

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING  
TUESDAY, JULY 21, 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, Finance Director Mike Betker, Community Development Director Sheila Sellman, Parks, Recreation and Culture Board Manager Jenny Garvey, Public Services Director Matt Sylvester and City Attorney Joe Langel

**D. Public Comment**

None

**E. Committee Meeting Items**

**1. Building Inspection Fees (Discussion)**

- 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 building, 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. The City of Isanti’s schedule is very similar to what is in statute. The City of Isanti’s 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 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)
- Committee of the Whole discussed various options for building inspection services and fees.

- Recommendation from Committee is to discuss implementing building fees for 2021 and for staff to reach out to other cities about the possibility of sharing a building official and post building official position for if the services were to be done in house.

## 2. Police Updates

- Currently working on a hiring process to fill one vacancy. Several qualified applicants and several experienced officers seeking employment with Isanti Police Department.
- Due to Covid-19, the historical National Night Out has been canceled for this year. There is potential for a date in October for the event however nothing planned as of now.
- 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 Air Initiative Grant
    - Cost share towards the CCTV system at the Police Department
  - \$125,000.00 Department of Justice COPS hiring program 2020 Grant
    - Hiring Police Officer

## 3. Mosquitos Spraying (Discussion)

- Public Works has gone out and sprayed six times for mosquitos so far this summer which began on May 27<sup>th</sup>.
- It takes 3 to 3 ½ hours to fog.
- Some residents have stated that the fogging is working great and some that say it is not working at all.
- The spray being used is garlic concentrate which is mixed with water.
- The approximate cost every time Public Works sprays is \$65 with the garlic concentrate.
- If switched to Pursuit mosquito spray the cost will go from \$65 dollars to \$500 every time Public Works goes out to spray.
- Recommendation from Committee is trying Pursuit mosquito spray and bring back to Committee of a Whole for further discussion of whether to continue using Pursuit or go back to using garlic concentrate.

## 4. Street Dance Alcohol Sales

- City staff had a local business inquire about selling alcohol at the upcoming city street dances.
- Staff spoke with Isanti Lions and Dahlheimer Beverage regarding a verbal agreement since around 2013 that they have exclusively.
- The city receives a profit of the sales from the Isanti Lions from each street dance dependent on the number of alcohol sales from each dance with an approximation of \$200 per street dance.
- The city does have a sponsorship option, in which the city provides an opportunity for businesses to support the street dances.
- Dahlheimer Beverage has been a platinum sponsor for the last 5 years which is a \$1,000 value.
- Dahlheimer Beverage also provides 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.
- Recommendation from Committee is to bring to city council meeting later that night for a decision.

**5. Utility Delinquent (Discussion)**

- When the emergency declaration was made due to Covid-19 pandemic it was recommended by the League of MN Cities to include restraining from shutting off residents' water.
- Typically, from spring to fall, water can be shut off for non-payment on utility bills.
- Since declaring the emergency water shut offs and late fees have not been enacted.
- Recommendation from Committee is to continue with not enacting utility shut offs and late fees until the end of the year.

**6. East Dual/ Heritage Blvd Intersection Control Update**

- The City of Isanti has communicated with Isanti County Engineering about the East Dual/ Heritage Blvd intersection and how to control it.
- The city had a meeting with Minnco to discuss the option of a four-way intersection which would take acquisition of the property of Minnco but Minnco did not show support for this option because they felt that they would have to remodel to make the store front face a different direction.
- The most viable options that were shared was a 3-legged intersection or a roundabout.

**7. ~~National Night Out Update~~**

**8. Volunteer Involvement for Potential Bluebird Park Projects**

- A resident asked Mayor Johnson about community members to volunteer and donate materials, services or money to help build pavilion at Bluebird Park.
- Recommendation from Committee is for staff to draft a policy regarding the donation of material, services or money for building the pavilion at Bluebird Park.

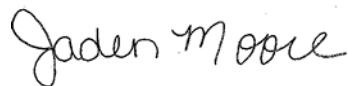
**9. Covid Relief Fund**

- The Cares Act was distributed to MN cities, townships and government entities but not to the Fire District due to the Joint Powers Agreement because the Fire District is a subdivision of the City of Isanti along with 6 townships that the Fire District services.
- Isanti Fire District asked if a portion could be provided to them in order to have the proper equipment and PPE for the safety of the Fire District personnel.
- Recommendation from Committee is for staff to see what where the remaining fund balance is at from the what has already been purchased and report back to City Council in the fall.

**F. Adjournment**

Meeting was adjourned at 6:51 p.m.

Respectfully Submitted,



Jaden Moore  
Deputy City Clerk/ Human Resources