

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 5, 2021 – 7:00 P.M.
CITY HALL**

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:

<https://zoom.us/j/93392909722?pwd=VE56ODNQZGd6SFNsakIwQ3NBaHVDdz09>

or by calling into this number +1 312 626 6799 US with this meeting ID: 933 9290 9722 and
passcode 759311

To mute and unmute during meeting press *6

OATH OF OFFICE

Council Member – Steve Lundeen

Council Member – Jimmy Gordon

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

1. December 28, 2020- Special City Council Meeting
2. December 15, 2020- Regular Meeting of the City Council
3. December 15, 2020- Committee of the Whole Meeting
4. November 17, 2020- Planning Commission Meeting

H. Announcements

1. CITY OFFICES CLOSED

Monday, January 18, 2021

(In Observance of Martin Luther King Jr Day)

2. Committee of the Whole

Tuesday, January 19, 2021 at 5:00 p.m.

3. Goal Setting

Tuesday, January 19, 2021 at 5:30 p.m.

4. City Council Meeting

Tuesday, January 19, 2021 at 7:00 p.m.

5. Planning Commission Meeting

Tuesday, January 19, 2021

(Immediately following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

1. Interview Applicant for Vacant Economic Development Authority Seat
 - a. Resolution 2021-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2021
2. Resolution 2021-XXX Designating an Official Newspaper, Appointing Depositories and Professional Services

City Administrator Josi Wood

3. Resolution 2021-XXX Waiving Renewal Fee for Annual Liquor and Pawnshop Licenses for 2021
4. Liquor Store Architect Proposal Review and Resolution to Accept Proposal
 - a. Widseth Proposal
 - b. Brunton Proposals
5. Ordinance-XXX An Ordinance Amending Chapter 227; Parking and Storage
6. Heritage/East Dual Intersection Control Update and Discussion

Chief of Police Travis Muvres

7. Ordinance-XXX An Ordinance Amending Ordinance No.199, Adopted on February 4th 1997 and Titled Regulating the Operation of Snowmobiles Within the City

Community Development Director Sheila Sellman

8. Ordinance-XXX An Ordinance Amending the City Zoning Code, Ordinance 445, Section 16 Signs
9. Ordinance-XXX An Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts

L. Approve Consent Agenda

1. Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of \$9,224.82, Payroll in the Amount of \$119,582.83 and Accounts Payable in the Amount of \$1,391,356.69
2. Resolution 2021-XXX Designating Fire Code Official
3. Resolution 2021-XXX Designating Official City Clerk and Deputy City Clerk
4. Resolution 2021-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures
5. Resolution 2021-XXX Designating the Data Practices Responsible Authority and Designee for the City of Isanti
6. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Cory Hed
7. Personnel Policy Updates
8. Resolution 2021-XXX Accepting Parks, Recreation and Culture Manager Letter of Resignation
9. Annual City Administrator Review Summary
10. Liquor Store Process Manual
11. Resolution 2021-XXX To Extend Site Use Agreement Between The City of Isanti and Catholic Charities

M. Other Communications

Adjournment

**MINUTES
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
Monday, December 28, 2020 -9:00 a.m.
CITY HALL**

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 9:00 a.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Member Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Deputy City Clerk/ Human Resources Jaden Strand

D. Public Comment

None

E. Adopt Agenda

Motion by Lundeen, second by Gordon to approve agenda as presented. Motion passed 4-0.
Motion carried.

F. Business Items

1. Resolution 2020-222 Adopting the 2021 Final Budget

City Administrator Josi Wood shared that the Resolutions approved at the December 1, 2020 City Council meeting had an error in the levy amount. The Resolutions passed at this December 28, 2020 meeting is to correct the error and recertify the correct levy amount. Wood continued to share that the adopted levy cannot exceed the adopted preliminary levy that was approved in September. Therefore, being the reason, the special meeting needed to be called upon for the documentation to be submitted to the County by the end of the day. The Final levy presented on December 1st proposed a final levy of \$29,566 more than the adopted preliminary levy. This will result in a 1% reduction in the tax rate compared to 2020.

Councilor Jimmy Gordon shared his concerns regarding the bathrooms, splashpad and amphitheater as he did at the December 1st meeting.

Councilor Paul Bergley stated that even though it is in the budget it will still need to be discussed prior to approval.

Wood stated that the Capital Improvement Fund where the money is set aside for the bathrooms and the amphitheater is in fund 920. Which is the General Fund so it is basically the same thing.

A motion was made by Lundeen, second by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting nay.

2. Resolution 2020-223 Adopting Final 2020 Tax Levy, Collectable 2021

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting nay.

G. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 9:18 a.m.
Respectfully Submitted,

A handwritten signature in cursive script that reads "Jaden Strand".

Jaden Strand
Deputy City Clerk/ Human Resources

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 15, 2020 – 7:00 P.M.
CITY HALL**

G. 2.

This meeting was held virtually via Zoom.

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, Finance Director Mike Betker, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment

None

E. Adopt Agenda

Motion by Collison, second by Bergley to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/ Commendations/ Certificate Awards

1. Years of service Awards

Mayor Johnson recognized those who have served 10 years, 15 years and 20 years starting with Scot Klersy; 10 years, Josh Becker; 10 years, Noah Buecksler, 10 years, Brandon Oliver; 10 years, Jim Mager; 15 years, Adam Gau; 15 years and Dusten Noreen; 20 years

G. Approve City Council Minutes

- 1. December 1, 2020- Regular Meeting of the City Council**
- 2. November 4, 2020- Economic Development Authority Meeting**
- 3. October 27, 2020- Parks, Recreation and Culture Board Meeting**

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

H. Announcements

CITY OFFICES CLOSED

Thursday, December 24, 2020

(In Observance of Christmas Eve)

Friday, December 25, 2020

(In Observance of Christmas Day)

Friday, January 1, 2021

(In Observance of New Year's Day)

City Council Meeting

Tuesday, January 5, 2021 at 7:00 p.m.

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items**City Administrator Josi Wood****1. City Council and Commission Meeting Dates for 2021**

City Administrator Josi Wood shared that the meeting dates follow suit with the first and third Tuesdays of each month for City Council meetings, third Tuesday of each month at 5:00 p.m. for Committee of the Whole meetings, third Tuesday of each month for Planning Commission, the first Tuesday of each month for EDA meetings and Parks, Recreation and Culture Board meetings the fourth Tuesday of each month except no meeting in December. Wood further shared that there is one shift to Wednesday in August to observe National Night Out (Night to Unite.) The City Council and EDA meetings will be on Wednesday, August 4th.

Motion by Lundeen, second by Collison to approve dates as presented. Motion passed 5-0.
Motion carried.

2. Ordinance-746 Amending City Code, Chapter 160, Fees

City Administrator Josi Wood shared that this Ordinance is the fee schedule that is updated annually to reflect any changes proposed by City Council, staff and to accurately reflect costs incurred. This was reviewed by Committee of the Whole and nothing has changed except for reduced fees at the athletic facilities and park shelters to 50% fee for non-profits.

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

3. Ordinance-747 Amending City Code Chapter 262, Sewer and Water Service Charges

City Administrator Josi Wood shared that as discussed at Committee of the Whole it was to keep sewer and water rates flat or have a reduction which have been reflected in this Ordinance.

Motion by Lundeen, second by Bergley. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman**4. Ordinance-748 Amending the City Zoning Ordinance, Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping**

Community Development Director Sheila Sellman stated that this was shared at the Planning Commission's November meeting and that it is to update section 2 and a landscaping definition to take out the specific standard that MNDOT puts for the soil and leave it say "MNDOT specifications" because the number could change and the Ordinance would have to be amended every year. Sellman further shared that Zoning Administrator was removed and replaced with Community Development Director or his or her designee.

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

5. Subsidy Agreement for Light the Lamp LED

Community Development Director Sheila Sellman shared that this is the Subsidy Agreement to sell Light the Lamp/LED Wolf River Electric two parcels for a \$1 each. The 15-acre parcel is being split into 3 parcels and the City is selling Light the Lamp LED two parcels. This went to EDA and there was a Public Hearing on it as well.

Motion by Collison, second by Bergley to approve agreement as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

6. Resolution 2020-215 Authorizing 2021 Pavement Management Engineering Services

City Engineer Jason Cook shared that this is to stay on schedule with the Pavement Management Engineering Plan that is in the Capital Improvement Plan in the budget. This year will be central and northern parts of the City including all of Bluebird Park parking lots and trails as well as Credit Union Drive area and Main Street.

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

7. Resolution 2020-216 Authorizing 2021 Storm System Maintenance Engineering Services

City Engineer Jason Cook shared that this is to wrap up the program that has been in place for 5 years now. Cook continued to share that last year was switched with the 2021 maintenance area to allow more time to coordinate work along the Whiskey Road County ditch. This year, it is now proposed to complete the 2020 maintenance area work.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$303,970.06 Payroll in the Amount of \$146,165.83
2. Development Agreement Amendment Legacy Pines
3. **Resolution 2020-217** Removing Part-Time Peace Officers from Roster
4. **Resolution 2020-218** Finalizing the Payment for the 2020 Pavement Management Project
5. **Resolution 2020-219** Authorization to Terminate an Employee
6. **Resolution 2020-220** 6th Avenue Rehabilitation Partial Payment No. 2
7. **Resolution 2020-221** Amendment to the 2020 Budget

Motion by Lundeen, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

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

5. Draft Minutes from the November 24th, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:21 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jaden Strand".

Jaden Strand
Deputy City Clerk/ Human Resources

**MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, DECEMBER 15, 2020 – 5:00 P.M.
CITY HALL**

This meeting was held virtually via Zoom.

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

The Pledge of Allegiance was recited.

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

Member Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker, City Engineer Jason Cook, Chief of Police Travis Muyres, Liquor Store Manager John Jacobi and Public Services Director Matt Sylvester

D. Public Comment

None

E. Committee Meeting Items

1. Public Works updates

- Public Works has been posting doors for tree trimming in Right of Way areas as well as in Parks and City owned facilities. This will likely continue through the winter as time allows.
- Staff has been out to do pothole patching.
- Staff has been preparing equipment for winter storage as well as prepping equipment that is used for winter snow removal.
- Fall cleanup of leaves and debris from streets has been completed.
- Annual maintenance of the Air release valves have been completed for the year.
- Annual jetting was completed. This year each lift station was jetted.
- Generators have been set and are up and running with the exception of Rum River lift station, Isanti Community Center, and Well 1/ Police Department/ Fire Department as well as the transfer switch at City Hall which should be completed in the next few weeks.
- The clarifiers were shut down and cleaned at the WasteWater Treatment Facility in early November. They will remain down until Spring. This is normal winter operations at the facility.
- Staff worked through some issues at the WTP on the MIOX machine. This was a great opportunity for some of our new staff to trouble shoot and cross train on the Miox machine.
- The Sledding Hill has been completed and has seen a lot of attention with the very little snow that has been received. The Grand Opening is scheduled for December 16th.
- The Compost Site was closed on November 8th and had another successful year with a lot of positive feedback from residents.
- Santa Day was scheduled for December 11th with the Candy Cane Hunt to follow on December 13th.
- Fall cleanup for leaves in the parks was completed for now and there will be some cleanup in the Spring.

- The Winter Isantian has been completed and sent out.
 - The Farmers Market ended on September 25th.
 - Recommendation from Committee is to postpone the Sledding Hill Grand Opening to a date later determined.
2. Chapter 227 Parking and Storage Discussion
- Previous Committee of the Whole meeting, it was requested that there be consideration of trailers being permitted to park on the grass during the winter restriction months, November to March 31.
 - If permitted, staff requested consensus of where parking and storage would be allowed and if units such as snowmobiles or other motorized units will be permitted to be on a trailer.
 - Consensus from Committee is to allow for trailers on a non-impervious surface and within 10 feet of the driveway from November 1st to March 31st.
 - Recommendation from Committee is to post Ordinance for the required 10 days with the recommended changes listed above.
3. Isantian Newsletter Options Discussion
- In the past the City of Isanti has sent the Isantian Newsletter out to be printed and mailed to residents quarterly. That contract has been with Minuteman Press and expires on 12/31/2020.
 - In the year 2020 it cost the City \$11,616.61 for the service.
 - Another option would be to have the Isantian go digital. The City would then have the ability of posting it on Facebook and also the City website. Isantian could be mailed to a resident if requested.
 - The Isantian is prepared in-house so this option would require no additional staff time.
 - Recommendation from Committee is to print Isantian in-house for new residents as well as whoever may want one otherwise make the publication digital to save the money.
4. Intersection Control at Heritage/ East Dual Update
- City Administrator Josi Wood updated the Committee that she had spoke with the President of Minnco Credit Union, Doug Halverson, and asked if the Minnco Credit Union Board was willing to sell the piece of land as well as if it included the remodel. Halvorson was not sure but heard that the County Commissioners had been talking with some of the members of the Minnco Credit Union Board.
 - City Administrator Josi Wood requested Doug Hallstrom talk to the Minnco Credit Union Board again and ask if they are interested in selling the property to make a 4-way intersection and Doug Hallstrom said he would.
5. Liquor Store Architect Discussion (6:00 p.m.)
- Committee and Liquor Store Manager John Jacobi shared their requests for the new liquor store with Mike Angland and Tim Houle from Widseth Engineering.
 - Requests for the new liquor store included a pitched roof, 12-14-foot ceilings, shelving and racking against the back walls.
 - Mike Angland shared that he expected to have a proposal ready for review by the following week for review at the next City Council meeting.
 - Recommendation from Committee is to review Widseth proposal at the next Council meeting and to ask Brunton if they would like to submit a revised proposal.
6. Metal Detecting on City Property
- Mayor Johnson has received phone calls inquiring medal detecting on City property.

- The recent individual inquiring is interested in medal detecting the old house where the new liquor store is proposed to go. The individual is not looking for anything of value to keep and will give the City anything he may find.
- Recommendation from Committee is for staff to research policies allowing for this but does result in a liability for the City and bring back to Committee of the Whole for discussion.

7. Fire District Purchase Update

- The parcel has been split and recorded with the County. It will take some time before Beacon is updated.
- A revised purchase agreement will be sent to Fire Chief Al Jankovich with included language that the generator will be the City's sole responsibility.
- Recommendation from Committee is for the Fire District to keep the billboard sign when they purchase the building instead of moving the sign to the new police department.

8. Liquor License Fee Discussion

- Mayor Johnson shared that he is receiving phone calls about waiving liquor fees as Cambridge has recently waived theirs for 2021.
- Recommendation from Committee is if a business paid for a 2020 license, their fee will be waived for 2021. This would apply to liquor and pawn shop renewal fees. If a business is looking to obtain a new license, the waived fee will not pertain to them.

9. Open Minnesota

- Councilmember Bergley shared that there is a group called "Re-Open Minnesota" where there are approximately 150 businesses that plan to open against Governor Walz's order.
- Isanti declared themselves business-friendly in June.
- The City Attorney recommended in the past that not following the Governors Order may put liability on the City if encouraging businesses to open.

F. Adjournment

Meeting was adjourned at 6:53 p.m.

Respectfully Submitted.



Jaden Strand
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, November 17, 2020
ZOOM meeting

1. Meeting Opening

- A. **Call to Order:** Chair Johnson called the meeting to order at 7:45pm
- B. **Pledge of Allegiance**
- C. **Roll Call:** Commissioners present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collision, Arissya Simon. Staff present: Sheila Sellman Community Development Director. Absent: Commissioner Alexander Collins
- D. **Agenda Modifications:** None

2. Meeting Minutes

- A. Approval of Minutes from October 20, 2020 Planning Commission Meeting: Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. Public Hearing

- A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 2: Definitions and Section 15: Fencing, Screening and Landscaping: Sellman gave the presentation regarding soil and sod requirements, this amendment is more of a housekeeping that removes MNDOT specification numbers and just references MNDOT Specs rather than a specific number. No one from the public spoke on this item. Motion by Lundeen, second by Bergley to approve the amendment. Motion passed 6-0.

4. Other Business

- A. Sign Consideration for Best Western: Sellman explained that Best Western applied for a free-standing sign permit and was denied by past administration because it did not have a brick base. The hotel is located in the HWY 65 overlay and should be held to higher development standards however the sign code does not specify what that is. The hotel proposed a freestanding sign with a solid base but not of brick. The Planning Commission discussed the base and agreed it should be solid and should be similar to what the other businesses in that district have done (Coborn's, O'Reilly etc.) The Commission agreed to what the hotel proposed with the addition of a small brick base with landscaping around it. The Commission directed staff to draft an ordinance amendment for the HWY 65 overlay sign requirements. Motion by Dan to approve the sign as presented with the addition of a 2-3-layer brick base with landscape around it, second by Lundeen, motion passed 4-2. Bergley and Gordon voted no against the extra requirements, what they proposed is fine.

5. Discussion Item

- Commissioner Collins request of absence: Commissioner Collins requested a leave of absence from the Planning Commission and has missed a few meetings prior to the request. He said he should be back in December. Complications with COVID has kept him out of the country. Motion by Lundeen, second by Gordon/Collision to allow the leave of absence and revisit in January. Motion passed 6-0.

6. Adjournment: Motion to adjourn by Bergley, second by Collison to adjourn, motion approved 6-0, meeting adjourned at 8:33pm.

Respectfully submitted Sheila Sellman Community Development Director



City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:

Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: John Farris E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

City of Isanti Resident

Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

- Licensed Real Estate Agent.
- Bachelor's degree in Accounting; Master's degree w/ emphasis on organizational leadership.
- Experienced with property management - commercial, residential, high-rise buildings
- Professional experience managing \$4.5+ million in budgets; capital projects; and vendor contracts
- Have chaired and served on previous boards (churches and homeowner associations)

Why you are interested on being on the Board?

I have lived in Isanti for 2 years now. We're raising our family here for at least the next 15-20 years. I would love to see our city grow and develop at a faster rate than Cambridge.

As a realtor I help clients move into new homes. A city's businesses, parks, schools, etc, all effect the desirability of the community. As a member of this board I would like to help work towards bringing in businesses and amenities that will bring value to the community.

What is your vision of Isanti?

I would like to see more businesses come into the community that would be a benefit to residents but also provide more tax revenue. The competitive side of me would like to see Isanti grow at a quicker pace than Cambridge. I think Isanti is better positioned along 65 and could make use of the traffic that comes from Cambridge.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

Feel free to view my LinkedIn profile for more details on my professional experience. I can provide a resume if needed.



City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:

Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Luke Merrill

E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

☒ Economic Development Authority ☒

Planning Commission

For Consideration on the Board you must circle at least one:

☒ City of Isanti Resident

☐ Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

Honors B.A.S. in Economics from University of Minnesota
Honors B.A. in Psychology from University of Minnesota
Economics Club President at UofM 2013-2014
Omicron Delta Epsilon Economics Honor Society
County Park Board Commissioner 2016-Current
Isanti Planning Commission Experience
Lifelong Resident of Isanti

Why you are interested on being on the Board?

I think it's important to be involved and be the voice of citizens. Using my educational background, the EDA is my best means of doing so.

What is your vision of Isanti?

Small town, with modern ammenities and business opportunities. But not overgrown or overly retail developed in a way that makes the city unpleasant to live in.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

Resume Attached



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Resolution 2021-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Appointments must be made for year 2021 for Advisory Committees, Commissions, and Boards.

EDA

There is one seat open for an appointed member. Advertisements were placed to seek interested candidates for the Economic Development Authority. Applications for the open seat were received from Luke Merrill and John Farris. The term for the open seat extends to December 31, 2026.

Request:

Interview subject candidates that applied for open seat, and make appointments for Park, Recreation and Culture Board and Planning Commission. Make appointments for members and representatives for City Commission and Advisory Boards for year 2021.

Attachments:

- Resolution 2021-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2021
- Candidate Applications

RESOLUTION 2021-XXX

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis;

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2021:

Committee of the Whole	
Economic Development Authority	
Parks, Recreation & Culture Board	
Planning Commission	
Rum River BMX Association Board	
Community Education	
Cable TV Liaison	
Civil Defense Director	
Fire District	
ICICLE	
School Liaison	
Chamber of Commerce Liaison	
Bike Isanti County Committee	
C-I Bike/Walk Trail	
Public Works Labor Management Committee	
Weed Inspector	

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor:
_____.

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Open Seat	<i>(term expiration 12-31-2023)</i>
Aaron Zdon	<i>(term expiration 12-31-2022)</i>
James Witte	<i>(Appointed 7-5-2016; term expiration 12-31-2021)</i>
Michael Becker	<i>(Appointed 10-20-2020 term expiration 12-31-2022)</i>
Open Seat	Council Representative <i>(term expiration 12-31-2021)</i>
Open Seat	Student Representative <i>(term expiration 12-31-2021)</i>

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-5-2021; term expiration 12-31-2021)
Dan Collison (Appointed 1-5-2021; term expiration 12-31-2021)
James Gordon (Appointed 1-5-2021; term expiration 12-31-2021)
Paul Bergley (Appointed 1-5-2021; term expiration 12-31-2021)
Steve Lundeen (Appointed 1-5-2021; term expiration 12-31-2021)

Appointed Members:

Alexander Collins (Appointed 5-7-2019; term expiration 12-31-2021)
Arissya Simon (Appointed 1-7-2020; term expiration 12-31-2022)

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-5-2021; term expiration 12-31-2021)
Dan Collison (Appointed 1-5-2021; term expiration 12-31-2021)
James Gordon (Appointed 1-5-2021; term expiration 12-31-2021)
Paul Bergley (Appointed 1-5-2021; term expiration 12-31-2021)
Steve Lundeen (Appointed 1-5-2021; term expiration 12-31-2021)

Appointed Members:

Justin Nielsen (Appointed 2-18-2020; term expiration 12-31-2024)
Open Seat (term expiration 12-31-2026)

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Resolution 2021-XXX Designating Official Newspaper, Appointing Depositories and Professional Services

Background:

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2021 official city newspaper have been received from County News Review and Isanti-Chisago County Star.

County News Review	\$1.99 per column inch (11 lines/inch) 215 distributions within the City of Isanti
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Isanti-Chisago County Star	\$2.05 per column inch (9 lines/inch) 1885 distributions within the City of Isanti
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Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2021.

Request:

Staff is recommending to designate Isanti-Chisago County Star as the City's official newspaper for 2021 as they provide the highest number of distributions within the City of Isanti.

Attachments:

- Resolution 2021-XXX Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

RESOLUTION 2021-XXX

DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR AND PROFESSIONAL SERVICES

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City requested and received bids for the designation of the official city newspaper for 2021; and,

WHEREAS, the following bids and distribution numbers were received by the City:
County News Review \$1.99 per column inch (11 lines/inch) 215 distributions in the City of Isanti
Isanti-Chisago County Star \$2.05 per column inch; (9 lines/inch) 1885 distributions in the City of Isanti;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City accepts and designates the _____ as the official newspaper for 2021 at a rate \$ ____ per column inch, at ____ lines/inch.
2. That the following institutions and organizations are designated as follows:

Depositories: Falcon National Bank
RBC Wealth Management

City Engineer: Bolton & Menk, Inc.
City Auditor: Abdo, Eick & Meyers, LLP
Financial Advisor: Northland Securities, Inc.
Bond Counsel: Briggs & Morgan

City Attorney: Ratwik Roszak & Maloney, P.A

This resolution was duly adopted by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

**WAIVING RENEWAL FEE FOR ANNUAL LIQUOR AND PAWNSHOP LICENSES FOR
2021**

WHEREAS, the City Council declared Isanti, MN a business-friendly community on June 2, 2020 and encouraged the Governor to reopen MN due to struggling businesses; and,

WHEREAS, restaurants have been closed to in-person dining and are limited to carry out only due to the COVID 19 pandemic; and,

WHEREAS, restaurants that have on-sale liquor licenses are not permitted to conduct liquor sales and are unable to capture revenue from those sales; and,

WHEREAS, the City Council gave aid to qualifying businesses through the COVID Relief Grant Program and desires to do more to help Isanti businesses through waiving certain license renewal fees; and,

WHEREAS, the following businesses hold a Liquor license or Pawnshop license with cost associated:

Sanbrook Golf Course \$250	Wintergreens Golf & Grill \$2,700
Thunder Brothers Brewery \$1,010	Junction Bowl \$2,700
VFW \$2,700	Northern Pawn \$1,500

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that fees are waived for Liquor and Pawnshop annual renewal licenses.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 5, 2021
Subject: Resolution Accepting Proposal for Architecture Services for Liquor Store

Committee of the Whole held multiple discussions regarding finding the best architectural firm for the City's new liquor store project.

Two firms, Widseth and Brunton, have submitted proposals which are attached to this memo.

Request:

Staff is requesting discussion and action on this item.

Attachments:

- Res 2021-XXX
- Widseth Proposal
- Brunton Proposals

RESOLUTION 2021-XXX

**ACCEPTING THE ARCHITECTURAL PROPOSAL FOR THE ISANTI
LIQUOR STORE**

WHEREAS, State Statute requires that the City have an architect for the planned design and construction of the new liquor store; and,

WHEREAS, proposals for the project were received from Widseth and Brunton and are attached as Exhibits to this Resolution;

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

1. That the City accepts the proposal for architectural services for the project from _____ in the amount of \$ _____.
2. The City Administrator is authorized to enter into and sign an agreement for such services.

This resolution was duly approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

December 29, 2020

Josi Wood, City Administrator
City of Isanti
110 1st Ave NW
Isanti, MN 55040

Re: Isanti Liquor Store Widseth Design Proposal

Dear Ms. Wood:

Thank you for the opportunity to provide professional services for your upcoming liquor store project located in Isanti, Minnesota. Based on the discussions during our phone conversation on December 9, 2020 and the city council Zoom Meeting on December 15, 2020, Widseth has a clear understanding of this project. The building will be a 12,000 s.f. liquor store based on the floor plan that you've provided and other information that identifies the needs, wants and other design criteria for the project. Widseth anticipates the construction cost to be within \$175 - \$200/s.f., which equates to a 2 - 2.5 million dollar construction cost. This construction cost figure is preliminary and will need to be reviewed, analyzed and confirmed with the City of Isanti within the context of a comprehensive project cost review. The anticipated opening of this facility is Thanksgiving of 2021, which presents the owner, design team and contractor with a tight time frame for the completion of this project. This schedule will require the entire project team to operate in an efficient and timely manner as it relates to design phases, project milestones and construction sequencing.

As mentioned during the Zoom Meeting, we as designers rarely work on a project where the client is as organized and prepared for the design of a new building, which is very beneficial in this case as it relates to the anticipated schedule for this project. Our typical design process includes multiple design phases which allow us to work with clients to determine the types of spaces, locations of spaces within the building and quantifying the overall footprint of the building. This preliminary information is then used to generate a preliminary floor plan that provides a general concept of the building and occurs during the Preliminary Design and Schematic Design Phases. However, with your project it appears that these phases will not be necessary due to your hard work and collaborative efforts. The remaining design phases will consist of Design Development, Construction Document & Bidding and Construction Administration Phases.

The objective is clear, and that is that Widseth architects and engineers join your team and begin working with you to develop and complete bid documents that reflect your goals and expectations for this facility. You have generated momentum for this project, and Widseth has staff available to begin working with you immediately on this project. Widseth proposes to provide architectural and engineering services as follows noting that the fee may fluctuate depending on the scope of the project:

Preliminary Design Phase (Not Required)

Schematic Design Phase (Not Required)

Design Development Phase (\$39,690.00)

- *Programming* – As mentioned, the programming for this project has been completed by the City of Isanti and is evident within the preliminary information that you have provided. This preliminary information has been attached to this proposal as Exhibit A for reference.

- *Concept Floor Plan, Exterior Elevations & Site Plan* – Widseth will develop a floor plan, exterior elevations and a site plan in order to establish a baseline for the design concept. The goal during Design Development will be to provide the following:
 - City of Isanti Zoning Ordinance Review
 - Identify and incorporate zoning ordinance requirements that will impact the site development and exterior design for this project.
 - This will include site access, minimum parking spaces, maximum impervious, greenspace and landscape requirements, exterior signage, allowable exterior materials, maximum height for the building and other information that will impact the overall design for this building.
 - Site access and overall traffic flow will be critical in order to align with the anticipated goal of 12% market share that has been mentioned by the City of Isanti. Widseth architects will work along with the City of Isanti city engineers during this process.
 - Building Code Review
 - Identify and incorporate building code requirements that will identify the occupancy for this building, building construction type, exiting, minimum restroom and plumbing fixture counts and other items that will impact the overall design of the building.
 - Construction Type
 - Propose a construction type that aligns with the expectations of the City of Isanti.
 - M&E
 - Mechanical
 - Discuss expectations for HVAC systems, HVAC controls and plumbing fixtures.
 - Review anticipated demand for walk-in coolers and rail coolers.
 - Identify opportunities for rebates that may be available from utility provider.
 - Electrical
 - Discuss expectations for electrical systems, light fixtures, panel layouts and circuitry and fire alarm systems.
 - Review anticipated demand for walk-in coolers and rail coolers.
 - Identify opportunities for rebates that may be available from utility provider.
 - Project Cost
 - Widseth will work with the City of Isanti to establish an overall Project Cost for this project. As discussed during the Zoom Meeting, Widseth will work with local contractors in an attempt to incorporate current and relevant pricing for construction, that reflects local labor availability, material pricing and availability and other key factors that are applicable to your area.
 - This Project Cost will provide the City of Isanti with a comprehensive analysis of all costs for the project, which include the following:
 - Soft Costs
 - Permits, A/E fees, Insurance, Etc.
 - Construction Costs
 - FF&E
 - This typically is owner provided items that may be purchased by the City of Isanti and outside of the construction contract.
 - Contingency

- Project Schedule
 - Widseth and the City of Isanti will review the anticipated project schedule, identify key milestones and discuss opportunities to expedite construction in an attempt to open by Thanksgiving of 2021.
- *Deliverables* – The deliverables during the Design Development phase will consist of the following:
 - Site/Survey
 - City of Isanti zoning review.
 - Concept site plans.
 - Building
 - Concept floor plans.
 - Concept elevations.
 - Building code review.
 - Mechanical and Electrical
 - Initial discussions regarding mechanical & electrical systems that identify design criteria and expectations for thermal comfort, energy performance and ongoing maintenance expectations.

Construction Documents Phase (\$70,560.00)

- *Construction Documents* - Upon approval from you on the final design, Widseth will prepare Construction Documents to be distributed to multiple contractors to be competitively bid and to the applicable agencies for plan review and permitting. Construction Documents will consist of the following drawings and specifications:
 - Architectural
 - Code review, floor plans, exterior elevations, building sections, details, door & window schedules, room finish schedules and interior elevations.
 - Mechanical Engineering
 - Plumbing and HVAC plans.
 - Electrical Engineering
 - Power, data and lighting plans.
 - Structural Engineering
 - Foundation & framing plans and details.
- *Deliverables* – The deliverables during the Construction Document Phase will consist of the following:
 - Drawings and specifications.
 - Hard copies and electronic files.
 - City of Isanti
 - Plan review and building permit applications.
 - State of Minnesota
 - MN Dept. of Labor & Industry Plumbing permit application and documents.

Bidding & Construction Administration Phases (Hourly)

- *Bidding* – During the bidding process, Widseth will address questions from bidders and issue addenda to provide clarification if needed. Widseth will also assist in reviewing bids and issuing construction contracts to the successful bidder
- *Construction Administration* - Throughout construction, Widseth will answer contractor questions and will make site visits, at intervals appropriate to the stage of construction to observe construction work and verify it is in conformance with the contract documents. Shop drawings will also be submitted to Widseth for review to ensure all materials, equipment, structural components and fixtures are in compliance with specified products. Widseth will also review pay applications submitted for payment certifying that the quantity requested is consistent with the work completed on site. Toward the end of the project, Widseth will issue a certificate of substantial completion with a final punch list identifying work to be completed or corrected as well as the associated cost for completion. Widseth will review and forward all closeout documentation including warranties for your records. Upon satisfactory completion of all close out items we will authorize final payment to the contractor.
- *Shop Drawing Review* – The Bid Documents will specify information pertaining to the products and execution for construction. Shop drawings of construction materials, equipment, structural components and fixtures will be submitted to Widseth for review for conformance with the design intent.
- *Deliverables* – The deliverables during the Construction Administration phase will consist of the following:
 - Shop Drawing Review
 - Architectural
 - Mechanical
 - Electrical
 - Structural
 - General Contractor pay application review.
 - Scheduled monthly site visits.
 - Project closeout documents.

Widseth is excited for the opportunity to work with the City of Isanti and discuss this proposal with you at the January 5, 2021 city council meeting. If you find this proposal acceptable, please sign below, return one copy of this proposal to our office and we'll get started right away!

Sincerely,

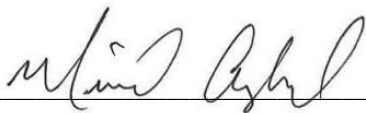


Michael Angland, AIA, LEED AP, Vice President
Cc: Tim Houle, P.E., Vice President

Exhibits:

- Exhibit A - Owner Provided Information
- Exhibit B - Widseth Project Schedule
- Exhibit C - Widseth General Provisions
- Exhibit D - Widseth Fee Schedule

Proposed by Widseth Smith Nolting & Assoc., Inc.



Mike Angland, AIA, Vice President
Widseth Smith Nolting

The above proposal is satisfactory and WSN is authorized to do the work as specified.

Date

2021 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer	
Level I	\$115 / Hour
Level II	\$140 / Hour
Level III	\$165 / Hour
Level IV	\$175 / Hour
Level V	\$190 / Hour
Technician	
Level I	\$ 76 / Hour
Level II	\$ 96 / Hour
Level III	\$115 / Hour
Level IV	\$130 / Hour
Level V	\$145 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$130 / Hour
Marketing Specialist	\$120 / Hour
Funding Specialist	\$100 / Hour
Administrative Assistant	\$ 73 / Hour

OTHER EXPENSES	
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$80 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$75 / Day
Subcontractors	Cost Plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

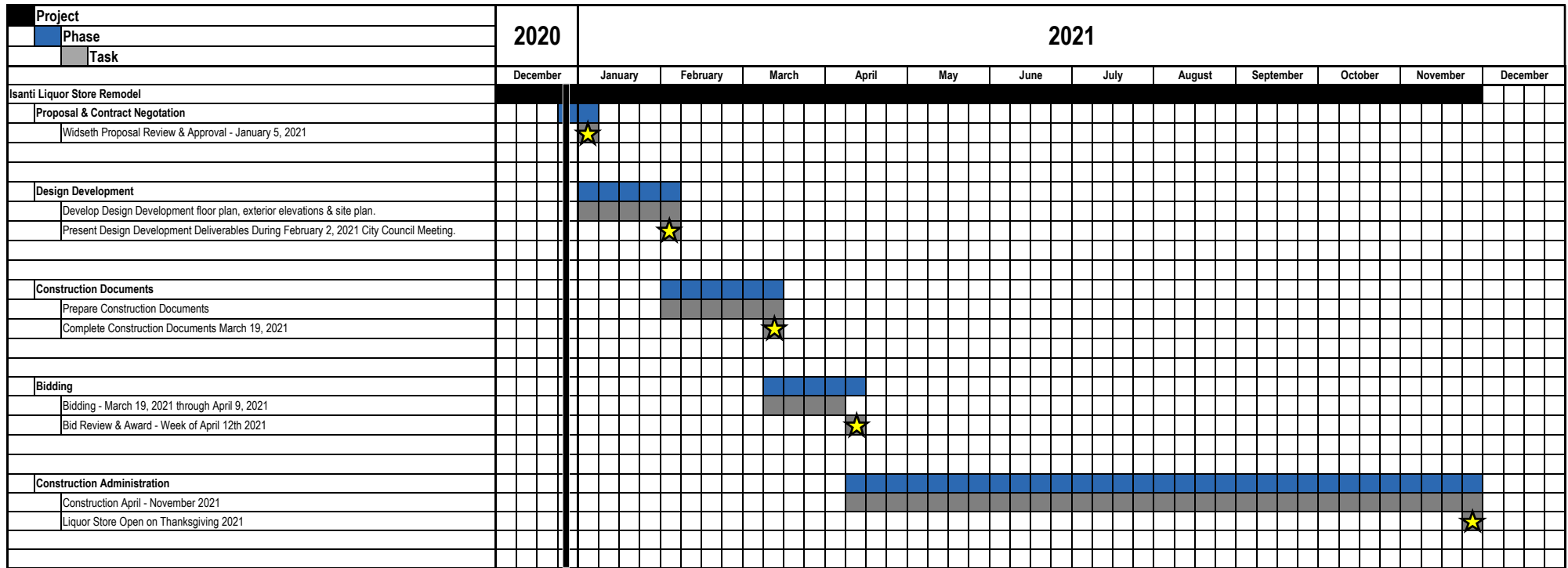
These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

WIDSETH

Isanti Liquor Store Schedule

Exhibit B

12/29/2020

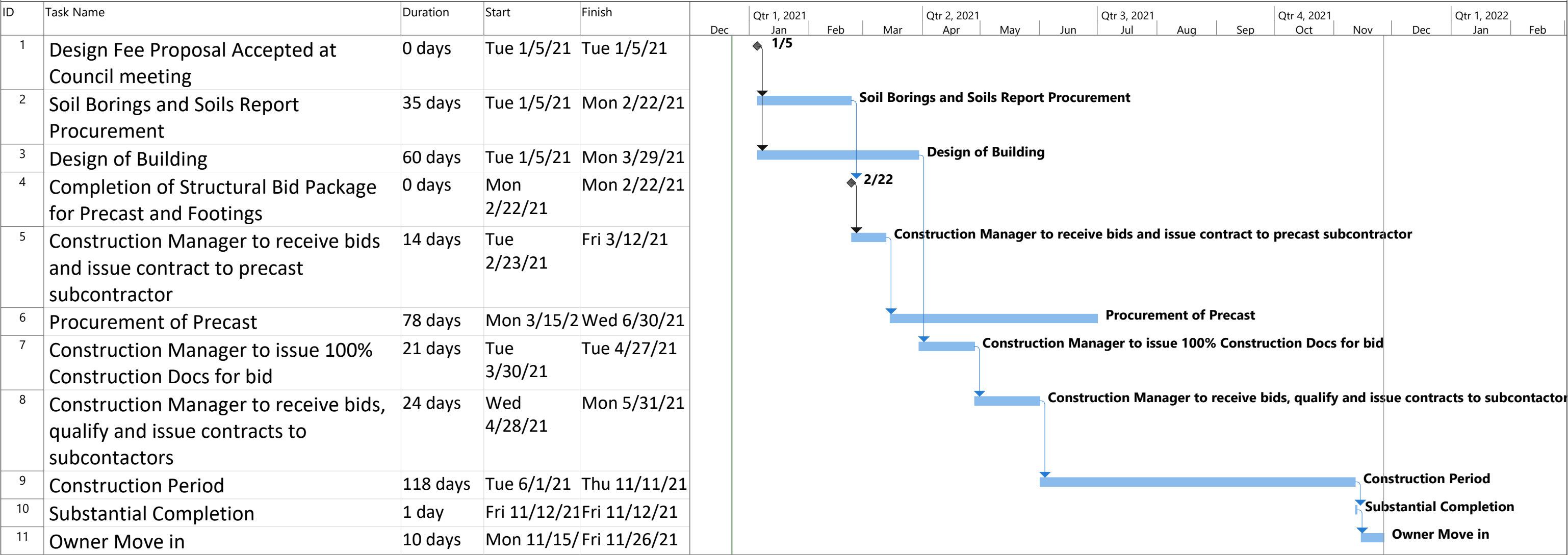


ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
PRECAST OPTION				
DATED - 12-22-2020				
<u>DIVISION 1 GENERAL CONDITIONS</u>	<u>QUANT</u>	<u>UOM</u>	<u>AMT</u>	<u>TOTAL</u>
SUPERINTENDENT - 7 MONTHS	840	HR	85.00	\$ 71,400.00
MISC - MISC MATERIALS	1	LS	3,500.00	\$ 3,500.00
GP CARPENTRY	200	HR	65.00	\$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	\$ 2,760.00
JOBSITE PHONE	7	mn	75.00	\$ 525.00
JOB TRAILER	7	mn	250.00	\$ 1,750.00
PLAN PRINT	1	LS	350.00	\$ 350.00
TOILET	7	MO	225.00	\$ 1,575.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	\$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	\$ 1,500.00
TEMP FENCE	750	LF	5.50	\$ 4,125.00
TEMP WATER - GC	5	MO	50.00	\$ 250.00
TEMP ELECTRICITY - GC	7	MO	250.00	\$ 1,750.00
SURVEY STAKING	1	LS	7,500.00	\$ 7,500.00
<u>DIVISION 3</u>				
Concrete Footings and Walls	588	LF	150.00	\$ 88,200.00
Concrete Slab On Grade	11752	SF	7.00	\$ 82,264.00
Precast Walls 451 lf x 25' tall	11275	SF	37.00	\$ 417,175.00
Precast double tee roof panels	11752	SF	18.00	\$ 211,536.00
<u>DIVISION 5</u>				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	\$ 15,000.00
Steel Stairs- Roof Access	1	EA	25,000.00	\$ 25,000.00
Steel Erecting	1	EA	25,000.00	\$ 25,000.00
<u>DIVISION 6</u>				
Wood Blocking & Materials	1	LS	6,500.00	\$ 6,500.00
Rough Carpentry Labor	1	LS	5,000.00	\$ 5,000.00
Finish Carpentry Labor	3500	SF	2.15	\$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	\$ 25,000.00
<u>DIVISION 7</u>				
EPDM Roof	11752	SF	11.00	\$ 129,272.00
Parapet Metal & Flashings	515	LF	25.00	\$ 12,875.00
Joint Sealants	1	LS	2,500.00	\$ 2,500.00
<u>DIVISION 8</u>				
Steel Doors and Frames & Hardware	12	EA	1,200.00	\$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	\$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	\$ 20,000.00

Overhead Door	1	LS	5,500.00	\$ 5,500.00
Interior Door Glazing	1	LS	900.00	\$ 900.00
DIVISION 9				
Gypsum Board Systems	5502	SF	7.00	\$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	\$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	\$ 28,000.00
Tile- Bathroom	450	SF	14.00	\$ 6,300.00
Painting	15000	SF	0.85	\$ 12,750.00
DIVISION 10				
Toilet Accessories	3	LS	250.00	\$ 750.00
Lockers	12	EA	350.00	\$ 4,200.00
Interior Signage	1	LS	1,000.00	\$ 1,000.00
Exterior Signage	1	LS	7,500.00	\$ 7,500.00
Fire Protection Services	6	LS	300.00	\$ 1,800.00
Mirrors	2	EA	65.00	\$ 130.00
DIVISION 21				
Sprinklers	11752	SF	3.15	\$ 37,018.80
DIVISION 22, 23				
Plumbing	11752	SF	7.00	\$ 82,264.00
HVAC	11752	SF	11.00	\$ 129,272.00
HVAC Controls	11752	SF	1.00	\$ 11,752.00
DIVISION 26,27,28				
Electrical	11752	SF	12.00	\$ 141,024.00
Low Voltage Cables	1	SF	2,500.00	\$ 2,500.00
DIVISION 31-				
Total Sitework according to Bolton & Menk	1	LS	350,000.00	\$ 350,000.00
Building Footing & Foundation Excavation- Contaminated Soils Excluded				\$ -
Sanitary and Water Service- Allowance				\$ -
Concrete Sidewalks				\$ -
Curb & Gutter				\$ -
Asphalt Parking lot				\$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	\$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

SUBTOTAL				\$ 2,175,020.80
PERMIT - (Allowance)	1	LS	16,000.00	\$ 16,000.00
BOND	1	LS	23,925.23	\$ 23,925.23
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	11,000.00	\$ 11,000.00
BLDR'S RISK	1	LS	8,500.00	\$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	108,751.04	\$ 108,751.04
TOTAL CONSTRUCTION COST.....				\$ 2,343,197
<i>Construction Cost per Gross Square Foot</i>	\$ 199.39			
DESIGN FEE 6.75%	1	%	158,165.80	\$ 158,165.80
CONSTRUCTION CONTINGENCY 5%	1	%	117,159.85	\$ 117,159.85
Soils Investigation and Material Testing	1	LS	15,000.00	\$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				\$ 2,633,523
<i>Total Budget cost per Gross Square Foot</i>	\$ 224.09			

Isanti Liquor "Precast Concrete Option"



ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
WOOD STRUCTURE OPTION				
DATED - 12-22-2020				
<u>DIVISION 1 GENERAL CONDITIONS</u>	<u>QUANT</u>	<u>UOM</u>	<u>AMT</u>	<u>TOTAL</u>
SUPERINTENDENT - 8 MONTHS	960	HR	85.00	\$ 81,600.00
MISC - MISC MATERIALS	1	LS	3,500.00	\$ 3,500.00
GP CARPENTRY	200	HR	65.00	\$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	\$ 2,760.00
JOBSITE PHONE	8	mn	75.00	\$ 600.00
JOB TRAILER	8	mn	250.00	\$ 2,000.00
PLAN PRINT	1	LS	350.00	\$ 350.00
TOILET	8	MO	225.00	\$ 1,800.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	\$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	\$ 1,500.00
TEMP FENCE	750	LF	5.50	\$ 4,125.00
TEMP WATER - GC	5	MO	50.00	\$ 250.00
TEMP ELECTRICITY - GC	8	MO	250.00	\$ 2,000.00
SURVEY STAKING	1	LS	7,500.00	\$ 7,500.00
<u>DIVISION 3</u>				
Concrete Footings and Walls	710	LF	150.00	\$ 106,500.00
Concrete Slab On Grade	11752	SF	7.00	\$ 82,264.00
Column Pad Footings	12	EA	1,500.00	\$ 18,000.00
<u>DIVISION 4</u>				
Exterior CMU Brick Façade- 7' Tall at perimeter	1750	SF	40.00	\$ 70,000.00
<u>DIVISION 5</u>				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	\$ 15,000.00
Steel Stairs- Roof Access	1	EA	20,000.00	\$ 20,000.00
<u>DIVISION 6</u>				
Loose Lumber and Hardware	11752	SF	6.00	\$ 70,512.00
Wood pitched 6/12 Trusses	11752	SF	14.00	\$ 164,528.00
Framing Labor	11752	EA	9.00	\$ 105,768.00
Finish Carpentry Labor	3500	SF	2.15	\$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	\$ 25,000.00
<u>DIVISION 7</u>				
Standing Seam Roof- 6-12 pitch	14000	SF	20.00	\$ 280,000.00
Parapet Metal & Flashings	515	LF	35.00	\$ 18,025.00
Joint Sealants	1	LS	2,500.00	\$ 2,500.00
Exterior Siding - above 7'	1750	SF	30.00	\$ 52,500.00

DIVISION 8				
Steel Doors and Frames & Hardware	12	EA	1,200.00	\$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	\$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	\$ 20,000.00
Overhead Door	1	LS	5,500.00	\$ 5,500.00
Interior Door Glazing	1	LS	900.00	\$ 900.00
DIVISION 9				
Exterior Wall -Gypboard sheathing only	10500	SF	3.00	\$ 31,500.00
Gypsum Board Systems Interior walls	5502	SF	7.00	\$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	\$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	\$ 28,000.00
Tile- Bathroom	450	SF	14.00	\$ 6,300.00
Painting	15000	SF	0.85	\$ 12,750.00
DIVISION 10				
Toilet Accessories	3	LS	250.00	\$ 750.00
Lockers	12	EA	350.00	\$ 4,200.00
Interior Signage	1	LS	1,000.00	\$ 1,000.00
Exterior Signage	1	LS	7,500.00	\$ 7,500.00
Fire Protection Services	6	LS	300.00	\$ 1,800.00
Mirrors	2	EA	65.00	\$ 130.00
DIVISION 21				
Sprinklers	11752	SF	3.15	\$ 37,018.80
DIVISION 22, 23				
Plumbing	11752	SF	7.00	\$ 82,264.00
HVAC	11752	SF	22.00	\$ 258,544.00
HVAC Controls	11752	SF	1.00	\$ 11,752.00
DIVISION 26,27,28				
Electrical	11752	SF	13.00	\$ 152,776.00
Low Voltage Cables	1	SF	2,500.00	\$ 2,500.00
DIVISION 31-				
Total Sitework according to Bolton & Menk	1	LS	350,000.00	\$ 350,000.00
Building Footing & Foundation Excavation- Contaminated Soils Excluded				\$ -
Sanitary and Water Service- Allowance				\$ -
Concrete Sidewalks				\$ -
Curb & Gutter				\$ -
Asphalt Parking lot				\$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	\$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

SUBTOTAL				\$ 2,343,819.80
PERMIT - (Allowance)	1	LS	18,000.00	\$ 18,000.00
BOND	1	LS	25,782.02	\$ 25,782.02
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	12,000.00	\$ 12,000.00
BLDR'S RISK	1	LS	8,500.00	\$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	117,190.99	\$ 117,190.99
TOTAL CONSTRUCTION COST.....				\$ 2,525,293
<i>Construction Cost per Gross Square Foot</i>	\$ 214.88			
DESIGN FEE- 6.75%	1	%	170,457.26	\$ 170,457.26
CONSTRUCTION CONTINGENCY 5%	1	%	126,264.64	\$ 126,264.64
Soils Investigation and Material Testing	1	LS	15,000.00	\$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				\$ 2,837,015
<i>Total Budget cost per Gross Square Foot</i>	\$ 241.41			

ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
STEEL STRUCTURE OPTION				
DATED - 12-22-2020				
<u>DIVISION 1 GENERAL CONDITIONS</u>	<u>QUANT</u>	<u>UOM</u>	<u>AMT</u>	<u>TOTAL</u>
SUPERINTENDENT - 8 MONTHS	960	HR	85.00	\$ 81,600.00
MISC - MISC MATERIALS	1	LS	3,500.00	\$ 3,500.00
GP CARPENTRY	200	HR	65.00	\$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	\$ 2,760.00
JOBSITE PHONE	8	mn	75.00	\$ 600.00
JOB TRAILER	8	mn	250.00	\$ 2,000.00
PLAN PRINT	1	LS	350.00	\$ 350.00
TOILET	8	MO	225.00	\$ 1,800.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	\$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	\$ 1,500.00
TEMP FENCE	750	LF	5.50	\$ 4,125.00
TEMP WATER - GC	5	MO	50.00	\$ 250.00
TEMP ELECTRICITY - GC	8	MO	250.00	\$ 2,000.00
SURVEY STAKING	1	LS	7,500.00	\$ 7,500.00
<u>DIVISION 3</u>				
Concrete Footings and Walls	588	LF	150.00	\$ 88,200.00
Concrete Slab On Grade	11752	SF	7.00	\$ 82,264.00
Column Pad Footings	8	EA	1,500.00	\$ 12,000.00
<u>DIVISION 4</u>				
Exterior CMU Brick Façade- 7' Tall at perimeter	1750	SF	40.00	\$ 70,000.00
<u>DIVISION 5</u>				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	\$ 15,000.00
Steel Stairs- Roof Access	1	EA	20,000.00	\$ 20,000.00
Steel Columns and pitched 6/12 Trusses	11752	SF	18.00	\$ 211,536.00
Steel Erecting	11752	EA	9.00	\$ 105,768.00
<u>DIVISION 6</u>				
Wood Blocking & Materials	1	LS	30,000.00	\$ 30,000.00
Rough Carpentry Labor	1	LS	10,000.00	\$ 10,000.00
Finish Carpentry Labor	3500	SF	2.15	\$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	\$ 25,000.00
<u>DIVISION 7</u>				
Standing Seam Roof- 6-12 pitch	14000	SF	20.00	\$ 280,000.00
Parapet Metal & Flashings	515	LF	35.00	\$ 18,025.00
Joint Sealants	1	LS	2,500.00	\$ 2,500.00
Exterior Siding - above 7'	1750	SF	30.00	\$ 52,500.00

DIVISION 8				
Steel Doors and Frames & Hardware	12	EA	1,200.00	\$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	\$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	\$ 20,000.00
Overhead Door	1	LS	5,500.00	\$ 5,500.00
Interior Door Glazing	1	LS	900.00	\$ 900.00
DIVISION 9				
Exterior Wall -Gypsum Board Systems	10500	SF	9.00	\$ 94,500.00
Gypsum Board Systems	5502	SF	7.00	\$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	\$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	\$ 28,000.00
Tile- Bathroom	450	SF	14.00	\$ 6,300.00
Painting	15000	SF	0.85	\$ 12,750.00
DIVISION 10				
Toilet Accessories	3	LS	250.00	\$ 750.00
Lockers	12	EA	350.00	\$ 4,200.00
Interior Signage	1	LS	1,000.00	\$ 1,000.00
Exterior Signage	1	LS	7,500.00	\$ 7,500.00
Fire Protection Services	6	LS	300.00	\$ 1,800.00
Mirrors	2	EA	65.00	\$ 130.00
DIVISION 21				
Sprinklers	11752	SF	3.15	\$ 37,018.80
DIVISION 22, 23				
Plumbing	11752	SF	7.00	\$ 82,264.00
HVAC	11752	SF	22.00	\$ 258,544.00
HVAC Controls	11752	SF	1.00	\$ 11,752.00
DIVISION 26,27,28				
Electrical	11752	SF	13.00	\$ 152,776.00
Low Voltage Cables	1	SF	2,500.00	\$ 2,500.00
DIVISION 31-				
Total Sitework according to Bolton & Menk	1	LS	350,000.00	\$ 350,000.00
Building Footing & Foundation Excavation- Contaminated Soils Excluded				\$ -
Sanitary and Water Service- Allowance				\$ -
Concrete Sidewalks				\$ -
Curb & Gutter				\$ -
Asphalt Parking lot				\$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	\$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

SUBTOTAL				\$ 2,399,015.80
PERMIT - (Allowance)	1	LS	18,000.00	\$ 18,000.00
BOND	1	LS	26,389.17	\$ 26,389.17
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	13,000.00	\$ 13,000.00
BLDR'S RISK	1	LS	8,500.00	\$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	119,950.79	\$ 119,950.79
TOTAL CONSTRUCTION COST.....				\$ 2,584,856
<i>Construction Cost per Gross Square Foot</i>	\$ 219.95			
DESIGN FEE- 6.75%	1	%	174,477.76	\$ 174,477.76
CONSTRUCTION CONTINGENCY 5%	1	%	129,242.79	\$ 129,242.79
Soils Investigation and Material Testing	1	LS	15,000.00	\$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				\$ 2,903,576
<i>Total Budget cost per Gross Square Foot</i>	\$ 247.07			

Isanti Liquor "Steel and Wood Structure Option"

ID	Task Name	Duration	Start	Finish	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
1	Design Fee Proposal Accepted at Council meeting	0 days	Tue 1/5/21	Tue 1/5/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
2	Soil Borings and Soils Report Procurement	35 days	Tue 1/5/21	Mon 2/22/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
3	Design of Building	60 days	Tue 1/5/21	Mon 3/29/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
4	Construction Manager to issue 100% Construction Docs for bid	21 days	Tue 3/30/21	Tue 4/27/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
5	Construction Manager to receive bids, qualify and issue contracts to subcontractors	24 days	Wed 4/28/21	Mon 5/31/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
6	Construction Period	148 days	Tue 6/1/21	Thu 12/23/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
7	Substantial Completion	1 day	Fri 12/24/21	Fri 12/24/21	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							
8	Owner Move in	10 days	Mon 12/27/21	Fri 1/7/22	<div><div></div><div>Dec</div><div>Qtr 1, 2021</div><div>Jan</div><div>Feb</div><div>Mar</div><div>Qtr 2, 2021</div><div>Apr</div><div>May</div><div>Jun</div><div>Qtr 3, 2021</div><div>Jul</div><div>Aug</div><div>Sep</div><div>Qtr 4, 2021</div><div>Oct</div><div>Nov</div><div>Dec</div><div>Qtr 1, 2022</div><div>Jan</div><div>Feb</div><div>Mar</div></div>																							



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 5, 2021
Subject: Ordinance XXX Parking and Storage, Repeal and Replacement of Chapter 227

Background:

Staff has drafted changes within Chapters of City Code that need to be reviewed to be consistent with League recommended language, State Statute and policies that were previously adopted by Resolution.

Significant changes to Chapter 227, Parking and Storage included in the draft are as follows:

- Updated definitions to match Statute language
- Inclusion of all no parking areas within the City
- Included “No motorized vehicle is permitted to stay stationary on a street, roadway or in a municipal parking lot for more than seven (7) consecutive days without prior written approval from the City Administrator or Police Chief and/ or designee.”
- The table that was referenced in the Chapter as Exhibit A was placed into writing in the respective section(s)
- Included “The improved surface area shall be no smaller than the entire footprint of the vehicle or unit.”
- Included the zoning district R1-A regulations
- Included “Non-motorized trailers used to haul snowmobiles, ATVs or other recreational units, including the units, or fishhouses are permitted on all surfaces if placed a maximum of 10’ from the driveway during the time frame of November 1 – March 31 only. The total GVWR is not to exceed 10,000 pounds.”

The Ordinance draft has been reviewed by Committee of the Whole and been posted for the required 10 – day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 122, ADOPTED ON AUGUST 21, 1984 AND ORDINANCE NO. 397, ADOPTED ON MAY 1, 2007 AND ORDINANCE NO. 600, ADOPTED ON APRIL 7, 2015 AND ORDINANCE NO. 603, ADOPTED ON APRIL 21, 2015 AND ORDINANCE NO. 614, ADOPTED ON JULY 21, 2015 AND ORDINANCE NO. 634, ADOPTED ON MARCH 15, 2016 AND ORDINANCE NO. 640, ADOPTED ON APRIL 19, 2016 AND ORDINANCE NO. 656, ADOPTED ON OCTOBER 18, 2016 AND ORDINANCE NO. 674, ADOPTED ON JUNE 6, 2017 AND ORDINANCE NO. 679, ADOPTED ON SEPTEMBER 19, 2017 AND ORDINANCE NO. 703, ADOPTED ON JUNE 4, 2019 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinance 122, 397, 600, 603, 614, 634, 640, Ordinance 656, 674, 679, and 703, title Parking and Storage, codified in Chapter 227 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 227 is hereby adopted:

Chapter 227

PARKING AND STORAGE

ARTICLE I General Provision

§227-1. Definitions.

ARTICLE II General Parking Regulations

§227-2. Parking regulations.

§227-3. U-turns.

§227-4. Winter parking; snow emergency parking.

§227-5. Enforcement.

§227-6. Violations and penalties.

ARTICLE III Parking and Storage of Vehicles and Other Equipment

§227-7. Purpose.

§227-8. Storage and parking restrictions.

§227-9. Prohibited vehicles.

§227-10. Commercial vehicles allowed in a residential zone or residentially Zoned district.

§227-11. Grandfather clause.

§227-12. Violations and penalties.

ARTICLE I
General Provisions

§227-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALLEYWAY - A private or public passage or way and which (1) is less than the usual width of a street, (2) may be open to but is not designed primarily for general vehicular traffic, (3) intersects or opens to a street, and (4) is primarily used for the ingress and egress or other convenience of two or more owners of abutting real properties.

AUTHORIZED EMERGENCY VEHICLE - Any of the following vehicles when equipped and identified according to law: (1) a vehicle of a fire department; (2) a publicly owned police vehicle or a privately owned vehicle used by a police officer for police work under agreement, express or implied, with the local authority to which the officer is responsible; (3) a vehicle of a licensed land emergency ambulance service, whether publicly or privately owned; (4) an emergency vehicle of a municipal department or a public service corporation, approved by the commissioner of public safety or the chief of police of a municipality; (5) any volunteer rescue squad operating pursuant to Laws 1959, chapter 53; (6) a vehicle designated as an authorized emergency vehicle upon a finding by the commissioner of public safety that designation of that vehicle is necessary to the preservation of life or property or to the execution of emergency governmental functions.

BUS - Every motor vehicle designed for carrying more than 15 passengers including the driver and used for the transportation of persons.

COMMERCIAL EQUIPMENT - Equipment not normally associated with residential uses or purposes, including but not limited to cement mixers, snowplows, wood chippers, stump grinders, earth-moving equipment or heavy-duty compressors.

COMMERCIAL MOTOR VEHICLE - A motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

- (1) has a gross vehicle weight of more than 26,000 pounds;
- (2) has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds;
- (3) is a bus;
- (4) is of any size and is used in the transportation of hazardous materials that are required to be placarded under Code of Federal Regulations, title 49, parts 100-185; or
- (5) is outwardly equipped and identified as a school bus
- (6) a commercial motor vehicle does not include a farm truck or an authorized emergency vehicle

COMPANY VEHICLE - Those vehicles that have been issued a license decal less than "H" or otherwise weigh less than 15,000 pounds' GVWR and are used for a business.

CROSSWALK - (1) that portion of a roadway ordinarily included with the prolongation or connection of the lateral lines of sidewalks at intersections; (2) any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

CURB - The edge of a street, adjacent to a roadway.

DRIVEWAY - The improved or unimproved place on private property that a vehicle would have to travel over in a direct path in order to enter a garage or carport, or to enter an exterior or interior side yard immediately adjacent to a garage or carport, from a designated entry/exit point on a public right-of-way.

GRAVEL - Gravel shall mean crushed limestone or other aggregate containing fine materials often referred to as "Class 5 Gravel," "Class 2 Buff Limestone," "Class 2 Red Limestone," or other typical road base materials.

GROSS VEHICLE WEIGHT RATING (GVWR) - The greater of:

(1) the unloaded weight of a vehicle or the unloaded weight of a truck-tractor and semitrailer combination, plus the weight of the load; or

(2) the value specified by the manufacturer as the maximum gross weight or gross vehicle weight rating.

IMPERVIOUS SURFACE - Areas where water, air, or roots cannot readily penetrate the soil. Examples include concrete; asphalt; bituminous; and driveway paver systems with a minimum thickness of 60 mm, 2 3/8 inches and with gaps not to exceed 1/4 of an inch.

IMPROVED SURFACE - Areas consisting of pavers or patio block less than 60 mm, 2 3/8 inches, thick and with gaps exceeding 1/4 of an inch, or large (minimum 1.5 inches) crushed rock, gravel, or Class 5 to a depth of not less than six inches.

INTERSECTION - The area embraced within the prolongation or connection of the lateral curb lines or, if none, then the lateral boundary lines of roadways or tow roadways which join one another at or approximately at right angles or the area within which vehicles traveling up a different roadway joining at another angle may come in conflict.

MOTOR VEHICLE - Every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires. Motor vehicle does not include an electric personal assistive mobility device or a vehicle moved solely by human power.

NONCOMMERCIAL VEHICLE - a one-ton pickup truck with a 15,000 pounds or less gross vehicle weight rating and for which the owner has made a declaration that the vehicle will be operated exclusively for personal use. The declaration must be based on one or more of the following:

- (1) a change of vehicle use;
- (2) registration of a new vehicle;
- (3) transfer of vehicle ownership; or
- (4) registration renewal.

OWNER - A person who holds the legal title of a vehicle, or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of a vehicle is entitled to possession, then such conditional vendee or lessee or mortgagor shall be deemed the owner for the purpose of this chapter.

PASSENGER AUTOMOBILE –

(1) Any motor vehicle designed and used for carrying not more than 15 individuals, including the driver.

(2) "Passenger automobile" does not include motorcycles, motor scooters, buses, school buses, or commuter vans.

(3) "Passenger automobile" includes, but is not limited to:

- (a) a vehicle that is a pickup truck or a;
- (b) neighborhood electric vehicles; and
- (c) medium-speed electric vehicles.

PARKING AREA - Extension of the existing driveway or area abutting the existing garage or accessory structure.

PERSON - An individual, firm, corporation, association, limited liability company, partnership, limited liability partnership, and other business organizations.

PERSONAL VEHICLE - Any motor vehicle (as defined under the provisions of Minnesota law), other than a recreational vehicle or authorized emergency vehicle, which is currently licensed, weighs under 15,000 pounds' GVWR and is in road-legal condition.

PODS - Portable outdoor storage containers commonly used for moving and storage of personal property.

PEACE OFFICER - Every officer authorized to direct or regulate traffic or to make arrests for violations of traffic rules. A person who is licensed as a peace officer, and who serves as police officer.

PRIMARY STRUCTURE - The house and attached garage.

PUBLIC PROPERTY - Any property except streets, roads, or bridges owned by any subdivision of government, including but not limited to, the property of school districts

however organized, towns, cities, municipalities, counties, and any board or commission of any thereof, and public corporations created by the laws of this state.

RECREATIONAL VEHICLE (RV) - Class of vehicles that are not for commercial use, but intended for recreational use, which can be towed, hauled, or driven and is primarily designed as a temporary living accommodation for camping or for travel or recreational use, including but not limited to travel trailers (including those which telescope or fold down), chassis-mounted campers, tent trailers, slide-in campers, converted buses or converted vans, motor homes and boats, whether or not self-propelled. The term "recreational vehicle" also includes snowmobiles, personal watercraft, and all-terrain vehicles (ATVs) of any description.

RESIDENTIAL ZONE or RESIDENTIALLY ZONED DISTRICT - Real estate, whether public or private, located within the R-1, R-1A, R-2, R-3A, R-3B or R-4 Zoning District or those residential uses located within the PUD, CBT, B-1, B-2, or B-3 Zoning District as designated under the provisions of the Zoning Ordinance of the City of Isanti.

RIGHT-OF-WAY - The entire right-of-way of an alley, City street or a county, county state-aid, or trunk highway, including the traveled portions, boulevard, banks, ditches, shoulders, and medians.

ROAD-LEGAL - Currently licensed and in an operable condition such that the vehicle can be legally operated on any public street, County road or highway.

ROADWAY - That portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder. In the event a highway includes two or more separate roadways, the term "roadway" as used herein shall refer to any such roadway separately but not to all such roadways collectively.

SEMI-TRAILER - A vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semitrailer combination.

SIDEWALK - Portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians.

STREET or HIGHWAY - The entire width between the boundary lines of any way or place when any part thereof is open to the use of the public as a matter of right for the purposes of vehicular traffic.

TRAFFIC CONTROL SIGNAL - Any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

TRAILER - Any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle but does not include a trailer drawn by a truck-tractor semitrailer combination or an auxiliary axle on a motor vehicle which

carries a portion of the weight of the motor vehicle to which it is attached. All trailers shall be measured from end to end.

TRUCK-TRACTOR –

(1) A motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than a part of the weight of the vehicle and load drawn; and

(2) A motor vehicle designed and used primarily for drawing other vehicles used exclusively for transporting motor vehicles or boats and capable of carrying motor vehicles or boats on its own structure.

UNIMPROVED SURFACE - Any non-impervious surface or non-improved surface, such as bare ground or lawn area (grass).

UNIT - Any item mentioned and subject to this chapter.

VEHICLE - Every device in, upon or by which any person or property is or may be transported or drawn upon a highway, excepting devices used exclusively upon stationary rails or tracks.

YARD(S) - "Front yard", "side yard" and "rear yard" shall be defined as provided within City of Isanti Ordinance No. 445, Zoning.

**ARTICLE II.
General Parking Regulations**

§227-2. Parking Regulations.

A. Angle and parallel parking.

(1) Angle parking shall be required on First Avenue NW between Main Street W and the first alley north of Main Street W. on the west side of First Avenue NW only. Every vehicle parked in this zone shall be parked with the front of the vehicle facing the curb or outside edge of the street at an angle of approximately 70°.

(2) On all other streets, cars shall be parked parallel to the curb or edge of the roadway in accordance with the law.

B. Time-limit parking zones. In designated park areas, no vehicle shall be allowed to park between the hours of 10:00 p.m. and 7:00 a.m., unless authorized by the City Council or Police Department. All vehicles must abide by the time limit posted in designated areas unless they have received and posted a special exception notice from City Staff. If a vehicle is ticketed for violation of this subsection (Isanti City Code § 227-2B) twice within a thirty-day period, whether or not said violations occur during consecutive periods of 10:00 p.m. to 7:00 a.m., the Police Department may order the vehicle towed at the owner's expense.

C. Parking, stopping, and standing provisions.

- (1) Upon any City street, no person shall stop, park, or leave standing any vehicle, whether attended or unattended, upon the main traveled part of the street when it is practical to stop, park, or so leave such vehicle off such part of said street.
- (2) No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control signal, in any of the following places:
 - (a) On a sidewalk.
 - (b) In front of a public or private driveway.
 - (c) Within an intersection.
 - (d) On a crosswalk.
 - (e) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
 - (f) At any place where official traffic control devices are erected or where the curb or outside edge of the street is painted yellow, prohibiting parking.
 - (g) In front of or within 10 feet of a fire hydrant.
 - (h) Upon any alleyway or any part thereof.
- (3) No person shall leave or park any recreational vehicle or trailer on any street or within the right-of-way for longer than twenty-four hours.
- (4) No vehicle shall be parked on any street or highway for the purpose of displaying it for sale.
- (5) No parking is allowed on any of the following streets or highways:
 - (a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).
 - (b) Along either side of Railroad Ave SW beginning at its intersection with Palomino Road SE to its intersection with Towns Edge Road SE.
 - (c) Along either side of Heritage Blvd beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

- (d) Along either side of Fourth Avenue SW from its intersection with Main Street W heading south to its intersection with Elizabeth Street SW.
- (e) Along either side of Elizabeth Street SW from its intersection with Fifth Avenue SW heading east to its intersection with Second Avenue SW.
- (f) Along either side of Fifth Avenue SW from its intersection with Elizabeth Street SW heading south to its intersection with S Brookview Lane SW.
- (g) Along either side of Second Avenue SW from its intersection with Main Street W heading south to its intersection with Elizabeth Street SW.
- (h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.
- (i) Along either side of Broadway Street SE, from Highway 65 NE to 6th Avenue NE.
- (j) Along either side of 6th Avenue NE, from Broadway Street SE to Heritage Boulevard NE.
- (k) Along the west side of Centennial Drive NW, from Heritage Boulevard NW extending South 905 feet except for the bus staging area where bus parking is allowed from 2:30-4:30 pm.
- (l) Along the south side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.
- (m) Along the south side of Main Street East, east of the Elim Street NE intersection to Highway 65 NE.
- (n) Along the west side of Dahlin Avenue NE, from Heritage Boulevard NE to Main Street E.
- (o) Along the East side of 9th Ave from 8th Ave NE extending south 500' (feet).
- (p) Along both sides of 8th Ave NE extending South from Heritage Blvd NE to the intersection of 8th Ave NE and 9th Ave NE.
- (q) Along both sides of 8th Ave NE extending 300' (feet) Southwest from the intersection of 9th.

- (r) Along the west side of 3rd Ave NW extending 170' (feet) North from Heritage Blvd NW continuing along the west side of 3rd Ave NW 550' (feet) north between the hours of 3:15 and 4:15 Monday thru Friday.
 - (s) Along the East side of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW.
- (6) Commercial motor vehicles and other commercial delivery vehicles engaged in normal deliveries or the receiving of goods within any business or industrial zoning district are exempt from Subsection C(2)(e) of this § 227-2 for not to exceed 15 minutes. All authorized emergency vehicles engaged in their normal duties are exempt from this section.
 - (7) Any peace officer may remove a vehicle from a street to a tow yard or other place of safety when the vehicle is left unattended and constitutes an obstruction to traffic or hinders snow removal or street improvements or maintenance operations per Minn. Stat. § 168B.035, as amended. Such vehicle shall not be released until the fees for towing and storage are paid in addition to any fine imposed for violation of this chapter.
 - (8) The presence of any motor vehicle on any street, when standing or parking in violation of this chapter, is prima facie evidence that the registered owner of the vehicle committed or authorized the commission of the violation.
 - (9) Loading zones. The City Council may, by resolution, establish loading zones to be used for the specific purpose of loading or unloading from a commercial vehicle being utilized in the transport of merchandise or people. Such loading zones shall be installed by order of the City Council where in its judgment a commercial loading zone is justified. The resolution shall specify the days of the week, and hours of the day when the designation shall be enforced. Signage shall be posted for designated loading zones.
 - (10) No motorized vehicle is permitted to stay stationary on a street, roadway or in a municipal parking lot for more than seven (7) consecutive days without prior written approval from the City Administrator or Police Chief and/ or designee.

§ 227-3. U-turns.

No person shall turn a vehicle so as to reverse its direction on Main Street W and E from Dahlin Avenue NE to Second Avenue NW, to include the intersections of Main Street E and Dahlin Ave NE/SE, Main Street E and Railroad Avenue SE, Main Street W and First Avenue NW/SW, Main Street W and Second Avenue NW/SW, and all access or approaches.

§ 227-4. Winter parking; snow emergency parking.

A. Snow emergency routes.

- (1) Purpose. Snow emergency routes are designated City streets that in extreme snowfalls shall be plowed to maintain the driving lanes in a passable condition until normal snowplowing activities resume.
 - (2) Designation of routes. Snow emergency routes shall be designated by resolution of the City Council.
 - (3) On each street so designated, the Public Services Director or his/her designee shall erect appropriate signs at intervals not exceeding 1,500 feet. The signs shall bear the words "Snow Emergency Route," shall be distinctive and uniform in appearance, and shall be visible to persons traveling along the route.
- B. Winter parking. Unless permitted by the City Council or Police Department, no person shall stop, stand, or park any vehicle or permit it to stand on any City street, including the snow emergency routes, from November 1 through March 31 of each year, between the hours of 1:00 a.m. and 8:00 a.m. Parking will be permitted on the streets between the hours of 6:00 a.m. and 8:00 a.m., provided that the snow removal has been completed for the full width of the street or in the absence of snow. Parking will not be permitted in the City's downtown municipal parking lot or City facility parking lots between the hours of 1:00 a.m. and 5:00 a.m. The Police Department may order the vehicle towed at the owner's expense.
- C. The snowplowing policy shall be set by resolution of the City Council.

§ 227-5. Enforcement.

- A. The Police Department shall enforce the provisions of this chapter and the state traffic laws. peace officers are authorized to direct all traffic within the City, either in person or by means of visible and audible signal, in conformity with this chapter and the state traffic laws. During a fire or other emergency or to expedite traffic or safeguard pedestrians, officers of the Police Department may direct traffic as conditions require notwithstanding the provisions of this chapter and the state traffic laws. Officers of the Fire Department may direct or assist the police in directing traffic at the scene of a fire or in the immediate vicinity.
- B. In the event there is not a peace officer on duty, the Public Services Director or authorized personnel as appointed within the Public Works Department shall have the authority to order the towing of any or all vehicles that are in violation of § 227-4 of this chapter.
- C. In the event a motor or recreational vehicle is found to be in violation of this chapter, and if, upon issuance of a citation from an officer(s) of the Police Department, the violation remains within 72 hours after the issuance of a citation and the motor or recreational vehicle continues to be in violation of these provisions, a peace officer or other authorized personnel shall tow the vehicle at the owner's expense.

§ 227-6. Violations and penalties.

Any person convicted of violating any provision of this article is guilty of a petty misdemeanor and shall be punished by a fine of not to exceed \$300. An administrative fine for violation of the parking provisions of this article is hereby established and shall be in the amount set forth in the Fee Schedule of City Code.

ARTICLE III.

Parking and Storage of Vehicles and Other Equipment

§ 227-7. Purpose.

- A. The purpose of this article is to regulate outdoor parking and/or storage within the City of Isanti of vehicles of all types, including: personal vehicles, company vehicles, commercial vehicles, recreational vehicles, trailers, PODs, roll-off bins and fish houses, by specifying the appropriate location, type of surface, length of time, unit size, condition, screening, and number of such units allowed in the residential zone.
- B. The City recognizes that property owners may own or store personal vehicles, recreational vehicles, trailers, PODs, roll-off bins, and fish houses for their personal use.
- C. The City also recognizes that property owners may own a business or work for a business that allows them to bring a company vehicle home. Therefore, this article also regulates the types of company vehicles that a resident can park or store in a residential zone.
- D. The City further recognizes that the presence of excessively large commercial vehicles or equipment in residential areas has detrimental and blighting impacts upon the residential quality and character of such neighborhoods. The City finds that these vehicles and equipment intrude upon the aesthetics and visual peace and quiet of a residential neighborhood. Such vehicles can impair the free flow of traffic on residential streets and by their size are detrimental to residential traffic safety, often create excessive noise for such surroundings, their presence tends to encourage and effectuate the expansion of uses that are inconsistent with or inappropriate in residentially zoned areas, and that their presence therefor is likely to have a negative impact upon residential property values. Therefore, the City Council finds that the prohibition of the parking and storage of such vehicles and equipment, due to their excessive size, design, type, or characteristics, is appropriate in residentially zoned districts.

§ 227-8. Storage and parking restrictions.

- A. All motor vehicles and all units referred to in this chapter which are parked or stored outdoors in any residentially zoned district shall be currently licensed.
- B. Personal vehicles, company vehicles, recreational vehicles, trailers, and fish houses may be parked or stored outdoors in a residentially zoned district only on the

property of the owner, resident or authorized user of such unit and in accordance with the provisions of this section:

- (1) All motorized vehicles and units shall be parked or stored on an impervious surface. The impervious surface area shall be no smaller than the entire footprint of the vehicle or unit.
- (2) All non-motorized vehicles and units shall be parked or stored on an improved surface with the exception of § 227-8 B. (13). The improved surface area shall be no smaller than the entire footprint of the vehicle or unit.
- (3) The lot area covered by impervious surface must not exceed the maximum allowed within the applicable zoning district.
- (4) Recreational vehicles shall be mobile and shall not be permanently affixed upon any foundation nor upon or in the ground in any manner that would prevent portability.
- (5) A screening fence must be provided when the unit is visible from the adjacent properties and/or the street when located in the side or rear yard. Exceptions may be provided when the fence would limit legal access to a street. Screening fences shall meet all requirements as set forth in Ordinance No. 445, Zoning. When a screening fence is used, the entire length of the unit, 50% of the height of the unit, up to 6', and at least three sides of the unit must be screened at ground view from any neighboring property or the right-of-way. All fencing must be maintained on a property.
- (6) An area under a deck located within the rear yard may be utilized to store units identified in this article, provided they fit entirely under the deck and meet the appropriate surfacing requirements. Screening fence requirements must be met; however, the fence shall not create an entirely enclosed area. One side of the area below the deck must remain open to allow air flow.
- (7) Only one trailer or recreational vehicle shall be permitted at any time on the driveway. Boats, snowmobiles, ATVs or personal watercraft stored on a single trailer will count as one unit. The maximum number of trailers and/or recreational vehicle units permitted on a property is 2 with the exception of zoning district R1-A.
- (8) Trailers and/or recreational units in the front yard shall be 10 feet from the curb line or sidewalk. Units in the side yard shall be on an extension of the driveway or on a pad abutting the garage and no closer than 5 feet from the property line. Units in the rear yard shall be no closer than 5 feet from the property line.
- (9) The maximum length of a trailer and/or recreational unit shall be less than the primary structure of which side the unit is parked and a maximum height of 15 feet.

- (10) A Company vehicle, limit 1, may be parked in the front or side yard on an impervious surface of a driveway or extension of a driveway with a maximum of 15,000 pounds GVWR. Shall be 10 feet from the curb line or sidewalk.
 - (11) Personal vehicles shall be parked on an impervious surface which can include: driveway, extension of the driveway, pad abutting the garage, or driveway abutting a detached accessory structure if no garage; unless the property meets Section 227-11 of this Chapter. The maximum number of personal vehicles permitted on a property is 4 unless zoned R1-A.
 - (12) Maximum number of all vehicles/units permitted on a property is 5, provided the requirements of this Chapter can be met with the exception of zoning district R1-A which is permitted to have 7 units in total.
 - (13) Non-motorized trailers used to haul snowmobiles, ATVs or other recreational units, including the units, or fish houses are permitted on all surfaces if placed a maximum of 10' from the driveway during the time frame of November 1 – March 31 only. The total GVWR is not to exceed 10,000 pounds.
- C. PODs and roll-off bins may be parked or stored outdoors in a residentially zoned district, providing the following provisions are met:
- (1) The units must be stored on the property of the owner, resident, or authorized user.
 - (2) The units must be placed on an impervious or improved driveway surface, parking pad or extension of the driveway. An alternative location may be allowed, subject to prior City approval.
 - (3) No more than one unit shall be permitted at a time and for no more than three consecutive months in a calendar year.
 - (4) The name of the collector and contact information must be displayed on the unit.
 - (5) If the unit must be placed within the right-of-way, prior approval must be granted by the City Administrator or designee. Such unit shall not be located within the right-of-way for longer than seven consecutive days in a calendar year.
 - (6) The unit must not be placed within ten feet of a water hydrant.
 - (7) The maximum length is 20 feet and maximum height is 10 feet.
- D. No units except personal vehicles, or commercial vehicles in the process of making a delivery or a service call, shall be parked or stored in the right-of-way.

- E. Guest parking of recreational vehicles is permitted, providing that the vehicle is parked on a driveway on the premises.

§ 227-9. Prohibited vehicles.

Except as allowed under the provisions of § 227-10, the following vehicles/units shall not be permitted to be stored or parked in a residential zone or residentially zoned district with the exception of district R1-A:

- A. Licensed vehicles, other than recreational vehicles, in excess of 15,000 pounds, GVWR. Examples are cargo (step) vans, buses, boom trucks, dump trucks, tank trucks, construction equipment, semi-trailers, semi-tractor-trailer combinations, and any other similar vehicles/units.
- B. Unlicensed commercial vehicles or units, such as race cars, farm implements, backhoes, skid loaders, drilling and/or landscaping equipment, and any other such similar vehicles or units.

§ 227-10. Commercial vehicles allowed in a residential zone or residentially zoned district.

The following vehicles or units may be parked in a residential zone or residentially zoned district in accordance with the following:

- A. Commercial vehicles or units are allowed if parked or stored in a completely enclosed building.
- B. Any licensed vehicle with a license decal greater than "H" or in excess of 15,000 pounds' GVWR being used in conjunction with a legitimate service being provided to a residential property which will be removed upon completion of a project, for a maximum of six consecutive months in conjunction with a permit issued by the City.

§ 227-11. Grandfather clause.

- A. Any residentially zoned property served by an unimproved or improved driveway which was obviously visible on the ground as of May 1, 2007, shall be allowed to maintain its existing driveway or parking areas for any vehicles or units otherwise allowed under the provisions of this article upon said currently existing driveway. In the case of an improved driveway or parking area, the driveway and parking area shall be maintained so as to meet the requirements of an improved surface as defined within this chapter.
- B. In the event of new construction, reconstruction, addition to, or enlargement of any dwelling unit, garage or other accessory structure served by an existing unimproved or improved driveway, the driveway shall be brought into compliance with the provisions of the City's Zoning Ordinance, which, under the provisions of the Zoning Ordinance, would require installation of an impervious driveway. Any

additions or alterations to the existing driveway or parking areas shall also cause the entire driveway and parking area to comply with current standards of the Zoning Ordinance.

§ 227-12. Violations and penalties.

Violation of any section of this article is punishable as a misdemeanor as defined in Minn. Stat. § 609.02, Subd. 3, and any amendments thereto, as applicable at the time of occurrence of such violation, by a maximum fine of \$1,000 or a term of imprisonment of not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 5th day of January, 2021.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: January 5th, 2021
Subject: Ordinance XXX Snowmobiles and Special Vehicles, amending Chapter 270

Background:

Council requested staff to bring current city code chapter 270 to Committee of the Whole to discuss if there is a need for change on November 17th 2020. Committee discussed options and directed staff to bring proposed revisions back for approval.

Revision allows snowmobiles may be operated on direct route to and from Grant and Aid State Trails on road surface.

Request:

Staff is requesting action on this item.

Attachment:

- ORD XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 199, ADOPTED ON FEBRUARY 4TH 1997 AND TITLED REGULATING THE OPERATION OF SNOWMOBILES WITHIN THE CITY

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 199 titled Regulating the Operation of Snowmobiles within the City Limits of the City of Isanti codified in Chapter 270 of the City Code, is hereby amended as follows:

§ 270-1 Provisions of state law adopted.

The provisions of Minn. Stat. § 84.81 et seq. relating to the operation of snowmobiles are hereby adopted by reference as a part of this chapter.

§ 270-2 Use.

Except as otherwise prohibited, snowmobiles may be operated on direct route to and from Grant and Aid State Trails.

§ 270-3 Prohibited use.

Except as otherwise specifically permitted and authorized, it is unlawful for any person to operate a snowmobile within the corporate boundaries of the City of Isanti in the following locations:

- A. On private property without express permission from the owner or lessee.
- B. On public school grounds, municipal parks, or any other publicly owned property without express permission from the proper public authority.
- C. On any public sidewalk or walkway.
- D. On non-paved portion of municipal road right of way.

§ 270-4 Operation restrictions.

Where permitted, snowmobiles shall not be operated as follows:

- A. At a speed greater than deemed reasonable for conditions; on or across any street within the City at a speed in excess of 20 miles per hour, nor at a speed greater than deemed reasonable for conditions.
- B. Between the hours of 11:00 p.m. and 6:00 a.m., except for emergency purposes or when returning to the operator's residence in the most direct route lawfully permitted.
- C. In a careless, reckless or negligent manner or heedlessly in disregard of the right or safety of others, or in a manner so as to endanger or be likely to endanger or cause injury or damage

to any person or property.

- D. In a manner which, due to faulty equipment or careless operation, produces excessive noise and/or smoke which unreasonably annoys or disturbs members of the public.
- E. Along the inside bank of any trunk, county state aid and/or county highway where such highways are located within the corporate limits. (Operation upon the ditch bottom or outside bank is permitted by Minnesota statutes.)
- F. By a person under 18 years of age, except when in full compliance with Minn. Stat. Chapter 84.

§ 270-5 Unattended snowmobiles.

No person shall leave a snowmobile unattended in a public place without first locking the ignition, removing and taking the key.

§ 270-6 Violations and penalties.

A person violating any provisions of this chapter shall be guilty of a misdemeanor, punishable by a maximum fine of \$1,000 or imprisonment for a term not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 2 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 5th day of January, 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks

Human Resources/City Clerk Posted on:

Posted: 12-9-2020

Adopted on:

Published on:

Effective Date:



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: January 5, 2021
Subject: Ordinance Amendment – Section 16 Signs

Background:

Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features. However, the sign code does not provide design specifics. The code allows a 200 square foot freestanding sign with a maximum height of 45 feet. Based on the purpose of this district it makes sense to hold the signage to a higher standard. Past administration has required freestanding signage along the corridor to have a brick base or brick pole cover. At the November Planning Commission meeting the Commission considered a freestanding sign for Best Western and at that meeting the Commission directed staff to come back with a draft ordinance amendment that would create design standards for freestanding signs in the highway 65 overlay district.

Landscaping around the base is already a sign code requirement for freestanding signs, staff is not recommending any changes to that. Staff suggests adding the following language to Subdivision 5 C Development Standards, Freestanding signs:

5. Trunk Highway 65 Overlay District additional Freestanding sign Standards:

a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

The Planning Commission held a public hearing at their December 15, 2020 meeting, no one from the public spoke on this item. Commissioner Gordon and Bergley were opposed to the amendment. The Planning Commission recommends approval on a 3-2 vote.

Request:

Amend the sign code to set parameters for freestanding signs in the HWY 65 Overlay District.

Attachment:

- Ordinance XXX

ORDINANCE NO. XXX
ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 16 SIGNS.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 445 Subdivision 5: Development Standards, C. Freestanding Signs is hereby amended to add the following:

5. Trunk Highway 65 Overlay District additional Freestanding Sign Standards:

a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

Section 2 – Effective Date.

This ordinance shall take effect upon its adoption and publication in the City’s Official Newspaper. Adopted by the City Council this 5th day of January 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: January 5, 2021
Subject: Ordinance Amendment – Section 6 Residential Districts

Background:

Currently the R-3A district allows Public buildings as a conditional use, according to the definition fire stations are a public building or use. Per the sale of the fire station, it was agreed the ordinance would be amended to include fire station as a permitted use. Having Public building or use, as a conditional use will remain in the ordinance but it will specifically list Fire Station as a permitted use.

The Planning Commission held a public hearing at their December 15, 2020 meeting, no one from the public spoke on this item. The Planning Commission recommends approval.

Request:

Amend the R-3A district to allow Fire Station as a permitted use

Attachment:

- Ordinance XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 6 ADDING FIRE STATION TO R3-A ZONING DISTRICT.

THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 445 Subdivision 2: Permitted Uses is hereby amended to add the following permitted use:

K. Fire Station

Section 2 – Effective Date.

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper. Adopted by the City Council this 5th day of January 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/ City Clerk

L. 1.

City of Isanti

Gross Payroll	8,569.25
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Social Security & Medicare	655.57
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Total City Expense	<u>9,224.82</u>
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Pay Date	12/31/2020
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Pay Period:	Q4CCPay20 (10/1-12/31/20)
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City of Isanti

Gross Payroll	103,690.73
Social Security & Medicare	5,291.32
Public Employees Retirement	10,600.78
Total City Expense	<u>119,582.83</u>

Pay Date 12/24/2020

Pay Period 26 (12/6-12/19/20)

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/29/2020 - 12/29/2020Page: 1
Dec 29, 2020 02:01PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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12/20	12/29/2020	55204	42	VIKING COCA-COLA BOTTLING CO	609-20200	359.99
12/20	12/29/2020	55205	1290	THE AMBLE GROUP	101-20200	269.50
12/20	12/29/2020	55206	73	STAR	101-20200	82.80
12/20	12/29/2020	55207	1113	RJM DISTRIBUTING INC	609-20200	259.80
12/20	12/29/2020	55208	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,760.95
12/20	12/29/2020	55209	2553	O'REILLY	101-20200	7.99
12/20	12/29/2020	55210	2080	MVTL LABORATORIES INC	602-20200	69.66
12/20	12/29/2020	55211	17	MCDONALD DISTRIBUTING CO	609-20200	12,269.10
12/20	12/29/2020	55212	5	KAWALEK TRUCKING	609-20200	138.80
12/20	12/29/2020	55213	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,430.32
12/20	12/29/2020	55214	1563	ISANTI ELECTRIC INC	101-20200	2,366.04
12/20	12/29/2020	55215	160	HAWKINS INC	601-20200	1,686.60
12/20	12/29/2020	55216	949	GRAINGER INC	602-20200	672.00
12/20	12/29/2020	55217	912	FASTENAL COMPANY	101-20200	30.47
12/20	12/29/2020	55218	55	ECM PUBLISHERS INC	609-20200	118.67
12/20	12/29/2020	55219	613	E.H. RENNER & SONS	601-20200	100.00
12/20	12/29/2020	55220	897	DVS RENEWAL	101-20200	55.25
12/20	12/29/2020	55221	1941	DELTA DENTAL	861-20200	3,564.25
12/20	12/29/2020	55222	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,997.35
12/20	12/29/2020	55223	421	CARGILL INC	101-20200	5,909.75
12/20	12/29/2020	55224	2487	CAPITOL BEVERAGE SALES	609-20200	507.93
12/20	12/29/2020	55225	9	BERNICKS PEPSI-COLA	609-20200	653.95
12/20	12/29/2020	55226	53	BELLBOY CORPORATION	609-20200	6,361.65
12/20	12/29/2020	55227	2521	AXON ENTERPRISE INC.	101-20200	1,113.00
12/20	12/29/2020	55228	1549	ASTECH CORP INC	444-20200	15,987.33
12/20	12/29/2020	55229	1640	A-1 TIRE SERVICE INC	101-20200	235.00
Grand Totals:						78,337.95

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/23/2020 - 12/23/2020Page: 1
Dec 23, 2020 02:18PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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12/20	12/23/2020	55007	114	ISANTI COUNTY RECORDER	101-20200	96.00- V
12/20	12/23/2020	55073	2028	FURTHER	861-20200	591.67
12/20	12/23/2020	55074	2028	FURTHER	101-20200	33.30
Grand Totals:						96.00-

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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12/20	12/22/2020	55034	2980	AEM WORKFORCE SOLUTIONS LLC	101-20200	2,150.00
12/20	12/22/2020	55035	2932	ALLIANT FINANCE, LLC	505-20200	506,938.66
12/20	12/22/2020	55036	598	ASPEN MILLS INC	101-20200	14.85
12/20	12/22/2020	55037	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	611.37
12/20	12/22/2020	55038	9	BERNICKS PEPSI-COLA	609-20200	1,102.00
12/20	12/22/2020	55039	2319	BREAKTHRU BEVERAGE	609-20200	9,230.32
12/20	12/22/2020	55040	2221	C & L DISTRIBUTING	609-20200	293.00
12/20	12/22/2020	55041	2321	C EMERY NELSON INC	602-20200	849.22
12/20	12/22/2020	55042	1241	CENTRAL WOOD PRODUCTS	101-20200	310.00
12/20	12/22/2020	55043	1815	CENTURYLINK	609-20200	839.29
12/20	12/22/2020	55044	1522	CERTIFIED LABORATORIES	101-20200	136.95
12/20	12/22/2020	55045	2751	CMS MONITORING	101-20200	60.00
12/20	12/22/2020	55046	120	CONNEXUS ENERGY	101-20200	19,154.47
12/20	12/22/2020	55047	918	CRYSTAL SPRINGS ICE	609-20200	113.40
12/20	12/22/2020	55048	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,199.20
12/20	12/22/2020	55049	2720	DEFIANT DISTRIBUTORS	609-20200	386.57
12/20	12/22/2020	55050	2478	EAST CENTRAL ENERGY	101-20200	42.85
12/20	12/22/2020	55051	16	ELECTRO WATCHMAN INC	609-20200	272.53
12/20	12/22/2020	55052	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	321.58
12/20	12/22/2020	55053	2574	ITL PATCH COMPANY, INC.	101-20200	588.00
12/20	12/22/2020	55054	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,314.33
12/20	12/22/2020	55055	5	KAWALEK TRUCKING	609-20200	327.00
12/20	12/22/2020	55056	2762	LEGACY SECURITY TECHNOLOGY INC	920-20200	2,580.03
12/20	12/22/2020	55057	3011	LEVESSEUR, ASHLEY	101-20200	53.69
12/20	12/22/2020	55058	17	MCDONALD DISTRIBUTING CO	609-20200	19,410.45
12/20	12/22/2020	55059	1845	MN DEPT OF TRANSPORTATION	425-20200	136.33
12/20	12/22/2020	55060	2553	O'REILLY	602-20200	49.99
12/20	12/22/2020	55061	617	PAUSTIS & SONS	609-20200	927.50
12/20	12/22/2020	55062	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,488.36
12/20	12/22/2020	55063	1361	STAPLES ADVANTAGE	101-20200	68.40
12/20	12/22/2020	55064	73	STAR	108-20200	522.50
12/20	12/22/2020	55065	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	618.50
12/20	12/22/2020	55066	1290	THE AMBLE GROUP	101-20200	320.10
12/20	12/22/2020	55067	2944	UNIFIRST CORPORATION	101-20200	629.19
12/20	12/22/2020	55068	4	WATSON CO INC	609-20200	1,602.60
12/20	12/22/2020	55069	780	WINE MERCHANTS	609-20200	1,004.00
Grand Totals:						750,850.13

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/21/2020	55031	114	ISANTI COUNTY RECORDER	101-20200	46.00
Grand Totals:						46.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/17/2020 - 12/17/2020Page: 1
Dec 17, 2020 09:14AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/17/2020	54989	2343	ADVANTAGE SIGNS INC	101-20200	65.00
12/20	12/17/2020	54990	2030	ARTISAN BEER COMPANY	609-20200	42.90
12/20	12/17/2020	54991	9	BERNICKS PEPSI-COLA	609-20200	424.33
12/20	12/17/2020	54992	2221	C & L DISTRIBUTING	609-20200	334.43
12/20	12/17/2020	54993	1198	CENTER POINT ENERGY	601-20200	2,862.81
12/20	12/17/2020	54994	1822	CENTURYLINK BUSINESS SERVICES	101-20200	26.22
12/20	12/17/2020	54995	1472	CRAWFORDS EQUIPMENT INC	101-20200	350.84
12/20	12/17/2020	54996	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,203.73
12/20	12/17/2020	54997	55	ECM PUBLISHERS INC	609-20200	288.33
12/20	12/17/2020	54998	3010	EVERPINE LAND HOLDINGS	505-20200	506,938.66
12/20	12/17/2020	54999	912	FASTENAL COMPANY	101-20200	212.88
12/20	12/17/2020	55000	1682	FERGUSON WATERWORKS	601-20200	197.82
12/20	12/17/2020	55001	2735	GARVEY, JENNY	101-20200	83.03
12/20	12/17/2020	55002	921	GRANITE ELECTRONICS INC	101-20200	280.50
12/20	12/17/2020	55003	2761	GRATITUDE FARMS	101-20200	250.00
12/20	12/17/2020	55004	3009	INNOVATIVE BLOOD RESOURCES	101-20200	100.00
12/20	12/17/2020	55005	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	48.41
12/20	12/17/2020	55006	1684	ISANTI COUNTY AUDITOR-	101-20200	1.65
12/20	12/17/2020	55007	114	ISANTI COUNTY RECORDER	101-20200	96.00
12/20	12/17/2020	55008	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,529.86
12/20	12/17/2020	55009	5	KAWALEK TRUCKING	609-20200	294.20
12/20	12/17/2020	55010	17	MCDONALD DISTRIBUTING CO	609-20200	7,164.15
12/20	12/17/2020	55011	616	MENARDS - CAMBRIDGE	101-20200	887.71
12/20	12/17/2020	55012	176	MN DEPT OF REVENUE	101-20200	30,255.00
12/20	12/17/2020	55013	2842	MN PEIP	861-20200	30,624.60
12/20	12/17/2020	55014	2055	MRPA	101-20200	300.00
12/20	12/17/2020	55015	2080	MVTL LABORATORIES INC	602-20200	159.58
12/20	12/17/2020	55016	2992	NEXTERA COMMUNICATIONS	101-20200	246.95
12/20	12/17/2020	55017	2553	O'REILLY	101-20200	27.99
12/20	12/17/2020	55018	617	PAUSTIS & SONS	609-20200	1,468.33
12/20	12/17/2020	55019	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,637.51
12/20	12/17/2020	55020	2396	SOUTHERN GLAZERS OF MN	609-20200	11,742.63
12/20	12/17/2020	55021	2834	SUN MECHANICAL, INC.	602-20200	1,049.38
12/20	12/17/2020	55022	2598	T.A.SCHIFSKY & SONS INC.	101-20200	247.79
12/20	12/17/2020	55023	1290	THE AMBLE GROUP	101-20200	448.90
12/20	12/17/2020	55024	1740	TOSHIBA FINANCIAL SERVICES	108-20200	247.33
12/20	12/17/2020	55025	1946	TRADEWINDS HEATING AIR	609-20200	105.23
12/20	12/17/2020	55026	1820	URBANS HARDWARE INC	101-20200	14.98
12/20	12/17/2020	55027	2027	US INTERNET	603-20200	57.80
12/20	12/17/2020	55028	42	VIKING COCA-COLA BOTTLING CO	609-20200	470.55
12/20	12/17/2020	55029	1286	VINOCOPIA INC	609-20200	170.50
12/20	12/17/2020	55030	4	WATSON CO INC	609-20200	3,691.17
Grand Totals:						642,649.68

M = Manual Check, V = Void Check

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
12/20	12/14/2020	54988	2625	RESULTS TITLE	609-20200	426,507.59	V
Grand Totals:						426,507.59	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

RESOLUTION 2021-XXX
DESIGNATING FIRE CODE OFFICIAL

WHEREAS, the City Council of Isanti is required to designate a “Fire Code Official” per §111-13 of City Code; and,

WHEREAS, the position of Building Official is now a, full-time City employee position; and,

WHEREAS, Steve Thorp will hold the title of Fire Code Official, also known as Fire Marshal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that Steve Thorp, Building Official, is the Fire Code Official also known as the Fire Marshal for the City.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

DESIGNATING OFFICIAL CITY CLERK AND DEPUTY CLERK

WHEREAS, the City Council of Isanti is required to designate the City Clerk and Deputy City Clerk; and,

WHEREAS, the position of City Clerk is now a, full-time position as it has been separated from the previous Deputy Human Resources/ City Clerk position; and,

WHEREAS, Jaden Strand will hold the title as City Clerk; and,

WHEREAS, the Human Resources Director will be the designated deputy City Clerk in the absence of the City Clerk;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that Jaden Strand is the official City Clerk and Katie Brooks is the Deputy City Clerk.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX**DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF ISANTI AS FOLLOWS:**

1. The City proposes to undertake the following projects (the "Projects"):

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	<u>20</u>	<u>-20</u>	<u>Budget</u>
	\$		

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

L. 5.

**DESIGNATING THE DATA PRACTICES RESPONSIBLE AUTHORITY AND DESIGNEE FOR
THE CITY OF ISANTI**

WHEREAS, the City Council has adopted Data Practices Procedures/Policies and Data Inventory for the City of Isanti; and,

WHEREAS, this policy specifically identifies and designates the Data Practices Responsible Authority and Data Practices Designee. This individual serves as City Clerk for the City of Isanti; and,

WHEREAS, upon change in the Human Resources/City Clerk position, the new official must be designated by the City Council;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that:

- 1) Jaden Strand, City Clerk, is designated as the Data Practices Responsible Authority and Data Practices Designee for the City of Isanti, pursuant to Data Practices Policies, adopted by Resolution 2017-175.

This Resolution was duly adopted by the Isanti City Council this 5th day of January, 2021.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/ City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK CORY HED

WHEREAS, PT Liquor Store Clerk, Cory Hed left employment without proper notice; and,

WHEREAS, the effective date of this resignation is December 23rd, 2020; and,

WHEREAS, Cory Hed is not leaving employment in good standing as he did not resign per current personnel policy with proper notice;

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 Cory Hed is hereby effective December 23rd, 2020.
2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources Director
Date: January 5, 2021
Subject: Employee Personnel Policy- Annual Update

Background:

Annually staff update the Employee Personnel Policy. Changes and clarifications are cross-referenced with the City Attorney and League of MN Cities reference guide to remain current with Federal and State guidelines.

Significant changes to Personnel Policy are as follows:

- Updated: Tobacco Use- to reflect age 21 on pg. 15
- New: Improper Deduction and Overpayment Policy p. 24
- Clarified: Sick Leave Reimbursement pg. 31
- Updated: Vacation Accrual – 480-hour limit; removed the additional 48 over annual accrual language. Pg. 32
- Updated: Workers Compensation- vacation and sick will stop accruing after 6 months if not working. Pg. 35
- Clarified: Severance Pay-outs- pg. 39
- Updated: City Driving Policy-pg. 46
- Updated: Cellular Phone Use- pg. 51

Request:

Staff is requesting action on this item.

Attachment:

- Employee Personnel Policy



CITY OF ISANTI

PERSONNEL POLICY

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SECTION 1. INTRODUCTION

1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Isanti. They should not be construed as contract terms for any City employees. Nothing in this Personnel Policy, or in any other City policies which may be communicated to the employee, constitutes a contract or employment for any City employee. Contracts, collective bargaining agreements or individual employment contracts will supersede this Personnel Policy. This Personnel Policy is not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous Personnel Policies. As an employee, you are responsible for complying with current City policy at all times. The policies are not intended to cover every situation that might arise. This Personnel Policy replaces, revokes, and supersedes any previous Personnel Policies, interpretations, and practices. This Personnel Policy is only valid until amended or replaced by the City Council. The City reserves the rights to modify, revoke, suspend, or change the language of this Personnel Policy, in whole or in part, at any time, with or without notice, at the City Council's sole discretion.

1.02 Acknowledgement

All employees of the City of Isanti will sign and acknowledge that they have read and understood this personnel policy. The City will furnish all employees with a copy of revisions or changes in this policy as they occur. It is the employee's responsibility to sign and acknowledge that they have read and understand these revisions and changes.

Except as provided by a collective bargaining agreement or otherwise prohibited by law, all employment with the City of Isanti is "at-will" employment. The City of Isanti has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

1.03 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. City Attorney
3. City Engineer
4. Members of City Boards, Commissions and Committees
5. Consultants and Contractors
6. Volunteers

If any specific provisions of this Personnel Policy conflicts with any current union agreement, the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

1.04 EEO Policy Statement

The City of Isanti is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Isanti will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

1.05 Data Practices Advisory

In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.

Information about employees requested by the City may be used for the following purposes: (1) to process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans; (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and any affirmative action reports required by applicable law; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.

Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be

shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the City whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

1.06 News Releases

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, should not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

1.07 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and without regard to factors such as race, sex, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember, what you write or post cannot easily be undone. It may also be spread to larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.
- The City of Isanti expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Isanti."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., @IsantiCop).

SECTION 2. CITYWIDE WORK RULES & CODE OF CONDUCT

2.01 Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Isanti. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Isanti. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

2.02 Attendance & Absence

The operations and standards of service in the City of Isanti require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor/ designee as soon as possible in advance of the absence by making said request on the 'Request for Leave' form and submitting the form to the employee's supervisor. In the event of an unexpected absence, employees should call their supervisor before the scheduled start time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warrant such behavior.

This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures. For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor and Human Resources. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator/designee. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of a Supervisor. Examples include: Asking Public Works employees to fix a personal vehicle. Printing documents that are not work related.

2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Please refer to the Personal Appearance and Dress Policy (**APPENDIX**).

2.05 Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit to themselves or a family member. If an employee has any question about whether such a conflict exists, the employee should consult with the City Administrator.

The Councilmembers, board members and all employees are required to disclose any conflict of interest by completing and submitting the 'Conflict of Interest' form upon hire or on an annual basis. The City Administrator may request any employee to disclose a conflict of interest. Please refer to the Conflict-of-Interest Policy. (**APPENDIX**)

2.06 Falsification of Records

Any employee who makes false statement or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

2.07 Personal Telephone Calls / Cell Phones

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Please refer to the Cell Phone and Computer Use Policies (**APPENDIX**).

2.08 Computer Use Policy

The Internet and the public and private telephone systems have become a de facto standard for communication between governmental entities, commercial organizations, and private citizens. Communications traffic may cross multiple and different networks prior to reaching the client destination. The public has a high reliance on the integrity and accuracy of data shared from the City of Isanti. Therefore, each City of Isanti employee should consider themselves to be responsible for adhering to the guidelines and polices regarding the use of these system; to protect the accuracy, integrity and dependability of the City's electronic systems and information. Please refer to the Computer Use Policy (**APPENDIX**).

2.09 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization. Please refer to the Political Activities of City Employees Policy (**APPENDIX**).

2.10 Tobacco Use

The City of Isanti observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, are designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) and form of “vaping” with e-cigarettes (without regard to the presence of nicotine) is prohibited while in any City facility, vehicle, or while using or operating City equipment.

Smoking of any kind, including pipes, cigars, e-cigs/vape devices (without regard to the presence of nicotine) and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees age 21 and over are allowed to use tobacco only during their breaks and lunch, and only in areas designated for that purpose and a minimum of fifteen (15) feet from any municipal building entry area.

SECTION 3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

3.01 Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

3.02 Benefits

Privileges granted to qualified employees. Examples of which include paid leave and/or insurance coverage.

3.03 Benefit Earning Employees

Full-time employees and employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least thirty (30) hours per week on a regular basis.

3.04 Core Hours

The core hours for all City Hall employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work-related activity, on approved leave, or on an approved temporary flexible work schedule. Police, liquor store, and public works employees do not have core hours and work the schedules established by their supervisors or as provided within their union contracts. The City Administrator may approve permanent flexible work scheduling outside of these core hours for employees on a case-by-case basis.

3.05 Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

3.06 Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

3.07 Employee

An individual who has successfully completed all stages of the selection process including the training period.

3.08 Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

3.09 FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The city contributes a percentage match on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

3.10 Fiscal Year

The period from January 1 to December 31.

3.11 Full-time Employee

Employees who are required to work forty (40) or more hours per week, year-round, in a permanent position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work thirty (30) or more hours per week or the equivalent of one hundred thirty (130) hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

3.12 Hours of Operation

City Hall's regular hours of operation are Monday through Friday and closed Saturday and Sunday:

Monday	8:00 a.m.- 4:30 p.m.
Tuesday	7:00 a.m.- 5:30 p.m.
Wednesday	8:00 a.m.- 4:30 p.m.
Thursday	7:00 a.m.- 5:30 p.m.
Friday	8:00 a.m.- 4:30 p.m.

3.13 Management Employee

An employee who is responsible for managing a department or division of the City.

3.14 Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

3.15 Part-time Employee

Employees who are required to work less than thirty (30) hours per week year-round in a permanent position. Part-time employees do not earn benefits or credit for seniority.

3.16 Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

3.17 PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

3.18 Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

3.19 Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

3.20 Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

3.21 Seniority

The ranking of an employee based on the longevity of service or higher rank of a position of another employee.

3.22 Service Credit

Time worked for the City. All employees begin earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

3.23 Temporary/ Interim Employee

Employees who work in temporary positions. Temporary positions might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

3.24 Training/Probationary Period

A six (6) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Police Department employees require a twelve (12) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

For part-time employees scheduled to work less than thirty (30) hours per week, the training period is not to exceed five hundred twenty (520) hours. The training period is the last part of the selection process.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this Personnel Policy shall be construed to imply that, after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer, or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

3.25 Transfer

Movement of an employee from one City position to another of equivalent pay.

3.26 Weapons

Weapons are defined to include all legal or illegal firearms, switchblades knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

3.27 Workweek

A workweek is seven (7) consecutive twenty-four (24)-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs.

SECTION 4. EMPLOYEE RECRUITMENT & SELECTION

4.01 Scope

The City Administrator/designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

When an employee elects to resign from his/her position and the position is a budgeted position within the City of Isanti, the City Administrator, is authorized to direct Human Resources to proceed forward with all necessary steps in which to fill the vacant position. All letters of resignation must be approved by the City Council; however, the selection process to fill the position may start prior to approval of resignation.

4.02 Features of the Recruitment System

When a vacancy occurs, the Department Head must notify the City Administrator and the City Administrator will determine proper budgeting authorization. The City Administrator will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. Vacancies may be filled by promotion of an employee working on a

regular basis for the City who meets the qualifications necessary to perform the duties of the position. The majority of position vacancies will be filled through an open recruitment process.

4.03 Employment of Spouses, Relatives or Significant Others (Anti-Nepotism)

An applicant related to an elected or appointed official will not be considered for employment. An applicant related to an employee will not be considered for employment in a department or work situation where the relative would also be employed and if it would result in the influential hiring or supervision of a relative. The words “related” or “relative” for the purpose of this policy will mean: spouse, parent, partner, child, and sibling, step-parent, step-child, and half-siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law; grandparent, and grandchild; nephew, and niece.

In addition, those having a significant relationship to any elected or appointed official or employee such as significant others, roommates, and anyone else whose relationship to such elected or appointed official or employee could reasonably be perceived as causing a conflict of interest will not be considered for employment in a department or work situation where such conflict may result.

4.04 Conflict of interest means:

- Where one employee would supervise or have the authority to appoint, remove or discipline a relative.
- Where one relative would be responsible for auditing the work of another relative.
- Where circumstances exist, which would place a relative in a situation or actual or foreseeable conflict between the City’s interests and the relative’s interest.
- Where the employment of a relative of a policy-level employee of an organization with whom the City deals would give the appearance of improper influence or favor.
- Where a relative of a policy level employee, appointed or elected official could be perceived as benefitting from decisions made regarding job benefits or compensation.

4.05 Advertisement

The City Administrator/designee will post position vacancy postings on the City website and other advertisement outlets. The posting will specify the title, pay range or rate, nature of work to be performed, qualifications desirable, place and manner of making application and the closing date for receiving the application if so designated. If necessary, other appropriate means of publicizing job openings will be utilized. These include preparation and publication of newspaper advertisement, advertising in professional or trade journals, contacting other organizations and other accepted recruitment methods.

Application for employment will be made on forms provided by the City online and at the front desk at City Hall. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator and Human Resources. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “interim” or “acting” basis as needed. The City Council may approve interim or acting appointments and temporary pay rate adjustments, if any.

4.06 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exams.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Administrator will recommend to the City Council minimum qualifications for each position. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Rehiring past employees will be evaluated on a case-by-case basis by the City Administrator. Certain positions may not require certain pre-employment evaluations if re-hired within 2 months.

All candidates for positions of City employment will be based on merit and qualifications of the applicants for the position to be filled. To evaluate the merit and qualifications of the applicants, a criterion will be established for each such position. The criteria established must be capable of being reduced to a 100-point rating system. A 100-point system may be applied to all positions of City employment except for those positions specifically exempted from the Veterans' Preference Act.

4.07 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Pre-employment medical examinations are required for the hire of Police Officers and Public Works Technicians and other positions if determined by the City Administrator. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator/designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

4.08 Selection Process

The selection process will be a cooperative effort between the City Administrator/Human Resources and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed. Selected candidate(s) for a position will be finalized by resolution indicating the title, anticipated start date, salary and other applicable details.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and the City of Isanti's needs.

4.09 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. Job offers are all contingent on successfully passing a background check.

4.10 Notification

Human Resources or designee will notify in writing by letter or email to the candidate selected. The notification will include the employment date, title, salary and listing of benefits. Human Resources or designee will notify in writing, letter or email those not selected.

4.11 Training/ Probation

The training / probation period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six (6) months (or 1040 hours) in duration with the exception of Police Officers whose training period is one (1) year. The training / probation period will be used to observe the employee's work for securing the most effective adjustment of the employee to the position and for rejecting any employee whose performance does not meet the required work standards. Upon recommendation by the Department Head and approval by the City Administrator, the training/probation period for employees not covered by a collective bargaining agreement may be extended up to an additional six (6) months' time period. The training/probation period may also be extended by, for example, an unpaid leave of absence.

4.12 Training/ Probationary Termination

The City Administrator may recommend to City Council to terminate or demote a probationary employee at any time during the probation period. Upon request, the employee terminated will be notified in writing of the reasons for the termination. Unless required by law or under the terms of a collective bargaining agreement, the employee terminated and will not have the right to appeal.

SECTION 5. ORGANIZATION

5.1 Job Descriptions

The City will maintain job descriptions for each position. New positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description will be reviewed by the City Administrator/designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment. A current job description is provided to each new employee. Department Heads are responsible for recommending

revisions of job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

5.2 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

5.3 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

5.4 Recall

An employee who is recalled to work in the same position after a layoff of less than 365 days will resume work with all of their seniority intact. For purposes of accumulating vacation, sick leave, and other similar benefits, the employee will be considered to have not been working during their layoff. If an employee is recalled to work after a layoff of more than 365 days or re-hired for a new position, they can and will be considered a new employee.

SECTION 6. HOURS OF WORK

6.1 Work Hours

Work schedules for employees will be determined by the department head and approved by the City Administrator. For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

6.2 Core Hours

To ensure employee availability and accountability to the public the City serves, the normal City business hours are from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, Friday and 7:00 a.m. to 5:30 p.m. Tuesday and Thursday for City Hall Offices (with core hours being from 9:00 a.m. to 3:30 p.m.). The City may allow flexible scheduling of work hours to accommodate eight (8) or ten (10) hour days; however, flexible hours must be approved by the Department Head and the City Administrator, to work a minimum of 40 hours per week for full time staff.

6.3 Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks without prior approval by the department head and City Administrator on a case-by-case basis, not to be abused.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at

a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the Department Head and City Administrator.

6.4 Work from Home

Employees who perform work at home must first be pre-authorized by the City Administrator.

6.5 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. Please refer to the Inclement Weather Procedure (**APPENDIX**)

SECTION 7. COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

7.1 Amount

Employees may receive a cost-of-living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year. All step increases based on the wage schedule may be given to the employee if the step increases have been approved by resolution of the City Council and subject to the following:

1. All employees hired prior to September 1, 2007 will receive a step increase on July 1 of each given year
2. Employees hired on or after September 1, 2007 will receive a step increase on their anniversary date, successful completion of 2080 worked hours.
3. Part-time employees who are promoted to a new position and receive a new wage scale will accumulate hours for step increases based on the date the employee begins the new position.
4. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.

- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

7.2 Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the Human Resources or the Finance Department of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

7.3 Paydays

Employees will be paid bi-weekly on alternate Fridays. When a pay day falls on a holiday, employees will receive their pay the preceding work day.

7.4 Direct Deposit

As provided for in Minnesota law, all new employees are required participate in direct deposit effective January 1, 2020. Employees, including returning seasonal employees, who receive a paper check prior to January 2020, may continue to receive them as "grandfathered in." Employees are responsible for notifying the Human Resources or the Finance Director of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

7.5 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction, overpayment, or another type of error has occurred, he/she should immediately contact his/her supervisor. If the City determines they had made an improper deduction from a paycheck, the employee will be reimbursed for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment

are considered “prior year overpayments” and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The City is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the City will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

7.6 Time Reporting

Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the immediate supervisor. The Department Head/designee will submit all time sheets to the Finance Department for payroll. Reporting false information on a time sheet may be cause for immediate termination.

7.7 Overtime / Compensatory Time

The City of Isanti has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as necessary, requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Department Heads will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. The Department Head must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

7.8 Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one workweek. Vacation, sick leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time out at the rate of one-and-one-half hours (1 ½) for each hour of overtime worked.

A non-exempt employee may accrue compensatory time to a maximum of eighty (80) hours or receive overtime pay. Once a non-exempt employee has earned the maximum amount of compensatory time, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records.

All accrued compensatory time for non-exempt staff will be paid out when the employee leaves city employment at the hourly pay rate the employee is earning at that time or when someone moves to an exempt position within the City. Total payout is based on total number of hours at straight time. The 80-hour max is a combination of 1 and 1.5 banked.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

*Police Officers to whom the Federal Fair Labor Standards Act (FLSA) applies to will be compensated for overtime work at one and one-half (1 ½) times their regular rate of pay to be given only in compensatory time except where precluded by law or policy. Unless defined in a contract, overtime hours are calculated on the basis of eighty (80) hours worked in a two (2) week pay period with the two (2) week period established from Sunday at 12:00 a.m. for a period of fourteen (14) days and ending on a Saturday at 11:59 p.m.

7.9 Exempt (not-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Exempt employees are eligible for compensatory time at straight time for hours worked in excess of forty (40) hours in a work week or over 8/10-hour a day depending on schedule. However, exempt employees forfeit any compensatory time accrued in excess of eighty (80) hours, unless a different amount is established by the City Administrator, measured pay period to pay period. Upon termination/ resignation from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment. Exempt employees may request and use compensatory time off in 15-minute increments, in the same manner as other leave requests.

The City of Isanti will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.

- The employee takes unpaid leave under the FMLA after all other leave banks have been exhausted.
- The City of Isanti may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Isanti will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

7.10 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Exempt employees are required to use paid leave when on personal business or away from the office for two (2) hours or more, on a given day. Absences of less than two (2) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal work schedule Monday through Friday requirement. Exempt employees must receive prior approval for their absence to the City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Flexible scheduling and combining leave with lunch is subject to prior approval by the City Administrator for specific situations as determined necessary. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

SECTION 8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or Human Resources for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure or refusal to sign the review by the employee will not invalidate the form nor will it delay processing.

SECTION 9. BENEFITS

9.1 Insurance Benefits

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. Eligible employees are full time employees and employees working thirty (30) hours per week or the equivalent of 130 hours or more a month. The amount to be contributed will be determined annually by the City Council.

Insurance coverage is effective the 1st day of the first full month of employment for all eligible employees.

- The City pays the full cost of the health insurance premium for single coverage.
 - If the plan includes an HSA, the City will annually review the amount contributed to employees based on IRS guidelines.
- The City pays the full cost of Dental for the employee and dependents.
- The City pays the full cost of Life Insurance and AD&D for the employee in the amount of \$25,000

The City may provide elective benefits, outlined within the Flexible Benefit Plan/Cafeteria 125 summary plan document.

Cash Reimbursement is outlined in the summary plan document as an elected benefit to eligible employees who “opt out” of the City benefits.

For information about flexible benefits, including coverage and eligibility requirements, employees should refer to the summary plan description for the Flexible Benefit Plan/Cafeteria 125 plan and the various certificates of coverage for the insurance benefits. You may also contact Human Resources.

9.2 Retirement /PERA

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. Participation in PERA is mandatory for most employees, and contributions to PERA begin immediately. This City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee’s Social Security and Medicare withholding for many employees).

Employees may also be eligible to participate in deferred compensation programs offered through the City. Options may include participation in the ICMA RC and MN Deferred Compensation plans. Contributions to these plans are at the employee’s cost. For information about PERA eligibility, contribution requirements, and the deferred compensation programs, contact Human Resources.

SECTION 10. HOLIDAYS

The City observes the following official holidays for full-time and part-time thirty (30) hours employees:

New Year's Day	Columbus Day
Martin Luther King, Jr.	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Employees will receive holiday pay for City-observed holidays. Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave, compensatory time, or unpaid leave for such time off. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Full-time nonexempt employees who do not work a holiday will receive 8 hours holiday pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Part-time thirty (30) hour employees who do not work a holiday will receive pro-rated holiday pay based on the number of hours normally scheduled provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Non-exempt employees who work on a holiday will receive pay at one and one-half (1 ½) for the hours worked and will be given at straight time. Pay at one and one-half (1 ½) will be on regular base hourly wage not to be pyramided with any other premium. Pay of one and one-half (1 ½) times the regular hourly wage for employees required to work on a listed holiday will be for the hours worked on the "actual" holiday as opposed to the "observed" holiday.

SECTION 11. LEAVES

11.1 Taking Leave

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from

work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

11.2 Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time thirty (30) hour employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Full-time employees will accumulate sick leave at a rate of eight (8) hours per month.

- Part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part-time employees regularly scheduled to work fewer than 30 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- In increments as small as 15 minutes.
- An employee who is drawing worker's compensation will be allowed to use accumulated sick leave as necessary to ensure a full monthly paycheck, providing that employee shows documentation to the Employer.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month rolling period for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave or other leaves may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;

- Keep his/her Department Head/ Human Resources informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

11.3 Returning to Work After Medical Absence

After a medical absence beyond five (5) working days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employees' ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on a return-to-work or workability form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

11.4 Reimbursement of Accrued Sick Hours

Employees will not be reimbursed for unused sick leave except in the manner as described in this section. Upon accrual of four hundred eighty (480) hours, the City will, on an annual basis, reimburse unused sick leave at the rate of one-half of the employee's current rate of pay on a maximum accrual of ninety-six (96) hours over the four hundred eighty (480) hours.

Hours will be paid out on the first pay date in December of each year.

Upon termination of an employee in good standing and with five years consecutive employment, the employee will be reimbursed one-half pay for sick days not used to a maximum of four hundred eighty (480) accumulated plus the current year number of hours at the employee's current rate of pay.

11.5 Vacation Leave

Vacation will accrue at the following rates per the anniversary year employed:

<u>Years of Service</u>	<u>Annual Accrual</u>
First (1) year:	6 days (48 hrs.)
Second (2) year	12 days (96 hrs.)
Sixth (6) year	18 days (144 hrs.)
Tenth (10) year	24 days (192 hrs.)
Fifteenth (15) year	27 days (216 hrs.)

11.6 Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least thirty (30) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who are scheduled to work less than thirty (30) hours on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

11.7 Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

11.8 Use

All employees, including those who are in training/on probation, may use vacation leave as it is earned. Approved leaves are subject to approval by the employee's Department Head or City Administrator.

*Every full-time and part-time thirty (30) hour plus employee hired prior to March 1, 2007 will have July 1 as their anniversary date for purposes of earned vacation. Vacation earned from the date of employment to July 1 will be credited to the employee and will be taken as provided. Every full-time and part-time thirty (30) hour plus employee hired after March 1, 2007 will have their date of hire as their anniversary date for purposes of earned vacation.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period. Requests for vacation should be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and/or City Administrator. Vacation can be requested in increments as small as 15 minutes.

Employees may carry accrued vacation leave up to a maximum of 480 hours. Accrued hours in excess of the allowed amount will be forfeited by the employee unless obtaining approval of the City Council to carry the excess of the allowed amount. Vacation hours will be audited on an annual basis by the Finance Department, but it is the responsibility of the employees to track maximum accrual. Vacation leave cannot be converted into cash payments except at when meeting criteria of resigning in good standing referenced in section: *Separation from Service*.

Vacation leave will generally not be approved once an employee has submitted a resignation notice unless approved by the City Administrator.

Vacation leave requests greater than 14 days must be approved by the City Administrator.

11.9 Vacation Donation

An employee may voluntarily donate their accumulated vacation hours, up to a max of 24 hours, to other employees annually. More than 24 hours must be approved by the City Administrator. Donated time will be banked to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

11.10 Funeral Leave

Employees will be permitted to use up to three (3) working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the Department Head or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

11.11 Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one (1) day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

11.12 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

11.13 Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

11.14 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members].

11.15 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor) and a First Report of Injury (FROI) form must be filled out and submitted to Human Resources. If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

11.16 Workers Compensation

An employee injured on the job will receive compensation from the City's Worker's Compensation Insurance provider after a three (3) day initial waiting period. The three (3) days waiting period will be charged to the Employee's sick leave account. Should the employee receive workers compensation for a period of ten (10) days or more, workers compensation will pay for the initial three (3) days and the employee's sick leave account will be credited the initial waiting period. Because the compensation provided by the insurance may be less than the normal salary, the city may use leave pay (sick, personal, or vacation) to provide the difference between the employee's regular net pay (irrespective of all deductions required by State and Federal Law) and the worker's compensation amount. In the event that

all leave pay available to an employee is exhausted, the employee would be paid exclusively through the worker's compensation plan.

11.17 Workers Compensation: Leave Accrual and Holidays

During the period in which an employee is out on workers compensation leave, the employee will continue to accrue leave hours (sick and vacation) as if they were working, for up to six (6) months. After six (6) months, and during such time as the employee continues on workers compensation leave the employee will not continue to accrue leave hours (sick and vacation pay). Employees who are working with reduced hours will earn prorated vacation and sick leave. Holiday pay will also be given for this time period as long as the employee retains employment status with the City. There will be no further leave accrual or holiday pay after employment with the City of Isanti is terminated.

At the time the employee returns to work, the employee will begin to accrue leave based on the number of hours the employee works.

11.18 Pension

To the extent permissible under PERA guidelines, and provided the employee so chooses to pay the employee's share, the City will pay the amount of the employer paid pension that was lost during the worker's compensation leave to help restore the portion of the employee's pension attributable to City leave funds paid to the employee.

11.19 Insurance Benefits

1. During the worker's compensation period in which an employee is being partially compensated by the City (with the use of available leave hours), the employee will continue to receive insurance benefits applicable to the position held at the time of the injury. Applicable insurance benefits will continue for a period of no more than six (6) months from the time that an employee's leave hours are exhausted and partial City compensation has discontinued. The employee will continue to be responsible for the employee portion of insurance payments, if any; and any other personal deductions the employee may have. If the City is not providing a portion of the employee's wage adequate to withhold the employee portion of premiums, with the use of available leave, the employee must provide such payment to the city on a timely basis in order to maintain insurance coverage.
2. Upon an employee's return to their original position, or to a work hardening program which schedules return to their original position, the employee will receive insurance benefits applicable to that position.
3. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as the result of a job related injury, a regular full-time employee is unable to return to work full time (forty (40) hours per week), and if a regular part-time position is available that would accommodate all work restrictions and for which the employee would otherwise qualify and is accepted by the employee, insurance benefits would be continued at the original full-time rate for the remainder of the six (6) month period after which time lapses, insurance benefits would be prorated based on the new position.
4. The wage paid to the retuning employee by the city would be consistent with the wage established for the new position. In the event the new wage is less than the wage for the original position, the City's Worker's Compensation Insurance provider would be responsible for the payment of any wage difference for such period as determined by the insurance provider and consistent with State law.

5. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as a result of a job related injury, a regular full-time employee is unable to return to the employee's original position as the result of physical restrictions, and if there is a position available that would accommodate those restrictions and for which the employee would otherwise qualify, the individual accepting the new position would also be subject to the benefit and wage stipulations as stated above.
6. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that an employee had reached maximum potential recovery from a work related injury and that a permanent disability exists that would preclude the employee from returning to their former position and that no other position is available that would accommodate the employee's work restrictions and for which the employee was otherwise qualified, the City's Worker's Compensation Insurance provider would be fully responsible for the monetary settlement with the employee and the employee would be terminated from their position with the City. The employee would be allowed to continue insurance coverage as provided in state and/or federal law and would be responsible for payment of insurance premiums.

11.20 Family and Medical Leave (FMLA)

The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave in any 12-month period, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. (**APPENDIX**)

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

11.21 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 10 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave if the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

11.22 Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The City will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

11.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

11.24 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

11.25 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator. Unpaid leaves will be approved by the City Council.

11.26 School Conference Leave

Any employee who has worked half-time or more for at least twelve (12) months preceding the request may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

11.27 Bone Marrow/ Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

11.28 Elections / Voting

An employee volunteering to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice. An employee appointed to serve as an election judge for the purpose of administering a local general election will receive their regular rate of pay.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

11.29 Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation, sick and compensatory time must be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

11.30 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned. The circumstances of each disabled employee performing light duty

work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. This policy is handled on a case-by-case basis. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

SECTION 12. SEPARATION FROM SERVICE

12.1 Resignation or Retirement

Non-exempt employees wishing to leave the City service in "good standing" must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days before leaving and fulfilling the regular scheduled hours. Exempt employees must give thirty (30) calendar days written notice, unless otherwise stated in their contract.

Employees leaving the city in "good standing" will receive 100 percent of their vacation leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Unauthorized absences from work for a period of three (3) consecutive work days may be considered as resignation without proper notice.

The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City. Employees who are terminated by the City will not qualify for vacation or sick leave payouts.

12.2 Severance Pay-outs

Employees who leave the City in "good standing" will receive pay for:

- All unused accrued vacation leave
- Employee who has five (5) years of consecutive employment will be reimbursed for unused sick days to a maximum of four hundred eighty (480) accumulated hours at the rate of one-half (1/2) of the employee's hourly rate plus the current year accrual.
- Non-exempt employees will receive all unused accrued compensatory time.
- Exempt employees will not receive any unused accrued compensatory time.

- Exempt employees will receive severance pay per their employment contract if applicable.
- * For employees covered by a Collective Bargaining Agreement other severance options may be applicable.

Employees who do not leave in “good standing” will only receive pay for:

- Non-exempt employees will receive all unused accrued compensatory time only.

SECTION 13. DISCIPLINE

13.1 General Policy

All Employees are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Isanti. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through Human Resources. City Administrator/designee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

13.2 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

13.3 Process

The City may elect, but shall not be required, to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a right or guarantee to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee’s personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

13.4 Oral Reprimand

This measure will be used when informal discussions between the employee’s supervisor or Department Head and the employee have not resolved a matter. All Department Heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must entail. The Department Head will document the discussion including date(s) and a summary of discussion and corrective action needed. Human Resources will place this summary in the employee’s personnel file.

13.5 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Administrator/designee.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state any goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Human Resources will place this in the employee's personnel file.

13.6 Suspension With or Without Pay

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

13.7 Demotion and/or Transfer

An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

13.8 Dismissal/Termination

The City Administrator, with the approval of the City Council, may dismiss/terminate an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

13.9 Salary

An employee's salary step increase may be withheld or the salary may be decreased due to performance deficiencies.

13.10 Benefits

Vacation leave and sick leave accruals will not be applied when on unpaid suspension if the unpaid suspension exceeds five (5) working days.

SECTION 14. EMPLOYEE EDUCATION & TRAINING

14.1 Purpose

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility. The City permits and encourages attendance at various education seminars, conferences, and training sessions as approved and budgeted.

14.2 Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, seminars, and training sessions, provided that attendance is approved in advance and approved by the Department Head and City Administrator under the following criteria and procedures:

14.3 Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless specified in an employment contract or the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

14.4 Job-Related Meetings

Attendance at regular professional meetings, costing \$100 or less, that an employee has an involvement in and are directly related to the performance of the employee's work responsibilities, do not require the approval of the City Administrator or training and travel paperwork. Advance Department Head approval is required to ensure adequate department coverage and budgetary impacts.

14.5 Request for Participation in Training & Conferences

All training/conferences by City employees must be in accordance with the City's adopted budget. Requests for participating in training or conferences must be submitted in writing to the employee's supervisor on the appropriate form. Training and travel requests are required to be signed by the City Administrator, Department Head and Human Resources for approval.

All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. All training request forms should be submitted to the City Administrator as early as possible to the departure date.

Registration fees, meals, hotel/motel accommodations, public transportation, and other legitimate expenses are reimbursable as follows:

- a. Expenses will be reimbursed for employees only. If spouses or guests attend the training sessions, they may do so at no expense to the City.
- b. All registration fees for the training session will be paid by the City, provided that attendance at said sessions was approved and budgeted.
- d. Lodging for the night before the commencement of a conference, seminar, or meeting may be requested only if the following criteria are met:
 1. The conference begins that evening or prior to 8:00 a.m. the next day.
- e. Lodging for a multiple day conference considered to be within driving distance may be requested if one or more of the following criteria are met:
 1. Scheduled events end at 7 p.m. or later
 2. Following day travel to the event would start before 6 a.m.
- f. In the event there are extenuating circumstances where lodging is seen as necessary, but does not fall under the outlined criteria above, those instances will be dealt with on a case-by-case basis by the City Administrator.
- g. The registrant must provide itemized receipts for all of the above expenditures and attach them to the expense report form.

All requests must be approved by the Department Head and the City Administrator.

14.6 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally or if the training/conference is in an employee's employment contract. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

14.7 Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary itemized receipts and appropriate documentation.

14.8 Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging, and necessary expenses incurred. In no case will City funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs for travel of family members.

City vehicles should be used for travel by City employees. However, if circumstances make it impractical to use a City vehicle, and advance approval is given by the City Administrator prior to attendance, the City of Isanti will reimburse employees for the use of their private vehicles while on official City business at the current rate provided by the IRS mileage limit during the year. An employee approved to use their personal vehicle will not be reimbursed for mileage that the employee would have driven to and from their place of work on the days of training and travel; only those miles in excess of their regular miles that

would have been driven to and from work will be reimbursed. Mileage from the employee's home to city offices in the conduct of employment will not be subject to reimbursement.

City vehicles will only be used for transportation related to the event being attended.

Private vehicle mileage for use unrelated to the event will not be reimbursed.

Reimbursement will not be provided for any meals which are included as part of registration, tuition, or fees unless approved. Itemized receipts are required for meals and must clearly indicate the date.

Reimbursement for meals while on authorized travel will include only actual expenditures including tax and 15% tip as outlined:

Individual Meals	\$ 10.00 Breakfasts
	\$ 15.00 Lunches
	\$ 25.00 Dinners

Costs for meals which are a scheduled activity of an authorized conference or meeting which are not included in the registration fee will be fully reimbursed, not to exceed federal guidelines. Costs for alcoholic beverages will not be reimbursed.

14.9 Reimbursement Procedures

All requests for reimbursement will be made on the standard expense report form or claim request form, and will be submitted to the Department Head for approval; the Department Head will forward to the City Administrator or Human Resources for final approval.

Itemized receipts must be attached to the expense report form for any expenses not paid in advance by the City including; registration, lodging, meals, (other legitimate expenses where a receipt is not available, i.e. parking).

No advance reimbursement for an approved training session is permitted. Registration and lodging reservation will be made subject to the employee's travel request form. The Finance Department will process and provide a check made payable to the lodging entity or the City credit card will be used to reserve the lodging.

14.10 Internal Training

The City of Isanti finds it to be in the best public interest to conduct formal and informal internal training sessions as follows:

- a. Holding regular staff meetings at the Department Head level and frequent staff meetings at the employee level.
- b. Conduct in-service training seminars on such subjects as safety, etc.
- c. Meet and confer with elected and appointed personnel of nearby municipalities or other units of government for the purpose of exchanging ideas which are of mutual benefit.

There will be no claims approved for personal expenses incurred under this Section.

14.11 Team/Department Training

The City of Isanti supports team/department training to enhance the cohesiveness and skills/abilities of a department or work team as a whole. Training objectives, costs, location, back-up for any staffing needs and hours away from work for the training of teams/departments must be reviewed by the supervisor for approval. Costs for team/department training must be approved by the City Administrator.

14.12 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator, is allowed, providing funds are available. Such memberships will be approved by the City Administrator.

Upon separation of employment, individual memberships can and will remain with the City and in that case, are transferred to another employee by the supervisor.

SECTION 15. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when full time employees at the City of Isanti regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Administrator. All outside employment, unless part of an employment contract, must be approved by the City Administrator. A form must be completed by the employee and submitted to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.
- Outside employment opportunities with private or public entities where the employee already serves that entity with specified duties through a Joint Powers Agreement or Service Contract will be reviewed by the City Administrator prior to acceptance of the employment opportunity. The review is to ensure that there is no conflict of interest with or use of City time or resources for the employment opportunity. Continued employment by the employee in this capacity will be reviewed by the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

SECTION 16. DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Isanti has adopted the following policy on drugs in the workplace:

- a. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- b. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- c. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan, as appropriate.
- c. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

SECTION 17. APPENDIX and POLICIES

- 17.1 City Driving
- 17.2 Computer Use
- 17.3 Cellular Phone Use
- 17.4 Conflict of Interest
- 17.5 Service on Boards and Committees
- 17.6 Employee Recognition
- 17.7 Ethics Policy
- 17.8 Inclement Weather
- 17.9 Personal Appearance and Dress
- 17.10 Political Activity of Employees
- 17.11 Respectful Workplace
- 17.12 Safety
- 17.13 Social Media
- 17.14 Media Relations
- 17.15 FMLA

17.01 CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business. Whether driving a City-owned vehicle or their own personal vehicle the employee is responsible for carrying valid insurance. It also applies to employees who drive less frequently, but whose ability to drive is essential to their job due to

the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. Employees who chose to drive their own vehicle for City business will not be reimbursed mileage unless prior approval from City Administrator.

City vehicles are equipped with "hands-free" devices to hold cell phones while driving. There are not exceptions to State Laws while operating city vehicles and employees are expected to uphold the law and the consequences associated with any violations.

No City vehicle will be allowed to be driven home by an employee unless deemed appropriate and approved by an employment contract or by the City Administrator which would occur infrequently and be evaluated on a case-by-case basis.

17.02 COMPUTER USE POLICY

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator or designee.

Beyond this policy, the city's System Administrator may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

No Privacy

Users have no expectation of privacy in using the City's electronic communication and information systems. No communication using these systems should be considered private or personal. Since records retention policies may apply to electronic communications, users should assume that even deleted messages are retrievable at a later date.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the System

Administrator. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.

- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. City Technology Office staff will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.

Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the System Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's supervisor and department head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the System Administrator.

Employees shall not download or install any software on their computer without the prior approval of the System Administrator. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, or other productivity software updates. The System Administrator may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or “spam” email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment is provided as part of the City’s email software program. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant Messaging: Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use. The City only allows IM via (insert designated product here). Employees are not allowed to use IM as a mechanism for personal communication through the City’s computer network or when using City equipment, and are not allowed to download or install any other IM software package on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City’s email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yfu11y!) Password requirements may be changed as necessary, as determined by the System Administrator.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee’s computer when he or she is absent, contact your supervisor or the System Administrator; The System Administrator will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the System Administrator.

Network access: Non-City-owned computer equipment used in the City’s building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City’s computer network via a network cable. Exceptions may be granted by the System Administrator.

Personal computer equipment may not be connected to the City’s network without prior approval of the System Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the System Administrator.

Remote Access to the Network: Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- Remote access to the City's network requires a request from a supervisor and approval from the System Administrator. Remote access privileges may be revoked at any time by an employee's supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, City Technology Office staff may temporarily restrict that employee's access to the Internet. If City Technology Office staff does restrict access, they will notify the employee, HR, and the employee's manager as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head.

Responsibility for Information User

City authorized users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended. City employees should be alert about their computer or terminal status and take care that unauthorized individuals cannot read or modify data through a valid system login or session. When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for unauthorized use. City employees should not make extra copies of any City or client information beyond what is required to perform official duties.

Reporting Problems (and Maintenance of Confidentiality)

If a City employee has knowledge of, or suspicion of a compromise or attempted compromise of City of Isanti information systems, or access controls, that employee is expected to report that knowledge or suspicion immediately upon becoming aware of the potential security problem to their supervisor or to the System Administrator.

Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the System Administrator.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on identified network drives and folder locations. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored in designated locations on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; the System Administrator can assist in the encryption of media.

17.03 CELLULAR PHONE USE POLICY

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellular phones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to

refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safety stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.

In accordance with State law, there is an exception to hands free cellphone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.

- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions.

Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties. City issued cellular phones are property of the City and can be removed at any time. City phones are not intended to be a supplement to personal phones as employees should only use them for City business.

Personal calls and text messaging will be made or received only when absolutely necessary. Such calls/messaging must not interfere with working operations and are to be completed as quickly as possible. Excessive or inappropriate use of cellular phones while an employee is working may result in discipline or a request for the employee to remove the phone from their work area by the Supervisor.

Responsibility

The City Administrator/designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

All cell phones must be left at the work place at the end of the employees shift with the following exceptions:

- a. The employee is ‘on-call’.
- b. The employee has been authorized or directed by his/her Supervisor the cell phone may be taken home.

Cell phones provided to employees remain the property of the City and must be returned to the City upon termination of employment in order for the employee to be considered to be terminating employment in good standing.

Violations of this policy may result in disciplinary action as provided within the Personnel Policy and/or Labor Contract.

Also see Computer Use Policy and City Driving Policy

17.04 CONFLICT OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards by the employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
 - a. Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
 - b. Must not engage in, solicit, negotiate for, or promise to accept private employment nor will they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
 - c. Must not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
 - d. Must not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
 - e. Must not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:
 1. Lawful campaign contributions.
 2. Services to assist an official in the performance of official duties.
 3. Services of insignificant monetary value.
 4. A plaque or similar item.
 5. A trinket or item of insignificant monetary value.
 6. Informational material of unexceptional value.
 7. Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
 8. Gifts given because of the recipient's membership in a group.
 9. Gifts between family members.
 - f. Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.

- g. Must not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.
2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City will make known that interest in writing as provided in the disclosure section of this Policy.
3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), will enter into any contract with the City unless otherwise authorized by law.
4. Public Officials must disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials will not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official will not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed, must, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Clerk. All subsequent applicants for appointment on Boards and Commissions will file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official will file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead will be excluded from the above disclosure. Each Public Official must disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy will be set forth on a form made available by the City Clerk or designee.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council will refer the matter to the City Attorney for investigation and the City Attorney will report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report will be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request will be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member will not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict-of-Interest Law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

17.05 SERVICE ON BOARDS AND COMMITTEES

Employees that desire to serve on the Boards or Committees of Professional or other Organizations of which the City and/or the employee is a member, where their service is or may reasonably be perceived to represent the City of Isanti, will receive approval for such service by the City Council prior to committing to serve in any such capacity.

No employee, nor any employee's immediate family member, will receive any salary, per diem, compensation, or item of substantial value from their service other than the following:

- 1) Reasonable reimbursement for their personal expenses for such service. This includes meals, lodging and mileage for attending Board or Committee events.
- 2) Scholarships for seminars, short courses or educational benefits the employee could receive that would benefit the City of Isanti, as prior approved by the City Council.

17.06 EMPLOYEE RECOGNITION POLICY

Employee Service Credit Recognition

Employees who have obtained service credit for five (5), ten (10), fifteen (15), twenty (20), and additional year in increments of five will be recognized by receiving a 'Certificate of Recognition' at the last regular City Council meeting of the given year.

Employee Resignation or Retirement

Employee recognition for meritorious service to the City of Isanti will be given to full time employees in good standing that have completed three (3) or more years of service. Recognition will be given at the time that employment with the City has ended. Recognition will be presented a recognition plaque by the Mayor at a regular City Council meeting, closest to the date that the employee's service to the City has ended.

17.07 ETHICS POLICY – Non-Retaliation

Purpose

The City of Isanti conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

1. The City of Isanti is committed to conducting its governmental business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of the City of Isanti employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:
 - Using public office or public position for private gain.
 - Giving preferential treatment to any person or entity.
 - Losing impartiality.

- Adversely affecting the confidence of the public in the integrity of the City.
2. Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. The City of Isanti will not tolerate retaliation against any employee who in good faith reports or provides information about an incident of alleged harassment in the workplace. If you believe you or someone else has been retaliated against, you must report it as soon as possible to one of the following:
 - Your Supervisor or the Department Head
 - To Human Resources
 - The City Administrator

The Human Resource Department will serve as the contact for employees that have concerns or questions regarding this policy.

17.08 INCLEMENT WEATHER PROCEDURE

Policy

Minnesota is known for extreme changes in weather conditions. Our primary concern is of the safety of all employees and the public should the weather turn dangerous.

In the event of severe weather, the following steps should be taken:

Tornado Watch

1. A **watch** means that conditions are present for severe weather, such as a tornado to occur.
2. Continue normal routine; be alert for changing weather conditions, tune into commercial radio or television for updates.

Tornado Warning

1. A **warning** means a funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor sirens may be sounded.
2. Updated information will be provided by WCCO 830 AM radio and the public safety communications network.

Tornado Warning General Procedures

1. Notify Department Heads.
2. Conduct sweeps of assigned areas and take shelter. Direct other employees and escort visitors to take shelter in the same manner.
3. The Department Head/designee will take roll call of staff. If employees are unaccounted for, the Department Head/designee will notify the City Administrator/designee.

Employees will remain at the recommended shelter area until permission is granted by the Department Head/designee to return to work or be released for the rest of the day. Any employee leaving without prior authorization will be subject to disciplinary action.

Department Procedures

City Hall

- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Employee Restrooms)

Police Department

- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Public Works

- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Liquor Store

- If possible, registers should be logged off.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Closing of City Hall: Blizzard Conditions

1. Only the following people are authorized to direct the closing of City Hall in the event of severe winter weather conditions.
 - a. Mayor
 - b. City Administrator
2. The City Administrator/designee will notify City Hall staff directly and inform them of the procedures to be taken.
3. Document time and reason of closure.
4. Follow through with regular closing procedures before exiting the building.

Closing of Liquor Store

1. Only the following people are authorized to direct the closing of a store in the event of severe winter weather conditions.
 - a. Mayor
 - b. City Administrator
2. The Liquor Store Manager will notify the store directly and inform them of the procedures to be taken. In the event that the Store Manager is unavailable, it is then the responsibility of the immediate Store Supervisor to provide directions for the store closure.
3. Document time and reason of closure on an incident report form.
4. Follow through with regular closing procedures before exiting the building.

When it is necessary to close operations due to adverse weather conditions, employees will not be paid for the hours closed unless payment is approved at the discretion of the City Administrator. Employees may use accrued vacation or compensatory time to make up for any lost time.

In extreme emergency situations, the City Administrator may authorize staff to stay at a local lodging establishment paid for by the City if requested by the City Administrator to ensure safety and order. Examples include natural disasters, blizzards, train derailment, etc.

17.09 PERSONAL APPEARANCE AND DRESS POLICY

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

The City places a high priority on appearance and dress in the workplace and the image we project to our customers. The dress and appearance of City employees is a direct reflection on the professionalism of

our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees.

The City hereby adopts “casual business wear” as the dress standard for office staff for Monday through Thursday and permits employees to “dress down” on Fridays. Listed below is a general overview of acceptable casual business wear as well as listing of some of the more common items that are not appropriate for office attire. Neither group is intended to be all-inclusive.

- Casual business wear options for men include: sport coats/blazers, dress slacks, khakis, dress shirts, sport shirts, knit shirts, vests, sweaters, and dress shoes. Socks are mandatory. Shirttails are to be tucked in at all times.
- Casual business wear options for women include: sport coats/blazers, dress slacks, khakis, dresses, skirts less than 3” above the knee, blouses, sport shirts, knit shirts, vests, sweaters, dress shoes, and dress sandals.

Employees are expected to present a neat appearance and are not permitted to wear clothing overly worn, faded, in disrepair or unkempt clothing, athletic wear, or similarly inappropriate clothing. Additional inappropriate clothing are jeans of any color, overalls, spandex or form-fitting, sweatpants, sweatshirts, jogging/warm-up suits, leisure pants, shorts more than 3” above the knee, tank or halter tops, T-shirts, and shirts with inappropriate slogans, sundresses without jackets, athletic shoes, sneakers, or slippers.

- Friday’s dress code permits jeans (with the exception of those with faded, holes, frays, tattered/torn, etc.) and tennis shoes. Approved T-shirts and Sweatshirts (those that do not have inappropriate slogans). All attire must be in good form and appearance.

The City recognizes that special job assignments or special duties of a particular job may require an employee to wear non-business casual clothing. Approval must be received from your department head for non-business casual clothing.

Uniforms are provided to some City employees. Uniforms bearing City identification should not be worn during off-duty hours. Uniforms must be worn while at work unless an exception is made by the supervisor.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or business attire depending on the nature of their job. Employees who are expected to have contact with customers, prospects, and the public must dress appropriately. Clothes should be clean, pressed, and properly fitting. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible. Sideburns, moustaches, and beards should be neatly trimmed. Employees should use perfume or cologne sparingly or not at all, many individuals are sensitive to the various scents.

The City of Isanti reserves the right to ask employees to dress appropriately. If a supervisor has a concern regarding personal appearance, he/she will discuss the concern with the employee. The supervisor should address repeated violations, and may issue a verbal or written warning. Further, a supervisor can ask an employee to leave the workplace without pay until suitably attired.

Employees should be aware that poor hygiene could disrupt the work of other employees. Supervisors will address these problems in private with the employee.

17.10 POLITICAL ACTIVITIES OF EMPLOYEES

Purpose

The purpose of this policy is to establish guidelines and procedure relating to political activities of city employees.

This policy will apply to Employees of the City of Isanti.

- a. During working hours, no employee will engage in any form of political activity, nor can any political activity impair an employee's effectiveness in his/her position.
- b. Outside of working hours, an employee may belong to a political party and engage in activities associated with this affiliation, be a member of an established organization or political club and may attend political meetings and enjoy complete freedom in voting, and may seek election or appointment to public office.
- c. If an employee is elected or appointed to a City of Isanti public office, the employee must resign his/her position with the City.
- d. Bumper stickers and posters may be displayed on private vehicles parked in employee parking areas, however, these materials may not otherwise be displayed on City property including but not limited to city vehicles wherever located.
- e. No employee will use his/her position to gain benefit and/or seek favors from an elected official.

17.11 RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, members of boards and commissions, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.

If there is a concern over the possibility of physical violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior includes the use of physical force, harassment, bullying, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, familial status, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, gossip, slander, angry outbursts, inappropriate humor/topics, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their Supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- c. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- a. Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- b. Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.
- c. Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or the City Attorney promptly.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the.

In some situations, with an offender from the public it is preferable to avoid one-on-one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, the Mayor, or a Councilmember promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee, will be encouraged to ask them what he or she wants to happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate person(s), a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a the Mayor or a Council/Board/Commission Member is perceived to be the cause of a disrespectful workplace behavior incident involving City staff, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., Council/Board/Commissioner member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or

hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

17.12 SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the State and Federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury (FROI) and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately for the remainder of the employee's shift when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others. The City will not compensate the employee for the time he/she loses; however, the employee may use accrued compensatory or vacation time for the time he/she loses.

POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- a. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- b. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- c. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

17.13 SOCIAL MEDIA POLICY

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs

of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Isanti's social media sites by its representatives.

The City of Isanti wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for City representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Isanti social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Isanti, including a link to the City's official web site.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Isanti. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Councilmembers, appointed board or commission members, and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the Human Resources or the City Administrator.

Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Instagram, and online dating services/mobile apps
- Blogs, Wikis, or shared encyclopedias such as Wikipedia
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr, Facebook
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the City, such as independent contractors or Council members.

Rules of Use

City employees, as assigned in their respective City Departments, or designated Agents with administrator access, are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All social media sites/use must be approved by Resolution of the City Council. All approved sites will be clearly marked as the City of Isanti site and will be linked with the official City website (www.cityofisanti.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact Human Resources or the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Isanti as a whole, including elected officials and other City employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be reviewed by City staff, with administrative rights, before posting. It is the City's discretion to allow any comments or posts on City social media sites. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Isanti's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public may not be posted or will be removed if they are abusive, obscene,

defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Isanti respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Isanti, its personnel, its operation, or its property. Employees and agents and others affiliated with the City may not use a City brand, logo, or other City identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Isanti employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace Policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating, or romance between co-workers
- Cyber-bullying, stalking, or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact Human Resources or the City Administrator.
- Unlawful activities
- Misuse of City-owned social media
- Inappropriate use of the city's name, logo, or the employee's position or title
- Using City-owned equipment or City-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with Human Resources or the City Administrator.

Data Ownership

All social media communications or messages composed, sent, or received on City equipment in an official capacity is the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Isanti also maintains the sole property rights to any image, video, or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

17.14 MEDIA RELATIONS

The Mayor is designated as the City Public Information Officer or City PIO and will be responsible for the implementation of this policy. Authorized City spokespersons as the Acting City PIO are designated as the City Administrator and City Chief of Police who is also the Emergency Management Director. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor, City Administrator or Chief of Police, whomever is deemed appropriate given the request.

City employees who are not designated spokespersons are not authorized to make statements to the media and / or in public discussion on behalf of the City. City staff who are not designated spokespersons and who are contacted by a news media representative will be courteous, professional and route their requests to the City Administrator, Chief of Police or City PIO.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When information is requested by the City PIO or authorized spokesperson for information, all Department Directors will immediately provide the City PIO or authorized spokesperson with the most accurate and complete information available for the response. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or his/her designee. Regardless of the communications in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

17.15 FAMILY AND MEDICAL LEAVE (FMLA)

ELIGIBILITY

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. Vacation and other leaves are not included

TYPES OF LEAVE COVERED BY FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

DEFINITIONS

- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or child birth;
 - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
 - **Chronic Conditions Requiring Treatments:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
 - **Permanent/Long-Term Conditions Requiring Supervision**
 - **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

LENGTH AND AMOUNT OF LEAVE

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on day the leave began.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

HOW LEAVE MAY BE TAKEN

FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks. Employees are required to use all vacation, sick and compensatory time during FMLA. Unpaid leave will not be permitted unless all leaves banks have been exhausted.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

PROCEDURE FOR REQUESTING LEAVE AND NOTICE

Employees requesting FMLA leave must provide written or verbal notice of the need for the leave to Human Resources or the City Administrator along with a *Medical Certification*.

When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

CERTIFICATION AND DOCUMENTATION REQUIREMENTS

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

*The City may require an employee obtain a second opinion from a provider which the City selects. If necessary, to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

ANNUAL MEDICAL CERTIFICATION AND RECERTIFICATION

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year. Such new medical certifications are subject to the provisions for authentication and clarification and second and third opinions.

REINSTATEMENT

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

GROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long-Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

*The City's FMLA policy with Minnesota Parenting Leave and all forms of paid time off (sick leave, disability leave, workers' comp leave, vacation, PTO and compensatory time off) run concurrently with FMLA. By way of example, a Minnesota Parenting Leave policy -- which permits employees who have worked for the company for at least twelve (12) months and have worked at least 1,040 hours -- should clearly state that Minnesota Parental leave will run concurrently with any other applicable leave, such as FMLA, STD, paid parental leave, sick leave, or accrued vacation and that paid leave cannot be utilized to extend FMLA or parental leave beyond twelve weeks.

FAILURE TO RETURN TO WORK AFTER FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

*If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the City a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

ACTIVITIES PROHIBITED DURING FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct may result in disciplinary action up to and including termination of employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **“son or daughter of a covered servicemember”** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A **“parent of a covered servicemember”** means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

- The “**next of kin of a covered servicemember**” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- “**Covered active duty**” means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.
- “**Covered servicemember**” means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “**Serious injury or illness**” means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY

An eligible employee can take up to 12 weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

All leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

RESOLUTION 2021-XXX

ACCEPTING PARKS, RECREATION AND CULTURE MANAGER JENNIFER GARVEY LETTER OF RESIGNATION

WHEREAS, Parks, Recreation, and Culture Manager, Jennifer Garvey has submitted a letter of resignation to the City of Isanti and presented this to Human Resources Katie Brooks; and,

WHEREAS, the effective date of this resignation is December 29, 2020 as a final day of employment; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is in compliance with the personnel policy; and,

WHEREAS, Jennifer Garvey 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 Parks, Recreation and Culture Manager Jennifer Garvey is hereby effective December 29, 2020 as the final day of work with the City of Isanti.
2. That the Human Resources Director and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 5th day of January, 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Annual Administrator Review Summary

“The Council reviewed the performance of City Administrator Josi Wood at its December 1, 2020, meeting. The Council assessed Ms. Wood in the following areas and concluded that she met or exceeded expectations in all of them: commitment to service, communication, personnel management, oversight and planning, public relations and overall performance. The Council appreciates Ms. Wood’s hard work and dedication.”

-Statement prepared by City Attorney Joseph Langel



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Liquor Store Process Manual

Background:

The liquor store process book was in need of updating to be compliant with practice, statute requirements and to supersede previous policies by resolution that are no longer applicable.

Request:

Staff is requesting action on this item.

Attachment:

- Liquor Store Process Manual



CITY OF ISANTI

LIQUOR STORE PROCESSES

Approved January 5, 2021

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All sections of this process manual have been updated January 2021. Any Resolutions prior to the approval of this manual are superseded.

BREAKAGE AND ADJUSTMENTS

PROCESS

Breakage Adjustments:

When a product is broken, clean up all broken glass, mop remaining liquid, and place the broken package into the designated credit area. Inform the Manager or Manager on duty of the breakage.

Adjustments:

Adjustments to the inventory are to be recorded whenever one package size is split and disbursed into another package size (e.g. 4 pack of wine coolers is split to be sold as four individual wine coolers). The following steps must be completed by management or designated staff:

1. Adjust inventory by entering a receiving invoice showing the inventory adjustment.
2. Verify that the product scans correctly.
3. Print and file the invoice showing the inventory adjustment.

CASH DRAWER VARIANCES

PROCESS

1. Accurate handling of daily receipts, cash and/or deposits is a very important task. All employees are expected to pay close attention to detail when handling money, receipts and deposits.
2. Variances are recorded by the opening Manager or Clerk on a daily basis; accumulated overages or shortages of money exceeding five dollars (\$5.00) over a period of three (3) months may result in discipline or termination subject to approval by the department head/City Administrator, following guidelines within the current personnel policy.
3. In the event of an overage/shortage, the drawer will be re-counted by management or designee to ensure accuracy and to help identify any issue(s) that may have caused the over/short.

CHECK ACCEPTANCE

PROCESS

The Isanti Municipal Liquor Store does not accept checks.

CUSTOMER IDENTIFICATION

PROCESS

Isanti Liquor's primary objective is to sell alcohol and tobacco products legally and responsibly. Every individual who desires to purchase any item at Isanti Liquor must produce a valid photo identification (ID) when asked. Isanti Liquor will not sell any products to anyone who is not of the legal drinking age (21 years of age) and in possession of a valid ID. All individuals within a group of people must present identification when requested by an employee when one person is purchasing. Selling alcoholic beverages and/or tobacco to an underage individual is punishable by law under Minnesota State Statute 340A.503 and 609.685 sub 1.a. Disciplinary action for selling to a minor may include suspension and/or termination.

If staff observe or suspect a purchase is for an underage person(s) inside or outside of the store, staff can require the alleged recipient of the purchase to provide ID to verify that they are of legal age. If they refuse to provide a valid ID, staff can and will refuse to make the sale. This includes customers that are picking up kegs. Customers should be told ahead of time that if they have anyone under the drinking age with them when they come to pick up the keg, staff can and will refuse the sale.

Card everyone who looks under the age of 40

Forms of Identification Accepted:

Isanti Liquor staff will accept only the following forms of identification:

1. Minnesota Driver's License
 - Must be valid. To be valid, it cannot be expired and must include a picture of the licensee.
 - Paper license application must accompany all voided driver's licenses. Paper licenses have to include a picture of the licensee and cannot be expired.
2. State Identification Card
 - Must include date of birth and a picture of the licensee.
3. Driver's License from another state
 - Must be valid. To be valid, it cannot be expired and must include a picture of the licensee. If you are unsure about the validity of the license, ask a co-worker or manager.
4. Tribal Identification
 - To be valid, it cannot be expired and must include a picture of the licensee.

5. Military Identification
 - To be valid, it cannot be expired and must include a picture of the licensee.
6. Passport
 - Issued by the United States cannot be expired and must include a picture of the licensee.
7. In the case of a foreign national,
 - Issued valid passport that cannot be expired.

Notes Regarding Identification:

*If you are unsure, ask the person to sign a piece of paper and compare to the signature on the identification.

*Never ask another staff member to vouch for a customer's age. Once you have requested identification it must be provided.

*If you have any doubts, ask the store Manager or manager on duty for assistance before making the sale.

Identification Verification:

Once identification has been provided, all details of the document must be verified ensuring that identification matches the person in possession of it, and that the identification has not been altered in any manner. In the event that you discover what you believe is a false or altered identification, or if a minor is attempting to purchase complete the following process:

1. Withhold the identification from the customer.
2. Call and notify the police **763-444-4761**, inform the dispatcher whether the person is waiting or has left the premise.
3. If the customer agrees, have them wait for police verification. Do not ever place yourself or others in jeopardy by attempting to detain the customer.
4. If the customer flees the building, document the following information to an Incident Report immediately:
 - a. Vehicle make, model and description
 - b. Vehicle license number
 - c. Description of the suspect
 - d. Direction the suspect headed
5. Provide identification to the responding officer.
6. Document all information on an Incident Report (see appendices).

Isanti Liquor staff will not sell any products-- including non-alcoholic products-- such as pop, tobacco, or ice, to anyone who is not of legal drinking age (21 years of age).

COMPLIANCE CHECKS

PROCESS

To ensure that all tobacco and alcoholic beverage license holders within the City of Isanti are adhering to all state regulations in regards to tobacco and alcohol beverage serving, the Isanti Police Department or Isanti County Sheriff's department will periodically conduct random alcohol and/or tobacco compliance checks. Once a compliance check has been conducted, you will be notified by a police officer as to whether you have passed or failed. Employees will be provided all necessary training required to pass a compliance check.

DO NOT hesitate to ask for an ID.

DO NOT be afraid to ask a co-worker for assistance if you are unsure about the validity of the ID.

If someone has a valid ID, they normally will not get upset about when providing proof.

However, if someone doesn't have a valid ID, they may get upset.

Management will always support your decision to refuse sale due to a potential invalid ID.

Employee Responsibilities:

1. Ensure that all individuals provide proper identification prior to making a sale. When an individual looks under the age of 40 or if you are unsure, ask for identification (ID).
2. Employee should validate identification by verifying that the individual's height, weight, eye color, hair color and date of birth listed on their valid ID accurately describe the individual presenting it as best as possible. Staff must also verify that the ID has not expired.

Employees must possess full knowledge of the City of Isanti's ID Verification process. During employee orientation, employees sign the training sheet, acknowledging that they have been thoroughly informed of all processes involving the City of Isanti's ID Verification process.

Management's Responsibilities:

1. Provide full orientation on age verification policies and procedures before employee is allowed to sell product in the point-of-sale system.
2. Once orientation is complete, discuss the topic again with the employee ensuring that any questions that they may have are clarified and that an acknowledgment of training statement is signed and placed into the employee's records.
3. All employees must receive BAT (Beverage Alcohol Training) on an annual basis. Training is to be conducted at a scheduled employee meeting outside of regular business hours. A copy of both the pre-test and post-test must be placed into the employee's file in Human Resources. All employees will sign a form at the training meeting to record their attendance. Any employees absent from the meeting must review the BAT server training with management staff, and complete a pre-test and post-test, which will be placed into their employee file.

4. Purchasing Alcohol on 21st Birthday
 - a. In order to purchase or consume alcohol, a person is not considered 21-years-old until 8 a.m. on the day of that person's 21st birthday under Minnesota law.

Disciplinary Actions for Failing a Compliance Check:

Failing a compliance check will result in the following:

1. The Liquor Store Manager will notify the City Administrator/ Human Resources of the failed compliance check within 24 hours. Failed compliance checks may result in discipline or termination subject to approval by the City Administrator or City Council, following guidelines within the Personnel Policy in Section 12.
 - a. In addition to termination, employee is subject to criminal penalties according to Minnesota State Statute 340A.503 and 340A.702.

CONTACTING THE POLICE DEPARTMENT

PROCESS

Isanti Liquor works directly with the Isanti Police Department in a number of different circumstances including, but not limited to incidents involving shoplifting, underage attempts to purchase, intoxicated individuals, and suspicious individuals or vehicles.

- Isanti Police non-emergency: 763-444-4761
 - Isanti Police emergency: 911 (goes to County Dispatcher)
1. Document the incident on paper as soon as possible. All staff involved should record their version of the incident separately. Document accurate descriptions to help dispatch:
 - a. Vehicle make, model and description
 - b. Vehicle license number
 - c. Description of the suspect
 - d. Direction the suspect headed
 2. The dispatcher will ask a lot of questions. Keep in mind that these questions are designed for the safety of the responding officer(s) and to help ensure a quick capture of the suspect(s).
 3. It is best to stay on the phone with the dispatcher until they let you go. You may feel like there are other things you should be doing to help in the store, but it is essential that you remain on the phone.
 4. Remain as calm as possible to accurately relay any information the dispatcher may ask for.

In the event of a robbery, or any other life-threatening event, press the silent alarm button (see below) when it is safe to do so, or call the police from a safe location.

Non-life-threatening emergencies should be reported by calling the police, not using the silent alarm.

SILENT ALARM

Isanti Liquor has 4 (four) silent alarms that each employee will be trained on at the beginning of employment.

ROBBERY OR THEFT

PROCESS

Good customer service skills, working the sales floor and greeting customers can often deter a robbery or theft. Ensuring the safety and well-being of our employees and customers is extremely important. Staff are expected to familiarize themselves with the best way to react to a worst-case scenario and to know where and how to activate the silent alarm.

Training is also provided by the Isanti Police Department annually to help mitigate potential risks.

In the event of a holdup, the following procedures are to be followed:

1. Press or trigger the silent alarm only if you can access it without alarming the perpetrator. Do not risk allowing the perpetrator to see you trip the alarm. If needed, wait until the perpetrator leaves.
2. Allow the perpetrator to direct your moves, answer the telephone only if instructed, move slowly and remain calm. Repeat the instructions back to the perpetrator and do exactly as you are told, no more or no less.
3. Assume that any weapon, displayed or not, is real.
4. Observe the perpetrator – look at him or her, but do not stare. Glance casually at one detail at a time:
 - Eyes, nose, teeth, hair color, height, weight, and other features
 - Clothing
 - Mannerisms and speech
 - Peculiarities and unusual features such as scars or tattoos
 - Weapon - - what kind and in what hand
 - Items carried - - briefcase, bag, etc.
 - Items worn - - eyeglasses, jewelry, hairpiece

- Look through disguises
 - Vehicle, make, model, year, color, direction heading
 - To help determine the height of the suspect, pick a point on the wall behind them that is even with the top of their head when you look at them.
5. Provide the perpetrator everything he or she requests. The goal is to have them leave the store with everyone safe. Once the suspect leaves, if you have not yet activated the silent alarm do so now.
 6. Lock the doors, do not go outside.
 7. Retain any evidence, demand notice, or articles of clothing.
 8. Preserve the crime scene; don't touch anything.
 9. Attempt to identify witnesses, isolate them and record names, addresses and telephone numbers. Provide them paper and writing tool to record their observations but do not let them converse or share records.
 10. Record all of the details, suspect description, vehicle identification (if possible) and method and direction of escape. Complete an Incident Report and notify management.

Remember the most important countermeasure to the threat of a robbery is prevention.

If an accidental trip of the silent alarm occurs, notify the police department immediately (a police officer will still come to the location to verify the security of the personnel). Notify management so they may notify the alarm monitoring service and reset the alarm.

COUPONS, RECEIPTS, & DISCOUNTS

PROCESS

Coupons:

Isanti Liquor accepts coupons for cases of beer and wine that is at least \$9.99. Coupons cannot be applied to items that are on sale and cannot be used in conjunction with any other discounts.

The following coupons are circulated on the back of receipts from a local grocery store:

- “\$1.00 OFF CASE OF BEER”
- “\$1.50 OFF A BOTTLE OF WINE”

Multiple coupons can be used when customers are purchasing multiple qualifying items.

To redeem a coupon:

1. Scan all items
2. If redeeming a “Beer Coupon”, type “100” and press Enter
 - a. The \$1.00 off should be reflected on the purchase screen
3. If redeeming a “Wine Coupon”, type, “150” and press Enter
 - a. The \$1.50 off should be reflected on the purchase screen
4. Print a detailed receipt and submit the used coupon and receipt with end of shift paperwork

Detailed Receipts:

Detailed receipts show more details than the receipt that prints automatically. Detailed receipts are required when customers are redeeming vendor rebates and/or participating in other vendor reward programs.

Detailed receipts are also required to show redeemed coupons, redeemed gift certificates, and keg sales.

To print a detailed receipt, complete the following:

1. After the purchase is completed, press the “RCPT COPY” button

Discounts:

Isanti Liquor offers case discount, senior citizen, and Veteran discounts on certain purchases. Senior citizen and Veterans only receive a discount on purchases made on Tuesdays. Veterans also receive a discount for purchases on Veteran’s Day. Purchases must meet qualifications as listed below.

Case Discounts:

1. 5% off any ½ case of liquor or wine not currently on sale
2. 10% off a full case of liquor or wine not currently on sale
3. Ten cases of beer or more qualify for a 10% case discount
4. Case discounts cannot be applied in conjunction with senior citizen or Veteran discounts
5. Case discounts are valid any day of the week

Senior Citizen & Veterans Discounts:

1. 10% off all items, except tobacco products, that are not currently on sale.
2. Available Tuesdays for customers 62 years of age or older.
3. Available Tuesdays and on Veteran's Day for active duty or former military personnel with a valid military ID.

CUSTOMER PRODUCT REQUESTS

PROCESS

Isanti Liquor is committed to providing superior customer service and selection. All attempts will be made to satisfy customers' needs. When a customer requests a product that Isanti Liquor does not carry, the following steps should be taken:

1. Complete a Customer Product Request Form in its entirety and submit the form to management staff.
 - See Appendices on page 37 for sample
2. Management staff will acquire availability and cost, and notify customer of availability and price.

CUSTOMER SATISFACTION

PROCESS

In today's retail environment, the customer is more knowledgeable than ever before. They expect prompt, professional service with extensive follow through as to their needs and requests. As a member of the Isanti Liquor staff, it is our responsibility to ensure that all customers are shown the courtesy and service expected.

Isanti Liquor Staff are expected to maintain the highest possible level of professionalism and service to our customers. The following guidelines have been established to assist us in achieving this. Greet customers as they enter the store. This conveys attentiveness to customers while also deterring potential shoplifters.

1. The first priority should always be attending to customers and putting them first. This means that if someone walks in the store while you're stocking shelves, you immediately stop stocking so that you can ring the person up or answer any questions that they may have. If you are working with another employee, communicate with them to ensure that someone is always ready to cover the front register.
2. Use a pleasant tone of voice; how you sound can often be as important as what you say.
3. Listen; extremely important role in positive communication.
4. Address the customer by name (if known).
5. Inform customers of all the services Isanti Liquor has to offer (e.g. case discounts, tasting events, rebates, senior discount, veteran discount, current sales, etc._
6. Ensure that all customers are provided any applicable discounts.
7. Complete customer request forms as applicable. If Isanti Liquor does not have a product that a customer wants, go farther than saying "No, we don't have that." Use the Customer Product Request Form to get contact information and product information. (See Appendices)
8. Assist customers to the best of your ability. If you are unable to answer their questions, seek assistance from a more experienced employee, or look for the answer online.
9. Always thank customers for shopping at Isanti Liquor.
10. Offer prompt and courteous carry out service as applicable.

REFUSING THE SALE

PROCESS

When a customer attempts to purchase alcohol, but are visibly intoxicated to the point of impairment, Staff should refuse the sale. The following signs should be used to determine if someone is too impaired to make a purchase:

1. Speech
 - Slurred speech is often a sign of impairment.
2. Coordination
 - The inability to stand up straight without swaying, poor coordination, and slow movements are all signs of impairment.
3. Actions
 - Difficulty processing thoughts and responding to questions are a sign of impairment.
4. Behavior
 - Extremely rude behavior consisting of swearing, yelling, and disrespecting others is an often sign of impairment.

Intoxication is NOT the only reason that staff should refuse a sale. If a customer is sober, but demonstrating any of the above, or they do not have a valid ID, staff have the right to refuse the sale as well.

All incidents of refusing a sale must be documented on an Incident Report form.

DRESS CODE

Per Section 1 of the Personnel Policy, departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

The City places a high priority on appearance in the workplace and the image that staff project to our customers. The dress and appearance of Isanti Liquor employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of City employees.

Each employee receives a free Isanti Liquor logo'd shirt after successfully completing their first 90 days of employment. After that, shirts are orderable through store management. Staff are encouraged to wear the logo'd attire, but not required.

The City of Isanti reserves the right to ask employees to dress appropriately. If management has a concern regarding personal appearance, he/she will discuss the concern with the employee. The supervisor or Human Resources will address repeated violations, and could result in discipline action according to the current Personnel Policy. An employee may be asked to leave the workplace without pay until suitably attired.

Listed below is a general overview of acceptable and unacceptable dress attire. Neither group is intended to be all-inclusive and will be at the discretion of management.

All Staff:

Appropriate clothing includes:

Jeans, khakis or slacks in good condition and appropriate fit. Shorts and skirts (less than 3" above the knee). T-shirts, polo shirts, sweaters, and sweatshirts (no offensive logos, images, words). Tank tops must be thick strapped or cover most of the shoulder. Closed toe shoes and socks are mandatory.

Inappropriate clothing includes:

Overalls, jumpers, spandex or yoga pants, sweatpants, jogging/warm-up suits, thin strap tank or halter tops (straps must cover shoulders), and shirts with inappropriate slogans, dresses, or slippers, flip flops, sandals.

Employees are expected to present a professional appearance and are not permitted to wear clothing overly worn, faded, in disrepair or unkempt clothing, athletic wear, or similarly inappropriate clothing.

Personal Hygiene:

Be considerate of co-workers and customers. Good personal hygiene is required including washing, brushing and maintaining hair. Staff with facial hair must maintain a trimmed and clean presentation.

The use of perfume and cologne should be minimal and considerate of the potential sensitivity (allergies, illness) of others. Employees should be aware that poor hygiene could disrupt the work of other employees and be offensive to customers. Management will address these concerns in private with the employee if a problem occurs.

DROP SAFE

PROCESS

Drop bags are located at all counter locations to ensure the security of the money and the safety of the employees. The purpose of a drop bag is to eliminate large amounts of cash from the register drawers during business hours.

DROP PROCEDURE:

1. Always make a “drop” when there are few customers in the store.
2. Pull all large bills and ask management or key holder staff on duty to place in the safe.
3. **Do not get sidetracked!** Once the money has been pulled from the drawer you should follow through with no interruptions until the money has been secured into the locked safe.

EMPLOYEE BREAKS

Meal Breaks and Rest Periods:

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work.

An unpaid thirty (30) minute lunch break is provided when an employee works eight (8) or more consecutive hours.

Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks without prior approval by the Store Manager on a case-by-case basis, not to be abused.

Multiple short breaks are not permitted to be used to equal a 15- or 30- minute break.

EMPLOYEE COMMUNICATION

PROCESS

Verbal and written communication are an essential tool in any organization. Staff at Isanti Liquor have many options in which to communicate daily happenings, needs, requests and information to coworkers and management.

Logbooks:

1. Logbooks are maintained at the store location as follows:
 - a. Staff Read & Sign Book
 - b. Customer Incident Logbook
 - i. Examples – Refusal to sell because of intoxication, refusal to sell because of invalid ID, suspected theft, actual theft, etc.
2. The Read & Sign Book will be continuously updated by management to ensure adequate communication with all staff members.
3. All “Refuse the Sale” incidents need to be documented in the Customer Incident Logbook as soon as possible following the event.

Employee Phone List and Scheduling Software:

1. Employee Phone List:
 - a. Employees are given a list with everyone’s preferred contact info that they may use to call or text other staff, including management, in the case of a situation where they are unable to work, or a situation arises that calls for management’s advice.
 - b. Employee Phone Lists are considered private information and should only be used to contact fellow employees regarding work. They should not ever be used to give a fellow employee’s phone number to anyone.
2. OpenSimSim Scheduling Software:
 - a. OpenSimSim allows employees to access and view their schedule at any time from their smartphone or PC. It also allows employees to communicate time off requests and shift change requests. When sending a shift change request, employees are expected to send the request to everyone, including management.

All communication, both verbally and in written form, should remain professional and factual.

TIME OFF REQUESTS

PROCESS

In order to adequately provide prompt, efficient customer service, Isanti Liquor must assure sufficient staffing at all times.

1. All employees shall communicate days and hours of availability for scheduling.
2. All requests for time off must be submitted before the next month's schedule is completed.
3. Submitting a request for time off does not guarantee that the time off will be granted.
4. Once the schedule has been posted for the month, it is the responsibility of all employees to work their scheduled hours. In the event an employee cannot work the scheduled hours, it shall be their responsibility to find a replacement or trade hours with another employee.
5. Management personnel retains the authority to post dates blocked from further requests for time off due to holidays, upcoming events, and staff availability.

REQUESTING TIME OFF

Time off requests should be submitted in writing, or by using the OpenSimSim scheduling software.

All time off requests need to be made by the 15th of the previous month. Schedules will be posted on OpenSimSim and a paper copy will be posted in the office.

EMPLOYEE MEETINGS

PROCESS

1. Employee meetings may be conducted for the purpose of increasing product and industry knowledge, reviewing policies and procedures, and to discuss promotions, suggestions and other ideas or topics.
2. Meeting attendance is mandatory, unless the employee's immediate supervisor has approved an excused absence. Failure to attend employee meetings may result in disciplinary action.
3. Employees are paid their regular hourly rate for the length of the meeting.
4. Scheduled meetings will be posted in advance as soon as possible.
5. If a meeting is missed, it is the employee's responsibility to discuss the meeting topics with the Store Manager.

EMPLOYEE PARKING

PROCESS

All employees are required to park in management's designated area of the parking lot. Other parking spaces should be solely used by customers.

EMPLOYEE PURCHASES

PROCESS

1. Purchases by Isanti Liquor Staff while on duty are limited to pop, juice, water and tobacco products.
2. Employees must make all purchase of alcoholic products when off duty. Employees working the evening shift are allowed to make their purchases at the end of their shift, but prior to closing.
3. All employee purchases must be completed by another staff member.
4. The selling clerk must initial and attach the receipt to the package.
5. There are no employee discounts.

Any deviation from this process may result in disciplinary actions and/or termination.

GIFT CERTIFICATES

PROCESS

Isanti Liquor offers gift certificates to customers that can be redeemed at a later date. Gift Certificates can be purchased in any amount. Gift Certificates can be used for purchases only. They cannot be redeemed for cash and there will be no cash back given if the full amount was not used.

When a customer wants to purchase a Gift Certificate, the following steps will be taken:

1. Fill out the Gift Certificate (which can be found in the Gift Certificate binder)
 - a. Amount
 - b. Issued to
 - c. Date
2. Record the Gift Certificate in the Gift Certificate Log

3. To ring up the Gift Certificate:
 - a. Type in the Gift Certificate number and select the GC Sale button
 - b. Enter the dollar amount to be put on the Gift Certificate
 - c. Print two receipts
 - i. Attach one to the Gift Certificate duplicate
 - ii. Give one to the customer

When a customer wants to redeem a Gift Certificate, the following steps will be taken:

1. Ring all items up
2. Press the “Tender” button
3. Enter the Gift Certificate number and press the “Gift Certificate Redeem” button
 - a. The Gift Certificate will then be used towards the purchase.
 - b. There should never be a situation where customers receive cash back when redeeming a gift certificate.
4. Print a detailed receipt for the customer.
 - a. Any amount remaining on the Gift Certificate will be shown on the receipt.
 - b. There should never be a situation where customers receive cash back when redeeming a gift certificate.
5. When a Gift Certificate is completely redeemed, staple a detailed receipt to the Certificate and submit with end of shift paperwork.

HOLIDAYS

Isanti Liquor is closed on the following holidays:

New Year's Day
Easter
Thanksgiving
Christmas Day

Isanti Liquor is open on the following holidays:

Martin Luther King Jr. Day	Presidents Day
Good Friday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Day after Thanksgiving	Christmas Eve

Revised hours of business occur on the following days *hours, days are subject to change

- July 3rd (close at 8:00 p.m. if on a Monday – Thursday) and (close at 9:00 p.m. if on a Friday - Saturday)
- Wednesday prior to Thanksgiving (open until 9:00 p.m.)
- Christmas Eve (9:00 a.m. – 4:00 p.m.)
- New Year's Eve (Close at 8:00 p.m. if on a Monday – Thursday) and (close at 9:00 p.m. if on a Friday - Saturday)

*Holiday pay and shift differentials are per the current Policy passed by Resolution.

The days leading up to a major holiday are busier, thus requiring more staff on duty. Consideration will be given to employees based on employee availability and any previously worked holidays. Store management reserves the right to reject any requests for time off.

INCIDENT REPORTS

PROCESS

Incident reports are used to document any occurrences that may jeopardize the safety, security, or the integrity of the City of Isanti, Isanti Liquor, or its staff.

Incident reports must be completed immediately following any circumstances involving refusal of sale, shoplifting, theft, underage attempts to purchase, suspicious individuals or vehicles, and any circumstance in which the police department has been notified.

Incident reports should be written in a clear, professional manner and should include the following information:

1. Date
2. Time of occurrence
3. Full names of all employees on duty at the time of the incident
4. Responding police officer's name or badge identification (if applicable)
5. Vehicle description and license plate number
6. Suspect description
7. Brief but precise description of the incident
8. Signature of primary staff member involved

All incidents should be recorded in the Incident Logbook, which is located in the drawer next to Register 2 or at a location designated by management.

INCLEMENT WEATHER PROCEDURE

PROCESS

Minnesota is known for extreme changes in weather conditions. Our primary concern is for the safety of all employees and customers should the weather turn dangerous.

In the event of severe weather, the following steps should be taken:

TORNADO WARNING

1. All doors should be locked and all personnel and customers should be directed to safest location in the building that is designated and posted as a tornado safe location.
2. After the emergency or threat is over, assess the situation and notify management of any power outages, damage, or injuries.
3. Document the inclement weather event on an Incident Report.

BLIZZARD/EXTREME WINTER CONDITIONS

1. The following people are authorized to direct the closing of the store in the event of severe winter weather conditions.
 - a. Mayor
 - b. City Administrator
2. The Liquor Store Manager will notify the store directly and inform them of the procedures to be taken. In the event that the Store Manager is unavailable, it is then the responsibility of the immediate store Supervisor to provide directions for the store closure upon the City Administrator's request.
3. Document time and reason of closure on an Incident Report.
4. Follow through with regular closing procedures before exiting the building.

POWER OUTAGE PROCEDURE

PROCESS

In the event of a power outage, the primary concern is to ensure the safety of employees and customers, as well as maintaining security of the operation.

The liquor store is equipped with emergency lighting. In the event of a power outage the following steps should be taken:

1. No further sales are to be made once the power goes out.
2. Request that all customers come to the front of the store and escort them out of the building.
3. Lock all doors.
4. Post a sign that the store is closed (state reason).
5. Call management and notify them of the situation.
6. Management will advise employees of the procedures to be taken.

Document time and procedures taken during the power outage on an Incident Report form.

IN-STORE TASTINGS

PROCESS

In-store tastings are used as an effective marketing tool, allowing the customer the opportunity to sample new and unique products prior to purchasing.

1. Tasting events will be advertised in store and through social media.
2. Tasting events will be staffed through the vendor sponsoring the event.
3. Employees are not allowed to open or provide samples of products without management permission.
4. According to Minnesota State Statute 340A.510; samples of malt liquor, wine, liqueurs, cordials, and distilled spirits may be dispensed at no charge to the customers in a quantity of less than 100 milliliters of malt liquor per variety per customer, 50 milliliters of wine per variety per customer, 25 milliliters of liqueur or cordial and 15 milliliters of distilled spirits per variety per customer.
5. Customers who appear to be under the age of 40 must provide valid identification prior to sampling.
6. Samples will not be dispensed to any customer who appears to be intoxicated.
7. For educational purposes, employees are allowed to sample the products in accordance with Minnesota State Statute 340A.510. Employee abuse of this privilege may result in a written warning or termination.
8. At the completion of the tasting, any remaining product should be discarded and the bottles or containers should be marked "Sample" – with the date and employee's initials and placed in the credit department.

KEG SALES

PROCESS

As a service to our customers, Isanti Liquor continues to offer a wide variety of eight- and sixteen-gallon beer and root beer kegs.

KEG RESERVATION

1. When a customer requests to reserve a keg, please fill out the slip in the keg reservation book. Include the following:
 - a. Customer Name and Phone Number
 - b. Brand and Size of keg
 - c. Tapper or No Tapper
 - d. Date of keg pick up
 - e. Make the customer aware that keg will not arrive until next beer delivery, so plan ahead.
 - f. The keg does not need to be paid for during reservation
 - g. Price may change slightly from what is in the POS system
2. When the keg is purchased and picked up, cross out the keg reservation.

KEG REGISTRATION & DEPOSITS

PROCESS

Keg registration serves as an effective means of control, and is utilized as a monitoring device to ensure that alcoholic beverages are being procured and accessed by only those individuals who are of legal drinking age. It is the responsibility of each staff member to ensure that all keg registration requirements are completed each time a keg is sold.

As kegs are sold, the following steps must be completed:

KEG REGISTRATION / IDENTIFICATION:

1. Record all information required on the keg registration form. Also record which deposits and fees were paid.
 - a. Keg Deposits - **\$30**
 - b. Tap Deposits - **\$50**
 - c. Tapper Usage Fee - **\$4**
2. Once all information has been recorded, have the customer read, sign, and date the keg registration form.
3. Registration form must then be placed in the keg reservation book.
4. Affix keg identification sticker to the keg.

Note: Once keg and tap have been returned and all applicable deposits refunded to the customer, keg registration forms are to be maintained for a minimum of 90 days.

A keg identification tag is not required on root beer kegs, but a keg registration form must be completed.

All information recorded on the keg registration forms must be completed by an Isanti Liquor staff member and not by the customer.

Upon return of the keg, the keg identification tag must be removed and stapled to the keg registration form.

KEGMEISTERS

PROCESS

“Kegmeisters” are customers that purchase a keg on a somewhat regular basis. Instead of paying a deposit every time that they purchase a keg, a deposit is kept on file at the store. Kegmeisters can return an empty keg and purchase a new keg without doing anything with their deposit on file. Kegmeister information and forms can be found in the Kegmeister binder. At the time that a customer becomes a Kegmeister, they are given a keg registration sticker that they are told to keep as proof of their deposit being on file.

To register a Kegmeister:

1. Fill out a Keg Registration Form (Appendices)
2. Customer is required to pay keg deposit. (Kegmeisters have their own tappers, so they won't need to pay a tapper deposit.)
3. Record Kegmeister ID number
4. Place completed Keg Registration Form in the Kegmeister binder.

When a Kegmeister purchases a keg, a detailed receipt of the transaction should be placed with their Kegmeister registration form.

Kegmeister kegs will not have the gold keg registration sticker put on them.

Kegmeisters must return an empty keg when purchasing a new one.

When a customer decides to leave the Kegmeister Program, they will receive their deposit back when returning the last keg they purchased.

KEG AND TAP DEPOSIT REFUNDS

PROCESS

To complete a keg or tap deposit refund the following steps must be completed.

1. Customer must return keg with identification tag attached in order to obtain refund of keg deposit.
2. Keg must be empty to receive a deposit refund.
3. If the customer is returning a tapper, verify the tapper is in working order.
4. Review keg registration form to verify deposit amounts.
5. On the register screen, press “Refund”, and then “Keg Return”. Enter the amount of the deposit to be returned, and press Enter.
6. Deposits will be returned in the same way that they were paid.
 - a. Cash deposits will be returned as cash.
 - b. Credit Card deposits will be returned to the original credit card they paid with.
7. Refund the customer the applicable amount owed, and print two detailed receipts. Have the customer sign the keg registration form.
8. Give one receipt to the customer and staple the other to the keg registration form.
9. Remove the keg identification sticker and attach it to the keg registration form. Turn the completed Keg Registration form in with daily paperwork.

There are no refunds on unused kegs or kegs that are not empty.

Any prepaid kegs that have not left the store can receive a full refund.

- Refund the amount of the keg, as well as any deposits paid.

All taps, upon return, should be cleaned with **cold** water prior to putting them away. Do not use hot water, as that will cause O-rings to weather and crack prematurely.

KEG SALE PROCESS

-Step by Step-

PROCESS

1. Verify the correct keg is in stock and that it is not reserved.
2. On the register screen, press “Keg Lookup” and select the correct keg.
3. Press “Keg Deposit” and enter dollar amount of deposit:
 - Keg only - \$30
 - Keg and Tapper - \$80
 - If customer is a Kegmeister, no deposit is required. (See Kegmeister section for more information)
4. Select “Tapper Usage Fee” if a tapper is going out with the keg.
5. Complete the Keg Registration Form.
6. After sale is made, print a detailed receipt for the customer. Inform the customer that the keg registration tag must remain intact with no defacement in order to obtain keg deposit refund.
7. Print one more receipt. Staple it to the keg registration form and place the form in the Keg Form binder.

Note:

See “Kegmeisters” section for customers that purchase a keg on a somewhat regular basis and have a deposit on file.

Liquor store employees are not allowed to load kegs. Customers are to be notified at the time of ordering that they must provide their own carry out service for kegs.

Verify with the customer that all taps are in good working order before they are issued to the customer, and that the tap is compatible with the keg sold.

When selling a keg, as with all other products, use suggestive selling techniques (ice, beer cups, etc.).

LIFTING PROCEDURES

PROCESS

1. All employees are encouraged to use two-wheeled dolly’s when moving or transferring merchandise.
2. Employees are to use safe lifting practices when lifting or stacking product.

MERCHANDISE RECEIVING

PROCESS

The proper receiving of merchandise is extremely important in maintaining the accuracy and integrity of our physical inventory. To receive product merchandise, the following procedures must be followed:

1. All product is to be received through the back-delivery entrance. No deliveries are to be accepted through the front door, with the exception of some small vendors.
2. All beer merchandise is checked in as it is unloaded from the truck, prior to the product being brought into the building. All liquor and wine merchandise are brought into the building and is then checked in. Once all product is in the building, the back doors should be shut and secured.
3. Verify that the product received matches the product listed on the invoice. Pay particular attention to quantity, size and description.
4. As product is checked in, place a small check mark near the product quantity to note that it has been verified and received (invoice must remain legible).
5. If a correction in the quantity received is necessary, record and circle the actual amount received, management will make the necessary changes.
6. Once the product has been received, sign the invoice and be sure to have the vendor print two copies.

MERCHANDISE RETURNS

PROCESS

1. No merchandise returns without receipt, unless directed by the Store Manager.
2. All returns must be approved by manager "on-duty".
3. No EXCEPTIONS.

**** Follow keg deposit/return procedure for keg deposit returns.**

PHONE ETIQUETTE

PROCESS

Phone etiquette is extremely important for current and potential customers. The person at the other end of the call forms their opinion of Isanti Liquor according to their customer service experience.

When answering the phone:

1. Always put a smile in your voice, sound happy.
2. Your greeting should state “Thank you for calling Isanti Liquor. How may I help you?”
3. When taking messages, always write down all information clearly and concisely.
4. If the customer is calling to communicate a complaint; forward his/her telephone call immediately to store management, or the Liquor Store Manager. If there is no management available, write down all pertinent information and assure the customer that someone will be contacting them as quickly as possible.
5. Do not make people wait on the phone any longer than absolutely necessary.

SMART PHONES AND COMPANY PHONES

All employees are asked to make personal calls and texts only during breaks and meal periods unless it is urgent or an emergency.

Isanti Liquor will not be liable for the loss of personal cell phones brought into the workplace.

Personal calls or texts during the work hours, regardless of the phone used can interfere with employee productivity and be distracting to others. Personal calls on liquor store telephones are not permitted unless it is an emergency.

*You may use your personal phone to look up drink recipes or to research specific questions regarding alcohol to help a customer.

MANAGEMENT ONLY PROCESSES

PROCESS

The following activities are to be performed by management staff only:

1. Review store cameras if there is cause for suspicion or concern
2. Set staff schedule
3. Isanti Municipal Liquor online presence activities
 - a. Web Page
 - b. Social Media Information

VIOLATIONS OF ANY PROCESSES IN THIS MANUAL CAN AND WILL BE CONSIDERED GROUNDS FOR DISCIPLINE OR TERMINATION ACCORDING TO CURRENT PERSONNEL POLICY. ASK MANAGEMENT OR HUMAN RESOURCES IF YOU WOULD LIKE TO REQUEST A COPY.

APPENDICES

CUSTOMER PRODUCT REQUEST FORM

Today's Date: _____

Filled Out By: _____

Customer Name: _____

Phone Number: _____

Item Requested: _____

Monthly Purchase Estimate: _____

Where Do They Usually Buy It At?

Notes:

CUSTOMER PRODUCT REQUEST FORM

Today's Date: _____

Filled Out By: _____

Customer Name: _____

Phone Number: _____

Item Requested: _____

Monthly Purchase Estimate: _____

Where Do They Usually Buy It At?

Notes:

CUSTOMER PRODUCT REQUEST FORM

Today's Date: _____

Filled Out By: _____

Customer Name: _____

Phone Number: _____

Item Requested: _____

Monthly Purchase Estimate: _____

Where Do They Usually Buy It At?

Notes:

INCIDENT REPORT FORM

DATE: _____ **TIME:** _____

STAFF ON DUTY:

VEHICLE DESCRIPTION AND LICENSE # _____

SUSPECT(S) DESCRIPTION: _____

WERE POLICE NOTIFIED: _____ **TIME:** _____

RESPONDING OFFICER: _____ **TIME:** _____

MANAGER CONTACTED: _____ **TIME:** _____

BRIEF DESCRIPTION OF INCIDENT:

STAFF SIGNATURE: _____

STAFF PRINT _____

KEG REGISTRATION FORM

Customer Name: _____ Date: _____

Customer License #: _____ Date of Birth: _____

Customer Address: _____ Phone #: _____

STICKER ID AND DEPOSIT

KEG ID#: _____ DEPOSIT AMT: \$30

STAPLE

TAPPER ID#: _____ DEPOSIT AMT: \$50

RECEIPT(S)

TAPPER USAGE FEE CHARGED? NO YES \$4
(circle)

HERE

***All keg sales are final.

***Tappers must be returned in 5 business days and working properly to receive deposit refund.

***Deposits will not be refunded or exchanged on full or partial kegs. Kegs **MUST** be empty.

***Store clerks are not allowed to assist outside of the store with the carryout/loading of kegs.

***State Statute 340A.503 Subd. 2 Purchasing:

It is unlawful for any person to sell, barter, furnish or give alcoholic beverages to anyone who is under 21 years of age.

***State Statute 340A.701 Subd. 1 Felonies:

It is a felony offense to violate provisions of section 340A.503, Subd. 2, if the person becomes intoxicated and causes or suffers death or great bodily harm as a result of the intoxication.

By signing below, I understand that the keg identification tag must remain intact and attached to the keg. Removal or defacement of this tag may be cause for deposit funds to be withheld.

I have been shown that the tapper is functioning properly.

Signature: _____ Date: _____ Clerk Initials : _____

CUSTOMER MUST HAVE RECEIPT TO GET DEPOSITS REFUNDED

Signature: _____ Date: _____ Clerk Initials: _____
(person returning keg/receiving deposit refunds)

MN License #: _____
(only required when original customer is not the person receiving deposit refunds)



Request for City Council Action- MEMO

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester- Public Services Director
Date: January 5, 2021
Subject: Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities

Background:

Catholic Charities wishes to continue operating Senior Dining out of the Isanti Community Center in 2021. Per Resolution 2018-285, there is to be a 3% annual increase to the monthly fee for this use. Therefore, the 2021 rate will be \$118.17 per month.

Staff recommends approving all other terms of the contract as presented.

Staff Request:

Staff requests City Council approval of the Site Use Agreement with Catholic Charities with the amendment to the monthly rate.

Attachment:

- Resolution 2021- XXX
 - Catholic Charities Senior Dining Program Site Use Agreement

RESOLUTION 2021- XXX

**TO EXTEND SITE USE AGREEMENT BETWEEN
THE CITY OF ISANTI AND CATHOLIC CHARITIES**

WHEREAS, Catholic Charities requests the City enter into a 2021 Site Use Agreement;
and,

WHEREAS, the agreement allows Catholic Charities Senior Dining Program to partner
with the City to provide meals for seniors in Isanti and the surrounding communities; and,

WHEREAS, the Isanti Community Center is the site location for the service; and,

WHEREAS, the hours of operation for the service are Monday – Friday from 10:30 a.m.
to 1:30 p.m.; and,

WHEREAS, due to increased costs associated with the operations of the facility, the City
of Isanti will require a 3% annual increase in the monthly fee to Senior Dining; and,

WHEREAS, the 2021 monthly rate will be \$118.17;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of
Isanti, Minnesota, to approve entering into the 2021 Site Use Agreement with Catholic Charities,
attached to this resolution as ‘Exhibit A.’

This Resolution is hereby approved by the Isanti City Council this 5th day of January, 2021.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

**CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Isanti, Minnesota.

This agreement made this 1st day of January, 2021 by and between Isanti Community Center, 110 1st Ave, N, PO Box 428, Isanti, MN 55040 hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect January 1, 2021 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. The Senior Dining Program agrees to pay **\$118.17** per month to help offset the costs of the operation.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and City of Isanti City of Isanti Community Events and Parks Coordinator. Any issues/concerns regarding this contract can be referred to Ruth Hunstiger, Director of Community Services, at 320-229-4592.

IV. Senior Dining agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Isanti Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Isanti, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Other days of closing will be determined by Senior Dining and the Company. Other dates Senior Dining will not occupy the facility are: February 18th, Blood Drive, April 15th Blood Drive, May 1-31st for ICC maintenance, June 16th Mayor's Employers Celebration Day, June 10th Blood Drive, August 19th Blood Drive, October 21st Blood Drive, December 23th Blood Drive and December 11-19th Isanti Lion's Christmas Project.

VI. Senior Dining agrees to restore the used facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving

facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company. Senior Dining will be responsible for daily set up of the facility according to its preference.

VII. Senior Dining shall at it's own expense procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all staff relating to the site mentioned above. Senior Dining shall hold the building owner harmless for damages or injury occurring on the rented premises for which Senior Dining is found liable.

VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Maintenance and repair costs of equipment owned by the Company will be the responsibility of the Company.

IX. In the event Senior Dining or the Company must cancel all or part of the terms of this agreement, both parties will provide the other agency sixty (60) days notice in writing. Upon written receipt by the Company from Catholic Charities Senior Dining, this agreement is subject to immediate termination by Senior Dining should federal, state or local dollars be reduced or withdrawn.

X. Senior Dining may use the kitchen and dining room during the hours of 10:30 a.m. to 1:30 p.m. Monday through Friday.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

XII. Other:

CATHOLIC CHARITIES
DINING PROGRAM

OWNER/OPERATOR

SENIOR

Program Director

Date _____

Date _____