mini-light-motif/

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

Beacon™ Isanti County, MN



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

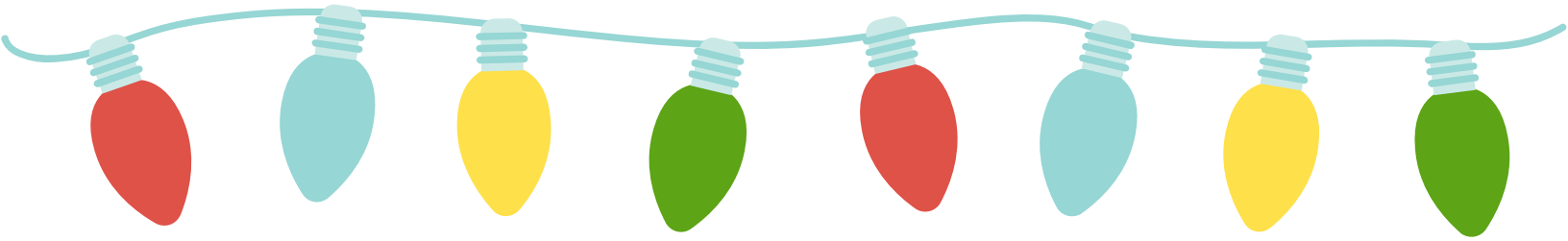
One Sided Display

Small Tree (6-12ft)

Large Tree (25-35ft)

Food Truck/Vendor

Walking Path (Est 270meters)



Holiday Lights Event Concepts

Concept #1

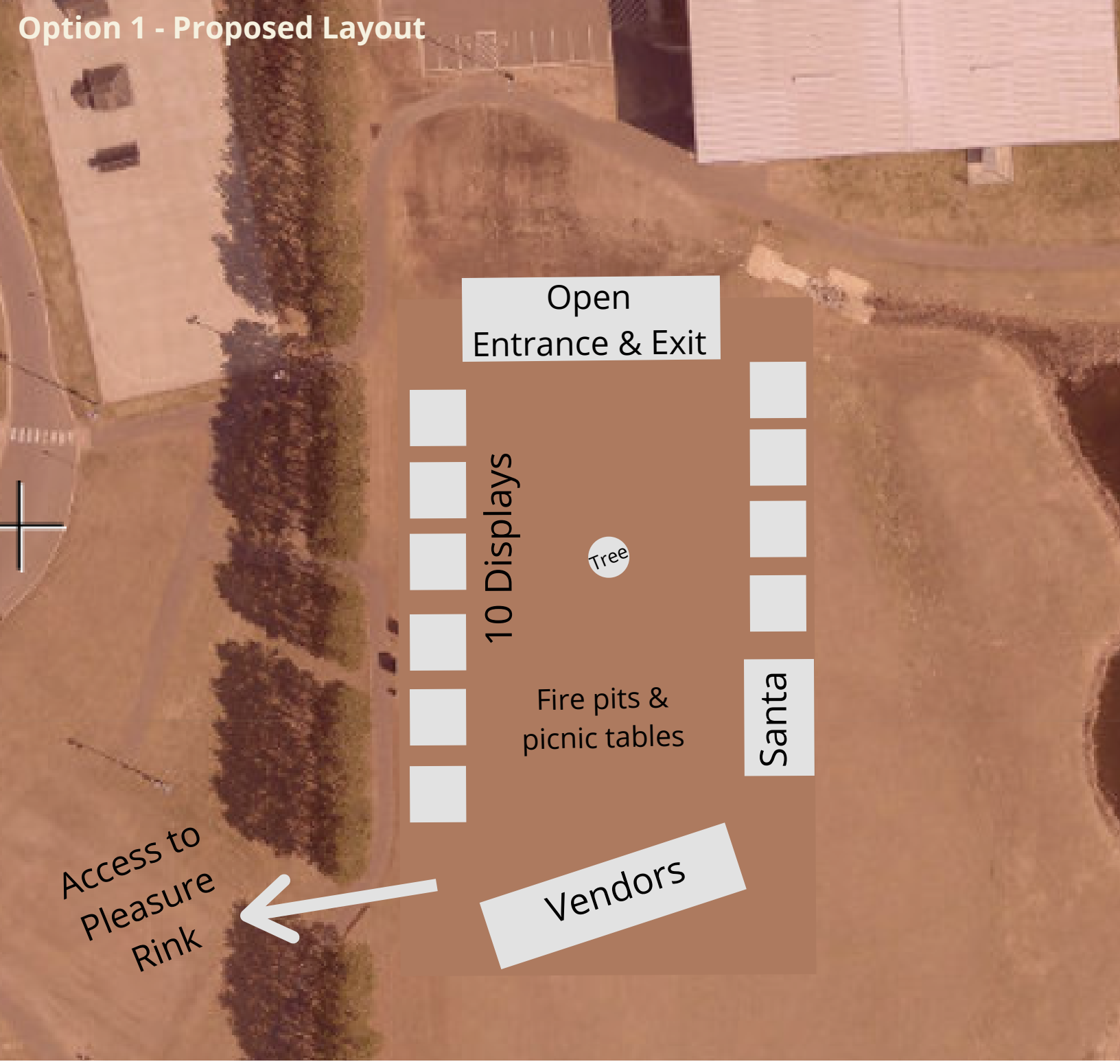
Community-focused come-as-you-wish festival open to the public.

Would include local vendors & partners, a few light displays, and a heavier focus on market-like activities (such as vendors, photos with Santa, ice skating and fire pits).

Proposed Timeframe:
1 Weekend (Fri-Sun)

Price: Free Attendance
Possible paid parking

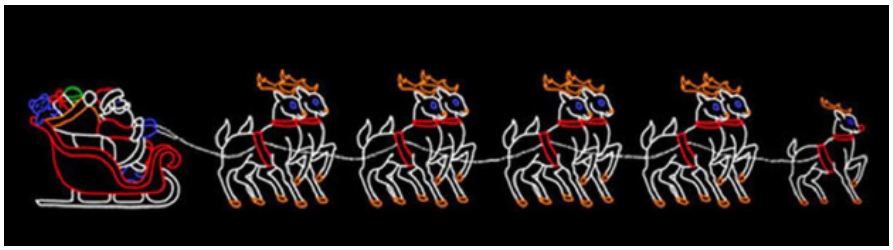
Est. Cost: $38,000
Est. Revenue: $17,000

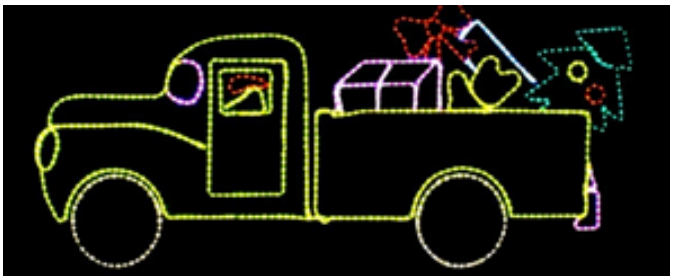


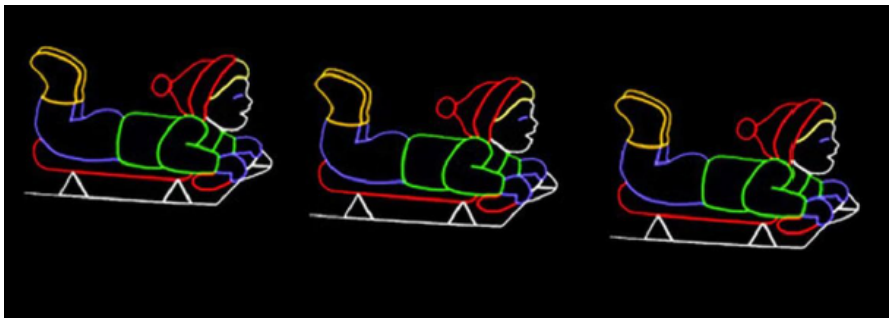
Concept Highlights:
- Non-ticketed event - allow attendees to come and go, return multiple times
- Access to Pleasure Rink/Park features
- Minimal displays needed, 10 plus small centerpiece tree would be appropriate start

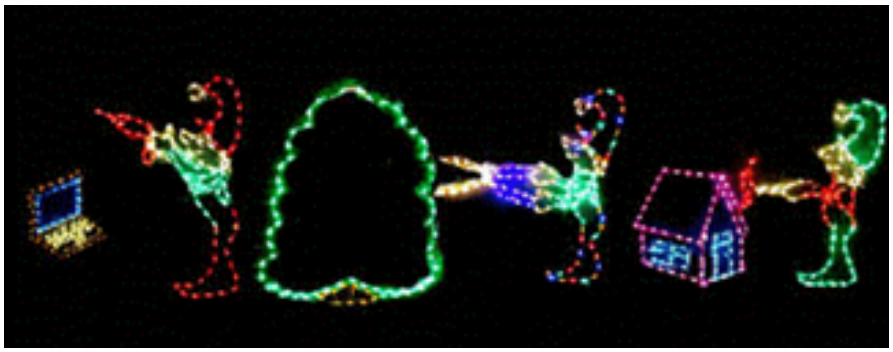
Additional Considerations:
- Security would need to be hired to monitor event space after hours
- Opportunity for large sponsors is minimal
- Puts burden on taxpayers

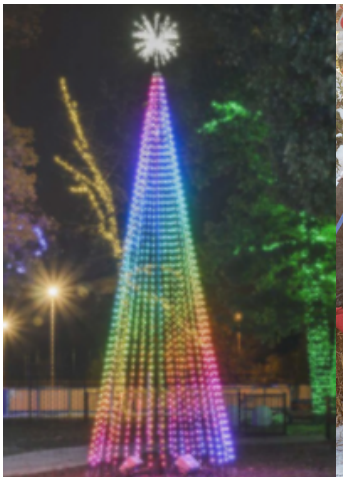
Option 1 - Display Aesthetic











Concept #2

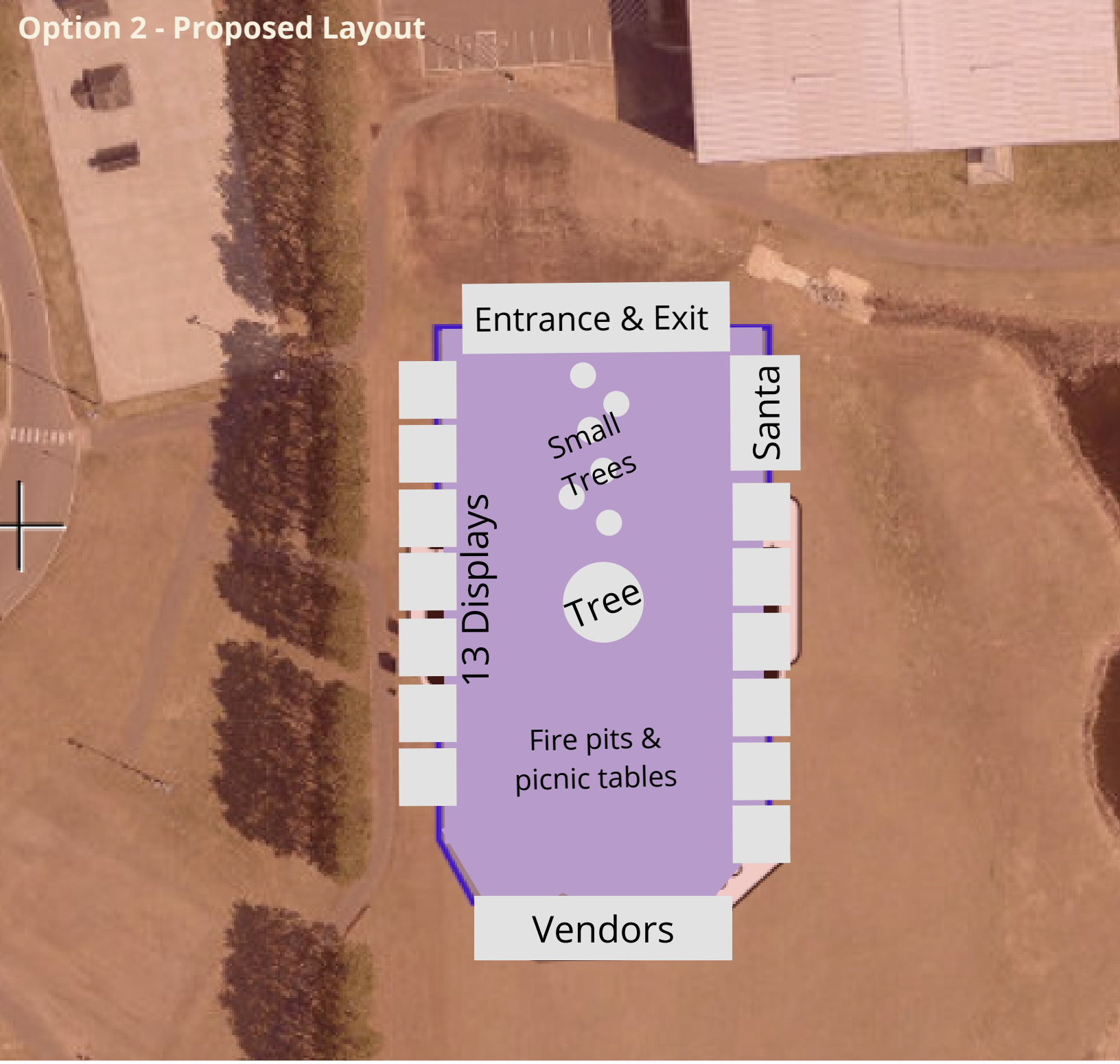
Walk-through ticketed light experience designed to appeal to a broader County-wide audience.

Would include food & product vendors from across the state, local business partners, heavy focus on light displays and interactive activities (such as photos with Santa, photo stations, and fire pits).

Proposed Timeline: 1 Week (Sat-Sat)

Price: Fee to Attend
Paid Parking

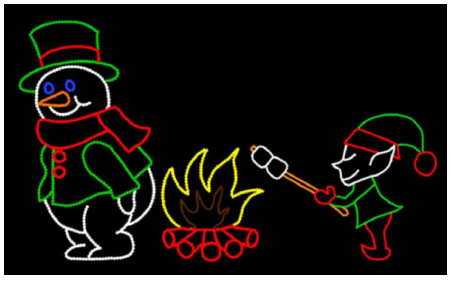
Est. Cost: $107,000
Est. Revenue: $84,000

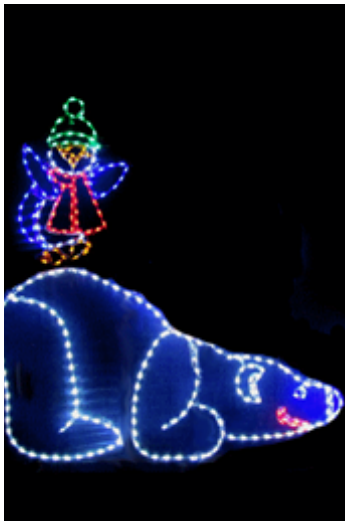


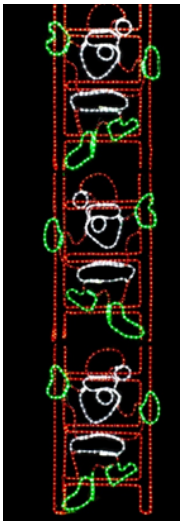
Event Highlights:
- Ticketed event
- Displays are 2D (1-sided) structures - Maximum of 13 displays along perimeter (would need to increase each year to fill space or decrease footprint) plus large tree centerpiece
- Vendor opportunities include food and non-food products

Additional Considerations:
- Security would need to be hired for after hours
- Need paid staff or volunteers for ticket taking & customer service
- Fencing or a barrier around perimeter would be needed to prevent free access
- Potential for county-wide audience and corporate sponsor involvement, but won't likely attract major sponsors

Option 2 - Display Aesthetic







Concept #3

Walk-through ticketed light experience with elevated displays, designed to appeal to state-wide audience and differentiate from competing events.

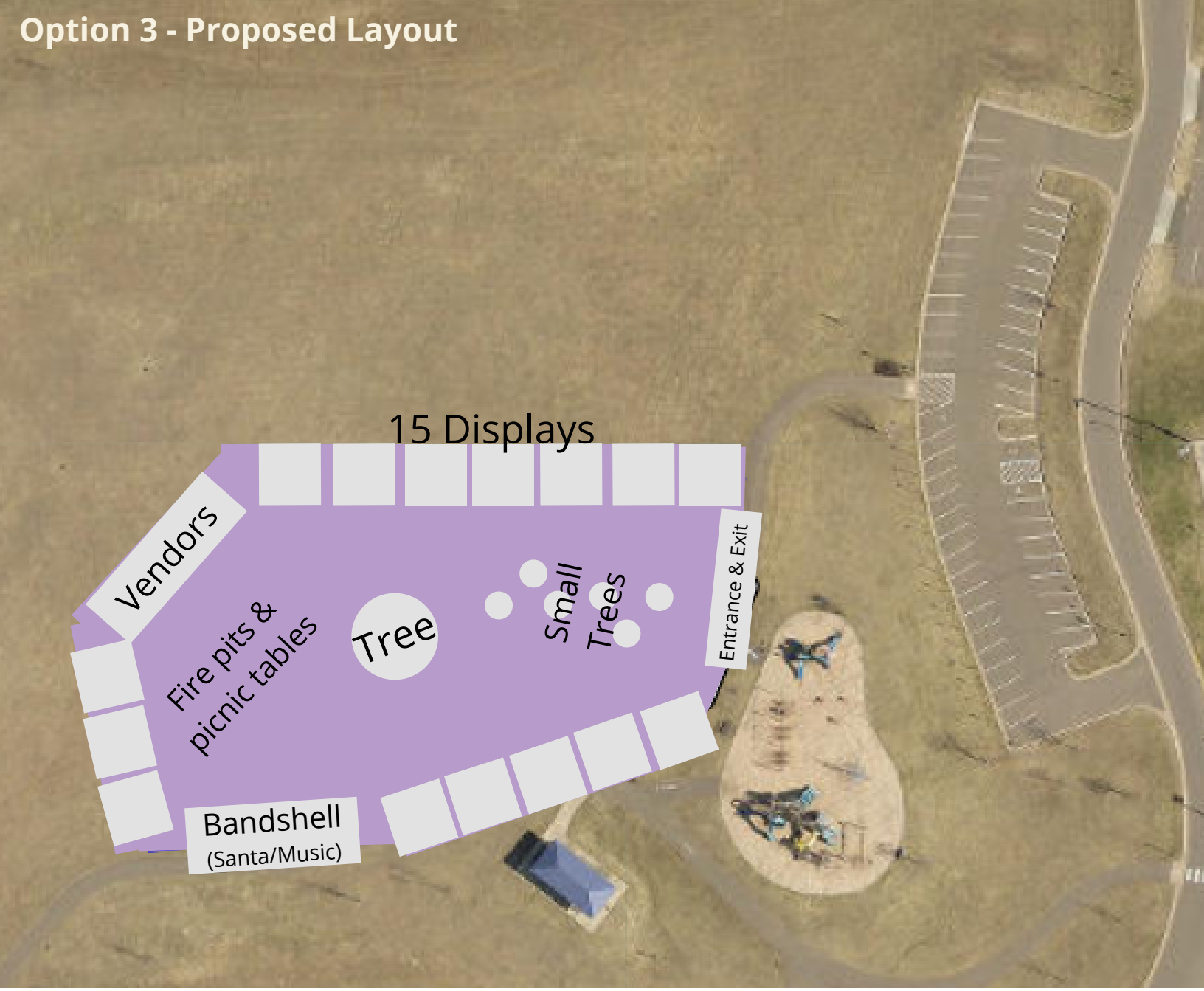
Would include food & product vendors, corporate & local partners, heavy light displays and interactive activities (such as photos with Santa, fire pits, photo stations, and selfie-worthy displays)

Proposed Timeline:
2 Weekends (Thurs-Sun)

Price: Fee to Attend
Paid Parking

Est. Cost: $154,000
Est. Revenue: $123,000

Option 3 - Proposed Layout



Event Highlights:
- Ticketed event
- Displays are 4D, higher quality, larger and differentiated from competing events
- Displays will fill more space allowing fewer to be needed in the long run

Additional Considerations:
- Security would need to be hired for after hours
- Need paid staff for ticket taking & customer service
- Fencing or a barrier around perimeter would be needed to prevent free access
- High potential for corporate sponsors and state-wide audience
- Potential for earned media and WOM
- Unique displays to differentiate from existing established events
- Would allow incorporation of the bandshell for Santa or for music/performances
- Sledding hill would need to be closed for the event window
- Could incorporate Pleasure Rink

Option 3 - Display Aesthetic

A Community For Generations.
Isanti

Memo for COW

To: Mayor Johnson and Members of the City Council
From: Sheila Sellman, Community Development Director
Date: September 21, 2021
Subject: Sewer and Water Oversizing Policy Discussion

Background:

As part of the Fairway Greens South development an oversizing of the sanitary utilities are being required.

Our current policy from 2006 states:

If an oversizing is required, and the costs meet the definition of eligible project costs as given below, the City may participate in the project costs if the oversizing is required to provide service to the City's existing customers or future service areas as identified in the Utility Master Plan as adopted by the City.

If a Developer is not able or willing to oversize utilities per the City's established policy, the development will be deemed premature per the City's Subdivision Ordinance due to lack of adequate utilities.

Developer Reimbursement:

When the City requires a developer to oversize either water or wastewater lines to meet the needs of anticipated development, the developer may request the City to enter into a Reimbursement Agreement. The agreement may provide:

1) That up to 50% (fifty percent) of oversizing costs may be credited to the developer's trunk utility fees within the Development Agreement with the City of Isanti.
2) That the amount of the credit shall not be more than 10% (ten percent) of the total trunk utility fee that would be paid by the developer through the Development Agreement.
3) Determination of Final Costs. The developer's engineer shall submit to the City a summary of the final eligible project costs and a bid tabulation for all responding bidders. Unbalanced bids, as determined by the City Engineer, will not be used to determine oversizing costs. The final costs shall be based on the lower of the actual installation costs or the bid received for the project.

As written the policy states the credit can be no more than 10% of the total trunk utility fee that would be paid by the developer, in this case the credit would be $1,000. Based on research of other cities when pipe oversizing is required the city participates by either paying the difference of the cost to install or gives a credit to the fees based on that difference. Staff is seeking direction from the Committee on updating this policy.

Request:
Staff is requesting direction on this item.

Attachments:
Policy

RESOLUTION NO. 2006-166

RESOLUTION ADOPTING OVERSIZING POLICY

WHEREAS, the City of Isanti finds it is in the best interest for the residents of the city to ensure infrastructure meets the needs for current and future growth of the city; and

WHEREAS, the Development Advisory Committee have developed a policy to provide for conditions when oversizing is required as a part of a development; and

WHEREAS, the purpose of the trunk and water oversizing policy is to enable a developer to recover excess costs incurred to install municipal utilities sized to serve properties not under the control of the developer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Policy on Oversizing is hereby approved and shall be attached as a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 20th day of June 2006.

Attest: _____
Mayor David E. Apitz

_____
City Clerk Irene J. Bauer

Intent:
The purpose of the trunk sewer and water oversizing policy is to enable a developer to recover excess costs incurred to install municipal utilities sized to serve properties not under the control of the developer. The "oversized" portion is the difference between the line size required to serve the developer's property and the line size required by the City to meet future growth demands.

Utility Sizing:
The actual size of municipal utilities required shall be initially established by the Developer's Engineer in coordination with the City Engineering Department. Final design requirements shall be determined by the City Engineer. Criteria to be used for this determination shall include, but shall not be limited to the following:

1) Utility Master Plan requirements.
2) Potential future demand on thewater or wastewater system as related to the proposed development.
3) Hydraulic design criteria of the water, wastewater, or stormwater system.

City Participation in Oversizing Project:
The City of Isanti may require a developer to install oversized water or wastewater utilities.

If an oversizing is required, and the costs meet the definition of eligible project costs as given below, the City may participate in the project costs if the oversizing is required to provide service to the City's existing customers or future service areas as identified in the Utility Master Plan as adopted by the City.

If a Developer is not able or willing to oversize utilities per the City's established policy, the development will be deemed premature per the City's Subdivision Ordinance due to lack of adequate utilities.

Developer Reimbursement:
When the City requires a developer to oversize either water or wastewater lines to meet the needs of anticipated development, the developer may request the City to enter into a Reimbursement Agreement. The agreement may provide:

1) That up to 50% (fifty percent) of oversizing costs may be credited to the developer's trunk utility fees within the Development Agreement with the City of Isanti.

2) That the amount of the credit shall not be more than 10% (ten percent) of the total trunk utility fee that would be paid by the developer through the Development Agreement.

3) Determination of Final Costs. The developer's engineer shall submit to the City a summary of the final eligible project costs and a bid tabulation for all responding bidders. Unbalanced bids, as determined by the City Engineer, will not be used to determine oversizing costs. The final costs shall be based on the lower of the actual installation costs or the bid received for the project.

Utility Reimbursement Agreement:
If the City agrees to participate in an oversizing project, the City shall prepare an Utility Reimbursement Agreement which will include:

- An estimate of theoversized line project costs, prepared by a Professional Engineer. The estimate shall be in the form of the bid tabulation to be used for competitive bidding purposes. The cost estimate shall be attached to the agreement.

- Distribution of project costs between the City and developer.

- Time schedule or phasing plan(s) which the developer agrees to comply with.

- Any reimbursement agreement between the developer and future developers along the oversized line.

- The Utility Reimbursement Agreement shall be reviewed by the Engineering Department, Community Development Department and City Council Development Agreement Committee with the City Council approving of the agreement.

The Reimbursement Agreement shall be an addendum to the Development Agreement with the City of lsanti.

A Community For Generations.
Isanti

Memo for COW

To: **Mayor Johnson and Members of City Council**
From: Jaden Strand, City Clerk
Date: September 21, 2021
Subject: Digital Agenda Packets For All Boards and Committees Discussion

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Background:
Currently, City Council and Committee of the Whole receive agenda packets digitally via email. The Parks, Recreation and Culture Board, Economic Development Authority and Planning Commission members at large receive paper copies of the agenda packet delivered to their residence.

Staff would like discussion in regards to agenda packets sent digitally to all boards and committees via email and provide paper copies of agenda packets at the board or committee members seated location only if requested.

Request:
Staff is seeking direction on this item.

A Community For Generations.
Isanti

Memo for COW

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: September 21, 2021
Subject: VFW Park Fence

Background:
Upon approval to remove the playground and park equipment at the VFW Park, the VFW has requested to keep the fence that surrounds the property intact. The VFW is looking to use the renewed space for recreational opportunities, such as a volleyball court or bean bag area, and would need to keep the space enclosed. Therefore, they are requesting to accept the fence as a donation as the rest of the equipment is removed.

The fencing runs approximately 365 ft along the perimeter of the park. The estimated cost to the VFW to replace the fence if it is removed would be approximately $3,000 (including materials and labor).

The fence line also encloses multiple residential properties. Keeping the fencing intact would eliminate the burden on those residents to have to replace the fencing to enclose their properties.

Request:
Staff is requesting direction on this item to continue with removal of the fencing or to donate this item to the VFW.

Attachments:
- Resolution #2021-190

RESOLUTION 2021-190

APPROVING TERMINATION OF VFW PARK LEASE AGREEMENT

WHEREAS, the City of Isanti has elected to discontinue maintenance of the VFW Park at the end of the 2021 season; and,

WHEREAS, the City of Isanti will terminate the lease agreement under Resolution #98-82 for the VFW Park property with the VFW Post 2735; and,

WHEREAS, the City of Isanti will remove all park and playground equipment, including fencing, benches, tables, grills and playground equipment; and,

WHEREAS, the City of Isanti will terminate insurance coverage on the property; and,

WHEREAS, the City of Isanti will terminate waste and portable restroom services; and,

WHEREAS, the City of Isanti will place all usable items for sale to the public upon removal;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the termination of the VFW Park lease agreement and removal of all park equipment, effective September 7th, 2021.

This resolution was duly adopted by the Isanti City Council this 7th day of September 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand

Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

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

From: Matt Sylvester, Public Services Director

Date: September 21, 2021

Subject: Water Meter Replacement Update

Background:

Water meters are scheduled to be replaced in 2022. The City will be split into 12 zones. Each zone representing a month. Each zone will average about 185 meters. Residents in each zone will be notified by letter 2 months in advance to schedule there appointment. Residents will be given the option to call or email Utility Billing to schedule there appointment. If residents do not schedule an appointment they will receive a door posting stating City Code and that they must comply with the meter replacement. The door posting will be drafted at a later date. Staff is requesting a 2 hour window between 8:00am and 2:00pm for each appointment. The meter replacement should not take more than 30 minutes to complete. The Public Works Team will be performing the standard 5/8"-3/4" residential meter replacement but that leaves about 100 meters that are 1" and larger that staff is considering contracting out. They may take more plumbing to be completed because of their size. The water meter replacement project will be completed in 2022.

Attachment:

- Water Meter Letter To Residents
- Standard Water Meter Description
- Non-Standard Water Meter Description

September 15, 2021

Dear Resident,

The City will be undergoing a water services project that entails all the water meters within the City to be replaced. Technology is always evolving and we are excited to bring this new science to our residents to help us in our mission to provide great customer service and to save money by reducing staff time for services. The new water meters will be more efficient and give added benefits over time to residents such as immediate water usage and more readily available reporting. The meters will also be able to alert staff as to possible water leaks, saving you water and money.

This project is being paid for through water utility fees that the City has set aside for projects such as this. You will not be billed for this water meter replacement. The City will be divided into 12 zones that are given a time-frame for when staff will be conducting the replacement. The project will be completed within 2022.

Your meter will be replaced between _____.

What can you expect? The Public Works Department will be installing the new meters between 8:00am – 2:00pm. At your designated appointment time slot, two City Public Works employees will arrive with your new meter and tools to perform the install. They will have identification as City employees. The average install should take approximately 30 minutes. The employees will wear a mask and place booties on their shoes upon entering your home. They will take your old meter with them.

What we need you to do? Please call or email (preferred) the Utility Billing Clerk, Tabitha Peltier, as soon as possible or by _____at the latest to schedule your appointment within the above listed timeframe. You will be given a 2-hour time slot of when they will arrive. An adult must be present at the home. To schedule call 763-444-5512 or email utilitybilling@cityofisanti.us.

If you have questions or concerns related to the meter components or the installation process, please contact me at 763-762-5757 or msylvester@cityofisanti.us.

We appreciate and thank you for your cooperation.

Sincerely,

Matt Sylvester
Public Services Director
763-762-5757

Mueller Systems SSM

Solid State Meter
Sizes 5/8" x 3/4" and 3/4" Short; 3/4" Long; and 1"

APPLICATIONS: The Mueller Systems solid state meter (SSM) is available in 5/8" X 3/4" through 2" sizes. The SSM meter provides 8 digits of granular data for visual reads and 8 digits in encoded electronic format for use in Mueller Systems Mi.Net AMR/AMI applications. The meter can be used in any residential or commercial application where a high degree of accuracy at low flow rates is important.

Construction: The SSM meter utilizes a low lead copper alloy body with a polymer measuring tube and patented stainless steel reflectors. A heat treated glass lens and polymer lid and surround provide protection for the liquid crystal display. 3.6 volt lithium batteries provide power for the processor for 20 years of life. All internal electronics are potted to prevent water intrusion in the toughest environments.

Operation: The SSM meter utilizes ultrasonic measurement technology to provide outstanding accuracy across a broad flow range with extremely low pressure loss. The static meter design means there are no moving parts inside the meter so it will not degrade in accuracy over the life of the meter due to mechanical wear, providing exceptional revenue for years to come.

With starting flow rates as low as 0.017 GPM and ultra-low flow accuracy of 95% at 0.05 GPM on the 5/8' X ¾" and ¾" short sizes, the SSM is capable of wringing every drop of revenue from your system and detecting the smallest leaks and backflow conditions. The stainless steel reflectors and measuring tube design channel water over the reflectors to keep them free of debris and increase the velocity of the water as it passes through the tube, contributing to the high degree of meter accuracy.

The display provides large numerals and icons that permit verification of the 8 digit meter volume as well as direction of flow, error and alarm status, and battery life. A unique, never duplicated 8 digit serial number on the SSM meter faceplate and lid identifies it as the basis for all systems communication. The register face plate and housing provide visual information specific to the registration units, model, size, date of manufacture, and billing units, to provide verifiable and retrievable data in the event it is required.

CONFORMANCE TO STANDARDS: Mueller Systems SSM meter complies with AWWA C-700 requirements for accuracy and odometer wheel height as well as the American Standard Code for Information Interchange or ASCII.

OPERATION: When interrogated by a Mueller Systems AMR/AMI device, the SSM meter communicates the unique 8 digit serial number and 8 digit electronic reading in ACSII format where it can be recorded and maintained within the reporting structure of the AMR/AMI system. In the event that field testing is required, an optical button located on the display faceplate can be utilized to place the meter in test mode which provides excellent resolution for testing purposes.

MAINTENANCE: The Mueller Systems SSM meter is designed and manufactured to provide a 20 year service life with virtually no maintenance required. Meter lids are available as replacement components in the event of vandalism or the need for meter retrofits.

Mueller Systems Solid State Meter
5/8" X 3/4" - 1"

Materials and Specifications

MODEL	Solid State Meter (SSM)
REGISTER TYPE	Solid State Encoder Register
SIZES	5/8" through 2" Ultrasonic Meters
STANDARDS	Manufactured and tested to meet or exceed all applicable accuracy and pressure loss requirements of the AWWA C-700 standard and the American Standard Code for Information Interchange (ASCII)
TEMPERATURE OPERATING RANGE	34ºF to 158ºF
STORAGE TEMPERATURE RANGE	-4ºF to 158ºF
WATER TEMPERATURE RANGE	34ºF to 140ºF
CONNECTION OPTIONS	18" Nicor Connector, 5' or 25' flying lead wire, with factory potted connections
MATERIALS	Processor/register housing and lid - thermoplastic; Register lens – heat treated, tempered glass; LCD, polymer measuring tube, SST reflectors
AMR/AMI COMPATIBILITY	Mi.Net AMR/AMI system, and other AMR/AMI systems that can utilize the standard 8 digit encoder protocol output.

© Mueller Systems LLC. 01/10/2018

Mueller Systems SSM

Solid State Meter
Sizes 5/8" x 3/4" and 3/4" Short; 3/4" Long; and 1"

GENERAL TECHNICAL DATA

	5/8" – 3/4" – 1"
Medium temperature range	°F 34 ... 122
Ambient operating temperature	°F 34 ... 158
Ambient storage temperature	°F -4 ... +140 (>90° F max. for one hour)
Maximum pressure	psi 200
Power Supply	3.6 VDC lithium battery
Battery Lifetime	20 years
Interfaces	Industry standard Encoder protocol, ASCII output for compatibility with all AMR/AMI systems
Data Storage	Alarms and consumption values
Protection class	IP 68

TECHNICAL DATA DISPLAY

	5/8" – 3/4" – 1"
Display Indication	LCD, 8-digit
Units	Flow and volume (GPM, gal, Ft^3)
Values displayed	Volume - flow - reverse flow - water temperatures - display test - error and alarm status - battery lifetime
Values transmitted	8 digit electronic resolution only

APPROVAL

	5/8" – 3/4" – 1"
NSF	Complies with NSF/ANSI Standard 61, Annex F/G
AWWA	Meets or exceeds applicable sections of the AWWA/ANSI C700 Standards
FCC	Complies with FCC part 15 B

MATERIAL

	5/8" – 3/4" – 1"
Measuring pipe	Lead-free copper alloy "CUPHIN®"
Register Housing	Engineered Polymer
Transducers	Composite
Reflectors	Stainless steel

Mueller Systems SSM

Solid State Meter
Sizes 1½" & 2"

APPLICATIONS: The Mueller Systems solid state meter (SSM) is available in 5/8" X 3/4" through 2" sizes. The SSM meter provides 8 digits of granular data for visual reads and 8 digits in encoded electronic format for use in Mueller Systems Mi.Net AMR/AMI applications. The meter can be used in any residential or commercial application where a high degree of accuracy at low flow rates is important.

Construction: The SSM meter utilizes a low lead copper alloy body with a polymer measuring tube and patented stainless steel reflectors. A heat treated glass lens and polymer lid and surround provide protection for the liquid crystal display. 3.6 volt lithium batteries provide power for the processor for 20 years of life. All internal electronics are potted to prevent water intrusion in the toughest environments.

Operation: The SSM meter utilizes ultrasonic measurement technology to provide outstanding accuracy across a broad flow range with extremely low pressure loss. The static meter design means there are no moving parts inside the meter so it will not degrade in accuracy over the life of the meter due to mechanical wear, providing exceptional revenue for years to come.

With ultra-low flow accuracy of 95% at 0.08 GPM on the 1-1/2" sizes, the SSM is capable of wringing every drop of revenue from your system and detecting the smallest leaks and backflow conditions. The stainless steel reflectors and measuring tube design channel water over the reflectors to keep them free of debris and increase the velocity of the water as it passes through the tube, contributing to the high degree of meter accuracy.

The display provides large numerals and icons that permit verification of the 8 digit meter volume as well as direction of flow, error and alarm status, and battery life. A unique, never duplicated 8 digit serial number on the SSM meter faceplate and lid identifies it as the basis for all systems communication. The register face plate and housing provide visual information specific to the registration units, model, size, date of manufacture, and billing units, to provide verifiable and retrievable data in the event it is required.

CONFORMANCE TO STANDARDS: Mueller Systems SSM meter complies with AWWA C-700 requirements for accuracy and odometer wheel height as well as the American Standard Code for Information Interchange or ASCII.

OPERATION: When interrogated by a Mueller Systems AMR/AMI device, the SSM meter communicates the unique 8 digit serial number and 8 digit electronic reading in ACSII format where it can be recorded and maintained within the reporting structure of the AMR/AMI system. In the event that field testing is required, an optical button located on the display faceplate can be utilized to place the meter in test mode which provides excellent resolution for testing purposes.

MAINTENANCE: The Mueller Systems SSM meter is designed and manufactured to provide a 20 year service life with virtually no maintenance required. Meter lids are available as replacement components in the event of vandalism or the need for meter retrofits.

Mueller Systems Solid State Meter
Sizes 1½" & 2"

Expected availability for 1.5" and 2" SSM meters is second quarter of 2018.

Materials and Specifications

MODEL	Solid State Meter (SSM)
REGISTER TYPE	Solid State Encoder Register
SIZES	5/8" through 2" Ultrasonic Meters
STANDARDS	Manufactured and tested to meet or exceed all applicable accuracy and pressure loss requirements of the AWWA C-700 standard and the American Standard Code for Information Interchange (ASCII)
TEMPERATURE OPERATING RANGE	34ºF to 158ºF
STORAGE TEMPERATURE RANGE	-4ºF to 158ºF
WATER TEMPERATURE RANGE	34ºF to 140ºF
CONNECTION OPTIONS	18" Nicor Connector, 5' or 25' flying lead wire, with factory potted connections
MATERIALS	Processor/register housing and lid - thermoplastic; Register lens – heat treated, tempered glass; LCD, polymer measuring tube, SST reflectors
AMR/AMI COMPATIBILITY	Mi.Net AMR/AMI system, and other AMR/AMI systems that can utilize the standard 8 digit encoder protocol output.

© Mueller Systems LLC. 11/10/2017

Solid State Meter
Sizes 1½" & 2"

GENERAL TECHNICAL DATA

	1.5" and 2"
Potable water temperature range	°F 34 ... 122
Ambient operating temperature	°F 34 ... 158
Ambient storage temperature	°F -4 ... +140 (>90° F max. for one hour)
Maximum pressure	psi 300
Power Supply	3.6 VDC lithium battery
Battery Lifetime	20 years
Interfaces	Industry standard Encoder protocol, ASCII output for compatibility with all AMR/AMI systems
Data Storage	Alarms and consumption values
Protection class	IP 68
Operating performance	In the temperature range of 45 to 85° F, meter consumption measurement is accurate to ±1.5% over the normal flow range (reference: approved test bench, ISO9001 certified.

TECHNICAL DATA DISPLAY

	1.5" and 2"
Display	LCD, 8-digit
Units	Flow and volume (GPM, gal, Ft^3)
Values displayed	Volume - flow - reverse flow - water temperatures - display test - error and alarm status - battery lifetime
Values transmitted	8 digit electronic resolution only

APPROVAL

	1.5" and 2"
NSF	Complies with NSF/ANSI Standard 61, Annex F/G
AWWA	Meets or exceeds applicable sections of the AWWA/ANSI C700 Standards
FCC	Complies with FCC part 15 B

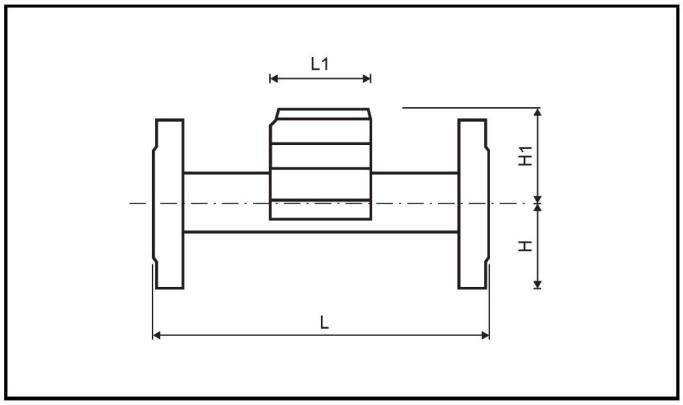
MATERIAL

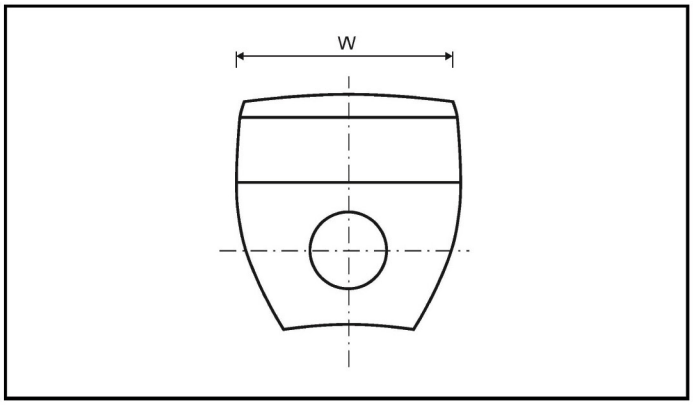
	1.5" and 2"
Measuring pipe	Lead-free copper alloy "CUPHIN®"
Register Housing	Engineered Polymer
Transducers	Composite
Reflectors	Stainless steel

Mueller Systems SSM

Solid State Meter
Sizes 1½" & 2"

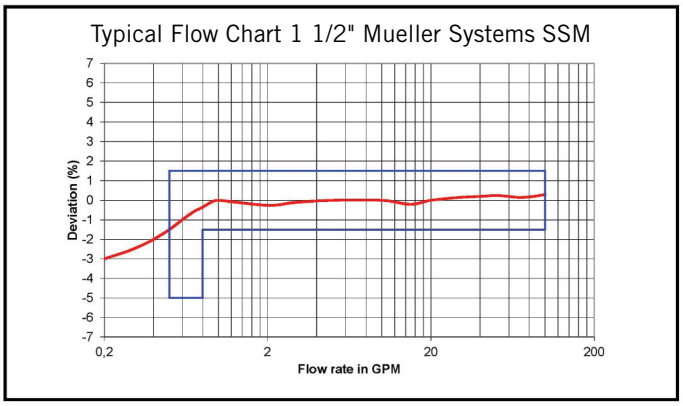
DIMENSIONS

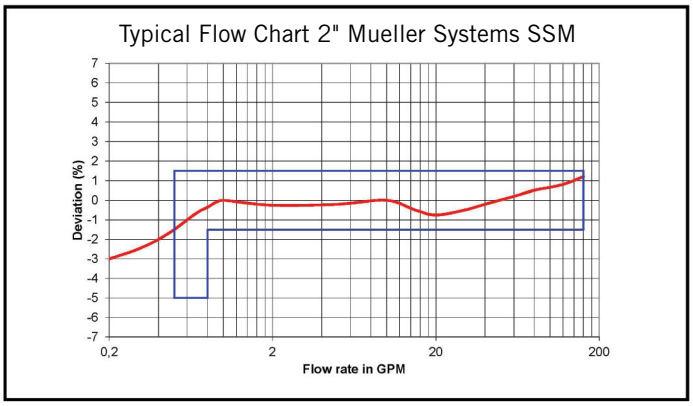




SIZE			1.5"	2" L
LAY LENGTH	L	INCH	13"	17"
Register Length	L1	INCH	3.5"	3.5"
Register width	W	INCH	3.75"	3.75"
Heigth to center of pipe	H1	INCH	2"	2.5"
Heigth to center of pipe	H1	INCH	3.3"	3.3"
Net weight		Lb.	14.1	19.2

TYPICAL FLOW CHARTS





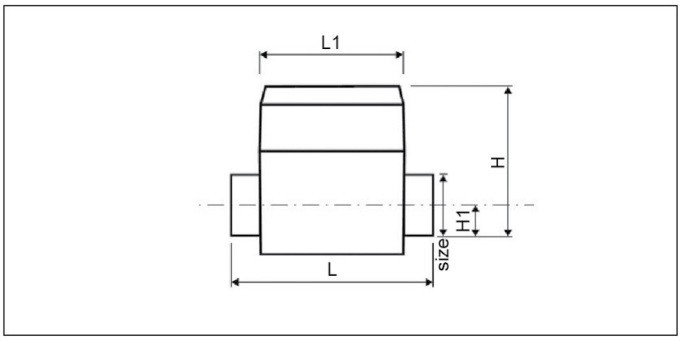
TECHNICAL DATA

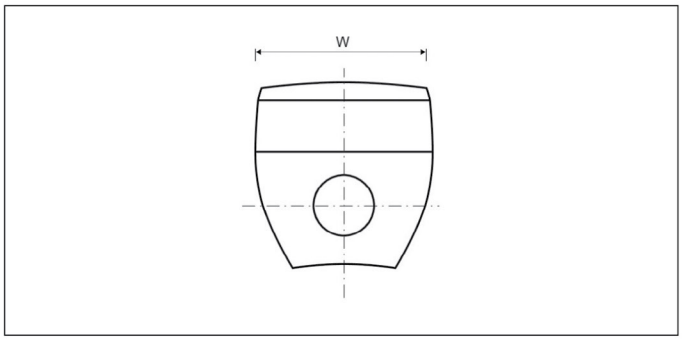
SIZE			1.5"	2" L
LAY LENGTH	L	INCH	13"	17"
Operating Flow Range		GPM	0.8 - 100	0.8 - 160
Low Flow Range		GPM	0.5 - 0.8	0.55 - 0.8
Operating Range accuracy		%	±1.5	±1.5
Low Flow Range accuracy		%	-5 / ±1.5	-5 / ±1.5
Pressure Loss			3.5 psi at 70 GPM	3.6 psi at 110 GPM

Mueller Systems SSM

Solid State Meter
Sizes 5/8" x 3/4" and 3/4" Short; 3/4" Long; and 1"

DIMENSIONS

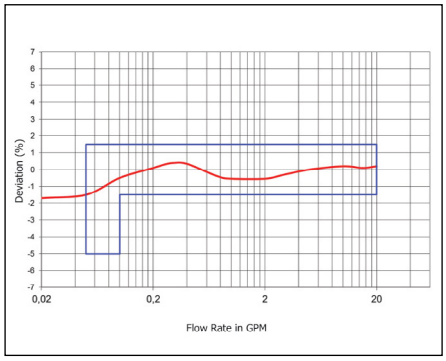




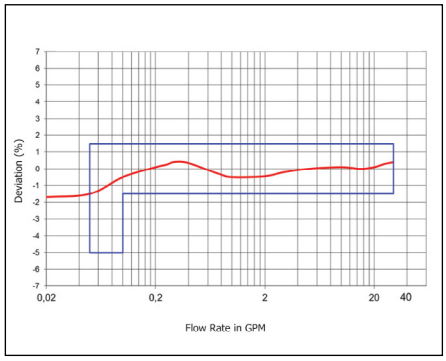
SIZE			5/8" X 3/4"	3/4" S	3/4" L	1"
LAY LENGTH	L	INCH	7.5"	7.5"	9.0"	10.75"
Register Length	L1	INCH	3.5"	3.5"	3.5"	3.5"
Register width	W	INCH	3.7"	3.7"	3.7"	3.7"
Heigth to center of pipe	H	INCH	4.0"	4.0"	4.0"	4.2"
Heigth to center of pipe	H1	INCH	1.3"	1.3"	1.3"	1.4"
Nominal thread size			1"-11.5 NPSM	1"-11.5 NPSM	1"-11.5 NPSM	1.25"-11.5 NPSM
Net weight		Lb.	2.8	2.8	3.1	3.5

TYPICAL FLOW CHARTS

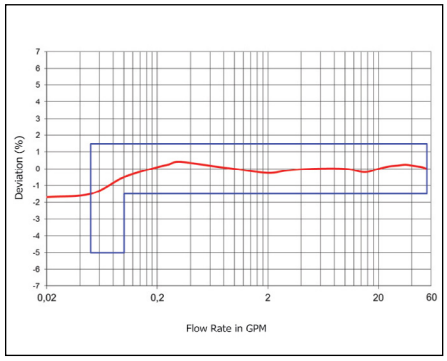
Typical Flow Chart 5/8" Mueller Systems SSM



Typical Flow Chart 3/4" Mueller Systems SSM



Typical Flow Chart 1" Mueller Systems SSM



TECHNICAL DATA

SIZE			5/8" X 3/4"	3/4" S	3/4" L	1"
LAY LENGTH	L	INCH	7.5	7.5	7.5	10.75
Operating Flow Range		GPM	0.1 - 20	0.1 - 30	0.1 - 30	0.4 - 55
Low Flow Range		GPM	0.05 - 0.1	0.05 - 0.1	0.05 - 0.1	0.25 - 0.4
Operating Range accuracy		%	±1.5	±1.5	±1.5	±1.5
Low Flow Range accuracy		%	-5 / ±1.5	-5 / ±1.5	-5 / ±1.5	-5 / ±1.5
Pressure Loss			2.0 psi at 15 GPM	2.0 psi at 15 GPM	2.0 psi at 15 GPM	1.5 psi at 25 GPM
Operating Performance			In the temperature range of 45 to 85° F, meter consumption measurement is accurate to ±1.5% over the normal flow range (reference: approved test bench, ISO9001 certified.			

Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: September 21, 2021
Subject: Bandshell Naming & Celebration Discussion

Background:
Construction has begun on the bandshell in Bluebird Park and should be completed by end of September. When construction is completed, the bandshell will need an official name to be used across marketing materials and in rental applications.

Staff has collected some name suggestions from the Parks, Recreation & Culture Board, Mayor Johnson, and area schools to help guide the discussion. Those suggestions include:

- Bluebird Park Bandshell
- Lundeen Amphitheater
- The Bluebird Nestbox
- Bluebird Park Amphitheater
- Rum River Bandshell
- Bluebird Performance Center
- Bluebird Park Stage

The Parks, Recreation & Culture Board has also suggested that a grand opening celebration be used to officially open the bandshell and announce its name. This celebration could take place on a preferred date in October and could feature food trucks, community organizations, a short dedication, and possible live music.

Request:
Staff would like direction on:

- Preferred name for the bandshell
- Creating a grand opening event in October