

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 21, 2020 – 7:00 P.M.
CITY HALL**

I. Citizens Input

II. Agenda

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

1. January 7, 2020- Regular Meeting of the City Council
2. December 3, 2019- Economic Development Authority

G. Announcements

1. Goal Setting Monday, January 27, 2020 at 6:00 p.m.
2. Park, Recreation, & Culture Board Meeting Tuesday, January 28, 2020 at 6:00 p.m.
3. City Council Meeting Tuesday, February 4, 2020 at 7:00 p.m.
4. EDA Meeting Tuesday, February 4, 2020
(Following the City Council Meeting)

H. Council Committee Reports

I. Public Hearings

J. Business Items

1. Resolution 2020-XXX to Extend Partnership Agreement with ECRL and Isanti Friends of the Library
(Rachel Howell)
2. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

K. Approve Consent Agenda

1. Accounts Payable in the Amount of \$270,046.87 Payroll in the Amount of \$105,775.29
2. Resolution 2020-XXX Accepting Resignation of Liquor Store Clerk Becky Whitman
3. Approving the New Job Description for Administrative Assistant Intern
4. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department
5. Resolution 2020-XXX Approving 2020 Community Garden Handbook and Application
6. Resolution 2020-XXX Terminating the Contract for Consulting Services
7. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2020
8. Resolution 2020-XXX Approving GeoTab Fleet Management GPS

L. Other Communications

1. December Police Department Reports
2. December Code Enforcement Officer Report
3. December Building Inspector Report
4. January Engineering Project Status Report

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 7, 2020 – 7:00 P.M.
CITY HALL**

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, 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 and Chief of Police Travis Muyres

I. Citizens Input
None.

D. Adopt Agenda

Addendum:

Revision J.1.A- Removal of Number 3

Revision J.3- Add Department Head to Authorizing Signatories

Motion by Collison, second by Bergley to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Award

1. City of Isanti- Recipient of MDH 2018 Water Fluoridation Quality Award

Mayor Johnson shared that the City of Isanti has received the Water Fluoridation Award where a picture was taken earlier in the day and will be passed on to the newspaper. Johnson continued to share that this is the 3rd Water Fluoridation Award that the City has received.

F. Approve City Council Minutes

1. December 17, 2019- Regular Meeting of the City Council
2. December 17, 2019- Committee of the Whole Meeting
3. November 19, 2019- Planning Commission Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

F. Announcements

1. **CITY OFFICES CLOSED**

Monday, January 20, 2020

(In Observance of Martin Luther King Jr. Day)

2. Committee of the Whole

Tuesday, January 21, 2020 at 5:00 p.m.

- | | |
|---|---|
| 3. City Council Meeting | Tuesday, January 21, 2020 at 7:00 p.m. |
| 4. Planning Commission Meeting | Tuesday, January 21, 2020 |
| | <i>(Immediately following the City Council Meeting)</i> |
| 5. Goal Setting | Monday, January 27, 2020 at 6:00 p.m. |
| 6. Park, Recreation & Culture Board Meeting | Tuesday, January 28, 2020 at 6:00 p.m. |

H. Council Committee Reports

None.

I. Public Hearings

None.

J. Business Items

1. Interview Applicant for Vacant Park, Recreation and Culture Board Seat

There was one applicant for the open Park, Recreation and Culture Board. The applicant was Luke Merrill and he was asked questions specific to the Board.

Motion by Lundeen, second by Bergley to appoint Luke Merrill to the open Park, Recreation and Culture Board seat. Motion passed 5-0. Motion carried.

a. Resolution 2020-001 Designating Committees and Representatives for City Commissions and Advisory Boards for 2020

Mayor Johnson asked if it was a requirement to have a City Council Representative for the Chamber of Commerce Liaison.

Community Development Director Sheila Sellman stated that it is not a requirement and is up to City Council if they would like a representative at the meeting.

Councilor Lundeen stated that it is nice to have a representative from City Council at the meetings.

Mayor Johnson recommended Committees remain the same as 2019 except Bergley attend Chamber of Commerce meetings.

Motion by Bergley, second by Gordon to approve leaving committees the same as 2019 with the modification of Councilor Bergley attending Chamber of Commerce meetings. Motion passed 5-0. Motion carried.

Mayor Johnson stated that in 2019 he chose Councilor Lundeen as Mayor Pro-Tem and he would like to keep it the same.

Motion to approve by Bergley, second by Gordon to approve Councilor Lundeen as Mayor Pro-Tem. Motion passed 5-0. Motion carried.

2. Resolution 2020-002 Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for year 2020

City Administrator Josi Wood shared that 2 bids were received for the official newspaper. One was from County News Review and the other from Isanti-Chisago County Star. Wood further shared that the bid from County News review is \$1.99 per column inch; 11 lines/ inch 408 distributions in the City of Isanti and the bid received from Isanti-Chisago County Star is \$2.00 per column inch; 9 lines/ inch; 1885 distributions in 55040 Zip Code. Wood further shared that County News Review who has been our official newspaper for many years has gone to a subscription-based mailing.

Councilor Lundeen asked if the newspapers charge for online reading and a way to track online readers.

Isanti-Chisago Star News, Jeff Andres stated that by law the newspaper cannot charge and that they have to be published free online and for everyone to see online for free.

Motion by Bergley, second by Lundeen to designate Isanti-Chisago Star as the City of Isanti's official newspaper. Motion passed 5-0. Motion carried.

Motion by Gordon, second by Lundeen to approve City Council Meeting dates for 2020 as presented. Motion passed 5-0. Motion carried.

3. Resolution 2020-003 Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments, Adding Authorization for Use of the City Credit Card

Motion by Bergley, second by Collison to approve resolution with the revision of adding Department Head to authorizing signatories. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

4. Ordinance-715 Amending City Code Chapter 260, Sewers

5. Ordinance-716 Amending City Code Chapter 325, Water

6. Ordinance-717 Amending City Code Chapter 262, Sewer and Water Service Charges

City Administrator Josi Wood shared that Ordinance 715, Ordinance 716 and Ordinance 717 were presented and discussed at Committee of the Whole.

Councilor Lundeen stated that the stormwater utility fee is twice as high as other cities and numerous residents have brought it to his attention. Lundeen suggested that it the fee should be reviewed.

Wood stated that this year will be the utility rate study because it is 5 years old and it will be included in the study.

Motion by Lundeen, second by Bergley to approve Ordinance 715, Ordinance 716 and Ordinance 717 as presented. Motion passed 5-0. Motion carried.

Ordinance-718 Amending City Code Chapter 227, Parking and Storage

City Administrator Josi Wood shared that this Ordinance was presented at Committee of the Whole.

Motion by Lundeen, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of \$729,034.21 Payroll in the Amount of \$98,195.07 and Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of \$8,363.61
2. **Resolution 2020-004** Approving a Conditional Use Permit Application to Operate a Microbrewery at 2 Enterprise Ave Suite A3
3. **Resolution 2020-005** to Adopt City Mission, Vision, and Value Statements
4. **Resolution 2020-006** Authorizing Staff to Create a Sledding Hill in Bluebird Park
5. **Resolution 2020-007** Approving Operation of the Compost Site
6. **Resolution 2020-008** Approving Isantian Ad Rates and Sponsorship Packages
7. **Resolution 2020-009** Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities
8. **Resolution 2020-010** Approving Application for an Exempt Gambling Permit for Ruffed Grouse Society- Rum River Chapter
9. EDA Board Member Termination
10. **Resolution 2020-011** Offering the Position of PT CSO to Jeremy Roberts- Lethaby
11. **Resolution 2020-012** Offering the Position of FT Police Officer to Christopher Morgan

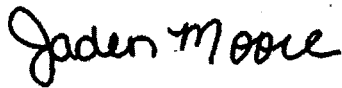
Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. Review Conflict of Interest Policy

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:30 p.m.



Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
December 3, 2019

1. **Call to Order:** EDA President Johnson called the meeting to order at 9:20pm.
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Members Present – Johnson, Bergley, Gordon, Reller, Lundeen. Absent: Collison. Staff Present: Community Development Director Sheila Sellman
 - c. **Agenda Modification:** Removal of Business item, Mr. Greiner requested to reschedule the presentation.
 - d. **Swear in Clark Johnson:** Sellman swore in Clark Johnson who then joined the meeting.
2. **Approval of Agenda:** Motion by Lundeen, second by Bergley motion passes 6-0.
3. Approval of November 5, 2019 meeting minutes: Motion by Lundeen, second by Bergley motion passed 6-0.
4. Removed
5. **Other Business:** Sellman and the mayor reviewed businesses they have visited this year and intend to visit 1-2 a month for a meet and greet. Sellman's goal is to meet with all businesses in town. Reller suggested posting these visits on FaceBook and to provide a short summary of what the business does.
6. **Marketing/Work Plan survey:** Sellman prepared a survey for the EDA to fill out for the update of the Marketing/Work Plan.
7. **Adjourn:** Motion by Lundeen, second by Bergley to adjourn, motion passed 6-0. Meeting adjourned at 9:30pm.

Respectfully Submitted

Sheila Sellman, Community Development Director/EDA Secretary

A Community For Generations.



J.1.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 21, 2020
Subject: Resolution to Extend Partnership Agreement with ECRL and Isanti Friends of the Library

East Central Regional Library (ECRL) Assistant Director Rachel Garret Howell will be present to provide an update on the Library Outreach Stop, and request to extend the Partnership Agreement through the year 2020. As a part of this, the City Council will also need to consider extending the Partnership Agreement with the Isanti Friends of the Library for the same term.

Request:

Staff is requesting action on this item.

Attachment:

- Res 2020-XXX

RESOLUTION 2020-XXX

**APPROVING PARTNERSHIP AGREEMENTS BETWEEN THE CITY OF ISANTI
AND THE EAST CENTRAL REGIONAL LIBRARY AND THE ISANTI AREA
FRIENDS OF THE LIBRARY**

WHEREAS, on December 7, 2010 the City Council approved Resolution No. 2010-274, a Resolution Extending the Original Partnership Agreements Between the City of Isanti and the East Central Regional Library (ECRL) and the Isanti Area Friends of the Library, relating to a ECRL Outreach Stop (formerly Library Link Site) in Isanti City Hall; and,

WHEREAS, the ECRL and the Isanti Area Friends of the Library and the City of Isanti have annually renewed the Partnership Agreements, providing ECRL services through the Outreach Stop at City Hall; and,

WHEREAS, the agreement with the ECRL for an Outreach Stop at the Isanti City Hall has been presented for 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the new Partnership Agreement with the East Central Regional Library Board and the Isanti Area Friends of the Library through the year 2020; that are hereby attached as 'Exhibit A' and 'Exhibit B' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources / City Clerk

Exhibit A

East Central Regional Library
Outreach Stop
Partnership Agreement



In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL hereby agrees to continue to provide library outreach services in **Isanti** for the community of **Isanti** in **Isanti** County.

A selection of materials and services will be offered in the **Isanti City Hall** facility located at **110 1st Avenue Northwest** in the town of **Isanti**. The facility will be staffed by an ECRL staff member and open 4 hours per week one day a week, thus providing connectivity to reading materials and resources from ECRL.

In order to make this library service partnership successful, the representatives of the community of **Isanti** and the library staff of ECRL agree to accept the following responsibilities:

ECRL will provide:

- Staff to open the outreach stop 4 hours a week once a week
- A minimum of 350 items of library materials and may be adjusted to serve the needs of the public as needed
- Insurance on equipment and materials owned by ECRL
- Weekly delivery service and rotation of collection with new items on a regular schedule
- Maintenance of checkout-dedicated computer, software, scanner and receipt printer

The Community will provide:

- An appropriate facility, handicapped-accessible, with a handicapped-accessible public restroom
- Insurance to protect property and community owned contents
- Insurance to protect against liability
- Internet connectivity to central library catalog and databases – line capacity to be a minimum of 1 MBS
- Maintenance of the book drop
- Parking to accommodate visitors to the outreach stop
- Shoveling of walkways
- Adequate space within that facility for a 14' x 14' minimum Outreach Stop area
- Signage to establish Outreach Stop for East Central Regional Library
- Shelving for a minimum of 350 books and other items
- Comfortable seating and reading tables for 5-8 customers at time
- Utilities for the facility
- Cleaning of the facility
- Security for library computer, equipment and materials when not in active use
- Maintenance of any community-provided computer equipment

The site will be evaluated once a year. If, at the end of each evaluation, the site is determined not viable for the regional library system, or not valuable to the community, ECRL or the community may terminate this agreement with 30 days' notice, without penalty or recrimination. If adequate funding is provided, if the ECRL Board approves and the outreach stop is determined to be viable and valuable to all parties, the agreement may be renewed annually.

Signed Carla Lydon
Regional Library Director
For East Central Regional Library

Date 01-10-2020

Signed _____
Mayor or City Council Designee
For the Community of Isanti

Date _____

Exhibit B

East Central Regional Library

OUTREACH STOP

PARTNERSHIP AGREEMENT between Friends of the Isanti Area Library, Inc. and the City of Isanti

In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL has agreed pursuant to a Partnership Agreement with the City of Isanti to establish an Outreach Stop for library outreach services in Isanti through a site provided by the City of Isanti. A copy of said agreement between the City of Isanti and ECRL is attached hereto as Exhibit A. As an integral part of the service provision, assistance will be provided by Friends of the Isanti Area Library, Inc., a Minnesota non-profit corporation.

A selection of library materials and services will be offered in Conference Room A, located at City Hall in the City of Isanti. The facility will be staffed by a combination of ECRL staff and community volunteers, with the goal of being open one day a week for 4 hours, serving as many customers from the area as possible, and providing computer connectivity to the reading materials and resource databases of ECRL.

In order to make this library service partnership successful, the representatives of the Friends of the Isanti Area Library and City of Isanti agree to accept the following responsibilities:

The Friends of the Isanti Area Library will provide:

- Internet Connectivity to central library catalog and databases – line capacity to be a minimum of 1 Mbs
- Maintenance of the book drop at the City Hall site;
- Signage to establish location as “Outreach Stop Site to East Central Regional Library”
- Free standing shelving for approximately 350-400 books and other items and any required installation;
- The Friends of the Isanti Area Library may, at their sole option, provide on site Computers for the public, to use for catalog searching, database browsing, Internet surfing. Printers for public use for a fee, with the Friends of the Isanti Area Library responsible for any funds/transactions regarding usage. **If such Computer Equipment is provided, it must meet ECRL minimum standards, and have content-filtering software.**
- Maintenance of any such community-provided computer equipment;
- Commitment to recruiting dependable volunteer staffing to work at site for open hours planned;
- Functional seating and worktable for volunteers;
- Comfortable seating and reading tables for 5-8 customers at a time;
- Identification and assistance in recruiting volunteer workers from the community as needed by the ECRL;

The City of Isanti will provide:

- An appropriate facility at Isanti City Hall, handicapped-accessible, with a handicapped-accessible public restroom;
- Insurance to protect property and community owned contents;
- Insurance to protect against liability;
- Parking to accommodate Link Site traffic;

- Shoveling of walkways into the Link Site as needed;
- Adequate space within that facility for a 14'x14' minimum Link Site service area;
- Cleaning of facility;
- A locked facility for library computer, equipment, and materials when not in active use;
- Allow use of City Hall during normal hours of operation. Typically Monday thru Friday from 8am to 4:30pm.
- Electricity for the Outreach Stop site
- Heat for the Outreach Stop site.
- Cooling for the Outreach Stop site.

Notwithstanding any other provision of this agreement, either party to this agreement may elect to terminate this agreement with or without cause at any time upon not less than 30 calendar day's written notice to the other party hereto. The site will be evaluated annually or more often if deemed appropriate by the Friends of the Isanti Area Library or the City of Isanti. If adequate funding and fulfillment of responsibilities by the Friends of the Isanti Area Library and City of Isanti is provided, and the Outreach Stop site is determined by all parties to continue to be feasible all parties, the agreement may be renewed annually.

(Signed) Susi McCune
 President
 Friends of the Isanti Area Library, Inc.

(Date) 1/15/2020

(Signed) _____
 Mayor
 City of Isanti

(Date) _____

* * * * *

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: January 21, 2020
Subject: Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

Background:

In December of 2019 the shop boilers broke down and were not functioning. We called TM Johnson Brothers out to make repairs. TM Johnson Brothers informed us that the boilers were not repairable and would need to be replaced.

The boilers are listed on the 20 year capital improvement plan as “Infloor Heat Boilers (2)” in fund 920 in the Streets department. The boilers had been scheduled for replacement in 2022 at an estimated cost of \$26,225. Unfortunately they need to be replaced now as we are only running on the make-up air unit. To accept the recommended quote, Council would authorize by resolution, acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow for the expenditure. Future 20 year Capital Improvement Plans will then reflect that change and the estimated 25 year useful life would remain unchanged. Future replacement of the boilers would be planned for year 2045.

Staff reached out to four different vendors for quotes.

- Sun Mechanical
- AIRESERV
- Deans Heating
- TM Johnson Brothers

Recommendation:

Staff is recommending Deans Heating due to their expertise and due diligence in wanting to solve the issues we have with the shop boilers.

Request:

Staff would like action on this item to replace the Boilers at the Public Works Shop.

Attachments:

- Resolution No. 2020-XXX
- Quote-Sun Mechanical
- Quote AIRESERV
- Quote- Deans Heating
- Quote- TM Johnson Bros

RESOLUTION 2020-XXX

APPROVING BOILER REPLACEMENT AT THE PUBLIC WORKS SHOP

WHEREAS, the Public Works shop boilers are broke down and are unrepairable and in need of replacement: and,

WHEREAS, the following quotes were received:

Vendor	Quote
Sun Mechanical	\$47,798.00
Deans Heating	\$31,775.00
AIRESERV	\$31,125.00
TM Johnson Brothers	\$25,175.00

WHEREAS, the purchase is unbudgeted, the funding source is defined as Capital Replacement Fund (Fund 920) fund balance, increasing budgeted expenditures to 920-43100-500 Capital Outlay; and,

WHEREAS, the vendor will take the old boilers back with them for recycling;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from _____ in the amount of _____ and allow the Finance Director to make the necessary budget adjustments.

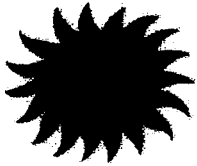
This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

SUN MECHANICAL, INC.



10834 178TH CIRCLE NW

ELK RIVER, MN 55330

PHONE: 763-274-2866 FAX: 763-274-2871

Jan, 15 2020

WE ARE CERT WBE, AND DBE FOR MnUCP PROJECTS!

To: Matt Sylvester

Att:

Project: Isanti Public works Boiler Replacement

Subject:

Dear Sir:

We are pleased to provide you with this proposal for plumbing and/or piping work as outlined below.

I. Pricing.

A. Base bid.....

\$47,798.00

II. What's Included.

- A. Demolition of old boiler system, piping, pumps, tanks, wiring and controls.
- B. Flushing and cleaning of old system piping.
- C. New Boiler package/system/pumps, hydraulic separator, expansion tank ect.
- D. New hydronic piping in copper.
- E. New gas connection to Boiler.
- F. New Manifold pairs.
- G. New glycol @ 30% mixture.
- H. New hydronic pipe insulation with labels.
- I. New zone control system panel /control valves/ thermostats.
- J. New electrical wiring.
- K. New control/low voltage wiring.

III. What's not included.

Temporary heating.
Overtime.
Cut/patch of floors, walls, ceilings, roof.
Dumpsters.
Testing agency costs.
Gas Company fees.
Security costs.
Asbestos abatement.
Dust control.
Liquidated damages.
PVC jackets.
Coordination drawings.

Thank you for giving us this opportunity to quote you. If you have any questions about our proposal, please call.

Sincerely,

Clark J. Grotte, Vice President.

AIRESERVTM

HEATING & AIR CONDITIONING

6194 Main Street North Branch, MN 55056 651-674-4782 office 651-237-0314 fax

Proposal Submitted To:

Date: 1/3/2020

Name: CITY OF ISANTI

Job: Same

Address: 100 ISANTI PARKWAY NW
ISANTI MN 55040

We propose to:

DRAIN DOWN EXISTING SYSTEMS (2)

REMOVE EXISTING BOILERS (2)

REMOVE EXISTING VENTING SYSTEM

FLUSH EXISTING SYSTEMS (2)

INSTALL 2 HTP 95% EFFICIENT MODULATING 220,000 BTU BOILERS IN CASCADE CONFIGURATION

INSTALL NEW PVC VENTING TO EXTERIOR (2)

REPLACE 6 EXISTING CIRCULATOR PUMPS

INSTALL NEW ISOLATION VALVES FOR PUMPS

REPLACE EXISTING EXPANSION TANK AND AIR RELIEF VALVE ON SECOND LEVEL

INSTALL NEW T&P FILL VALVE

REFILL SYSTEM WITH CODE RATED GLYCOL

TEST SYSTEM FOR PROPER OPERATION

INCLUDES GASSING, ELECTRICAL AND LABOR

WARRANTY IS 2 YEARS LABOR AND 5 YEARS PARTS

PERMIT

TOTAL TO AIRESERV: \$31,125.00

NO IMPLIED WARRANTY ON ITEMS NOT REPLACED BY AIRESERV

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted and in compliance with local codes.

With payments to be made as follow: 50% down and payment in full when work is completed if not financed

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.

Respectfully submitted: AIRESERV Breathe Easy Per: BILL PETERS

Note this proposal may be withdrawn by AIRESERV if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. AIRESERV is authorized to do the work as specified. Payment will be made as outline above.

Date _____

Signature _____



4081 307th Lane NW, Cambridge, MN 55008
Phone: (763)444-3517 Fax: (763)444-6783
Email: comfort@deansheatingandac.com Web: www.deansheatingandac.com

PROPOSAL SUBMITTED TO

Name: City of Isanti

Street:

City: Isanti

Telephone : Matt Sylvester 763-772-5850 email: msylvester@cityofisanti.us

WORK TO BE PERFORMED AT

Date: December 26, 2019

Name: Public Works Building

Address: 100 Isanti Pkwy S, Isanti

We hereby propose to furnish all materials and perform all the labor necessary for the completion of Heating Venting and Air Conditioning for the public works building.

Price Includes the Following:

Replacement of in-floor heating system to include boiler, piping (near boiler and to manifolds), pumps, controls, and flushing and freeze control (to -30 degrees) of system. Correcting the piping and control of the system is necessary to facilitate proper operation of system. Simply replacing the existing boilers with piping as is will result in the system not heating properly and short system life of the boilers.

Boiler will be an NTI TFT399, 94% AFUE, modulating boiler.

All piping, venting, gas piping, and control wiring completed.

All material is guaranteed to be as specified, and the above work performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of:

DOLLARS(\$31,775.00)

Payment as follows- 60% upon acceptance of proposal, balance on completion.

RESPECTFULLY SUBMITTED: ___Loren___ Per Dean's Heating and Air Conditioning Inc.

NOTE: this proposal may be withdrawn by us if not accepted within 90 days.

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Workman's Compensation and Public Liability insurance on above work to be taken out by Dean's Heating and Air Conditioning Inc.

ACCEPTANCE OF PROPOSAL:

The above priced specifications and conditions are satisfactory and are hereby accepted You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

DATE

T M JOHNSON BROS. INC.

645 Emerson Street N
Cambridge, MN 55008
763-689-3141

JOB PROPOSAL

Date: 12/13/19 Revised 12/20/19

Proposal Submitted to: City of Isanti

Address: PO Box 428

City, MN Zip: Isanti, MN 55040

Phone: 763-772-5850 (Matt)

Quote for boilers at Public works building 100 Isanti Parkway W

Replacement of 2 cast iron slant fin boilers and existing pumps with:

2 – Navien NHB-150 wall mount 95% AFUE natural gas boilers

- All new boiler pumps and piping including floor pumps and all related piping to be revised as necessary to have entire system work properly
- System water treatment and boiler antifreeze
- New expansion tank
- PVC vent and intake piping
- Gas piping to existing gas service
- New electrical wiring for 2 new boilers and all new pumps
- City of Isanti permit and inspection fees
- Removal and disposal of old boilers and all scrap

Note: These new boilers will qualify for Centerpoint rebate, exact amount determined by Centerpoint not reflected in this quote

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: **\$ 25,175.00**

Payment to be made as follows: In full upon completion of work

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the quote. All agreements are contingent upon strikes, accidents or delays beyond our control. Homeowner agrees to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance. Unless specified differently above, proposal is valid for 30 days from date on top of this page.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Date:

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 1/8/2020 - 1/8/2020

Jan 08, 2020 02:02PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/08/2020	52731	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/08/2020	52732	2808	BECC CORPORATION	602-20200	887.05
01/20	01/08/2020	52733	2853	BENEFIT EXTRAS, INC	101-20200	350.00
01/20	01/08/2020	52734	9	BERNICKS PEPSI-COLA	609-20200	1,995.75
01/20	01/08/2020	52735	2221	C & L DISTRIBUTING	609-20200	64.00
01/20	01/08/2020	52736	851	CASH	101-20200	134.71
01/20	01/08/2020	52737	2854	CGMC	101-20200	2,530.00
01/20	01/08/2020	52738	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,873.74
01/20	01/08/2020	52739	1708	DAVE LILLEBOE	101-20200	490.00
01/20	01/08/2020	52740	897	DVS RENEWAL	101-20200	327.25
01/20	01/08/2020	52741	55	ECM PUBLISHERS INC	609-20200	45.00
01/20	01/08/2020	52742	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.64
01/20	01/08/2020	52743	2028	FURTHER	861-20200	69,225.00
01/20	01/08/2020	52744	1400	GENERAL CODE LLC	101-20200	995.00
01/20	01/08/2020	52745	2855	GRANT MANAGEMENT USA	101-20200	1,190.00
01/20	01/08/2020	52746	162	ISANTI RENTAL	603-20200	552.46
01/20	01/08/2020	52747	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,592.65
01/20	01/08/2020	52748	5	KAWALEK TRUCKING	609-20200	142.80
01/20	01/08/2020	52749	2659	KWIK TRIP	505-20200	5,000.00
01/20	01/08/2020	52750	17	MCDONALD DISTRIBUTING CO	609-20200	9,069.47
01/20	01/08/2020	52751	616	MENARDS - CAMBRIDGE	101-20200	9.62
01/20	01/08/2020	52752	194	MN DEPT OF HEALTH	601-20200	3,423.00
01/20	01/08/2020	52753	870	M-R SIGN CO INC	101-20200	78.83
01/20	01/08/2020	52754	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	503.00
01/20	01/08/2020	52755	2018	NORTH FOLK WINERY	609-20200	168.00
01/20	01/08/2020	52756	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,569.20
01/20	01/08/2020	52757	12	POSTMASTER	603-20200	6,000.00
01/20	01/08/2020	52758	2396	SOUTHERN GLAZERS OF MN	609-20200	6,989.33
01/20	01/08/2020	52759	686	VERIZON WIRELESS	609-20200	1,211.89
01/20	01/08/2020	52760	42	VIKING COCA-COLA BOTTLING CO	609-20200	227.15
01/20	01/08/2020	52761	4	WATSON CO INC	609-20200	2,842.26
01/20	01/08/2020	52762	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						129,837.40

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 1/15/2020 - 1/15/2020

Jan 15, 2020 03:45PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/15/2020	52768	127	ABDO, EICK & MEYERS, LLP	609-20200	8,000.00
01/20	01/15/2020	52769	494	ALLINA HEALTH SYSTEM	101-20200	20.00
01/20	01/15/2020	52770	2030	ARTISAN BEER COMPANY	609-20200	65.20
01/20	01/15/2020	52771	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	538.13
01/20	01/15/2020	52772	2335	BCBSM	101-20200	20.16
01/20	01/15/2020	52773	53	BELLBOY CORPORATION	609-20200	2,807.44
01/20	01/15/2020	52774	9	BERNICKS PEPSI-COLA	609-20200	639.27
01/20	01/15/2020	52775	368	BILLS QUALITY CLEANING	101-20200	746.00
01/20	01/15/2020	52776	1198	CENTER POINT ENERGY	601-20200	4,180.52
01/20	01/15/2020	52777	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.61
01/20	01/15/2020	52778	2610	CINTAS	101-20200	537.85
01/20	01/15/2020	52779	1472	CRAWFORDS EQUIPMENT INC	101-20200	54.62
01/20	01/15/2020	52780	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,417.47
01/20	01/15/2020	52781	55	ECM PUBLISHERS INC	101-20200	9.94
01/20	01/15/2020	52782	16	ELECTRO WATCHMAN INC	609-20200	26.72
01/20	01/15/2020	52783	1682	FERGUSON WATERWORKS	602-20200	369.31
01/20	01/15/2020	52784	2506	FIRST FRUIT LAND DEVELOPMENT	601-20200	55.26
01/20	01/15/2020	52785	2028	FURTHER	861-20200	5.06
01/20	01/15/2020	52786	2830	GDO Law	101-20200	4,906.08
01/20	01/15/2020	52787	134	GOPHER STATE ONE-CALL INC	601-20200	40.50
01/20	01/15/2020	52788	2761	GRATITUDE FARMS	101-20200	250.00
01/20	01/15/2020	52789	739	HACH COMPANY	601-20200	46.70
01/20	01/15/2020	52790	2806	IAPE	101-20200	278.00
01/20	01/15/2020	52791	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	109.07
01/20	01/15/2020	52792	1563	ISANTI ELECTRIC INC	602-20200	1,079.45
01/20	01/15/2020	52793	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,870.21
01/20	01/15/2020	52794	5	KAWALEK TRUCKING	609-20200	130.00
01/20	01/15/2020	52795	136	LEAGUE OF MN CITIES	101-20200	550.00
01/20	01/15/2020	52796	2648	LEPAGE & SONS	101-20200	759.51
01/20	01/15/2020	52797	17	MCDONALD DISTRIBUTING CO	609-20200	7,103.75
01/20	01/15/2020	52798	616	MENARDS - CAMBRIDGE	101-20200	144.78
01/20	01/15/2020	52799	2364	METERING & TECHNOLOGY	601-20200	3,817.86
01/20	01/15/2020	52800	281	MINNCO CREDIT UNION	101-20200	5,186.89
01/20	01/15/2020	52801	2728	MINNESOTA TITLE	601-20200	86.46
01/20	01/15/2020	52802	2826	MINOKAW VAR SERVICES	609-20200	525.00
01/20	01/15/2020	52803	33	MN CHIEFS OF POLICE	101-20200	278.00
01/20	01/15/2020	52804	176	MN DEPT OF REVENUE	101-20200	27,815.00
01/20	01/15/2020	52805	1204	MN DNR ECOLOGICAL	601-20200	1,947.83
01/20	01/15/2020	52806	1996	MN GFOA	101-20200	20.00
01/20	01/15/2020	52807	2842	MN PEIP	861-20200	42,352.92
01/20	01/15/2020	52808	161	MN POLLUTION CONTROL AGENCY	602-20200	45.00
01/20	01/15/2020	52809	2856	MOORE, JADEN	101-20200	10.78
01/20	01/15/2020	52810	2231	NORTH 65 CHAMBER OF COMMERCE	101-20200	20.00
01/20	01/15/2020	52811	1780	PATS SMALL ENGINE PLUS	602-20200	999.99
01/20	01/15/2020	52812	617	PAUSTIS & SONS	609-20200	518.25
01/20	01/15/2020	52813	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,018.66
01/20	01/15/2020	52814	12	POSTMASTER	108-20200	3,752.55
01/20	01/15/2020	52815	2625	RESULTS TITLE	601-20200	47.20
01/20	01/15/2020	52816	2625	RESULTS TITLE	601-20200	64.80
01/20	01/15/2020	52817	2857	SUTCLIFFE, ANDREW	601-20200	14.96
01/20	01/15/2020	52818	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	486.00
01/20	01/15/2020	52819	1290	THE AMBLE GROUP	101-20200	95.05
01/20	01/15/2020	52820	1740	TOSHIBA FINANCIAL SERVICES	108-20200	249.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/15/2020	52821	1820	URBANS HARDWARE INC	226-20200	139.88
01/20	01/15/2020	52822	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/20	01/15/2020	52823	2027	US INTERNET	603-20200	57.80
01/20	01/15/2020	52824	42	VIKING COCA-COLA BOTTLING CO	609-20200	176.90
01/20	01/15/2020	52825	1286	VINOCOPIA INC	609-20200	550.00
01/20	01/15/2020	52826	4	WATSON CO INC	101-20200	1,369.17
01/20	01/15/2020	52827	1922	WEX BANK	101-20200	4,705.56
Grand Totals:						<u>140,209.47</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	91,408.45
Social Security & Medicare	5,125.03
Public Employees Retirement	9,241.81
Total City Expense	<u>105,775.29</u>

Pay Date 1/10/2020

Pay Period 1 (12/22-1/4/20)

RESOLUTION 2020-XXX

K.2.

**ACCEPTING PART TIME LIQUOR STORE CLERK
BECKY WHITMAN'S LETTER OF RESIGNATION**

WHEREAS, Part Time Liquor Store Clerk Becky Whitman has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on January 7th, 2020; and,

WHEREAS, the effective date of this resignation is January 28th, 2020; and,

WHEREAS, Becky Whitman is leaving employment in good standing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Becky Whitman is hereby accepted effective January 28th, 2020.
2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21st day of January 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

**CITY OF ISANTI
JOB DESCRIPTION**

JOB TITLE:	Administrative Assistant/ Intern
DEPARTMENT:	Administration
SUPERVISION:	City Administrator
EFFECTIVE DATE:	January 21, 2020
FLSA STATUS:	Non-Exempt
HOURS WORKED:	25 hours/week average

DEFINITION:

Performs skilled technical, administrative support, under limited supervision. The Intern provides support to the Administration Department by assisting in various roles to enhance the efficiency of the needs for the City of Isanti and gain experience working for Local Government.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, scanner, fax machine and copy machine.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist in writing social media posts.
- Assist with filing, scanning, typing and answering telephone calls.
- Provides backup for administrative duties as needed.
- Organizing projects and updating processes/procedures.
- Assist with electronic filing systems (scanning documents).
- Record retention and the destruction of documents.
- Assist with writing resolutions and memos for City Council.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

KNOWLEDGE/ABILITIES/SKILLS

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Ability to multi-task.
- Positive attitude.
- Personable and ability to work with a variety of people and the public.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.

- Ability to perform essential functions during required hours of work.
- Knowledge of methods of indexing records.
- Knowledge of general office procedures, policies, and methods.
- Ability to communicate effectively with other City Officials and the public.
- Ability to operate a PC, software including but not limited to Laserfiche, Word, Outlook, Excel, etc., and meet reasonable typing speed standards.
- Ability to work with non-public data in a confidential manner.
- Performs other related functions as assigned or apparent.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM QUALIFICATIONS:

- A student in an undergraduate degree program in business, public administration, human resources, or a related field.
- Must be reliable and detail oriented.

PREFERRED QUALIFICATIONS:

- Administrative work experience.
- Local Government experience.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Isanti is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed.

Signature of _____ Date _____
Employee



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: January 21, 2020
Subject: Resolution Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department

Background:

Staff has been made aware that the City would be eligible to apply for funding of grant dollars to help support some of the city's community, park and recreation initiatives. Due to the short notice of when staff is made aware of the potential grant opportunities, staff may need to apply in a short timeframe. In the past staff has had to submit grant opportunities on an individual basis and have missed out on opportunities before staff has had a chance to bring to council for approval of submitting an application.

Recommendation:

City staff is recommending to apply for grant opportunities based upon discretion as it pertains to the PRC department and staff's ability to complete the background work to submit the applications by the deadlines of each grant.

Request:

City staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX

RESOLUTION 2020 - XXX

**APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO
PARKS, RECREATION AND CULTURE DEPARTMENT**

WHEREAS, City staff is continually notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Parks, Recreation, and Culture projects in the past; and,

WHEREAS, each year there are grants available specific to the types of activities conducted by the Parks, Recreation, and Culture department through organizations like Partners in Healthy Living, the Minnesota Department of Natural Resources, and the Initiative Foundation and other organizations; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Parks, Recreation and Culture department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the Parks, Recreation and Culture fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Parks, Recreation, and Culture on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



K.5.

MEMO for Council Action

To: Mayor Johnson and Members of City Council
From: Jenny Garvey, Parks, Recreation, and Culture Manager
Date: January 21, 2020
Subject: Resolution Approving 2020 Community Garden Handbook and Application Form

Background:

Staff have updated the Community Garden Handbook to reflect 2020 registration and garden season dates. There will be no changes to the garden rules or fees in 2020.

Upon approval of the attached documents, staff will update the website to make the new documents available for download and to have the registration forms and handbooks to be available at City Hall. This handbook and form will be updated annually with new dates. If changes to the handbook/rules need to be changed staff will bring these changes at a later time.

Staff Request:

Staff is requesting the 2020 Community Garden Handbook and registration form be approved and for future updates to be approved for date adjustments. If rules/regulations need to be reviewed staff will bring those back for council approval.

Attachments:

- Resolution 2020-XXX
- 2020 Community Garden Handbook
- 2020 Community Garden Application Form

RESOLUTION 2020-XXX

APPROVING 2020 COMMUNITY GARDEN HANDBOOK AND APPLICATION FORM

WHEREAS, a community garden was constructed in Spring 2016; and,

WHEREAS, members of the community are allowed to rent ground plots, raised bed or elevated spaces; and,

WHEREAS, a handbook is available for the garden including rules, fees, and dates, and staff have updated the information listed in the handbook for the 2020 garden season; and,

WHEREAS, there will be separate reservation periods for returning gardeners and new gardeners as follows:

- Returning gardeners reserving the *same* plots may begin registering February 1-7, 2020
- Returning gardeners reserving *new* plots may begin registering February 8-14, 2020
- Open registration beginning February 15, 2020

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2020 Community Garden handbook and application form.

Adopted by the Isanti City Council this 21st day of January 2020.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
Human Resources/City Clerk

2020 Plot Rental

Ground Plots - 10' x 10' (66):

\$15/100 ft²

reserve up to 3 per household

Raised Beds(7)* (4'Wx8'Lx19"H):

\$20

Elevated Bed (1)* (4'Wx8'Lx19"H):

\$20

*Contact us about wheelchair accessible options

*Note: Registration priority will be given to City of Isanti residents. Priority for raised/elevated beds will be given to those with mobility needs.

Important Dates

Registration Open

Feb. 1 - 7: Returning gardeners
reserving the same plots

Feb. 8 - 14: Returning gardeners
reserving new plots

Feb. 15 - May 31: Open Registration

Season Kick-Off Meeting

May 7, 2020
6:00 pm

First Day to Garden

May 7, 2020 (after meeting)

Last Day of Season

October 18, 2020

(Plots need to be completely cleared
no later than this day)

For questions regarding the Isanti Community Garden, please contact the Parks, Recreation, and Culture

Manager at

763-444-5512 or

isantiparks@cityofisanti.us

Garden Safety Tips:

- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

Is there a problem in the garden?

- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

Isanti Community Garden



2020 Handbook



2020 Community Garden Application

First Name:	Last Name:
Address:	
City:	State & Zip:
Email Address:	Phone Number:
Are you a returning to the community garden? Yes - No	

Plot Preference - Note: Registration priority will be given to City of Isanti residents.

Staked Plot \$15 each (Ground level)	Raised Beds \$20 each <i>Note: Limited bed availability - priority given to those with mobility needs. One raised bed per household.</i>	Elevated Beds \$20 each <i>Note: Limited bed availability - priority given to those with mobility needs. One available.</i>
10'x10' - (up to 3 per household)	Raised Bed (4'Wx8'Lx19"H) (one per household)	(3'W x 2'L x 36" H)
Indicate Plot number preference above	Indicate bed number preference above	
Total Due: (# of plots x \$15) \$	Total Due: \$	Total Due: \$
GRAND TOTAL DUE: \$		

ACKNOWLEDGEMENTS: Please initial each item below to signify your understanding and acceptance of the terms regarding the Isanti Community Garden.

	I have read and understand the Community Garden rules.
	I understand that the City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of City property.
	I understand that The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental. I hereby assume the risk of accidental injury to myself or users of my plot, and I hereby waive any liability from accidental injury resulting from participation in program or garden activities and waive any liability claims against the City of Isanti, program supervisors or volunteers or any other persons or entities assisting in the community garden in any way

Signature of Applicant _____ Date _____

Completed Forms can be sent in by:

Mailing it to: City of Isanti c/o PRC Manager 110 1 st Ave NW PO Box 428 Isanti, MN 5504	Emailing it to: isantiparks@cityofisanti.us Dropping it off at City Hall	Open Registration: February 15-May 31 Early Registration: (Returning gardeners only) Feb 1-14 ♦ February 1-7 - Returning gardeners reserving same plot ♦ February 8-14 - Returning gardeners reserving new plots
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Staff Use Only:

Application Received:	Plot(s) Assigned:	Amount Paid: \$
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RESOLUTION 2020-XXX

K.6.

TERMINATING THE CONTRACT FOR CONSULTING SERVICES

WHEREAS, Ryan Kernosky, Municipal Group LLC, contracted with the City for Community Development related services effective January 2019; and,

WHEREAS, the consultant service is no longer needed by the City; and,

WHEREAS, the contract may be terminated with a 30 days' notice;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to terminate the contract with Ryan Kernosky, Municipal Group LLC, effective February 19th, 2020.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020 -XXX**APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING
TO ACTIVITIES AND PROGRAMS IN POLICE DEPARTMENT FOR 2020**

WHEREAS, City staff has been notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, each year, there are grants available specific to the types of activities conducted by the Police department through organizations like Toward Zero Deaths, the Department of Justice; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to public safety and the Police department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the appropriate Police Department fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Public Safety and the Police department for 2020.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: January 21st, 2020
Subject: Resolution Approving GeoTab Fleet Management GPS

Background:

All Law Enforcement agencies within Isanti County, with the exemption of the Isanti Police Department, are enrolled in the GeoTab Fleet Management GPS system. The system allows dispatch to have a 'live view' of the location of patrol vehicles.

Recommendation:

Staff is recommending approval of integrating Isanti Police into the GeoTab system with Isanti County Sheriff Department.

Funding for the GeoTab system was identified in the FY 2020 Police budget fund 42110-335

- \$26.87 per vehicle per month for the 5 patrol vehicles
- \$1,612.20 annual

Request:

Staff is requesting action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Authorize staff to sign GeoTab Fleet Management agreement with Isanti County Sheriff's Office.
2. Approve Resolution as written.

Attachments:

- Res 2020-XXX
- GeoTab Fleet Management agreement

RESOLUTION 2020-XXX

APPROVING FLEET MANAGEMENT SYSTEM FOR THE POLICE DEPARTMENT

WHEREAS, the 2020 Budget included funds for GeoTab Fleet Management GPS system; and,

WHEREAS, the regular Isanti Police patrol vehicles will be equipped with GeoTab Fleet Management GPS system; and,

WHEREAS, the GeoTab Fleet Management GPS system is administered by the Isanti County Sheriff's Office; and,

WHEREAS, The Isanti County Sheriff's Office will bill the city of Isanti Police GeoTab monthly unit fees [5@ \$26.87 per month, \$1,612.20 annual]; and,

WHEREAS, the City finds it in the best interest to participate in the GeoTab Fleet Management GPS system; and,

WHEREAS, funding has been identified as Police Auto Expense (335);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to sign agreement with Isanti County Sheriff's Office to participate in the GeoTab Fleet Management GPS system in a total amount of \$1,612.20 with funding source identified as Auto Expense (335).

This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

**Agreement
between
Isanti County Sheriff's Office
and
Isanti Police Department
relating to**

GeoTab Fleet Management GPS

WHEREAS, Isanti County Sheriff's Office has purchased and implemented the use of GeoTab hardware and software to enhance officer safety and simplify fleet tracking and management and;

WHEREAS, it is in the interest for Isanti County Sheriff's Office employees and Isanti Police Department employees to be able to know where each other are at in the time of emergencies, and;

WHEREAS, it is more efficient for all end users to be on the same account instead of having separate ones.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties herein agree as follows:

1. The Isanti Sheriff's Office will maintain an open account with GeoTab.
2. The Isanti County Sheriff's Office will purchase equipment for the Isanti Police Department on their account based on the written request of the Isanti Police Department.
3. The Isanti County Sheriff's Office will invoice the Isanti Police Department once every month for each unit that is in use including monthly fees and any applicable taxes.
4. The Isanti Police Department agrees to pay each invoice on a "Net 30" term.
5. The entire Agreement of the parties is contained herein and this Agreement supersedes all oral Agreements and negotiations had between the parties relating to the subject matter hereof.
6. Any alterations, amendments, deletions or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties herein.
7. The term of the Agreement is from the date of the last signature hereto and shall continue until terminated as provided herein.
8. This Agreement may be terminated by either party at any time with or without cause, upon ninety (90) days written notice delivered to the address of the parties specified above.

POLICE DEPARTMENT

COUNTY SHERIFF

By: _____

Dated: _____



Isanti Police Department Monthly Report

December 2019

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	7	126
Assault	1	33
Vandalism/Damage to Property	4	43
Narcotics	3	27
Burglary	1	12
Domestics	3	61
Crim Sex	0	6
Robbery	0	0
Loud Party/Disturbance	12	151
Medical	34	348
Permit to Purchase	6	66
Security Check / Extra Patrol	230	3,066

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	4	67
DUI	1	24
Accidents	12	98
Hit & Run	1	10
Warrant P/U	3	35
Speed	12	298
DAR/DAS	2	44
Administrative Citations (Including Speed)	10	294

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	86,198	464	16,318
Ford Explorer 224	73,292	3,153	22,241
Ford F150 225	27,800	2,287	12,649
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	95,039	549	5,395
Dodge Durango 226	9,195	2,834	9,195
Dodge Durango 227	7,166	6,220	7,166

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December 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ROOF / SIDING	1	39	\$0.00	\$0.00	\$1.00	\$6.00	\$80.00	\$3,120.00		
DECK	0	40	\$0.00	\$267,210.48	\$0.00	\$16.36	\$0.00	\$10,141.91		
LL FINISH	1	19	\$21,546.00	\$355,370.25	\$10.77	\$43.77	\$623.70	\$10,603.38		
REMODEL / ADDITION	1	8	\$3,750.00	\$180,494.38	\$1.88	\$12.88	\$178.20	\$4,526.75		
GARAGE / SHED	0	7	\$0.00	\$114,873.20	\$0.00	\$0.00	\$0.00	\$3,422.10		
MISCELLANEOUS	19	188	\$16,917.92	\$97,512.27	\$25.46	\$79.68	\$1,873.90	\$24,545.73		
SINGLE DWELLINGS	2	84	\$340,345.83	\$16,048,807.19	\$170.17	\$1,664.31	\$4,403.50	\$211,443.30		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	6	135	\$0.00	\$6,459.86	\$6.00	\$33.00	\$450.00	\$10,152.75		
PLUMBING	6	133	\$0.00	\$0.00	\$6.00	\$36.00	\$404.00	\$10,582.00		
RESIDENTIAL TOTAL	36	653	\$382,559.75	\$17,070,727.63	\$221.28	\$1,892.00	\$8,013.30	\$288,537.92		
COMMERCIAL										
NEW BUILDINGS	0	2	\$0.00	\$1,000,000.00	\$0.00	\$300.00	\$0.00	\$11,385.00		
REMODEL / ADDITION	0	8	\$0.00	\$146,600.00	\$0.00	\$5.00	\$0.00	\$3,778.50		
PLUMBING	1	9	\$6,995.00	\$102,102.00	\$3.50	\$8.50	\$173.13	\$2,840.17		
MECHANICAL	1	6	\$39,832.00	\$124,532.00	\$19.92	\$19.92	\$985.84	\$3,304.88		
ROOF / SIDING	0	2	\$0.00	\$100,265.00	\$0.00	\$0.00	\$0.00	\$2,204.40		
MISCELLANEOUS	0	40	\$0.00	\$598,723.00	\$0.00	\$27.38	\$0.00	\$14,461.63		
COMMERCIAL TOTAL	2	67	\$46,827.00	\$2,072,222.00	\$23.42	\$360.80	\$1,158.97	\$37,974.58		
RESIDENTIAL/COMMERCIAL TOTAL	38	720	\$429,386.75	\$19,142,949.63	\$244.70	\$2,252.80	\$9,172.27	\$326,512.50	\$11,788.00	\$494,236.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 12/31/2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	494	38	0	2	\$15,302,469.35	\$188,024.63	\$303,301.17
2015	488	41	0	0	\$8,715,351.28	\$162,718.62	\$311,337.00
2016	553	64	0	5	\$20,937,725.44	\$717,037.88	\$306,109.58
2017	686	91	0	3	\$16,975,316.00	\$287,573.83	\$719,864.80
2018	683	82	0	3	\$22,106,075.49	\$342,887.74	\$471,704.00
2019	720	84	0	2	\$19,142,949.63	\$326,512.50	\$494,236.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	\$146,958.00	\$6,526.70
February	32	\$753,514.64	\$13,387.05
March	31	\$1,758,333.77	\$23,538.96
April	57	\$1,533,973.19	\$26,639.15
May	75	\$2,113,444.42	\$36,380.79
June	77	\$2,826,947.17	\$44,700.35
July	97	\$2,704,831.62	\$46,878.78
August	85	\$729,390.75	\$19,637.30
September	56	\$2,325,006.24	\$37,997.66
October	66	\$1,549,846.74	\$25,511.49
November	68	\$2,271,316.34	\$36,142.00
December	38	\$429,386.75	\$9,172.27
Totals	720	\$19,142,949.63	\$326,512.50



**BOLTON
& MENK**

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Bolton-Menk.com

MEMORANDUM

Date: January 15, 2020
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W. Cook, P.E.
City Engineer
Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

Please find listed below a status report of the current projects in the City of Isanti:

1) TH 65 & Cajima Street RCUT Improvements

This project has been scheduled to be completed in the spring.

2) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

3) 6th Avenue Rehabilitation

We will complete the feasibility study this month.

4) 2020 Pavement Management Project

We will create the plans and specifications for this project this month.

5) 2020 Storm System Management Project

We will create the plans and specifications for this project this month.

6) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.