

**MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 17, 2020 – 5:00 P.M.
CITY HALL**

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (via telephone), Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Public Comment

E. Committee Meeting Items

1. Liquor Updates

- Gross profit for the months of August through October was approximately 27.23% sales during the same time frame have been continually above 30%. Sales have been over \$300,000 every month since March.
- Liquor Store Manager John Jacobi completed 6 years on the MMBA Board of Directors and 5 years as Vice President of the MMBA, John Jacobi has developed some great relationships with many stores.
- Personal goals for 2020-2021 are as follows:
 - Continue working through wines, liquor and mixes that are not selling or out of stock and introduce new lines that have better movement.
 - Pull up movement reports and weed out slow sellers.
 - Plan for a larger online presence getting more involved with promotion and online email blasts.
 - Keep a consistent gross profit above 24% and continue to monitor monthly.
 - Plan to conduct online ordering for curbside ordering for curbside pickup abilities for the future location.
 - Work with committee on Fall/ Holiday Tasting Events and continue doing an in-store tasting the first three Thursdays in October post Covid.
 - Conduct a wine and food pairing training for all employees post Covid.
 - Develop a “Holiday Focus Wine List” for employees to help customers with food and wine pairings.

- Plan on utilizing beer tastings with breweries to help promote new local craft beers post Covid.
- Plan and direct Full-Time department responsibilities utilizing department assignments for 2 Full-Time positions.
- Continue to run an ad in the Scotsman every month for 2021.
- Continue the Facebook page for the liquor store with some boosting opportunities in 2021.
- The MMBA Food Drive ran through the month of October. Customers donated over \$200 in cash. Which will be donated to Family Pathways of Isanti County.

2. Proposed 2021 Fee Schedule Changes

- Highlighted changes to the fee schedule include:
 - Flat fees for deck permit and lower level finishes with deck a \$300 flat fee and basement finish a \$300 flat fee as well.
 - No investigation fee for a Non-profit Peddler's Permit.
 - No fee for a Non-profit Administrative Permit.
 - Councilmember \$50 compensation per meeting and board member \$25 compensation per meeting per.

3. Proposed 2021 Budget Updates

- The Isanti City Council approved the 2021 preliminary budget on September 1st, 2020. Since then a number of items have warranted further review and consideration. Changes recommended by the Committee will be represented in the 2021 final budget to be considered by the Council on December 1st, 2020.
- The following proposed changes have been broken down into two broad categories. The first is compensation related. These changes include proposed implementation of the compensation study and also hiring a Building Official and ending the contract with MNSpect.
- The second category is simply all other budget related items.
- Highlighted changes to the proposed budget include:
 - The second category is simply all other budget related items.
 - Portable radios will be taken off of the Capital Improvements plan for next year as Covid funds has allowed for them to be purchased. It will stay on the rotation so it is scheduled for its purchase at the end of its life cycle.
 - Towns Edge Road and Isanti Hills will be moved to 2026 and 2025.
 - Increase budget of \$44,000 for Stormwater Maintenance Program.
 - Water Meter Network Infrastructure and Water Meter Radios on the existing meters to 2022.
 - Take out all of the old water meters in 2028.

4. Ordinance Drafts for Discussion and Consideration

- Chapter 284 Streets and Sidewalks proposed changes include:
 - Removal of the language referring to an official map as there is no official map. There is City maps such as streets map and addressing map that is updated by the Community Development Director or designee but no official map.

- Placement of numbers on buildings has been changed reflect fire code as the numbers were not large enough.
- Address numbers have been updated due to typos.
- Adding language to what the practice is for damaged sidewalks.
- Snow Removal section has been reevaluated for all chapters to say the same thing where Public Works does it then the resident needs to do it and also have align with Chapter 216, Nuisances.
- Materials on streets, alleys, sidewalks, or public way has language removed and simply references Chapter 216.
- Chapter 227 Parking and Storage proposed changes include:
 - Adjustments to definitions within the chapter.
 - Add parking along the East side of 9th Avenue from 8th Ave NE extending South 500 feet.
 - Add parking along both sides of 8th Avenue NE extending South from Heritage Blvd NE to the intersection of 8th Ave NE and 9th Ave NE
 - Add parking along both sides of 8th Avenue NE extending 300 feet Southwest from intersection of 9th.
 - Add Parking along the West side of 3rd Avenue NW extending 170 feet North from Heritage Blvd NW continuing along the West side of 3rd Avenue NW 550 feet North between the hours of 3:15 and 4:15 Monday thru Friday.
 - Add parking along the east side of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW.
 - Add Section 2, number 10 to include no motorized vehicle permitted to stay stationary on street, roadway or in a municipal parking lot for more than 7 consecutive days without prior approval from the City Administrator or Police Chief or designee.
- Chapter 270 Snowmobiles and Special Vehicles
 - Current Ordinance states that operation can only be done on private property with permission.
 - Recommendation from Committee is to include language to allow for snowmobiles to go to and from trails on roadways.
- Recommendation from Committee is to bring all 3 Ordinances back to Committee of the Whole with changes for further discussion.

5. Discussion on Isanti Community Center Phone

- The Isanti Community Center has a landline phone that is located in the kitchen. This phone is used for Senior Dining Program that is run by Catholic Charities.
- Catholic Charities advertises for people to call Monday-Friday 10:30 a.m.-1:30 p.m., however the phone rings at all hours of the day.
- The phone will ring during other renters' events and staff has received complaints.
- The phone line does have to remain for the fire system, but it does not need to be a line that rings out via a phone.
- With advanced technology and cell phones, this would be an alternative for Catholic Charities to have for their needs.
- The needs of the facility do not warrant a public phone to use.

- If the public phone does stay, Catholic Charities is requesting to place a phone with an answering machine in the kitchen. This will not eliminate the phone from ringing during any renters' event, this will only allow their staff to get messages from their users.
- Another alternative option would be to have their users call Catholic Charities phone number and they can relay the message to their own employees.
- Recommendation from Committee is to remove phone and transfer phone number to Catholic Charities.

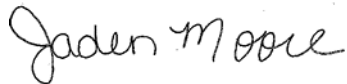
6. Goal Setting

- Consensus from Committee is to have goal setting within the January Committee of the Whole meeting.

F. Adjournment

Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jaden Moore". The signature is written in a cursive, flowing style.

Jaden Moore
Deputy City Clerk/ Human Resources