

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 – 7:00 P.M.
CITY HALL**

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**
- E. Adopt Agenda**

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes

- 1. October 6, 2020- Regular Meeting of the City Council
- 2. August 5, 2020- EDA Meeting Minutes
- 3. August 18, 2020- EDA Meeting Minutes

H. Announcements

- 1. Park, Recreation, & Culture Board Meeting Tuesday, October 27, 2020 at 6:00 p.m.
- 2. City Council Meeting Wednesday, November 4, 2020 at 7:00 p.m.
- 3. EDA Meeting Wednesday, November 4, 2020
(Following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

- 1. Compensation Study Presentation (*Leah Davis*)
- 2. Interview Applicant for Park Recreation and Culture Board

Chief of Police Travis Muyres

- 3. Ordinance-XXX Chapter 87 Keeping of Certain Animals

L. Approve Consent Agenda

- 1. Consider Accounts Payable in the Amount of \$381,242.79 Payroll in the Amount of \$106,525.85
- 2. Resolution 2020-XXX Appointing Election Judges for the 2020 General Election
- 3. Resolution 2020-XXX Approving Acceptance of Grant Funds and Agreement with Grant Terms
- 4. Resolution 2020-XXX Authorizing Purchase of Vanguard Sanitizing System
- 5. Resolution 2020-XXX Approving a Memorandum of Understanding with Isanti County Sheriffs Office for LETG Office for LETG Records Management System
- 6. Resolution 2020-XXX A Joint Resolution with Isanti Township for Road Maintenance of Split Jurisdiction Roads

M. Other Communications

- 1. September Police Department Reports
- 2. September Code Enforcement Officer Report
- 3. September Building Inspector Report
- 4. October Engineering Project Status Report

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 2020 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (arrived at 7:02 p.m.), Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, City Engineer Jason Cook and Community Development Director Sheila Sellman

D. Public Comment

None

E. Adopt Agenda

Addendum:

Remove L.14. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates

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

F. Proclamations/Commendations/Certificate Award

1. Mayors Proclamation- MN Manufacturer's Week
2. IRIS Infants Remembered in Silence

Mayor Johnson read each proclamation.

G. Approve City Council Minutes

1. September 15, 2020- Regular Meeting of the City Council
2. September 15, 2020- Committee of the Whole Meeting

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

H. Announcements

- | | |
|--|--|
| 1. City Hall Closed Observance of Columbus Day | Monday, October 12, 2020 |
| 2. Committee of the Whole | Tuesday, October 20, 2020 at 5:00 p.m. |
| 3. City Council Meeting | Tuesday, October 20, 2020 at 7:00 p.m. |
| 4. Planning Commission Meeting | Tuesday, October 20, 2020 |

(Immediately following the City Council Meeting)

I. Council Committee Reports

Councilmember Lundeen shared that the fire district had their budget session which included a discussion of a 3% COLA increase and purchasing the fire station. Lundeen further shared that their new fire truck was at the meeting for people to see.

Councilmember Collison shared that last weekend's event at Rum River BMX was very successful and busy. Collison also shared that there was some people camping, but the National event had more.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

City Engineer Jason Cook, shared 4 potential alternative intersection designs. Option one; a stoplight on East Dual Blvd, option two; a stoplight on East Dual with a reroute, option three; two mini roundabouts at East Dual Blvd and Credit Union Drive and option 4; single roundabout at East Dual with a reroute.

Councilmembers Bergley, Gordon and Collison recommended option 3 and Mayor Johnson and Councilmember Steve Lundeen recommended option 1.

2. Isanti Business Relief Grant Program Update and Small Business Coaching Discussion
(Steve Fredlund)

City Administrator Josi Wood shared that the \$77,377.00 that city council allocated to the Small Business Relief grant program had great feedback and people were appreciative. Wood continued to share that there were 17 recipients that received funds through the program. The recipients received anywhere from \$1,000 to \$5,000. Wood further shared that there were only a few applicants who were turned away and all the funds that were allocated to the grant program were used.

Wood stated that there are still some things in the works from the Cares Act funding. Everything has been purchased except two things. One is potentially adding accessibility to the Community Center as there is currently no automatic door openers which would fit into the Cares Act funding. Wood shared that automatic door openers would lower touch points with an approximate cost of \$6,500. Also, purchasing air filters for city facilities for \$1,700 to enhance air quality. Wood stated the remaining balance after purchasing automatic door openers and air filters is approximately \$7,700.

Councilmember Collison stated a lot of places are installing touch free sinks.

Wood stated that city facilities do not have any touchless soup dispensers either and other cities have installed a grab bar to open doors with an individual's foot for bathrooms instead of grabbing a handle.

Councilmember Lundeen stated that touchless faucets and soup dispensers should be looked into for city facilities.

Collison asked Steve Fredlund if businesses could reach out to him directly.

Fredlund confirmed that businesses can reach out to him directly.

Wood stated that the Small Small Business Coaching information can be shared on the covid page on the city's website.

Recommendation from council is to use the remaining Cares Act funding to go towards touchless sinks, soap dispensers and foot pullers for doors.

3. Resolution 2020-178 Approving a Special Event Permit Application for Rum River BMX for MN State Series Finals (*Larry Merchlewitz*)

Larry Merchlewitz from Rum River BMX shared that the state series final is an accumulation of what has happened since the first race earlier this year. The rider that gets a state plate will go to Tulsa, Oklahoma and will represent Minnesota.

Merchlewitz shared that Detroit Lakes thanked Isanti for holding the Qualifier event.

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

City Engineer Jason Cook

4. Resolution 2020-179 Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering Hearing on Proposed Assessment – 6th Avenue SW Rehabilitation Project

City Engineer Jason Cook shared the final step to the project is to hold the public hearing to finalize the assessments. At the public hearing, residents would have the opportunity to challenge the assessments or get them officially levied on their tax record for the next 10 years at an interest rate of 1.71%.

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

L. Approve Consent Agenda

1. Accounts Payable in the Amount of \$441,464.48 Payroll in the Amount of \$211,027.77 and Q3 Council Pay in the Amount of \$8,605.82
2. **Resolution 2020-180** Accepting New Contract for Regional Safety Group 2021
3. **Resolution 2020-181** Offering the Position of Part-Time Liquor Store Clerk to Meghan Glassel
4. **Resolution 2020-182** Accepting Parks, Recreation and Culture Board Member Brian Thum's Resignation
5. **Resolution 2020-183** Accepting Part-Time Liquor Store Clerk Termination for Elizabeth Kerr
6. **Resolution 2020-184** Approving Snow Plowing Policy and Operational Guidelines
7. **Resolution 2020-185** Execution of Repayment Agreement on Lot 6, Block 3 Villages on the Rum
8. **Resolution 2020-186** Recognizing National Pregnancy and Infant Loss Remembrance Day
9. **Resolution 2020-187** Declaring Metal as Scrap and Authorizing its Disposal
10. **Resolution 2020-188** Authorizing to Enter into an Agreement with Civic Systems for Caselle Connect Software Modules
11. **Resolution 2020-189** Approving Donation Box at Liquor Store
12. **Resolution 2020-190** Awarding Quote and Authorizing to Enter into a Contract for Codification Services
13. **Resolution 2020-191** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle

~~14. Resolution 2020 XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates~~

Motion by Lundeen, second by Collison to approve Consent Agenda with the modification of removal of L.14. Motion passed 5-0. Motion carried.

M. Other Communications

None

N. Closed Session

Mayor Johnson announced the Council was going into closed sessions at 8:09 p.m. regarding consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960 and consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.

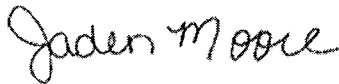
1. Closed Session for consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.
2. Discussion Regarding Consideration to Purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.029.2100 and 16.029.2400.

Upon reopening of the meeting, no further action was taken.

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 9:09 p.m.

Respectfully Submitted,

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

Jaden Strand
Deputy City Clerk/ Human Resources

**Economic Development Authority
Meeting Minutes
August 5, 2020**

1. **Call to Order:** President Johnson called the meeting to order at 7:47pm
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Jeff Johnson, Steve Lundeen, Dan Collison, Paul Bergley, Jimmy Gordon, Luke Merrill. Absent: Justin Neilson. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, and Chief Muyres.
 - c. **Agenda Modifications:** None
2. **Approval of the Agenda:** Motion by Lundeen, second by Collison to approve. Motion passed 6-0
3. Approve Minutes of July 7, 2020 Regular Economic Development Authority Meeting: Motion by Merrill to approve, second by Collison to approve. Motion passed 6-0.
4. Business Items
 - a. **Resolution 2020-XXX 2021 crop lease award:** Sellman presented the bids, there was one bid, Calander Farms bid \$5,210 for the 2021 crop year. The board discussed that this is the parcel they would like to sell. Sellman indicated that the appraisal has been ordered and should be available at the next meeting. Motion by Lundeen, second by Collison to approve, motion passed 6-0.
 - b. **Discussion on subdividing a 15-acre lot the EDA owns 16.124.0020:** Sellman was seeking direction from the EDA on the possibility of subdividing this parcel into 5-acre lots. She mentioned there is a potential buyer if it is subdivided into smaller lots. The EDA agreed it would be good to subdivide if people are looking for smaller lots. Sellman suggested they can advertise "lots can be subdivided" and then the option is there but not to actually subdivide until there is a user. Motion by Lundeen, second by Collison to advertise "lots can be subdivided" motion approved 6-0. Sellman will reach out to the potential user.
 - c. **Call a public hearing for August 18, 2020:** Sellman explained there is a proposed buyer for the 2.5 acre EDA lot on East Dual, however the applicant wasn't submitted in time to advertise for a public hearing therefore the request is for the EDA to call a public hearing to consider the sale. Motion by Lundeen, second by Collison to call for the public hearing, motion passed 6-0.
 - d. **Discussion on BP Metals:** Sellman explained that the owner of BP Metals has indicated due to Covid-19 he has laid off staff and therefore can't meet the minimum job requirement of 20 employees as required by the subsidy agreement. The Board discussed that he will still bring 15 new jobs to the city and it will get the property back on the tax rolls. Collison stated that 15 jobs is still a good number. Merrill had concerns that everyone will want to make changes and he doesn't want to see that happen with other agreements. The consensus was to allow the change and to bring the amended agreement to City Council.

5. Other Business / Updates / Communications

6. **Adjournment:** Motion by Bergley, second my Lundeen to adjourn. Motion passed 6-0 meeting adjourned at 8:01pm

Respectfully submitted

Sheila Sellman Community Development Director/EDA Secretary

**Economic Development Authority
Minutes August 18, 2020**

1. **Call to Order:** Chair Johnson opened the meeting at 8:07pm.
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** EDA Members present: Jeff Johnson, Jimmy Gordon, Steve Lundeen, Dan Collison, Paul Bergley, Luke Merrill, Justin Neilson. Staff present: Community Development Director Sheila Sellman.
 - c. **Agenda Modifications:** None
2. **Approval of the Agenda:** Motion by:
3. **Public Hearing**
 - a. Sale of EDA owned land located at XXX East Dual BLVD NE PID 16.125.0020 to Swanees Trucking LLC: Sellman reviewed the proposed development of Swanee Trucking who proposes to locate their trucking operations to Isanti. The request is to buy the shovel ready site for this development. Motion by Lundeen second by Collison to approve the sale of EDA owned land PID 16.125.0020, motion passed 7-0.
4. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn, motion passed 7-0, meeting adjourned at 8:20pm.

Respectfully submitted EDA Secretary/Community Development Director Sheila Sellman.

RESOLUTION 2020-XXX
Amending Resolution 2020-063

K.2.

**DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND
ADVISORY BOARDS FOR YEAR 2020**

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 2020:

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

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor:
Councilor Steve Lundeen
3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

Open Seat	<i>(Appointed 8-7-2019; term expiration 12-31-2020)</i>
Aaron Zdon	<i>(term expiration 12-31-2022)</i>
James Witte	<i>(Appointed 7-5-2016; term expiration 12-31-2021)</i>
Open Seat	<i>(term expiration 12-31-2022)</i>
James Gordon	Council Representative <i>(term expiration 12-31-2020)</i>
Open Seat	Student Representative <i>(term expiration 12-31-2020)</i>

4. That the City Council designates the following individuals to the Planning Commission for year 2020:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-7-2020; term expiration 12-31-2020)
Dan Collison (Appointed 1-7-2020; term expiration 12-31-2020)
James Gordon (Appointed 1-7-2020; term expiration 12-31-2020)
Paul Bergley (Appointed 1-7-2020; term expiration 12-31-2020)
Steve Lundeen (Appointed 1-7-2020; term expiration 12-31-2020)

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 2020:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-7-2020; term expiration 12-31-2020)
Dan Collison (Appointed 1-7-2020; term expiration 12-31-2020)
James Gordon (Appointed 1-7-2020; term expiration 12-31-2020)
Paul Bergley (Appointed 1-7-2020; term expiration 12-31-2020)
Steve Lundeen (Appointed 1-7-2020; term expiration 12-31-2020)

Appointed Members:

Justin Nielsen (Appointed 2-18-2020; term expiration 12-31-2024)
Luke Merrill (Appointed 3-17-2020; term expiration 12-31-2020)

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



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: Michael Becker

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:

Lived in the community for 13+ years, know a lot of people in town
Take kids to local park & trails often

Why you are interested on being on the Board?

To help improve parks and share ideas related to
kid activities, street dances etc.

What is your vision of Isanti?

Friendly, happy community Your family would love to live in.

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



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 20, 2020
Subject: ORD 2020-XXX - Chapter 87 Keeping of livestock and poultry

Background:

Chapter 87 prohibits the keeping of certain animals within city limits. Committee of the Whole reviewed the request to include racing pigeons at their August 18th meeting and recommended adding racing pigeons as a permitted animal.

Staff drafting language for inclusion by adding Section 87-1.2. The City Attorney has reviewed the Ordinance and it has been posted for the required 10- day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO. XXX

**AN ORDINANCE AMENDING THE CITY CODE AMENDING CHAPTER 87 ARTICLE 1
KEEPING OF CERTAIN ANIMALS**

THE CITY OF ISANTI DOES ORDAIN AS FOLLOWS:

I. AMENDMENT

Article I, Section 87-1 are hereby amended as follows:

§ 87-1 Prohibited animals.

No person, firm or corporation shall keep, harbor, feed or raise cows, horses, hogs or any other livestock, chicks or poultry, ~~or pigeons~~, not in accordance with this chapter, in the City of Isanti.

§ 87-1.2 Racing Pigeons.

The City allows the keeping of racing pigeons on residential properties in the R1A zoning district, subject to the following requirements:

A. Racing Pigeon means a pigeon which, through selective breeding, developed the distinctive physical and mental characteristics to enable it to return to its home after having been released a considerable distance therefore, and which is accepted as such by the American Racing Pigeon Union, Inc. or the International Federation of Racing Pigeon Fanciers. Also, commonly known as Racing Homer, Homing Pigeon, or Carrier Pigeon.

B. Lofts, coops or enclosures are required and shall:

- (1) Meet all setback requirements for the zoning district of the property or be at least 10 feet from a side or rear property line, whichever is greater.
- (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
- (3) Be at least 30 feet from any residential dwelling on any adjacent property.
- (4) Comply with accessory structure zoning requirements.
- (5) Be located 10 feet or further from any primary structure on the subject property.
- (6) Be located in the rear yard only.
- (7) Provide a minimum of one square foot of floor space per bird.
- (8) Are prohibited on properties with multifamily structures.

C. Lofts or coops are allowed only on properties within the R1A zoning district.

D. The property owner shall maintain the lofts or coops and/or enclosures such that they are in good condition, not unsightly and free from major defects, and reasonably clean from filth, garbage and any substance that attracts rodents.

E. The property owner shall properly store all animal feed in a rodent proof container.

F. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.

G. All pigeons must be banded with owner's information at all times.

H. Only owners in good standing with a pigeon club can allow their birds to fly.

I. The maximum total number of pigeons shall not exceed 100.

J. All persons possessing pigeons shall register and show proof of club membership to the Police Department on an annual basis.

II EFFECTIVE DATE

This ordinance shall take effect upon adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 15th day of October, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks, Human Resources/ City Clerk

Date Posted: 10/1/2020

Date Adopted:

Date Published:

Effective Date:

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 10/7/2020 - 10/7/2020

Oct 07, 2020 03:22PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/07/2020	54510	598	ASPEN MILLS INC	101-20200	2,039.55
10/20	10/07/2020	54511	9	BERNICKS PEPSI-COLA	609-20200	866.51
10/20	10/07/2020	54512	2627	CAMBRIDGE-ISANTI COMMUNITY EDUCATION	101-20200	505.00
10/20	10/07/2020	54513	2487	CAPITOL BEVERAGE SALES	609-20200	124.87
10/20	10/07/2020	54514	2610	CINTAS	101-20200	3,008.84
10/20	10/07/2020	54515	1629	CITY OF ISANTI	101-20200	16,395.24
10/20	10/07/2020	54516	2977	COLLINS, JOHN	101-20200	1,200.00
10/20	10/07/2020	54517	1736	COMM OF MMB, TREAS DIV	101-20200	1,100.00
10/20	10/07/2020	54518	1472	CRAWFORDS EQUIPMENT INC	603-20200	59.03
10/20	10/07/2020	54519	918	CRYSTAL SPRINGS ICE	609-20200	194.94
10/20	10/07/2020	54520	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,511.90
10/20	10/07/2020	54521	2807	DAUDT, BRANDON	101-20200	99.99
10/20	10/07/2020	54522	1682	FERGUSON WATERWORKS	603-20200	47.65
10/20	10/07/2020	54523	2028	FURTHER	861-20200	4,437.50
10/20	10/07/2020	54524	134	GOPHER STATE ONE-CALL INC	601-20200	155.25
10/20	10/07/2020	54525	949	GRAINGER INC	101-20200	695.75
10/20	10/07/2020	54526	160	HAWKINS INC	601-20200	442.99
10/20	10/07/2020	54527	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	7.99
10/20	10/07/2020	54528	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,810.62
10/20	10/07/2020	54529	2647	JOHNSON CONTROLS	920-20200	1,823.67
10/20	10/07/2020	54530	5	KAWALEK TRUCKING	609-20200	375.60
10/20	10/07/2020	54531	17	MCDONALD DISTRIBUTING CO	609-20200	10,588.85
10/20	10/07/2020	54532	2978	MILBANK WINWATER WORKS	601-20200	3,394.32
10/20	10/07/2020	54533	2208	MINNESOTA EQUIPMENT INC	101-20200	114.19
10/20	10/07/2020	54534	194	MN DEPT OF HEALTH	601-20200	5,377.00
10/20	10/07/2020	54535	1945	MN DEPT OF LABOR	101-20200	5,193.38
10/20	10/07/2020	54536	2080	MVTL LABORATORIES INC	602-20200	43.20
10/20	10/07/2020	54537	2976	PAGGEN, JOE	101-20200	25.00
10/20	10/07/2020	54538	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,456.25
10/20	10/07/2020	54539	12	POSTMASTER	603-20200	1,500.00
10/20	10/07/2020	54540	2979	RECHER HVAC LLC	101-20200	152.00
10/20	10/07/2020	54541	2396	SOUTHERN GLAZERS OF MN	609-20200	23,322.56
10/20	10/07/2020	54542	2156	SUMMIT COMPANIES	101-20200	16.00
10/20	10/07/2020	54543	1290	THE AMBLE GROUP	101-20200	161.29
10/20	10/07/2020	54544	2944	UNIFIRST CORPORATION	101-20200	1,555.39
10/20	10/07/2020	54545	1820	URBANS HARDWARE INC	101-20200	157.26
10/20	10/07/2020	54546	686	VERIZON WIRELESS	101-20200	1,294.11
10/20	10/07/2020	54547	427	VESSCO INC	601-20200	1,287.94
10/20	10/07/2020	54548	42	VIKING COCA-COLA BOTTLING CO	609-20200	193.40
10/20	10/07/2020	54549	4	WATSON CO INC	609-20200	2,684.12
10/20	10/07/2020	54550	1922	WEX BANK	101-20200	2,637.09
10/20	10/07/2020	54551	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00
10/20	10/07/2020	54552	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						112,162.24

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 10/14/2020 - 10/14/2020Page: 1
Oct 14, 2020 02:24PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/14/2020	54556	1231	ACE SOLID WASTE INC	101-20200	1,051.74
10/20	10/14/2020	54557	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,063.30
10/20	10/14/2020	54558	53	BELLBOY CORPORATION	609-20200	8,063.48
10/20	10/14/2020	54559	9	BERNICKS PEPSI-COLA	609-20200	2,152.25
10/20	10/14/2020	54560	368	BILLS QUALITY CLEANING	101-20200	521.00
10/20	10/14/2020	54561	2814	BROWN, BRANDON	601-20200	10.54
10/20	10/14/2020	54562	2221	C & L DISTRIBUTING	609-20200	262.15
10/20	10/14/2020	54563	1198	CENTER POINT ENERGY	601-20200	668.97
10/20	10/14/2020	54564	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.94
10/20	10/14/2020	54565	1985	CIVIC SYSTEMS, LLC	602-20200	20,460.00
10/20	10/14/2020	54566	2234	COMPLETE INTEGRATED SOLUTIONS, LLC	101-20200	8,511.00
10/20	10/14/2020	54567	918	CRYSTAL SPRINGS ICE	609-20200	252.72
10/20	10/14/2020	54568	918	CRYSTAL SPRINGS ICE	609-20200	116.64
10/20	10/14/2020	54569	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	417.39
10/20	10/14/2020	54570	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,983.50
10/20	10/14/2020	54571	2807	DAUDT, BRANDON	601-20200	35.92
10/20	10/14/2020	54572	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
10/20	10/14/2020	54573	2028	FURTHER	101-20200	32.35
10/20	10/14/2020	54574	596	GRAFIX SHOPPE	920-20200	740.00
10/20	10/14/2020	54575	949	GRAINGER INC	101-20200	1,911.12
10/20	10/14/2020	54576	2761	GRATITUDE FARMS	101-20200	500.00
10/20	10/14/2020	54577	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	96.03
10/20	10/14/2020	54578	188	ISANTI COUNTY SHERIFF	101-20200	2,291.92
10/20	10/14/2020	54579	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,651.25
10/20	10/14/2020	54580	2647	JOHNSON CONTROLS	101-20200	578.40
10/20	10/14/2020	54581	5	KAWALEK TRUCKING	609-20200	189.80
10/20	10/14/2020	54582	2676	LEVEL CONTRACTING	505-20200	6,000.00
10/20	10/14/2020	54583	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
10/20	10/14/2020	54584	871	MARTIN-MCALLISTER	101-20200	1,100.00
10/20	10/14/2020	54585	17	MCDONALD DISTRIBUTING CO	609-20200	13,185.55
10/20	10/14/2020	54586	616	MENARDS - CAMBRIDGE	920-20200	2,874.75
10/20	10/14/2020	54587	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
10/20	10/14/2020	54588	2826	MINOKAW VAR SERVICES	614-20200	29,535.60
10/20	10/14/2020	54589	33	MN CHIEFS OF POLICE	101-20200	62.50
10/20	10/14/2020	54590	2829	MN DEPT OF COMMERCE	101-20200	86.02
10/20	10/14/2020	54591	2842	MN PEIP	861-20200	26,561.86
10/20	10/14/2020	54592	2597	MNSPECT, LLC.	101-20200	52,073.50
10/20	10/14/2020	54593	2080	MVTL LABORATORIES INC	601-20200	165.54
10/20	10/14/2020	54594	279	NORTHLAND LANDSCAPING	101-20200	26.00
10/20	10/14/2020	54595	617	PAUSTIS & SONS	609-20200	538.50
10/20	10/14/2020	54596	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,573.49
10/20	10/14/2020	54597	2488	RANGER CHEVROLET	101-20200	43,224.00
10/20	10/14/2020	54598	2341	RED BULL DISTRIBUTION	609-20200	65.00
10/20	10/14/2020	54599	315	ST.PAUL STAMP WORKS	101-20200	14.95
10/20	10/14/2020	54600	73	STAR	101-20200	5.50
10/20	10/14/2020	54601	2156	SUMMIT COMPANIES	101-20200	54.40
10/20	10/14/2020	54602	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
10/20	10/14/2020	54603	427	VESSCO INC	601-20200	1,441.89
10/20	10/14/2020	54604	42	VIKING COCA-COLA BOTTLING CO	609-20200	316.70
10/20	10/14/2020	54605	4	WATSON CO INC	609-20200	3,902.03
Grand Totals:						269,080.55

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	91,697.99
---------------	-----------

Social Security & Medicare	4,999.98
----------------------------	----------

Public Employees Retirement	9,827.88
-----------------------------	----------

Total City Expense	<u>106,525.85</u>
--------------------	-------------------

Pay Date	10/16/2020
----------	------------

Pay Period	21 (9/27-10/10/20)
------------	--------------------

RESOLUTION 2020-XXX

L.2.

**APPOINTING ELECTION JUDGES FOR THE 2020
GENERAL ELECTION**

WHEREAS, the General Election shall be held on November 3rd, 2020; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on November 3rd, 2020:

Laureen Simons
Katie Brooks
Jaden Moore
Lorraine Torpy
Leroy Johnson
Kris Gaffaney
Tabitha Peltier
Ryan Saltis
Laura Holmberg
Connie Anderson
Carter Fournier

Allen Garber
Ed Honzik
Pamela Dahlheimer
Margaret Engquist
Jensine Ahlberg
Margaret Johnson
David Rysted
Elizabeth Anderson
Elaine Fischer
Dan Balk

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. The Head Judge (non-staff) shall be compensated at a rate of \$13.25/hr and Election Judges (non-staff) shall be compensated at \$11.25/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

**APPROVING ACCEPTANCE OF GRANT FUNDS AND AGREEMENT WITH
GRANT TERMS**

WHEREAS, the COVID-19 pandemic requires additional efforts and costs to make the election process safe, sanitary, and effective; and,

WHEREAS, the Office of the Minnesota Secretary of State solicited grant applications from counties for grant funding pursuant to Minnesota Laws 2020, chapter 77, section 4 and the federal CARES Act to offset the increased election costs related to the COVID-19 pandemic; and,

WHEREAS, Isanti County received a grant from the Office of the Minnesota Secretary of State in the amount of \$32,936.36 for this purpose; and,

WHEREAS, the Office of the Minnesota Secretary of State provided a default allocation for the distribution of the \$32,936.36 in grant funds between Isanti County and its municipalities;

NOW, THEREFORE, IT IS HEREBY RESOLVED the governing body of City of Isanti hereby accepts its allocation of grant funds in the amount of \$2,243.34 as listed in the “Default Allocation of Secretary of State CARES Grants” document; and,

BE IT FURTHER RESOLVED, the governing body of the City of Isanti hereby agrees to use the funds subject to the provisions of paragraphs 1 through 5, 7 through 11, and 13 through 16 of the 2020 CARES Act Grant Agreement between the State of Minnesota and Isanti County as if it were the grantee.

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

0000197329

**STATE OF MINNESOTA
2020 CARES ACT GRANT AGREEMENT**

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State") acting through its Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299 ("State") and Isanti County, 555 18th Avenue SW, Cambridge, MN 55008. ("Grantee").

Recitals

- 1 Under Minnesota Laws 2020, Chapter 77, section 4, Grantee is empowered to apply for the funds requested in this Agreement, and submitted a grant application under subdivision 6 of that section, and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Federal funds for this agreement are provided pursuant to the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, hereinafter the CARES Act.
- 4 State is in need of assistance to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 election cycle.
5. Grantee is responsible for elections within their county and is in need of funds to take the necessary steps to so respond in a complete manner.
6. Grantee represents that it has insufficient resources to respond in a complete manner without the grant amount provided pursuant to this agreement.

Agreement

1 Effectiveness of Agreement

- 1.1 **Effective date:** September 1, 2020, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Per Minnesota Statutes, §16B.98, Subd. 11, Grantee submitted and State approved a work plan and budget as part of the Grant Application, incorporated herein. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed, and Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement.
- 1.2 **Expiration date:** December 31, 2020, or when all funds applied for and provided to Grantee by State have been expended, or returned pursuant to paragraph 4.4, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

- 2.1 **Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will use all funds provided as a result of this Agreement for the federal and state purposes permitted under Public Law 116-136 and Minnesota Laws 2020, chapter 77, section 4, subdivision 4, which are incorporated into this Agreement, and as set forth in the Grant Application previously submitted by Grantee, incorporated herein, and attached hereto. As Chief County Election Official, the County Auditor or Election Director is responsible for fulfilling all requirements of Grantee under this agreement.

✓
2.2 Award and Matching Funds. Grantee is hereby awarded \$32,936.36. Grantee must match the funds expended from this grant with local funds equivalent to 20% of the grant, or 25% of the funds expended on electronic roster systems.

2.3 Expenditures. Grantee will expend the funds only for the federal and state purposes and as described in the Grant Application submitted by Grantee, which is incorporated into this Agreement, except as set forth in paragraph 2.4 of this Agreement.

Grantee will expend funds granted by this Agreement as well as the required match, on preparations for and the necessary events connected with the primary election to be held August 11, 2020 and the general election to be held November 3, 2020, at which federal offices are on the ballot, no later than November 16, 2020, and will return all unspent grant funds to the State by December 31, 2020.

2.4 Municipalities. Grantee must work with municipalities within Grantee's jurisdiction to determine a fair, equitable, and mutually agreeable method for allocating grant funds within Grantee's jurisdiction and between municipalities. Grantee and municipalities must enter into an agreement stating the allocation and that the municipality is subject to the same terms as Grantee with respect to these funds. If no agreement is reached by September 8, 2020, Grantee must allocate and distribute the funds based on the default allocation contained in Section G of the Grant Agreement in Exhibit A. If the default allocation is used, the governing body of both Grantee and each municipality receiving funds must approve a resolution setting forth the allocation, and that by accepting the funds, the municipality is subject to the terms set forth in paragraphs 1 through 5; 7 through 11; and 13 through 16 of this Agreement as if it were the Grantee.

Grantee must report the allocation to municipalities within Grantee's jurisdiction to State by September 15, 2020. At the time of that report, Grantee must also certify that they have written agreements with municipalities regarding the allocation and terms, or that the County has utilized the default allocation.

2.5 Reporting Requirements. Grantee shall report to the State as specified in this Agreement.

2.5.1 Progress Reporting. Grantee shall submit, by November 16, 2020, a financial reporting form to the State utilizing the format identified by the State, stating the amount spent from this grant in calendar year 2020 for authorized expenses or electronic roster systems, a description of each expense or purchase, and how much of the grant award is unexpended and is being returned, if any, and the total of the proportionate match required by Minnesota Laws 2020, Chapter 77, section 4.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant sufficient to satisfy audit standards or other reporting requirements and must transmit those records to the secretary of state upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of Grantee.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion during the grant period.

2.5.5 Special Requirements. The State reserves the right to append to the Agreement terms, at any time before all grant funds have been expended, special administrative requirements deemed necessary to assure Grantee's successful implementation of the program. The State will notify the Grantee in writing of any special administrative requirements.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures.

Grantee's fiscal control and accounting procedures must be sufficient to:

- (a) Permit preparation of reports required by this Agreement,
- (b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- (c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

2.7 Alterations in Spending Plan.

Any changes in the purposes for which this grant is spent that are still within the federal and state purposes, or adjustments in local allocations, from those set forth in the grant application, must be agreed to by the State.

3 Time

Grantee must comply with all the time requirements described in this Agreement. In the performance of matters funded pursuant to this Agreement, time is of the essence.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee or municipalities with an agreement with Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after the date of submission of the final financial report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State, including but not limited to a final report prior to the end of the term of the Agreement

4.3 Payment Invoices. State will pay the grant amount to an account of Grantee within 30 days after the effective date of this Agreement.

4.4 Conditions.

- (1) Payments under this Agreement will be made from federal and state match funds appropriated by Minnesota Laws, 2020, Chapter 77, section 4. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

- (2) Grant funds must be used only to increase the funds that would, in the absence of this grant, be made available for the federal and state purposes.
- (3) Grantee assures that these grant funds are required for the federal and state purposes because Grantee has insufficient funds to respond completely to the coronavirus pandemic.
- (4) Grantee will return all funds unexpended for the federal and state purposes on November 16, 2020 to OSS no later than December 31, 2020,

5 *Satisfaction*

All duties required and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 *Authorized Representative*

State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299, 651-556-0612, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Chad Struss, Auditor-Treasurer, 555 18th Avenue SW, Cambridge, MN 55008 763-689-8209 chad.struss@co.isanti.mn.us.

Grant payment will be made to:

Isanti County

Federal ID Number: 41-6005808

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 *Assignment Amendments, Waiver, and Agreement Complete*

7.1 *Assignment*

Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 *Amendments*

Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 *Waiver*

If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 *Agreement Complete*

This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 *Liability*

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, including but not limited to a final report prior to the end of the term of the Agreement.

10 Government Data Practices

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify State. State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Property and Casualty Insurance

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds granted under the Agreement. The insurance limit shall be equal to the replacement cost of any electronic roster systems purchased with funds from this grant. Any deductible shall be the sole responsibility of Grantee.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Data Disclosure

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 Termination.

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee.

16 Grantee Procurement

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: [Signature]
Date: 9/4/2020
Agreement No. 182718/PO 3335

3. STATE (Office of the Secretary of State)

By: [Signature]
(with delegated authority)
Title: Director of Elections
Date: 9/8/20

2. GRANTEE (County)

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.

By: [Signature]
Title: ISANTY COUNTY AUDITOR - TREASURER
Date: 9/16/2020
By: _____
Title: _____
Date: _____

Distribution: Grantee
State's Authorized Representative



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Matt Sylvester, Public Services Director
Date: October 20, 2020
Subject: Consider Resolution to Purchase a Vanguard Sanitizing System

Background:

Public Works will jet approximately one third of the sewer mains in town every year. While jetting staff is continually being exposed to raw sewage on the jetter hose. The raw sewage contains an abundance of Dangerous Bacteria, Viruses, and Parasites. Staff recently discovered a Vanguard Sanitizing System that will remove up to 98% of the Bacteria and Viruses found on the jetter hose. The unit wraps around the jetter hose and sprays the hose with a sanitizer during its retrieval. The unit can also be used to disinfect touch points on the truck as well as tools. The cost for the unit is \$10,490.00 from MacQueen Equipment. The funding source for the unit would come from Coronavirus Relief Funds as a necessary expenditure due to the public health emergency with respect to the Coronavirus Disease (Covid 19).

Recommendation:

Staff is recommending to purchase the Vanguard Sanitizing System from MacQueen Equipment in the amount of \$10,490.00. The funding source would come from the Coronavirus Relief Funds.

Requests:

Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX – Authorizing Purchase of Vanguard Sanitizing System

RESOLUTION 2020-XXX

AUTHORIZING PURCHASE OF VANGAURD SANITIZING SYSTEM

WHEREAS, the City of Isanti received \$454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the funding from the Coronavirus Relief Funds is required to be used for expenditure that:

- Are necessary expenditure incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19)
- We're not accounted for in the budget most recently approved as of March 27, 2020
- Were incurred during the period that begins on March 1, 2020 and ends on December 31, 2020

WHEREAS, the purchase of Vanguard Sanitizing System for sanitizing the jetter hose and touch points on the truck; and,

WHEREAS, the cost for the Vanguard Sanitizing system is \$10,490.00; and,

WHEREAS, staff has determined the purchase to ensure Public Health and Safety are in the best interest of the city;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a Vangaurd Sanitizing System.
2. Funding source identified as Coronavirus Relief Funds.
3. Authorize staff to sign required documentation for the purchase.
4. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 20, 2020
Subject: LETG Records Management System Agreement

Background:

All Law Enforcement agencies within Isanti County share a common records management system that is hosted by the Isanti County Sheriff's Office. For past upgrades there has not been an agreed upon financing mechanism for funding.

Recommendation:

Staff is recommending authorization to enter into Memorandum of Understanding formalizing the financing mechanism and guidelines which will govern the City of Isanti Police Departments use of the Isanti County Sheriff's Department LETG Records Management System.

Action Required:

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

1. Authorize staff to sign Memorandum of Understanding with Isanti County Sheriffs Office.
2. Approve Resolution as written.

Attachments:

- Res 2020-XXX
- Memorandum of Understanding

RESOLUTION 2020 -XXX

**APPROVING A MEMORANDUM OF UNDERSTANDING WITH ISANTI
COUNTY SHERIFFS OFFICE FOR LETG RECORDS MANAGEMENT
SYSTEM**

WHEREAS, Isanti Police has utilized the LETG records management system hosted by the Isanti County Sheriff's Office since 2007; and,

WHEREAS, the records management system requires system upgrades and maintenance; and,

WHEREAS, staff has determined that a formalized financing mechanism and guidelines are in the best interest of the city; and,

WHEREAS, City staff has authorization to sign related documents;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve a Memorandum of Understanding, Exhibit A, formalizing the financing mechanism and guidelines which will govern the City of Isanti Police Departments use of the Isanti County Sheriff's Department LETG Records Management System.

This Resolution hereby approved by the Isanti City Council this 20th day of October 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is to formalize the financing mechanism and guidelines which will govern the City of Isanti Police Department's use of the Isanti County Sheriff's Department LETG (Law Enforcement Technology Group) Records Management System.

Upon approval by both governing boards, The City of Isanti Police Department agrees to pay the Isanti County Sheriff's Office a pro rata share of the total cost to update servers associated with the LETG Records Management System based upon the mutually agreed upon number of users. The useful life of the upgraded servers is expected to be 3.5 years.

Costs associated with future LETG server/technology upgrades will also be shared pro rata with other benefitted agencies based on the number of users. Isanti County agrees to provide details of this and any future calculations used to determine the City of Isanti's financial obligation. The City of Isanti and Isanti County reserve the right to end this agreement and hence, use of the County maintained LETG Records Management System at any time with 60 days written notice.

Furthermore the City understands that no reimbursement will be made to the City by the County based on remaining useful life of the servers or associated hardware if the City terminates this agreement. Should the County terminate this agreement and hence the City's use of the LETG Records Management System the city shall be reimbursed for the City's pro rata share of the remaining useful life.

For the City of Isanti:

For the County of Isanti:

Josi Wood, City Administrator

Julia Lines, County Administrator

Dated _____

Dated _____



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Matt Sylvester, Public Services Director
Date: October 20, 2020
Subject: Resolution 2020-XXX A Joint Resolution With Isanti Township For Road Maintenance Of Split Jurisdiction Roads

Background:

Staff and Members of Isanti Township Board have discussed a Joint Resolution for Road Maintenance of roads that share half City/ County. The Resolution for Road Maintenance will include 3rd Ave NW between Isanti Parkway and Jackson St NW/ 299th Ave NW, 299th Ave NW between Jackson St NW and the Railroad Tracks, Polk St SW between South Passage SE to the Athens Township line, and Hastings St NE and 279th Ave NE. Both parties agree that annual minor road maintenance will include but is not limited to winter plowing, salt/sanding, pothole patching, grading, ditch mowing, brush cutting and shouldering work. Both parties also agree that at which time there are major repairs or road maintenance to which the addition of gravel, bituminous overlay such as crack filling and chip sealing, and culvert work to Joint Jurisdiction Roads it will be agreed upon separate from this agreement.

Recommendation:

Staff is recommending to accept the joint Resolution with Isanti Township for road maintenance.

Request:

Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX

A JOINT RESOLUTION
CITY OF ISANTI, MN RESOLUTION 2020-XXX
ISANTI TOWNSHIP RESOLUTION: _____

This Joint Road Maintenance Agreement (the "Agreement") is made and entered into as of this 13 day of October, by and between the City of Isanti, a Minnesota municipal corporation ("City") and the Township of Isanti ("Township").

WHEREAS, there are presently, and may be in the future, certain roadways where both the City and the Township abut or include in their jurisdiction, portions of the right of way or traveled surface hereafter referred to as "Split Jurisdiction Roads"; and,

WHEREAS, pursuant to and in accordance with the provisions of Minnesota Statutes Section 471.59, the City and Township wish to establish certain agreements and understandings concerning maintenance and repair of these Split Jurisdiction Roads;

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Isanti and the Township Board of Isanti Township as follows:

- 1) *Agreements Relating to Specific Roadways.* The following terms and conditions shall apply to the following specific roads:
 - a. *3rd Avenue NW between Isanti Parkway NW and intersection of Jackson St NW/ 299th Ave NW.* The City shall maintain this Split Jurisdiction Road to include all road maintenance. The Township shall be responsible for ditch maintenance, shouldering and signage repair on the West side of the roadway.
 - b. *299th Ave NW between Jackson St NW and the Railroad Tracks.* The Township shall maintain this Split Jurisdiction Road to include all road maintenance. The City shall be responsible for ditch maintenance and signage repair on the South side of the roadway.
 - c. *Polk St SW between South Passage SE to Athens Township line.* The City shall be responsible for all annual maintenance of this section of roadway. The City shall only be responsible for signage repair on the West side of the roadway where the City owns the right-of-way.
 - d. *Hastings St NE and 279th Ave NE.* The Township shall be responsible for all annual maintenance of these roadways. The Township shall only be responsible for the signage on the West side of Hastings St NE and the South side of 279th Ave NE.
- 2) *Annual Minor Road Maintenance.* Annual minor road maintenance includes but is not limited to winter plowing, salt/sanding for ice control, pothole patching, grading, ditch mowing, brush cutting and shouldering work.
- 3) *Major Repairs or Road Improvements.* Major repairs or road improvements, which include addition of gravel, bituminous overlay methods such as chip sealant and crack filling, and culvert work, to Joint Jurisdiction Roads will be agreed upon by the City of Isanti and Isanti Township separate from this agreement.

- 4) *Good Faith Reasonable Efforts.* The City and the Township agree to use reasonable and good faith efforts to accomplish their respective responsibilities as set forth in this Agreement, except where such efforts are impeded by forces beyond the reasonable control of the party required to perform.
- 5) *Amending Terms.* This Agreement contains all the agreements relating to the subjects addressed herein, an officially adopted amendment is required to amend or vary any of the terms of this Agreement, and any failure to enforce a portion of this Agreement shall not constitute a waiver of any terms of this Agreement.

ISANTI TOWNSHIP BOARD

Adopted by Resolution of the Isanti Township Board this 13 day of October 2020.

By: [Signature]
ITS: Chairman

By: [Signature]
ITS: Township Clerk

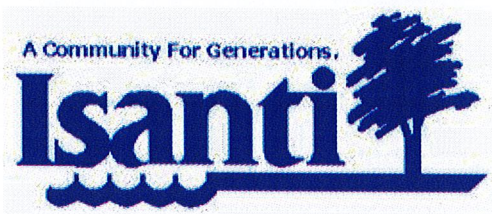
CITY OF ISANTI CITY COUNCIL

Adopted by Resolution of the City Council of Isanti this ___ day of _____, 2020.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
City Clerk/ Human Resources



Isanti Police Department Monthly Report

September 2020

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	22	104
Assault	3	22
Vandalism/Damage to Property	8	35
Narcotics	1	26
Burglary	2	4
Domestics	4	56
Crim Sex	1	4
Robbery	0	0
Loud Party/Disturbance	4	127
Medical	36	305
Permit to Purchase	15	102
Security Check / Extra Patrol	308	3,300

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	4	43
DUI	0	10
Accidents	10	63
Hit & Run	1	4
Warrant P/U	1	17
Speed	26	223
DAR/DAS	2	42
Administrative Citations (Including Speed)	11	107

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	93,436	497	9,993
Ford Explorer 224	Not Available	#VALUE!	#VALUE!
Ford F150 225	38,428	1,261	11,776
Chevy Impala 223	97,601	249	2,879
Dodge Durango 226	20,286	1,284	12,503
Dodge Durango 227	26,124	2,472	21,239
Dodge Durango 228	1,280	1,280	1,280

[illegible]

CITY OF ISANTI MONTHLY REPORT

September 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ROOF / SIDING	97	309	\$0.00	\$0.00	\$97.00	\$260.00	\$8,530.00	\$25,490.00		
DECK	4	46	\$24,462.00	\$311,724.04	\$17.24	\$96.57	\$1,183.05	\$7,255.30		
LL FINISH	0	16	\$0.00	\$221,555.13	\$0.00	\$27.63	\$0.00	\$7,104.25		
REMODEL / ADDITION	0	9	\$0.00	\$12,008.70	\$0.00	\$0.00	\$0.00	\$1,027.78		
GARAGE / SHED	0	3	\$0.00	\$31,564.00	\$0.00	\$5.85	\$0.00	\$1,029.60		
MISCELLANEOUS	31	148	\$3,033.00	\$15,015.40	\$32.42	\$86.58	\$4,046.40	\$19,878.28		
SINGLE DWELLINGS	8	73	\$1,680,253.42	\$13,420,915.16	\$839.64	\$3,530.18	\$22,581.70	\$191,129.20		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	13	115	\$0.00	\$0.00	\$13.00	\$44.00	\$975.00	\$8,775.00		
PLUMBING	17	111	\$0.00	\$0.00	\$19.50	\$48.50	\$1,597.25	\$9,113.25		
RESIDENTIAL TOTAL	170	830	\$1,707,748.42	\$14,012,782.43	\$1,018.80	\$4,099.31	\$38,913.40	\$275,802.66		
COMMERCIAL										
NEW BUILDINGS	1	1	\$3,323,000.00	\$3,323,000.00	\$1,264.60	\$1,264.60	\$25,231.80	\$25,231.80		
REMODEL / ADDITION	0	3	\$0.00	\$316,520.00	\$0.00	\$0.00	\$0.00	\$5,454.90		
PLUMBING	0	2	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$165.00		
MECHANICAL	0	4	\$0.00	\$70,475.00	\$0.00	\$0.00	\$0.00	\$1,744.26		
ROOF / SIDING	1	2	\$0.00	\$6,000.00	\$50.00	\$50.00	\$1,815.00	\$2,042.70		
MISCELLANEOUS	1	23	\$0.00	\$127,890.00	\$0.25	\$15.00	\$82.50	\$4,514.20		
COMMERCIAL TOTAL	3	35	\$3,323,000.00	\$3,861,885.00	\$1,314.85	\$1,329.60	\$27,129.30	\$39,152.86		
RESIDENTIAL/COMMERCIAL TOTAL	173	865	\$5,030,748.42	\$17,874,667.43	\$2,333.65	\$5,428.91	\$66,042.70	\$314,955.52	\$48,568.00	\$430,870.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 9/30/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	\$2,203,220.45	\$42,200.42	\$87,813.00
2016	168	26	0	1	\$7,083,535.74	\$97,096.53	\$199,575.00
2017	193	28	0	1	\$5,566,976.50	\$88,516.65	\$242,988.80
2018	185	22	0	0	\$4,968,962.00	\$84,536.30	\$122,662.00
2019	158	17	0	0	\$4,192,779.60	\$70,262.86	\$99,854.00
2020	865	73	0	1	\$17,874,667.43	\$314,955.52	\$430,870.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	\$487,175.68	\$10,152.70
February	41	\$1,200,928.35	\$21,432.50
March	45	\$904,927.41	\$16,008.28
April	66	\$1,636,592.28	\$30,690.33
May	45	\$987,557.04	\$19,028.86
June	72	\$1,816,398.30	\$33,662.40
July	91	\$2,638,828.37	\$46,050.95
August	230	\$2,753,544.10	\$60,994.10
September	173	\$5,030,748.42	\$66,042.70
October	63	\$417,967.48	\$10,892.70
November	0	\$0.00	\$0.00
December	0	\$0.00	\$0.00
Totals	865	\$17,874,667.43	\$314,955.52

**MEMORANDUM**

Date: October 14, 2020
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W. Cook, P.E.
City Engineer
Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) 6th Avenue Rehabilitation

The contractor plans to complete this project in the coming month. The final assessment hearing is scheduled for November 4, 2020.

2) TH 65 & Cajima Street RCUT Improvements

Minor punchlist items will be wrapped up this month.

3) 2020 Pavement Management Project

Minor punchlist items will be wrapped up this month.

4) 2020 Storm System Management Project

Minor remaining items will be completed this fall.

5) Legacy Pines 2nd Addition

Minor Punchlist Items will be addressed this month.

6) Legacy Pines 3rd Addition – Phase 1

Street construction is scheduled to be completed this month.

7) Legacy Pines 3rd Addition – Phase 2

Utilities have been installed, and street construction is scheduled to be completed this month.

8) MS4 Implementation

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

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

Please contact me if you have any questions.