

**AGENDA**  
**CITY OF ISANTI**  
**CITY COUNCIL GOAL SETTING WORK SESSION**  
**MONDAY, JANUARY 27, 2020**  
**6:00 PM**  
**CITY HALL**

Facilitator Josi Wood, City Administrator

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Welcome and Review Purpose of Goal Setting Session
- E. Existing Council Approved Plans
- F. 2020 Budgeted Projects
- G. 2019 Goals and Progress Summary
  - 1. 2005 – 2018 Past Goals
- H. Goal Setting Discussion Items and Staff's Supporting Documentation
  - Memos provided on items #1 - 11*
    - 1. Performance Center/Amphitheater
    - 2. Lighting Infill
    - 3. Dynamic Sign
    - 4. Splash Pad
    - 5. T.H. 65 Pedestrian Overpass
    - 6. PRC Community Events
    - 7. Lodging Tax
    - 8. Housing Study
    - 9. Isanti Fire District Lease and Building
    - 10. Liquor Store Expansion
    - 11. Public Safety Building
    - 12. Heritage/ East Dual Intersection Control
    - 13. Utility Rate Study
    - 14. Business Marketing – Acquiring New Businesses
    - 15. Reducing Overall Budget
    - 16. Water Treatment
    - 17. New Items Added at Meeting
- I. Establish 2020 Goals
- J. Adjournment

D.

A Community For Generations.



## MEMO

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** January 27, 2020  
**Subject:** Review Purpose of Goal Setting Session

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**Purpose:**

It has been the City Council's practice to conduct an annual goal setting session to balance workload and demand with available resources. The purpose of our goal setting session is to develop consensus to determine top priorities for 2020, provide direction on the 2020-21 budget principles, and develop a work plan which provides direction to staff for a period of 12 months and beyond. To assist with the prioritization of 2020 projects, staff has assembled several attachments for City Council's review. Attachments for goal setting items reflects the best information available to staff and does not reflect any assumptions regarding the Council's priorities.

Annually, the City Council adopts a comprehensive budget to provide for regular on-going operations, investment in the City's capital assets and infrastructure, and funding for new projects or services prioritized by the City Council. The City includes 30 FT personnel, 20 PT personnel, use of contracted employees and many capital improvement plan (CIP) projects which are outlined below.

After a slide show presentation and review of the items for discussion, including any new items brought to the meeting, Council will be asked to determine top priorities.

E.

A Community For Generations.



## MEMO

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** January 27, 2020  
**Subject:** Existing Council Approved Plans

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| Plan                                    | Year Completed/ Status          |
|---|---------------------------------|
| Comprehensive Plan                      | 2008 / Update in Progress       |
| Water, Sewer, Storm Infrastructure Plan | 2007 / Update in Progress       |
| Comprehensive Park Plan                 | 2011 / Update in Progress       |
| Capital Improvement Plan (20 year)      | 2019                            |
| Pavement Management Plan                | 2014                            |
| Storm Maintenance Plan                  | 2017                            |
| Stormwater Pollution Prevention Plan    | 2017                            |
| Wellhead Protection Plan                | 2014                            |
| Water Supply Plan                       | 2018 (waiting for DNR approval) |
| Asset Management Plan (W/S)             | 2014 (Incorporated into CIP)    |
| Utility Rate Study                      | 2016 / Update planned for 2020  |
| Isanti County All Hazard Plan           | 2015                            |
| Water Emergency Response Plan           | In Progress                     |
| Wastewater Emergency Response Plan      | In Progress                     |
| Emergency Operations Plan               | 2009 / Update Needed            |



## MEMO

To: Mayor Johnson and Members of the City Council  
 From: Josi Wood, City Administrator  
 Date: January 27, 2020  
 Subject: 2020 Budgeted Projects

| Department   | Expense  | Account Number | 2020       |
|--------------|--|----------------|------------|
| Const / Imp. | Str. Rehab Brookview S. 1-4 Addition                 | 425-49008-530  |            |
| Const / Imp. | 6th Ave Rehabilitation                               | 425-49008-530  | \$ 461,000 |
| Const / Imp. | Main St. Reconstruction                              | 425-49008-530  |            |
| Const / Imp. | Railroad Avenue Reconstruction                       | 425-49008-530  |            |
| Const / Imp. | Mill Overlay E. Dual from Heritage to WTF            | 425-49008-530  |            |
| PVMT MGMT    | 2020 Pavement Management                             | 440-49008-303  | \$ 46,870  |
| PVMT MGMT    | 2020 Pavement Management                             | 440-49008-351  | \$ 310     |
| PVMT MGMT    | 2020 Pavement Management                             | 440-49008-530  | \$ 257,710 |
| Water        | Computing/Technology Devices                         | 601-49400-500  | \$ 1,690   |
| Water        | Cameras - Water Tower                                | 601-49400-500  | \$ 2,580   |
| Water        | Well House No. 2 Well Pump No. 2                     | 601-49400-500  |            |
| Water        | Water Tower Coating                                  | 601-49400-520  |            |
| Water        | Rebuild Filter 1 Underdrain                          | 601-49400-500  |            |
| Water        | Rebuild Filter 2 Underdrain                          | 601-49400-500  |            |
| Water        | Rebuild Filter 3 Underdrain                          | 601-49400-500  |            |
| Water        | Rebuild Filter 4 Underdrain                          | 601-49400-500  |            |
| Sewer        | Computing/Technology Devices                         | 602-49450-500  | \$ 830     |
| Sewer        | Treatment Building Unit Heater                       | 602-49450-500  | \$ 1,000   |
| Sewer        | Treatment Building Filter Air Piping                 | 602-49450-500  | \$ 20,600  |
| Sewer        | Treatment Building Filter Underdrain No. 1           | 602-49450-500  | \$ 41,200  |
| Sewer        | Treatment Building Filter Underdrain No. 2           | 602-49450-500  | \$ 41,200  |
| Sewer        | Treatment Building Filter Room Unit Heater No. 1     | 602-49450-500  | \$ 1,000   |
| Sewer        | Treatment Building Filter Room Unit Heater No. 2     | 602-49450-500  | \$ 1,000   |
| Sewer        | Treatment Building Backwash Supply Pump No. 1        | 602-49450-500  | \$ 15,500  |
| Sewer        | Treatment Building Deaerator                         | 602-49450-500  | \$ 2,600   |
| Sewer        | Treatment Building Sampler Room Electric Wall Heater | 602-49450-500  | \$ 2,100   |
| Sewer        | Treatment Building Sampler Room Water Heater         | 602-49450-500  | \$ 1,000   |
| Sewer        | Treatment Building Office Unit Heater No. 1          | 602-49450-500  | \$ 2,600   |
| Sewer        | Treatment Building Office Unit Heater No. 2          | 602-49450-500  | \$ 2,600   |
| Sewer        | Disinfection Building Unit Heater                    | 602-49450-500  | \$ 1,500   |
| Sewer        | Disinfection Building Effluent Flow Meter            | 602-49450-500  | \$ 3,100   |
| Sewer        | Blower Building Unit Heater                          | 602-49450-500  | \$ 15,500  |
| Sewer        | Chemical Feed Room Unit Heater                       | 602-49450-500  | \$ 3,200   |
| Sewer        | Run River LS Genset                                  | 602-49450-500  | \$ 24,700  |
| Sewer        | Arabian LS Genset                                    | 602-49450-500  | \$ 24,700  |
| Sewer        | East Dual LS Genset                                  | 602-49450-500  | \$ 25,800  |
| Sewer        | 8th Ave LS Genset                                    | 602-49450-500  | \$ 34,000  |
| Sewer        | BMX LS Genset  | 602-49450-500  | \$ 24,700  |
| Sewer        | Subway LS Genset                                     | 602-49450-500  | \$ 33,000  |
| Sewer        | Unity LS Genset                                      | 602-49450-500  | \$ 24,700  |
| Sewer        | Deer Haven LS Genset                                 | 602-49450-500  | \$ 24,700  |
| Sewer        | Ponds Sludge Removal                                 | 602-49450-500  | \$ 50,000  |



|                     |   |               |            |
|---------------------|---|---------------|------------|
| Stormwater          | Computing/Technology Devices                  | 603-49500-500 | \$ 2,690   |
| Stormwater          | System Improvements                           | 603-49500-303 | \$ 19,930  |
| Stormwater          | System Improvements                           | 603-49500-351 | \$ 130     |
| Stormwater          | System Improvements                           | 603-49500-530 | \$ 112,800 |
| Stormwater          | System Improvements                           | 603-49500-303 |            |
| Stormwater          | System Improvements                           | 603-49500-351 |            |
| Stormwater          | System Improvements                           | 603-49500-530 |            |
| Liquor              | ADA Compliant Counter                         | 609-49750-500 | \$ 2,800   |
| ALL                 | OS TRANSFERABLE SUBSCRIPTIONS                 | 614-49845-500 | \$ 10,000  |
| ALL                 | Misc. Software Programs                       | 614-49845-500 | \$ 1,030   |
| ALL                 | Computer Monitors/Displays                    | 614-49845-500 | \$ 1,030   |
| ALL                 | Desktop Printers                              | 614-49845-500 | \$ 515     |
| ADMIN / HR / CITY C | Packet Management Software                    | 614-49845-500 | \$ 10,300  |
| STREET, WATER, SE   | WTP IPAD                                      | 614-49845-500 | \$ 1,854   |
| LIQUOR              | LIQUOR STORE TOWER                            | 614-49845-500 | \$ 1,854   |
| STORMWATER          | CITY HALL LAPTOP                              | 614-49845-500 | \$ 1,854   |
| POLICE              | POLICE STATION TOWER                          | 614-49845-500 | \$ 1,854   |
| POLICE              | POLICE STATION TOWER                          | 614-49845-500 | \$ 1,854   |
| WATER               | WTP TOWER                                     | 614-49845-500 | \$ 1,854   |
| ADMIN, STREET, WA   | PUBLIC WORKS BLDG TOWER                       | 614-49845-500 | \$ 1,854   |
| LIQUOR              | LIQUOR STORE SFF                              | 614-49845-500 | \$ 1,854   |
| LIQUOR              | LIQUOR STORE SFF                              | 614-49845-500 | \$ 1,854   |
| Elections           | Ballot Counters                               | 920-41200-500 | \$ 6,695   |
| Admin               | Employee Accomodations                        | 920-41500-511 | \$ 1,600   |
| Municipal Building  | Chairs City Hall                              | 920-41941-500 | \$ 10,197  |
| Municipal Building  | CH/ICC 100KW Stationary Generator             | 920-41941-500 | \$ 37,080  |
| Municipal Building  | Cameras City Hall                             | 920-41941-500 | \$ 2,580   |
| Police              | 100KW Stationary Generator                    | 920-42110-500 | \$ 37,080  |
| Police              | Squad Vehicle - 2011 - 2015 Ford Explorer     | 920-42110-500 | \$ 46,350  |
| Police              | Building Cameras                              | 920-42110-500 | \$ 2,580   |
| Police              | Tasers  | 920-42110-500 | \$ 4,640   |
| Police              | Handguns                                      | 920-42110-500 | \$ 4,890   |
| Streets             | 60KW Stationary Generator                     | 920-43100-500 | \$ 33,990  |
| Streets             | Bobcat Steer Loader Buryback Program          | 920-43100-500 | \$ 5,600   |
| Streets             | Truck Mounted Mosquito Fogger                 | 920-43100-500 | \$ 10,300  |
| Street Lighting     | Street Light Pole Replacement (65 City Owned) | 920-43160-500 | \$ 8,240   |
| ICC                 | Sprinkler System - Fire Suppression           | 920-45186-530 | \$ 51,500  |
| PRC                 | Rum River Meadows - Irrigation                | 920-45300-500 | \$ 2,977   |
| PRC                 | C-I Bike/Walk Trail Contribution              | 920-45300-500 | \$ 7,500   |
| PRC                 | SmithCo Leaf & Grass Vacuum                   | 920-45300-500 | \$ 20,600  |
| PRC                 | Progressive Mower                             | 920-45300-500 | \$ 25,750  |
| PRC                 | Landpride Disc                                | 920-45300-500 | \$ 3,090   |



## MEMO

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** January 27, 2020  
**Subject:** 2019 Goals and Progress Summary

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| Goal/ Objective   | Status   |
|---|--|
| City Website  | Completed  |
| Equipment for City Council Communications   | Completed  |
| Capital Improvement Plan (20 year)  | Completed  |
| Administrator Transition  | Completed  |
| Emergency Generators  | Included in 2020 Budget cycle  |
| Multi-Use Skating Rink  | To be evaluated in 2020  |
| Street Extensions – Richard Avenue SE & Fifth Avenue SE                                     | Completed  |
| Traffic Issues with Heritage Boulevard  | Joint study with County being discussed at 2020 Goal Setting                       |
| Sliding Hill  | Being completed in 2020  |
| City Facility Water Bottle Filling Stations   | Completed  |
| 2018 Pavement Management Program  | Completed  |
| Continue Marketing Plan and Economic Development Efforts to Diversity and Increase Tax Base | Continued efforts throughout the year by EDA and Staff                             |
| Maintain City and Development Standards   | Continued on-going effort by CDD, Committee Members, Planning Commission and Staff |
| Future Debt Plan  | Direction given. To be discussed as needed   |
| CDD/EDD Staffing Plan   | Completed  |
| Committee Structure Change  | Completed  |
| Comprehensive Plan  | Completed  |
| Social Media – Facebook   | Completed  |
| Legacy Park Access  | In-progress  |
| Lodging Tax   | To be evaluated in 2020  |
| Liquor Store Facility Improvements  | To be evaluated in 2020  |
| Lower Water/Sewer Bills   | To be evaluated with 2020 rate study   |



## MEMO

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** January 27, 2020  
**Subject:** 2005 - 2018 Years Council Established Goals

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### 2018

- City Website
- Equipment for City Council Communications
- 20 Year Capital Improvement Plan
- Administrator Transition
- Emergency Generators
- Multi-use Skating Rink
- Street Extensions – Richard Avenue SE & 5th Avenue NE
- Traffic Issues on Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Refill Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

### 2017

- Annexation of Surrounded Properties
- Dog Park – Phase I Project
- Consider Relocation of Pleasure Rink
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tastings Event
- Liquor Store Project Review
- Public Works & Police Department Storage Building Project
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

### 2016

- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options

- 5th Avenue NE Extension – Develop Funding Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

#### 2015

- Adopt a Long-Range Revenue Plan (Franchise Fees were implemented)
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

#### 2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
  - Formal Policy Change for Council Consideration
  - Purchase of new equipment
  - Hiring of one new full-time maintenance technician
  - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
  - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
  - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

#### 2013

- Community Center
- Finalize Process
- Need to Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update

- Maintain City Standards
- Utility Billing – Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2012

- Community Center Review
- Capital Replacement Fund – Municipal Building Reserve
- Review and Recommendation regarding Utility Billing
- Review CSAH 5 Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2011

- Restructure City Government

2010

- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items
- Determine the percentage of general funds to reserve
- Restructuring bonded debt

2009

- Complete Long-Term Financial Plan
- Commercial Tax Base
- Disaster Plan
- New Personnel Policy
- City Multi Modal Transportation Plan

2008

- Water Treatment Plant
- Long Term Financial Plan
- Marketing Plan, Strategic Downtown Plan, and Commercial Base

2007

- Increase Commercial Base
- Develop a Marketing Plan for the City
- Public Safety
- Develop a Strategic Downtown Plan
- Stabilize and/or reduce taxes
- Long term financial planning
- Transportation Needs
- Better Communications
- Council By-Laws
- Controls on Spending
- Collecting Dollars due City for Services Rendered

- Enhanced Housing Stock Planning
- Water Treatment Plant
- Annexation Policy
- Review of Service Providers
- Planning Commission / Advisory Boards
- Liquor Store Project
- Discussion of Future Annexations
- Healthier City
- Recreation Opportunities
- Codification
- Phase III Street / Utility Improvements
- Comprehensive Economic Plan
- Intergovernmental Communications
- Viable Comprehensive Plan

2006

- No Record of Goal Session

2005

- Performance Review on all Boards
- Training
- Comprehensive Plan- Participation by all Boards
- Submission of Agenda Items for Boards




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& MENK**

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 7533 Sunwood Drive NW  
 Suite 206  
 Ramsey, MN 55303-5119

 Ph: (763) 433-2851  
 Fax: (763) 427-0833  
 Bolton-Menk.com

## MEMORANDUM

**Date:** January 10, 2020  
**To:** Josi Wood, City Administrator  
**From:** Jason W Cook, P.E.  
 City Engineer  
**Subject:** Performance Center – Cost Update with Restroom & Concession Stand  
 City of Isanti, MN  
 Project No.: R13.120117

### Background:

The Park and Recreation Board began looking into this project in 2007. At that time, it was determined that there weren't funds available to construct the project.

In 2011, the project was revived. Site plan designs were approved, and the project went out for bids in August 2011. No bids were received. It was apparent at the time that the larger contractors were too busy to bid the work, and that the small contractors may not have been aware of the project. It does not appear any further attempts were made to construct the project at that time.

In 2019, interest has returned to evaluate the project. We have contacted the same company from 2011 for updated pricing on the preferred design the Park Board selected in 2011.

In addition to updating the costs of the 2011 project scope, We have also evaluated the additional cost to construct a seasonal bathroom and concession stand with the Performance Center.

### 2020 Cost Estimates:

#### Performance Center:

The Performance Center that was selected by the Park Board in 2011 is designed by Cedar Forest Products and is called Band Shell #3. It includes 2 dressing rooms (one on each side of a central performance area). It is a wood structure with a shingled roof over the performance area. See the attached image and structure schematic.

The supplier of the structure (Minnesota/Wisconsin Playground (MWP)) has provided updated pricing to deliver the kit of materials to the City. The site grading, concrete pad, and fabrication of the structure are additional costs that the City would need to hire a contractor to complete. MWP has also supplied a cost to perform this work.

Below are the project costs submitted by MWP to construct the Performance Center in 2020 dollars. Plus estimated costs for electrical, testing, access walk and inspection.

|   |              |
|---|--------------|
| Band Shell #3 Kit                               | \$113,625.00 |
| Site Work and Structure Fabrication             | \$106,632.00 |
| Electrical Service, Inspection, Walk, & Testing | \$20,500.00  |
| Performance Center Total Project Cost:          | \$240,757.00 |



Name: Performance Center – Update W/ Restroom & Concession Stand  
Date: January 10, 2020  
Page: 2

Restroom with Concession Stand:

The proposed site location (near the Performance Center) does not have sanitary sewer or water service readily available. These services would need to be extended 300-400 ft from an adjacent street. The facility would also require a grinder pump with a small force main to provide sanitary sewer service as it would be located in a low area that cannot be serviced with gravity sanitary sewer. The cost estimate is for a standard prefabricated concrete structure with male and female restrooms as well as an un-furnished central concession stand. It would be a seasonal unheated facility planned to be closed in the winter.

|   |                 |
|---|-----------------|
| Prefab Double Restroom Structure W/ Concessions         | \$125,000       |
| <u>Grading &amp; Utility Extensions W/ Grinder Pump</u> | <u>\$75,000</u> |
| Restroom & Concession Total Project Cost:               | \$200,000       |

Alternate Restroom and Concession Stand Options:

Restroom:

Should the City elect to do a single vault latrine style facility water service could still be extended to the site, but the sewer service cost would not be required. A vault latrine would require regular pumping maintenance and may have scent issues. This would be a co-ed facility.

Concession Stand:

One of the dressing rooms on the primary Performance Center structure could be converted into a concession stand, however it would not have running water.

|   |                |
|---|----------------|
| Single Stall Vault Latrine W/ Water Service       | \$50,000       |
| <u>Convert Dressing Room to Concession Window</u> | <u>\$5,000</u> |
| Total Alternate Restroom & Concession Option      | \$55,000       |

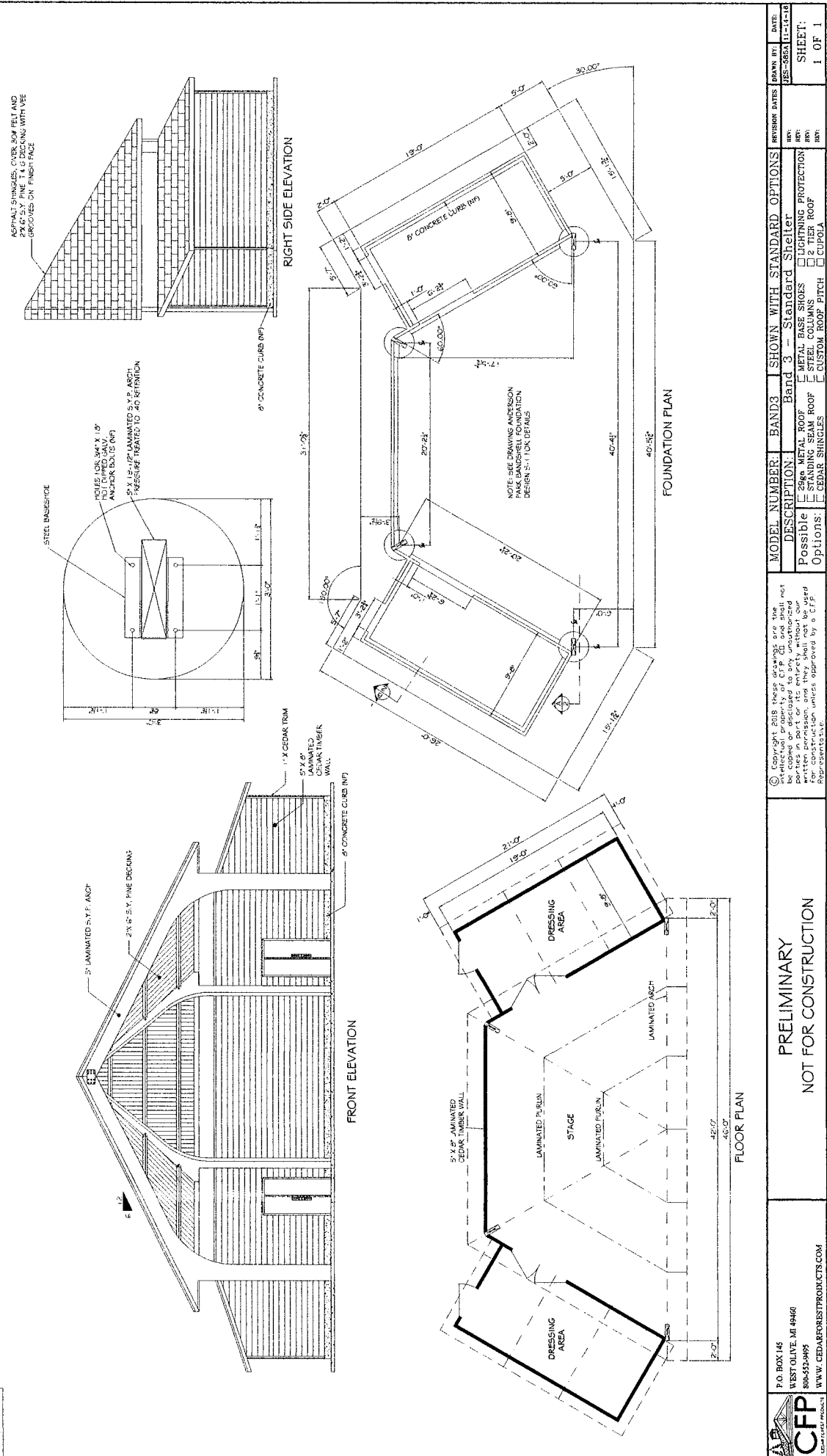
Please contact me if you have any questions.

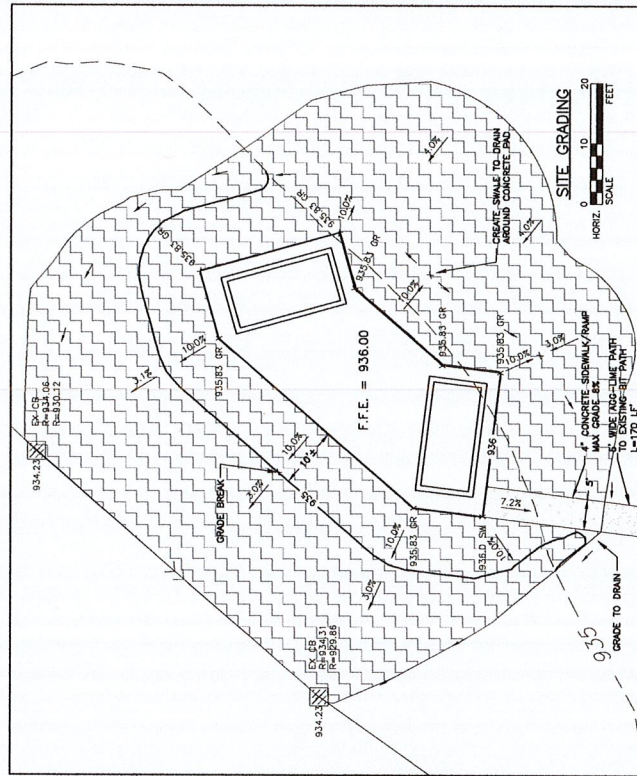
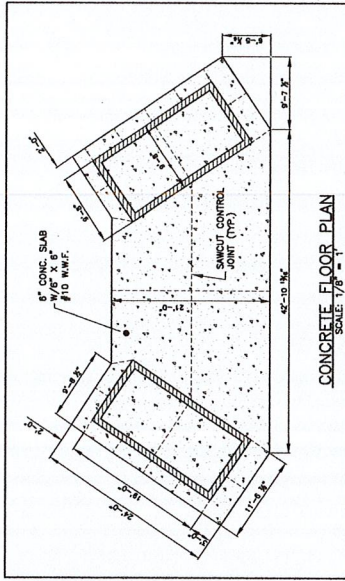
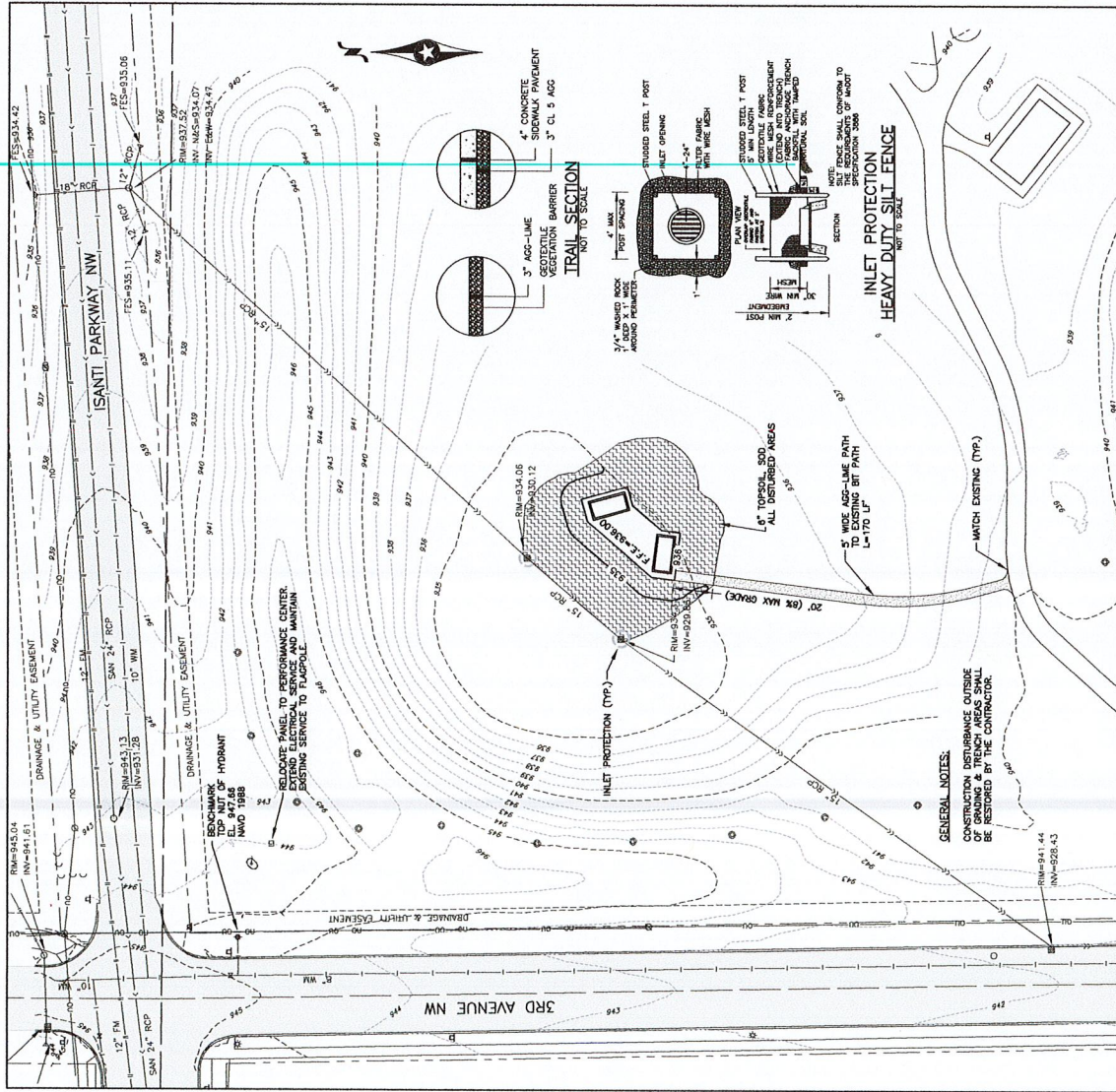






SCALE: NTS





- LEGEND**
- EXISTING BITUMINOUS ROADWAY
  - CONCRETE BUILDING PAD
  - TURF RESTORATION
  - EROSION PROTECTION AT INLET
  - CATCH BASIN
  - DRAINAGE DIRECTION & GRADE
  - SPOT ELEVATION

|                      |                   |   |                        |   |                   |                       |
|----------------------|-------------------|---|------------------------|---|-------------------|-----------------------|
|                      |                   | <b>BOLTON &amp; MENK, INC.</b><br>Consulting Engineers & Surveyors<br>1000 W. WISCONSIN AVE.<br>BURNSVILLE, MN 55337-1000<br>PH: 612.291.1100 FAX: 612.291.1101<br>WWW.BOLTONMENK.COM |                        | CITY OF ISANTI, MINNESOTA<br>BLUEBIRD PARK PERFORMANCE CENTER IMPROVEMENTS<br>SITE PLAN - GRADING PLAN BID ALT. NO. 1 |                   | SHEET<br>2<br>OF<br>2 |
| PROJECT NO.<br>24000 | DATE<br>8/19/2011 | DRAWN BY<br>C. DOWDY  | CHECKED BY<br>C. DOWDY | PROJECT LOCATION<br>1/4 SECTION 34, T12N, R10E, S12E, MN  | SCALE<br>1" = 20' |                       |



**Bluebird Park Park Shelter with Dressing Rooms Plan D9988H - Shelter Materials Only**

City of Isanti  
Attn: Jenny Garvey  
100 Isanti Pkwy NW  
Isanti, MN 55040  
Phone: 763-444-5512  
isantiparks@cityofisanti.us

Ship To Zip: 55040

| Quantity | Part #      | Description  | Unit Price   | Amount       |
|----------|-------------|--|--------------|--------------|
| 1        | BAND3       | Cedar Forest Products - Band shell 3 40' x 19' standard with dressing rooms -<br><i>Price includes:</i><br>Roof pitch is 6:12, designed for a standard 30 PSF live load & 90 MPH wind speed<br>Gothic arch, glulam SYP columns<br>Zinc plated fasteners, powder coated steel plates<br>Roof decking shall consist of 2" x 6" nominal #1 SYP single T&G with a V-joint<br>2" x 8" cedar fascia<br>8' eave height<br>30 year architectural grade shingle package and roofing felt<br>Kiln dried cedar, double T&G, nominal 4" x 8" exterior walls<br>18 ga. metal exterior doors, 16 ga. metal frame - hardware included<br><i>Exclusions:</i><br>Unloading, storage or installation of material, clear coat or stain and gutters & downspouts. Installation, concrete pad or footings | \$108,225.00 | \$108,225.00 |
| 1        | ENGINEERING | Cedar Forest Products - Certified Engineering Drawings   | \$1,650.00   | \$1,650.00   |

SubTotal: \$109,875.00  
Freight: \$3,750.00  
**Total Amount: \$113,625.00**

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Payment terms: 50% deposit payable at time of order entry with the balance due by certified check upon delivery (C.O.D.)

Freight charges: Prepaid & added

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions or permits of any kind.

01/10/2020

**Bluebird Park Park Shelter with Dressing Rooms Plan D9988H - Shelter Materials Only**

**Order Information:**

Bill To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

Ship To: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_

P.O. No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

Purchase Amount: **\$113,625.00**



**Bluebird Park Park Shelter Plan D9988H - Shelter Installation and Services**

City of Isanti  
Attn: Jenny Garvey  
100 Isanti Pkwy NW  
Isanti, MN 55040  
Phone: 763-444-5512  
isantiparks@cityofisanti.us

Ship To Zip: 55040

| Quantity | Part #       | Description  | Unit Price           | Amount              |
|----------|--------------|--|----------------------|---------------------|
| 1        | EXCAVATION   | Lump Sum - Excavation for 89 cubic yards   | \$2,670.00           | \$2,670.00          |
| 1        | DISPOSAL     | Lump Sum - Off site disposal for 89 cubic yards of material  | \$3,840.00           | \$3,840.00          |
| 1        | AGG BASE     | Lump Sum - Supply and install a 6" depth of Class 5 under slab -<br>1526 sq. ft. area  | \$3,296.00           | \$3,296.00          |
| 1        | CONCRETE PAD | Lump Sum - Concrete slab w/rebar at 6" depth -<br>1526 sq. ft. area  | \$18,312.00          | \$18,312.00         |
| 1        | WALL FOOTING | Lump Sum - 24"W x 8"D shelter wall footing -<br>QTY - 120 lin. ft.   | \$9,750.00           | \$9,750.00          |
| 1        | POURED WALL  | Lump Sum - 8" x 44" poured concrete wall w/ rebar and 4" x 8" knockout ledge -<br>Qty - 120 lin. ft.   | \$18,300.00          | \$18,300.00         |
| 1        | FOOTINGS     | Lump Sum - Quantity 4 - 36" diameter x 48" depth concrete footings w/rebar   | \$4,320.00           | \$4,320.00          |
| 1        | INSTALL      | Cedar Forest Products - Lump Sum - Installation for BAND 3 STANDARD 40' x 19' shelter with dressing rooms as shown per plan drawing. -<br>Includes all above ground work | \$45,724.00          | \$45,724.00         |
| 1        | INSTALL      | Cedar Forest Products - Lump Sum - Disposal of all shelter packaging and drayage   | \$420.00             | \$420.00            |
|          |              |  | SubTotal:            | \$106,632.00        |
|          |              |  | <b>Total Amount:</b> | <b>\$106,632.00</b> |

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions or permits of any kind.

01/10/2020

**Bluebird Park Park Shelter Plan D9988H - Shelter Installation and Services**

**Order Information:**

Bill To: \_\_\_\_\_

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Ship To: \_\_\_\_\_

Project Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

P.O. No: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Purchase Amount: **\$106,632.00**











## Memo for Council Goal Setting

**To:** Mayor Johnson and Members of the City Council  
**From:** Don Lorsung, Assistant City Administrator/Special Projects  
**Date:** January 8, 2020  
**Subject:** City Street Lighting Infill – Information and Past Programs

### **Background:**

As requested by City Administrator Josi Wood, I have prepared a memo on City Street Lighting Infill, that provides current cost information and information on past programs,

### **Current costs:**

Staff has contacted Connexus Energy to get current costs for light fixtures, installation and energy costs. Those costs are as follows:

Commercial 30' Shoebox LED Light - \$2,848.00  
Residential Traditionaire LED Light - \$1,453.00  
Trenching Costs - \$8.25/ft.  
Fixture Energy/Maintenance Costs (commercial) \$9.76 per month

If for instance, the City were to consider installation of 10 commercial fixtures along Heritage Boulevard (CSAH 5), costs are estimated at \$33,936.00 (includes 20% for trenching/miscellaneous costs).

### **Past Lighting Infill Programs:**

The City had 4 phased annual programs, spanning from 2015 to 2018 for street lighting infill. The original project plan prepared in 2013 identified 20 locations in residential areas and 6 locations on collector roads for infill street and trail lighting. The original project and accompanying annual programs were prepared through collaboration of Connexus and City staff. The original project plan and annual programs were reviewed/recommended by the former City Council Public Works Committee. Information on the programs is as follows:

2015 Phase I Program – 4 30' Commercial shoebox fixtures, 2 Cobra fixtures on existing poles, 2 Traditionaire fixtures – Program cost - \$22,516.00

2016 Phase II Program – 1 30" Commercial shoebox fixture, 2 Cobra fixtures on existing poles, 2 Traditionaire fixtures – Program cost - \$12,634.00

2017 Phase III Program – 3 Cobra Head Fixtures on existing poles, 3 Traditionaire fixtures - \$11,257.50

2018 Phase IV Program – 2 Cobra Fixtures on existing poles, 2 upgrades from Traditionaire fixtures to Commercial shoebox fixtures, 1 new Commercial shoebox fixture, 1 Traditionaire fixture - \$16,806.25

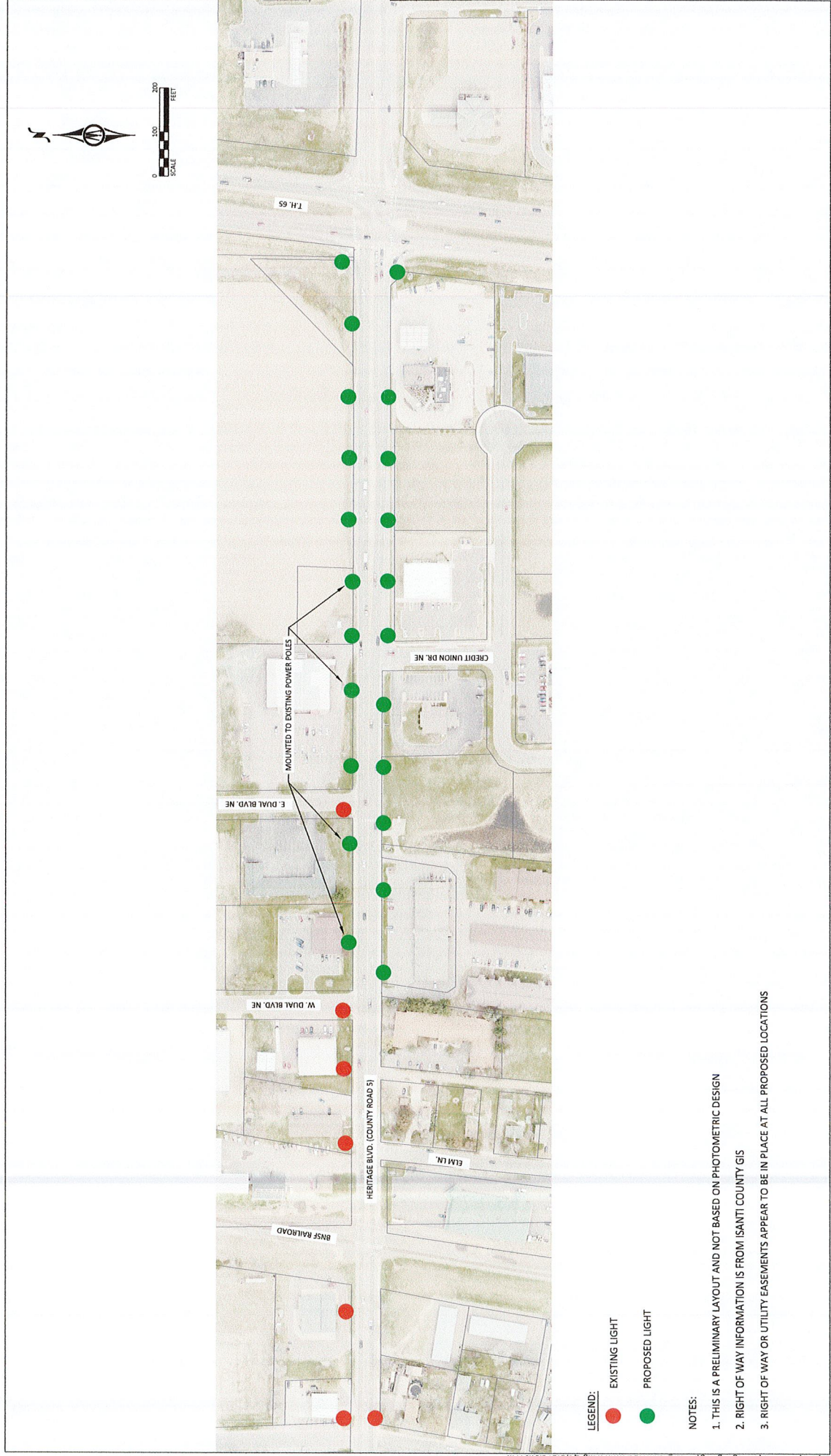


HERITAGE BOULEVARD PROPOSED LIGHTING

ISANTI, MN

FIGURE 2

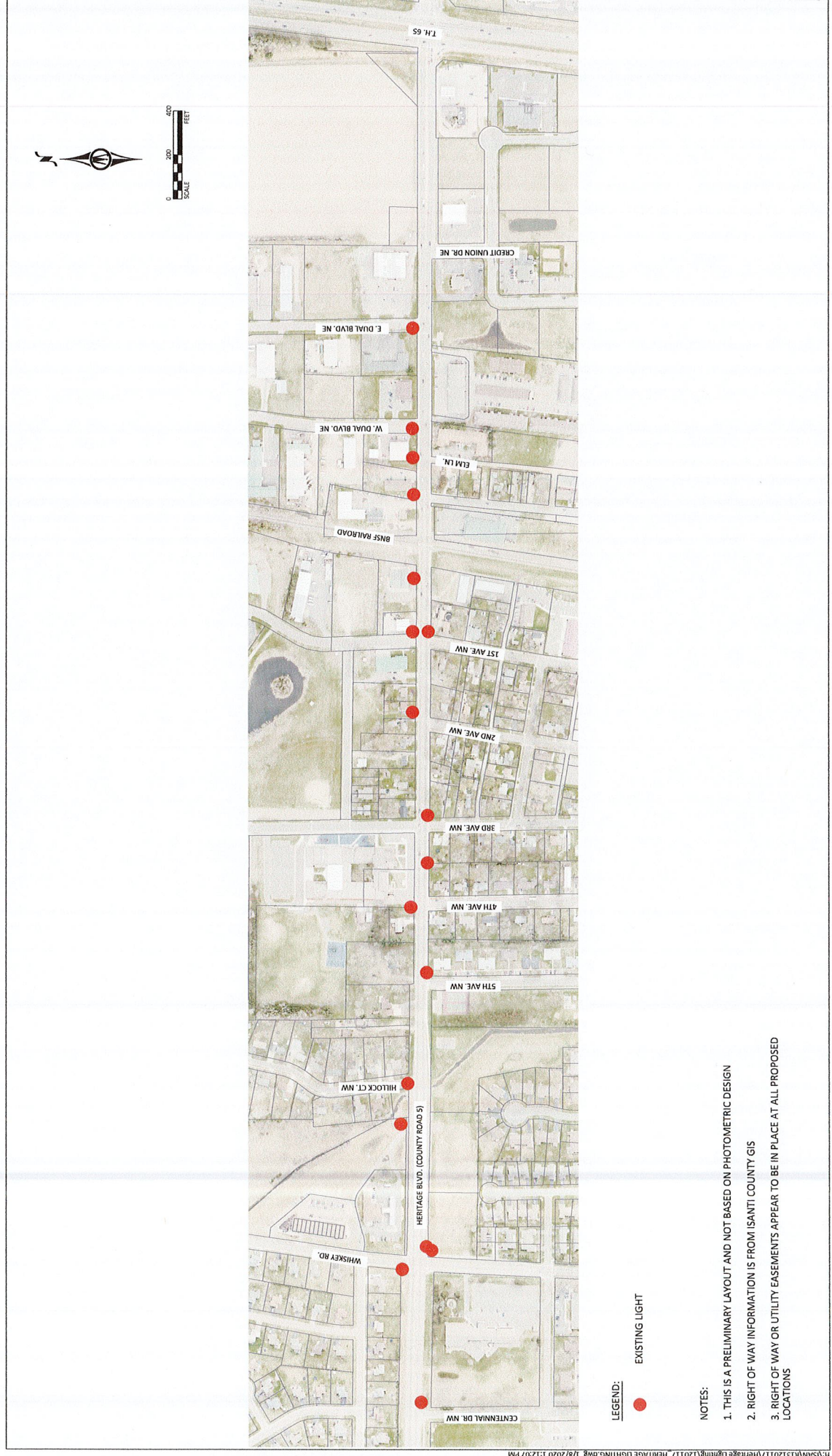
JANUARY 2020





# HERITAGE BOULEVARD EXISTING LIGHTING

ISANTI, MN





## Memo

**To:** Josi Wood, City Administrator  
**From:** Sheila Sellman, Community Development Director  
**Date:** January 7, 2020  
**Subject:** City Electronic Reader Board Sign – 2020 goal setting

---

As part of preparation for the 2020 goal setting meeting, I was asked to provide information on a city owned electronic reader board sign (AKA Dynamic signs).

### Location

It would be ideal and most cost effective to have a city owned sign on city owned property or city right-of-way (ROW), that being said the most visibility will likely be along Highway 65 or Heritage Blvd (County Road 5) neither of which the City owns ROW.

The city does own some property along Highway 65 south of Cajima and south of Golden Way St. NE, both of these locations are north of Heritage Blvd so they may not be the best locations.

Along highway 65 will give the city the most exposure and visibility. In order to be in this location, the city would need to put the sign on the city owned parcel, obtain an easement from a private land owner or obtain permission from MNDOT to put a sign in their ROW.

### Cost

The City of Princeton partnered with their School District and split the cost of the sign, the total for their sign was \$30,000. East Bethel's sign cost \$74,000. The city owns the sign and leases the site. Forest Lake owns their sign and it cost between \$60-\$75,000 they have an easement for the site. Besides the cost of the sign itself other costs may be ROW permits, leasing or purchasing land.

### Sign

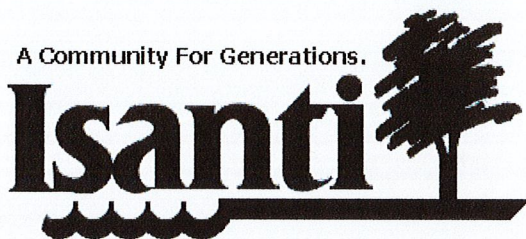
Dynamic signs that are used in conjunction with another freestanding sign may occupy 80% of the actual copy of the sign. Stand alone dynamic sign is limited to 70 square feet. There must be 300 feet in between freestanding signs. Depending on location the freestanding sign can be 120-200 square feet and range in height from 35-45 feet. The sign copy can only change every 20 seconds.

### Policy

Items to consider:

- What will be the purpose of the sign?
- Who can have messages on the sign?
  - School
  - Civic groups
  - Events
  - Non-profits





## MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Jenny Garvey - Parks, Recreation, and Culture Manager  
**Date:** January 10, 2020  
**Subject:** 2020 Goal Setting item – Splash Pad

Staff has been asked to research a splash pad option within the city of Isanti. Staff researched splash pads throughout the state and has developed information on the location, operation system and size options. Below is a list of options to review.



|   |   |  |
|---|---|--|
| treated water system  | <b>TWO OPTIONS</b>                          | untreated water<br>drains to storm sewer system                          |
| \$650,000   | <b>COST TO BUILD</b>                        | \$200,000  |
| holding tank about 3,000 gallons,<br>water dissipates during day, unknown<br>daily usage  | <b>WATER USAGE</b>                          | approximately 70,000 gallons per day<br>(2 million per month)            |
| 5400 sq ft  | <b>SIZE</b>                                 | 3500 sq ft   |
| new building: \$165,000   | <b>BATHROOM/CHANGING</b>                    | new building: \$165,000  |
| Bluebird Park   | <b>LOCATION:</b>                            | Bluebird park  |
| <b><u>Additional items to consider which would add to cost:</u></b><br>warming house/rental space, mechanical area, shade structure, benches, fencing, signage, storage, staffing vs<br>unstaffed |   |  |
| \$10,000 per year in chemicals, maint,<br>advertising, etc<br>(not including Staff time)  | <b>Costs associated with<br/>operations</b> | water usage:<br>approx. \$34,000 per month<br>\$1,100 per day water cost |
| Bathrooms and drinking fountain required to be conveniently located.<br>One bathroom per 750 sq ft of spray deck.   |   |  |



Location Options in Bluebird Park:







Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** January 10, 2020  
**To:** Josi Wood, City Administrator  
**From:** Jason W Cook, P.E.  
City Engineer  
**Subject:** Pedestrian Overpass/Underpass – Possible Funding Sources  
City of Isanti, MN  
Project No.: R13.120117

The Pedestrian Overpass was last evaluated in 2010-2011. It was proposed to cross TH 65 at Broadway Street and extend a trail across a wetland to 8<sup>th</sup> Avenue SE. With the completion of the hotel at this location, the alignment and design of the trail and overpass/underpass may need to be re-evaluated. In addition to the pedestrian crossing itself, this trail alignment will require easement acquisitions and wetland mitigation to construct the eastern trail section. The 2010 concept layout and rendering are attached.

The original concept was to construct a pedestrian overpass. It has been requested to evaluate the possibility of constructing a pedestrian underpass as an alternative. Until a full study is completed, both options appear viable. The extent of retaining walls and ramp lengths will determine which is most cost effective, and the City will need to make a determination as to which type of crossing they prefer once the feasibility of each has been studied.

The pedestrian overpass cost estimate has been updated to current 2020 construction costs and is estimated at a total project cost of \$4.25 million dollars. The underpass option may prove to have a cost savings, depending on the crossing location selected.

2025 is the earliest anticipated fiscal year the below funding sources could all apply and meet all application deadlines. The application year listed below is the anticipated year the application would need to be submitted to request funds for a 2025 construction project.

It is highly unlikely to succeed in receiving all the below funds. We anticipate a best-case scenario would be to receive approximately \$2,050,000, leaving \$2,200,000 in local funds required.

Following is a summary of state and federal grants that the pedestrian overpass/underpass project is anticipated to be competitive for. All listed programs can be applied for and funds can be combined to deliver the project. If any federal funds are secured, the city will be required to provide a minimum 20% match of the total project cost with non-federal dollars. State sources can be used to meet this match requirement.

### **MnDOT Local Partnership Program (LPP)**

This is a state funded program intended to pay for a portion of the Trunk Highway eligible construction costs of the project and up to 8% of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on the Trunk Highway eligible costs.



Name: Pedestrian Overpass/Underpass  
Date: January 9, 2020  
Page: 2

Locally led projects that are not large scale enough to be led by MnDOT. Funds can be used for trail projects that increase pedestrian safety along or crossing Trunk Highways.

Applications for this program are typically due early summer and grant awards announced by early fall. The City has had success with this program on the RCUT project.

Max Award Request: \$750,000  
Application Year 2020 - Fee Estimate: \$5,000 - \$7,000

**MnDOT Local Road Improvement Program (LRIP)**

This is a state funded program intended to pay for local road construction or reconstruction projects with local, regional, or statewide significance that cannot reasonably be funded through other revenue sources. The LRIP funds must be used outside Trunk Highway right-of-way and do not require a set local match.

Applications for this program are typically due early summer and grant awards announced by early fall. If this is awarded, it is unlikely the LRIP Bond Request would also be awarded.

Max Award Request: \$1,000,000  
Application Year 2023 - Fee Estimate: \$5,000 - \$7,000

**LRIP Bond Request**

This is a formal application request to have the project included in upcoming state bonding bill and is intended to pay for public facility construction or reconstruction projects with local, regional, or statewide significance.

Applications for this request are typically due in June and inclusion in the proposed bonding bill announced between later summer through the following early spring. This is the least likely to be awarded and requires significant political support. It is also unlikely to be awarded if the above LRIP program is awarded.

Anticipated Request: \$2,000,000  
Application Year 2022 - Fee Estimate: \$10,000 - \$12,000

**Transportation Alternatives Program (TAP)**

This is a federally funded program intended to pay for pedestrian and bicycle facilities, historic preservation, Safe Routes to School, and more. The primary purpose must be transportation (not recreational). Awards for this program require a 20 percent local match.

Applications for this program are typically due early January and grant awards announced by early spring. If this is awarded, it is unlikely the Safe Routes to School program would also be awarded.

Max Award Request: \$365,000  
Application Year 2020 - Fee Estimate: \$8,000 - \$10,000

**MnDOT Safe Routes to School (SRTS)**

The SRTS program is federally funded and administered by the Minnesota Department of Transportation. The purpose of this program is to enable and encourage children to walk and bike to school in a safe and appealing manner and to improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of schools. Awards for this program require a 20 percent local match. The award amounts vary but typically do not exceed \$300,000.



Name: Pedestrian Overpass/Underpass  
Date: January 9, 2020  
Page: 3

The SRTS application period typically occurs in June. This program was not funded in the last bonding cycle but is anticipated to be funded in the 2020 cycle this spring. If this is awarded, it is unlikely the Transportation Alternatives Program would also be awarded.

Max Award Request: \$300,000  
Application Year 2022 - Fee Estimate: \$8,000 - \$10,000

#### **Local and Regional Trail Grant Programs**

These programs are administered by the DNR and intended to develop local trail connections and regionally significant trails by local units of government outside of the seven-county metro area and act as complements to the state trail system. The city would only be able to apply to one program for the same project. We will work with DNR program administrators to determine which is the best fit for the pedestrian bridge project. Local governments complete the project and are reimbursed for up to 50 percent of total eligible costs, with a maximum award of \$250,000. All work funded with FY 2021 appropriations must be completed no later than June 30, 2022.

Applications for this program are due by March. This is very competitive, and this project may not have the highest likelihood of being awarded.

Max Award Request: \$250,000  
Application Year 2023 - Fee Estimate: \$10,000 - \$12,000

#### **Summary**

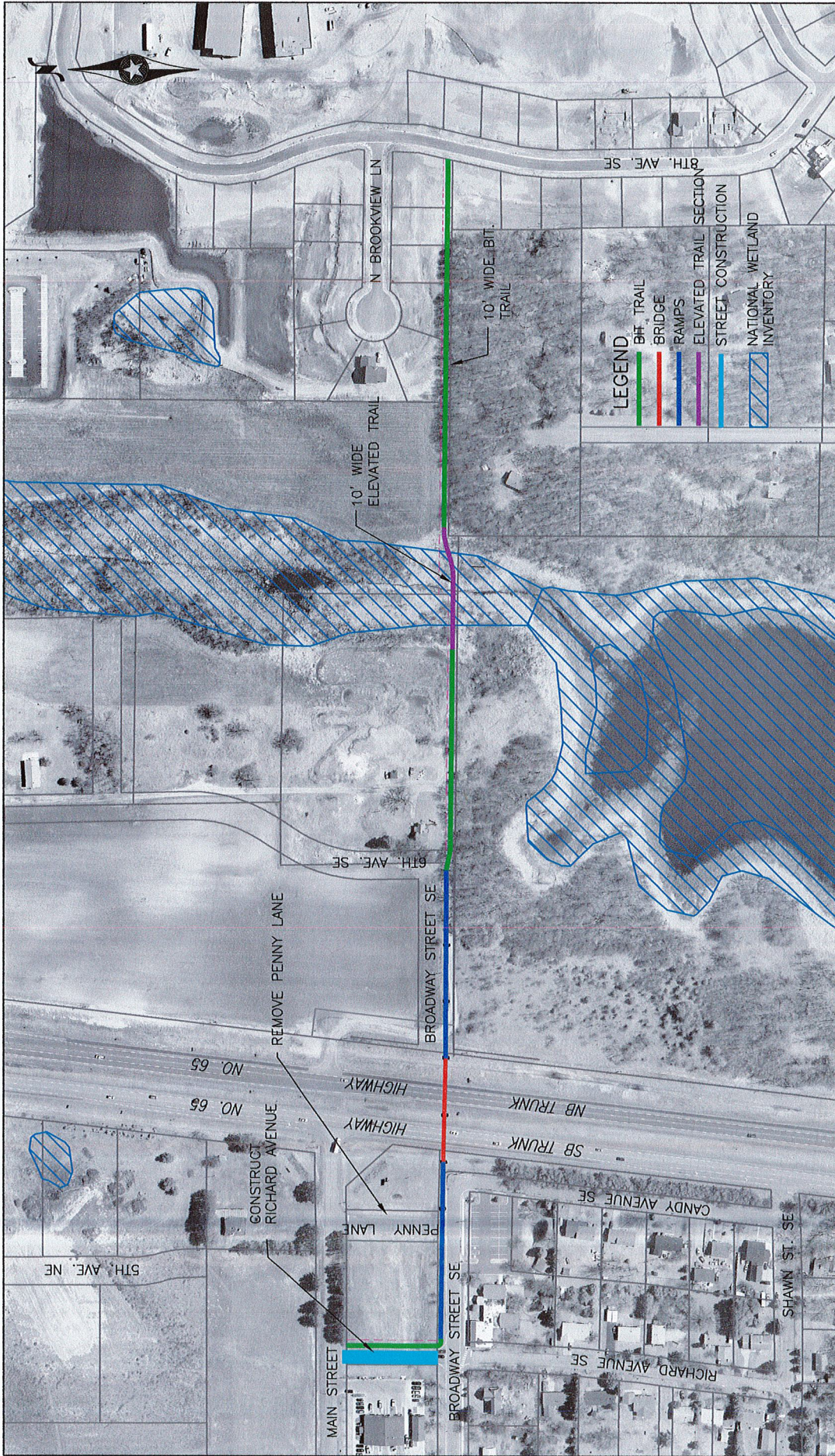
- The earliest anticipated construction season is 2025.
- A feasibility study will need to be completed to determine the location the crossing should occur and if an overpass or underpass will be most cost effective or preferred.
- \$2.2 million in local funds are anticipated to be required at a minimum.
- Applications will need to begin completed in 2020 to maximize funding opportunities for a 2025 construction season.




# Conceptual View of Pedestrian Bridge West Ramp Looking Southwest from TH 65 and Main Street










**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
MINNEAPOLIS, MN | ST. PAUL, MN | WILKINSON, MN  
BURNSVILLE, MN | COONAP, MN | THUNDERBOLT, MN

**CITY OF ISANTI, MN**  
**TRAIL AND PEDESTRIAN BRIDGE**  
**IMPROVEMENT LAYOUT**

APRIL, 2009

FIGURE NO. 1

0 200 400



SCALE  
FEET

©Bolton & Menk, Inc. 2009. All Rights Reserved  
H:\ISANYR15100787\CAD\PRELIM EXHIBITS\B.P. BRIDGE AND TRAIL IMPROVEMENTS.dwg 3/30/09 11:00 AM





## MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Jenny Garvey - Parks, Recreation, and Culture Manager  
**Date:** January 10, 2020  
**Subject:** PRC Community Events

**Background**

Staff researched a variety of programs/events that could be a new addition to the city, some of which came from the direction of city council. Staff also evaluated existing city programs/events and has included those to keep and those to possibly replace.

| <b>Existing</b>      |              | <b>Cost of Event</b> | <b>Cost for Participate:</b> |
|----------------------|--------------|----------------------|------------------------------|
| Earth Day Clean up   | Retain       | \$200                | Free                         |
| Farmers Market       | Retain       | \$3,000              | Various fees                 |
| Street Dance         | Retain       | \$16,150 Total       | Free to attend               |
| Jubilee Days Booth   | Retain       | \$100                | Free                         |
| Family Day at Legacy | Retain       | \$400                | Free                         |
| Curious Creatures    | Retain       | \$360                | Free or \$3                  |
| Passport to Parks    | Replace      | \$3,200              | Free                         |
| Celebrate Isanti     | Replace      | \$6,000              | Free                         |
|                      | <b>TOTAL</b> | <b>\$29,410</b>      |                              |

| <b>Proposed</b>          |  | <b>Cost of Event</b> | <b>Cost for Participate:</b> |
|--------------------------|--|----------------------|------------------------------|
| April                    | Breakfast with the Bunny   | \$850                | \$5-\$10                     |
| April                    | Egg Hunt   | \$1,100              | Free                         |
| week of<br>jubilee/rodeo | Medallion Hunt   | \$800                | Free                         |
| Thursday Jubilee         | Parade Float   | \$4,550              | Free                         |
| fri jubilee              | Kids Event at Bluebird in morning before<br>Farmers Market (similar to Celebrate<br>Isanti events) | \$2,000              | Free                         |
|                          | Fireworks  | \$13,000             | Free                         |
| June/July                | Free Tennis lessons kids-adults, Mattson   | \$100                | Free                         |
| July                     | Rocket Building  | \$100                | Free                         |
| Dec                      | Breakfast with Santa *IPS did this<br>event in December  | \$850                | \$5                          |
| Dec                      | Candy Cane Flashlight hunt   | \$600                | Free                         |
| Winter Jan/Feb<br>2021   | Family Day Legacy/River Bluff  | \$400                | Free                         |
| Various Dates            | Daytime movie days   | \$300                | Free                         |
|                          | <b>TOTAL</b>   | <b>\$24,650</b>      |                              |

A further breakdown:

| Breakfast with Bunny/Santa |                           |       |       |
|----------------------------|---------------------------|-------|-------|
|                            |                           |       |       |
|                            | day of: 4 hrs             | 4x30  | \$120 |
| Staff cost*                | prep 2 hrs supplies       | 2x30  | \$60  |
|                            | 10 hrs planning, set up   | 10x30 | \$300 |
|                            | 3 volunteers              |       |       |
|                            | supplies: crafts, costume |       | \$200 |
|                            | food                      |       | \$150 |
|                            |                           |       | \$830 |
|                            |                           |       |       |

| Medallion Hunt     |       |
|--------------------|-------|
| Medallion          | \$40  |
| ads                | \$250 |
| *staff time 20 hrs | 500   |
|                    | \$790 |

| Parade Float                            |         |
|---|---------|
|   |         |
| candy trinket                           | \$2,000 |
| Float materials                         | \$1,500 |
| *staff time 5 hrs day of x 5 staff x 30 | \$750   |
| building float: 20 hrs x 5 staff x \$30 | \$300   |
|   | \$4,550 |

| Kids Day Events         |                           |         |
|-------------------------|---------------------------|---------|
| water slide at bluebird | \$100 tarp, \$50 supplies | \$150   |
| inflatables             |                           | \$700   |
| 6 staff                 | 3 hrs day of              | \$550   |
| trucks on display       | 2 staff                   | \$200   |
| bike ride               |                           | \$100   |
| ads                     |                           | \$500   |
|                         |                           | \$2,200 |

| Egg Hunt<br>WEATHER DEPENDANT AND NO SNOW! |         |
|--|---------|
| 6000 pre stuffed eggs: \$500               | \$500   |
| *staff planning 10                         | \$300   |
| day of: 2 hrs prep 4 staff                 | \$240   |
| 20 volunteers                              |         |
|  | \$1,040 |

| Candy Cane               |       |
|--------------------------|-------|
| ad                       | \$200 |
| supplies                 | \$75  |
| *staff time              | \$300 |
| 2 hrs day of, 5 hrs prep |       |

| Fireworks ( 20 min show)  |          |
|---------------------------|----------|
| *staff time 8 hr x 4 x 30 | \$960    |
|                           |          |
| police traffic control    |          |
| fireworks                 | \$12,000 |
|                           | \$12,960 |

\*approximate time/cost - as with any new program staff time is unknown and is best guess,

| Eliminate   |                               |
|---|-------------------------------|
| Celebrate Isanti  |                               |
| 5k bike run   | 5k occurs within Jubilee Days |
| Vendor booths   | occurs within Jubilee Days    |
| Passport to Parks   |                               |
| Medallion hunt same type of event, just specific item to find, gets people to parks. Medallion hunt gets people to parks and local businesses for clues additional clues. |                               |



## Memo

**To:** Josi Wood, City Administrator  
**From:** Sheila Sellman, Community Development Director  
**Date:** January 9, 2020  
**Subject:** Lodging Tax – goal setting 2020

---

Revenue generated by the lodging tax is restricted as to its allocation and use. Minnesota State Statute 469. 190 Subd. 3 includes the guidelines for its allocation and use and reads as follows: *Ninety-five percent of the gross proceeds from any tax imposed under subdivision 1 shall be used by the statutory or home rule charter city or town to fund a local convention or tourism bureau for the purpose of marketing and promoting the city or town as a tourist or convention center.*

Therefore, if the city collected a lodging tax the money would need to be used to fund a CVB for the purposes of marketing and promoting the city. This tax does not go into the general fund for other spending. A lodging tax is created by City Ordinance.

The tax is capped at a maximum of 5% of the rent charged. This tax applies to rentals of 30 days or less for lodging at a hotel, motel, rooming house, tourist court, or resort. Based on a study that was conducted by the 2018 EDA Intern, lodging tax that the hotel could generate was around \$35, 901. The City can obtain an administrative fee from the tax collected.





## Memo

**To:** Josi Wood, City Administrator  
**From:** Sheila Sellman, Community Development Director  
**Date:** January 9, 2020  
**Subject:** Housing Study – 2020 goal setting

---

The last housing study that was done for the City was in June 2015, this housing study has projections going out to the year 2025.

Maxfield Research is well known for their housing studies and is typically used by cities and developers. The estimate to do an update ranges from \$5,500 - \$10,000. A full housing study range from \$10,000 - \$20,000.

Often times when developers are seeking assistance from the city it is common to request, they provide a housing study to demonstrate a need.



## Memo

**To:** Mayor Johnson and Members of the City Council  
**From:** Finance Director Betker  
**Date:** January 27<sup>th</sup> 2020  
**Subject:** Isanti Fire District Lease

### **Background:**

Beginning in 2015 the Isanti Area Joint Fire District (IAJFD) began paying \$32,622.75 annually for lease of the fire station on Heritage Blvd. The IAJFD had previously paid \$1.00 annually. Since the start of 2015 the IAJFD has paid \$163,113.75 to lease a portion of the building.

The IAJFD approached the City in 2019 to inquire about possibly purchasing the building outright. Over the past 5 years the highest observed estimated market value for the parcel was \$495,000. If the IAJFD lease agreement continued for 10 more years unchanged the result would be as follows:

|                                   |                      |
|-----------------------------------|----------------------|
| Previously Collected ('15-'19)    | \$ 163,113.75        |
| Future Collection ('20-'29)       | \$ 326,227.50        |
| <b>Total Potential Collection</b> | <b>\$ 489,341.25</b> |

If the Council's intent is to eventually consider an agreement that would result in IAJFD ownership of the current building. A few things would need to be considered.

1. How much should the IAJFD pay for the building?
2. Would this be a "lease to own" agreement or outright purchase?
3. Where would the Police Department be housed upon final transfer of ownership to the IAJFD?

### **Recommendation:**

**IF** the council intends to pursue a transfer of ownership, it is Finance Director Betker's recommendation that a lease to own agreement be negotiated that would provide both time and funding for alternative accommodations for the Police Department.

### **Request:**

Staff is requesting direction on this item.



# H.10.

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: January 16, 2020

Subject: Liquor Store Expansion / New Store

---

Background:

Per our ongoing discussions in the 2019 Goal Setting Meeting and other Committee of the Whole meetings throughout 2019. Staff has reached out to consulting agencies to help us decide what direction we would like to go in regards to the liquor store.

Whether we would like to expand our current location or decide to build a new store in the current footprint or decide on a different location.

Recommendation:

Staff is recommending that we look at 3 different proposals to perform a Strategic Business Plan for us.

Consulting Firms are:

- Delaney Consulting
- Dakota Worldwide
- Shenohon Company

Each has a different range and scope depending on how much information we would like to pursue. All proposals will include the following reports:

- Market Analysis
- 3 Year Sales Forecast
- Future Population Forecast
- Current Site Evaluation

Current estimate to perform this work is approximately \$30,000 depending on what criteria we set forth for one of these companies to pursue.



Real People. Real Solutions.

# H.11.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** January 6, 2020  
**To:** Josi Wood, City Administrator  
**From:** Jason W. Cook, P.E.  
City Engineer  
**Subject:** Public Works Garage, Salt Shed & Police Department Building  
City of Isanti, MN  
Project No.: R13.113062

We have received project cost estimates for a new Public Works garage, Salt Shed, and Police Department Building as requested.

### Public Works Garage:

The following items were included in the cost estimate for the Public Works garage:

1. 60'x120' footprint with 18' high walls
2. Fully Insulated
3. Concrete prefabricated walls, metal exterior with no interior walls or columns.
4. 6" concrete floor with trench drain
5. In floor heat
6. Mezzanine & racking along the back wall
7. 6 - tall overhead doors
8. Minor site grading

The total project cost for the above items is estimated at \$1,750,000 - \$2,000,000.

The total project cost will vary depending on final design considerations (internal wall to separate PD garage section from PW section, PD lockers, etc)

The cost to construct a building capable of a retrofit of insulation and in floor heat was determined to not be cost effective as the footing design, and building structure would be different for an unheated building and the majority of the in floor heat cost is in the installation of the tubing below the concrete.

### Salt Shed:

The following items were included in the cost estimate for the Salt Shed:

1. 32'x48' footprint
2. Capable of holding 300-350 tons of salt
3. Bituminous pavement floor
4. 8' concrete prefabricated bunker panel walls
5. Bolt on half pipe fabric roof (19' 6" tall at highest point)
6. Minor site grading

The total project cost for the above items is estimated at \$100,000-\$125,000.



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**Police Department:**

The following items were included in the cost estimate for the Police Department:

1. A 20% larger footprint than the existing facility (55'x78')
2. Attached garage with 6 standard indoor parking stalls
3. Parking lot with equivalent stalls as the existing site.
4. Sanitary sewer and water services
5. Minor site grading

The total project cost for the above items is estimated at \$2,000,000 - \$2,500,000.

The cost for the Police Department building may significantly vary depending on the needs of the building (number of jail cells, number of offices, etc.)

Attached is a concept site layout of the proposed improvements on the existing Public Works building site. This concept depicts the Police Department building having a separate public access parking lot off Isanti Parkway. The 6 Police Department indoor parking stalls are shown off the public works access driveway behind the gated entrance. The fence would need to be adjusted as shown to maintain security to the public works site. Many of the large pine trees would also need to be removed with this concept layout.

The total estimated project cost for the three items above is \$3,850,000 - \$4,625,000. These are total project costs for a 2021 construction year. The past few years have seen 10-15% cost increases per year on these types of building projects.

Please contact me if you have any questions.



ISANTI PUBLIC WORKS GARAGE & POLICE STATION

ISANTI, MN

