

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

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 and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung and Finance Director Mike Betker

Others Present: Fire Chief Al Jankovich and Don Hansen

**D. Public Comment**

- Fire Chief Al Jankovich stated he would like to be added to the agenda to share Annual Isanti Fire District Report.

**E. Committee Meeting Items**

**1. a. Isanti Fire District Annual Report**

- An entry level live burn is where firefighters are brought in after they have completed their firefighter basic training where they are set down on the floor where a fire is set in front of the firefighter. Jankovich continued to share the fire is made of straw, pallets and cardboard and not anything hazardous. Jankovich stated that it is to show the firefighter what the heat feels like in their gear and orientate the firefighter with the situation.
- There were 52 fire calls with actual fire and 79 rescue and emergency medical service incidents.
- Isanti Fire District was awarded a grant from the DNR to assist with the purchase of a grass fire truck and also able to purchase a truck from the DNR with the program that the DNR has. Jankovich further shared that the truck is stationed at Station 2.
- City of Isanti will contribute \$238,744.52 towards the 2020 budget. The percentage of the City of Isanti's contribution to the total of Isanti Fire Districts budget is 38% with City of Isanti's total runs accounting for 46% of Isanti Fire Districts total runs.
- Councilmember Steve Lundeen asked what the Fire District was doing in response to the COVID-19 epidemic. Jankovich shared that the Fire District

assists EMS at medical calls because of their location as they are able to be on scene first. Jankovich continued to share that Isanti Fire District will continue to respond to critical EMS calls if somebody is unresponsive and in dire need of immediate interventions the Fire District will respond in typical fashion but if the person is not complaining of a life threatening situation then the Fire District is going to standby and allow EMS transport their patients as they normally would without the assistance of fire rescue.

- No further recommendations were made from Committee.

## 1. PW Updates

- Early spring has left 300 tons of extra salt on hand which will carry into the next year.
- Doors were posted in February for tree trimming and the list is completed.
- Snow was hauled from busy intersections and cul-de-sacs in January.
- Pothole patching has begun.
- Public Works staff have been out doing yard repairs from plow damages.
- Clearing brush in storm ponds have begun and will continue as time permits.
- Public Works has taken advantage of our warmer weather and has begun street sweeping.
- Public Works staff have cleared storm drains as the snow melts.
- Compost site will be on April 21.
- The MPCA issued a draft permit for the waste water treatment facility with some minor changes. The biggest change being that the total phosphorus will be a 12-month moving total instead of a 12-month calendar total. The total phosphorus will remain at 908 kilograms per year.
- Public Works staff began working on the waste water treatment facility filter underdrain piping.
- First round flush of the air release valves was completed.
- Routine maintenance in the pretreat building was completed.
- Public Works staff has performed annual routine maintenance on the MIOX machine as well as the filter backwash tank.
- Chlorine piping was replaced at the water treatment plant.
- Progressive mower was purchased from Minnesota Equipment.
- The mosquito fogging unit from Adapco was purchased and delivered.
- The following reports have been completed: DNR Water Conservation Report, Tier II Report for Homeland Security, Solid Waste Report and Water Conservation Report.
- No further recommendations were made from Committee.

## 2. Housing Study Update

- At the 2020 goal setting meeting staff was directed to look into the City's housing study.

- Staff suggested waiting to do an update because Humphrey School student group is researching an East Central MN study which would be free.

### 3. Delinquent Charges on Utility Account

- Utility customer contacted city staff with a request to have late fees removed from their account, and to ask that the Committee be informed that customers receiving a semiannual stormwater billing did not have a 6-month billing period listed on bills.
- Staff believes that the problem has been corrected and will verify that solution with the next printing of semiannual stormwater bills at the end of May.
- Recommendation from Committee is for staff to let customer know the issue has been fixed and that if the customer pays bill by the end of the month the \$5 fee will be waived.

### 4. Food Truck Fees

- Staff is drafting an ordinance to include food truck fees. The proposed fees will mirror Cambridge's food truck fees of \$25 per day, \$75 per month and \$200 for seasonal (up to 6 months) per food truck.
- Street Dance food trucks will align with these fees.
- Recommendation from Committee is to move forward and post draft ordinance and bring to City Council meeting.

### 5. Fire District Lease Discussion

- At the 2020 goal setting meeting staff was directed to review the lease payment for the Isanti Area Joint Operating District.
- Beginning in 2015 the Isanti Area Joint Fire District began paying \$32,622.75 annually for lease of the fire station on Heritage Blvd. Isanti Area Joint Fire District had previously paid \$1.00 annually. Since the start of 2015 the Isanti Area Joint Fire District has paid \$163,113.75 to lease a portion of the building.
- The Isanti Area Joint Fire District approached the City in 2019 to inquire about possibly purchasing the building outright. If the Isanti Area Joint Fire District lease agreement continued for 10 more years unchanged the result would be as follows:

Previously Collected (2015-2019)	\$ 163,113.75
Future Collection (2020-2029)	\$ 326,227.50
<b>Total Potential Collection</b>	<b>\$ 489,341.25</b>

- Recommendation from Committee is for City Administrator Josi Wood and Finance Director Mike Betker to meet with Fire Chief Al Jankovich to discuss laying out the framework for a possible transfer of ownership for the current Police Department and Fire Department building and to discuss if Isanti Area Joint Operating District lease agreement fee shall be a \$1.00 annually.

## 6. Tree Discussion

- Staff requested clarification on tree replacement for street projects, water main break, curb stop leak, etc. as city policy is that the city does not replace trees.
- Recommendation from Committee is to look at a tree program for city who would like trees at a discounted cost and leave city policy as is.

## 7. Annexed Parcel Code Enforcement Discussion

- December 2019 Committee of the Whole meeting the Committee discussed general code enforcement on parcels recently annexed into the City. The focus was mostly on parking and vehicles. It was agreed that any outside storage of rubbish, junk, inoperable vehicles, miscellaneous refuse or garbage will be enforced immediately.
- February Committee of the Whole a rough draft of an ordinance amendment was presented. The draft included limits on size of vehicles and number of vehicles for parcels over 1-acre. It was suggested that the current code be enforced when property ownership changed and until the people that live there are allowed to have what they currently have for vehicles, trailers etc. Committee directed staff to look at the logistics on this idea.
- Direction from Committee was for staff to send out letters to annexed parcels notifying them of this meeting and discussion and have indicated that once staff is directed to draft an ordinance for consideration, they will receive notice and a copy of the proposed ordinance.
- Recommendation from Committee is for staff to draft new ordinance with enforcing new rules for when the properties switch owners and have the city attorney review the draft ordinance and bring to city council meeting.

## 8. Credit Card Policy Discussion

- Currently the City of Isanti has one credit card for city/staff to use. That card is kept in the office of the Finance Director's office and must be signed out to be used. After the purchase is made the card is checked back in.
- Recommendation from Committee is to move forward with staff drafting a new credit card policy with staff having credit cards with their name on it issued to them to use for purchases and bring to city council meeting.

## 9. Adding Trails to Bluebird Park Discussion

- The February 25<sup>th</sup> Park, Recreation and Culture Board meeting discussed adding walkways to Bluebird Park.
- The walkway would be from the main BMX parking lot to the parking lot to the west which used to be the skate park pad.
- The result would be loss of two parking spaces in the main BMX parking lot and the curb in the BMX parking lot would need to be cut. Rum River BMX is okay with losing two spots.
- People currently walk out to Isanti Parkway because it gets wet along the pine trees.
- The trail section addition would be about 50' between the two parking lots. A section of culvert will need to be added to maintain drainage along with some

grading. The section of trail would be 8' wide consistent with what is currently in Bluebird Park.

- The trail section would need to be contracted out as Public Works does not have the equipment to pave the section of trail.
- The work is a non-budgeted park improvement at this time.
- Staff has received an estimated quote for \$7,500.
- No further recommendations were made from Committee.

#### **10. Painting Redbird Fence Discussion**

- Redbirds ball field fence said they agreed that the back of the fence could be painted or stained and requested to use city equipment to do so.
- The city does not allow things that have been purchased to be used by another group.
- Public Works can paint the fence but Redbirds would be billed for it.
- Recommendation from Committee is for staff to review lease agreement for Redbirds to paint the fence.

#### **11. Discussion on Funding for Fireworks and Float**

- Approximately \$6,700 for 12 minutes fireworks show similar to Brooklyn Park, Buffalo, Sartell and Mille Lacs Band.
- There is adequate funding within the parks budget and allocate it to fireworks if Committee recommends.
- Consensus from Committee is to reach out to firework vendors and bring to city council meeting.
- Building a parade float could potentially be overtime for staff.
- Consensus from Committee is not to have float in the parade.

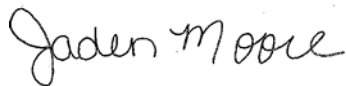
#### **12. Emergency Management Discussion**

- Updates to Emergency Preparedness and Response Plan as the last update was 2009.
- The COVID-19 pandemic has made it necessary for updates.
- Recommendation from Committee is to move forward and bring to city council meeting later in the evenings.

### **F. Adjournment**

Meeting was adjourned at 6:41 p.m.

Respectfully Submitted,



Jaden Moore

Deputy City Clerk/ Human Resources