

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, OCTOBER 4, 2022 – 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 Award

- 1. Infants Remembered in Silence (IRIS)

G. Approve City Council Minutes

- 1. September 20, 2022- Regular Meeting of the City Council
- 2. September 20, 2022- Committee of the Whole Meeting

H. Announcements

1. CITY OFFICES CLOSED

Monday, October 10, 2022

(In Observance of Columbus Day)

2. Committee of the Whole

Tuesday, October 18, 2022 at 5:00 p.m.

3. City Council Meeting

Tuesday, October 18, 2022 at 7:00 p.m.

4. Planning Commission Meeting

Tuesday, October 18, 2022

(Immediately following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

Community Development Director Stephanie Hillesheim

- 1. Amending the Development Agreement for Fairway Greens North Phases I and II for Front Yard Setbacks
 - a. Resolution 2022-XXX Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
 - b. Resolution 2022-XXX Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)
- 2. Resolution 2022-XXX Approving Site Plans for a Commercial Building for Rockstad and Co.
- 3. Resolution 2022-XXX Approving Site Plans for a Manufacturing Building for Special Tools Inc.

L. Approve Consent Agenda

- 1. Third Quarter Payroll for Council/ Boards/Commissions in the Amount of \$8,632.73, Payroll in the Amount of \$143,061.39 and Accounts Payable in the Amount of \$543,656.72
- 2. Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens
- 3. Resolution 2022-XXX Approving Donation Box at Liquor Store
- 4. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North
- 5. Resolution 2022- XXX Approving Resignation of Part-Time Liquor Clerk II Kristin Bennett

M. Other Communications

Adjournment

**RECOGNIZING NATIONAL PREGNANCY AND INFANT
LOSS REMEMBRANCE DAY**

WHEREAS, Infants Remembered In Silence, Inc. and many other nonprofit organizations work with thousands of parents all over the state of Minnesota, and across the United States, who have experienced the death of a child during pregnancy through early childhood; and; and,

WHEREAS, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and,

WHEREAS, Infants Remembered In Silence, Inc. a 501(c)(3) nonprofit organization was founded 1987, 35 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents, and all other types of infants and early childhood death; and,

WHEREAS, Bereaved parents around the world remember their children annually on October 15 with candle lighting at 7 pm. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and,

WHEREAS, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15th, 2022 be recognized as Pregnancy and Infant Loss Remembrance Day.

This resolution was duly adopted by the Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**



**TUESDAY, SEPTEMBER 20, 2022 – 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, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Others Present: Jim Rostberg and Dusten Noreen

D. Public Comment

None

E. Adopt Agenda

Motion by Lundeen, seconded by Collison to approve agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award

1. Mayor's Proclamation- MN Manufacturer's Month
Mayor Johnson read the proclamation.

G. Approve City Council Minutes

1. September 6, 2022- Regular Meeting of the City Council

Motion by Collison, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. City Council Meeting
2. Economic Development Authority Meeting

Tuesday, October 4, 2022 at 7:00 p.m.

Tuesday, October 4, 2022

(Immediately following the City Council Meeting)

3. Park, Recreation and Culture Board

Tuesday, September 27, 2022 at 6:00 p.m.

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

1. Isanti County Beyond the Yellow Ribbon Presentation (*Jim Rostberg*)

Jim Rostberg shared the goals and mission of Isanti County Beyond the Yellow Ribbon.

L. Approve Consent Agenda

1. Payroll in the Amount of \$121,371.41 and Accounts Payable in the Amount of \$397,806.07
2. Resolution 2022-168 Accepting Letter of Resignation for Police Officer Dusten Noreen
3. Resolution 2022-169 Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for October 29, 2022

Mayor Jeff Johnson thanked Dusten Noreen for his dedication and years of service to the City of Isanti.

Motion by Bergley, seconded by Lundeen to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. August Police Department Report
2. August Code Enforcement Report
3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

At 7:16 p.m. City Council went into closed session regarding labor negotiations.

1. Closed Session for Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03
 - a. Summary of tentative agreement with I.U.O.E, Local 49
 - b. Memorandum of Understanding (MOU) to allow for lateral hire up to two (2) years and include all newly hired or rehired employees will serve one (1) year probationary period.
 - c. Authorization to execute contract with I.U.O, E, Local 49 upon finalization of the Collective Bargaining Agreement
 - d. Resolution 2022-170 Consideration for Maintenance Tech II position new hire Dan Wittkop
 - e. Summary of tentative agreement with Law Enforcement Labor Services, Local 217
 - f. Authorization to execute contract with LELS, Local 217 upon finalization of the Collective Bargaining Agreement

A motion was made by Bergley, seconded by Lundeen to reopen the meeting. The motion carried unanimously.

Upon reopening of the meeting at 7:45 p.m., a motion was made by Lundeen, seconded by Bergley to approve summary of tentative agreement, execute I.U.O.E, Local 49 contract upon finalization of the Collective Bargaining Agreement, to approve I.U.O.E, Local 49 MOU to allow for lateral hire up to two years and include all newly hired or rehired employees will serve one-year probationary period. Motion passed 4-1 with Collison abstaining.

A motion was made by Lundeen, seconded by Bergley to approve LELS, Local 217 summary and contract upon finalization of the Collective Bargaining Agreement. Motion carried unanimously.

A motion was made by Lundeen, seconded by Bergley to approve resolution for consideration for Maintenance Tech II position new hire Dan Wittkop. Motion carried unanimously.

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried 5-0.

Meeting adjourned at 7:49 p.m.

Respectfully Submitted,

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

Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, SEPTEMBER 20, 2022 – 5:00 P.M.
CITY HALL**



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

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

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Community Development Specialist Ryan Saltis, Public Services Director Matt Sylvester and Lieutenant John McCarty

D. Public Comment

None

E. Committee Meeting Items

1. Public Works Updates

- Information was shared with Committee.

2. Clean-Up Day

- Committee discussed if Clean-Up Day should continue as is or if it should be contracted out.
- Consensus from Committee is to go out for quotes and remove clean-up day as a provision within the upcoming Refuse contract request for proposals.

3. Tax Increment Financing Districts No. 9 & 10 Update

- Information was shared with Committee.

4. Isanti Street Dance- Amp It Up Update

- CD Director Stephanie Hillesheim shared that the turnout for the 1st Street Dance-Amp it Up Series went well with positive feedback from those who attended.
- Committee discussed which street dances they would like to have at the Amphitheater next year.
- Consensus from Committee is for July and August Street Dances to be held Downtown and June and September held at Bluebird Park at the Amphitheater.

5. ATV/UTV Parking at Bluebird Park

- Committee discussed ATV and UTV parking at Bluebird Park.
- There was no further consensus or recommendation from Committee.

6. Dance Floor at Bluebird Park

- Committee discussed adding a concrete pad for a dance floor at the Amphitheater.
- Committee recommendation is for staff to look into cost options and bring back to Committee for further discussion.

- CD Director Stephanie Hillesheim shared with the Committee that Isanti Lions liked the picnic tables and are considering donating collapsible picnic tables as opposed to the originally decided upon benches.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting was adjourned at 5:45 p.m.

Respectfully Submitted.

A handwritten signature in cursive script that reads "Jaden Strand". The signature is written in dark ink on a light-colored background.

Jaden Strand
City Clerk



MEMO

To: Mayor and City Council
From: Stephanie Hillesheim, Community Development Director
Date: October 4, 2022
Subject: Amendment to Fairway Greens North Development Agreements for Phase I and Phase II

Through the staff's recent discussion with developer Josh Savageau and review of the permits and the requirements of the PUD it has come to our attention that the lot sizes do not allow for adequate backyards due to the setbacks required of the R-1 Single Family Residential District. City Staff recommend amending the Development Agreement to reduce the front yard setbacks on 12 specific lots to 20 feet due to wetland locations, to provide future residents with a better living experience after purchasing their homes.

Phase I: Block 2: Lots: 2, 3, 4, 5, 6

Phase II: Block 1: Lots 5, 6, 7, 8, 9, 10, 11

We recommend this change for both phases that have been approved for this development. Set back reductions have been reduced in other PUDs within Isanti to less than the 25 feet requirement as outlined for PUDs within the ordinance.

Request:

Staff is requesting action on this item.

Action Required:

If the Council concurs, it should by motion, approve the attached resolutions amending the development agreements for Fairway Greens North Phase I and Phase II.

Attachments:

- Resolution 2022-XXX Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Third Amendment to the Master Development Agreement for Fairway Greens North (Phase I)
- Resolution 2022-XXX Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)
- Second Amendment to the Master Development Agreement for Fairway Greens North (Phase II)

RESOLUTION 2022-xxx

THIRD AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

WHEREAS, the City Council approved the Master Development Agreement with HomePride, Inc., for Fairway Greens North (Phase I) on September 3, 2021; and,

WHEREAS, the miscellaneous provisions identified describes the front yard setback requirements of the allowed single-family structures at 30 feet; and

WHEREAS, upon further review the setbacks for some of the yards could restrict the size of backyard use due to wetland restrictions; and,

WHEREAS, the ordinance allows PUDs to reduce setbacks; and

WHEREAS, the front yard setback should be reduced to 20 feet for the following lots located in Fairway Greens North (Phase I) Block 2: Lots 2, 3, 4, 5, 6;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase I) be hereby **Amended** as to adjust the front yard setbacks to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase I).

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
THIRD AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE I)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and
HomePride, Inc., (the “Developer”).

Recitals

- A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE I) approved by City of Isanti Resolution 21-021 describes front yard setback requirements as 30 feet as outlined in the Zoning Ordinance.
- B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase I, the requirements for front yard setbacks should be adjusted to meet the following requirements for the development:
 - i. The following lots in Fairway Greens North Phase I will be allowed to have a reduced front yard setback of 20 feet:
 - 1. Block 2: Lots 2, 3, 4, 5, 6

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

- 1. The above recitals are incorporated herein as if fully set forth.
- 2. The recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.

3. This amendment is effective October 4, 2022.
4. All other terms of the Development Agreement and Amendment not modified by this Third Amendment shall remain in effect as originally state

This document drafted by:

City of Isanti
110 1st Ave NW
Isanti, MN 55040

CITY OF ISANTI

By: _____

Jeff Johnson, Mayor

Attest:

Jaden Strand, City Clerk

STATE OF MINNESOTA)

) ss.

COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of _____, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

Notary Public

HomePride Inc.

By: _____

Its: _____

Josh Savageau

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on this ____ day of _____ 2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

Notary Public

RESOLUTION 2022-xxx

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

WHEREAS, the City Council approved the Master Development Agreement with HomePride, Inc., for Fairway Greens North (Phase II) on May 3, 2022; and,

WHEREAS, the miscellaneous provisions identified describes the front yard setback requirements of the allowed single-family structures at 30 feet; and

WHEREAS, upon further review the setbacks for some of the yards could restrict the size of backyard use due to wetland restrictions; and,

WHEREAS, the ordinance allows PUDs to reduce setbacks; and

WHEREAS, the front yard setback should be reduced to 20 feet for the following lots located in Fairway Greens North Phase II Block 1: Lots 5, 6, 7, 8, 9, 10, 11;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the Development Agreement for Fairway Greens North (Phase II) be hereby **Amended** as to adjust the front yard setbacks to better fit the design and layout of the approved Final Plat of Fairway Greens North (Phase II).

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH (PHASE II)

The Amendment is by and between the City of Isanti, a Minnesota Municipal corporation and
HomePride, Inc., (the “Developer”).

Recitals

- A. The miscellaneous provisions identified in the MASTER DEVELOPMENT AGREEMENT FAIRWAY GREENS NORTH (PHASE II) approved by City of Isanti Resolution 22-089 describes front yard setback requirements as 30 feet as outlined in the Zoning Ordinance.
- B. Upon further review of the lot sizes and setback requirements in Fairway Greens North Phase II, the requirements for front yard setbacks should be adjusted to meet the following requirements for the development:
 - i. The following lots in Fairway Greens North Phase I will be allowed to have a reduced front yard setback of 20 feet:
 - 1. Block 1: Lots 5, 6, 7, 8, 9, 10, 11

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

- 1. The above recitals are incorporated herein as if fully set forth.
- 2. The recitals, as modified by the Amendment, is hereby modified so as to contain the updated garage size minimums.

3. This amendment is effective October 4, 2022.
4. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally state

This document drafted by:

City of Isanti
110 1st Ave NW
Isanti, MN 55040

CITY OF ISANTI

By: _____

Jeff Johnson, Mayor

Attest:

Jaden Strand, City Clerk

STATE OF MINNESOTA)

) ss.

COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of _____, 2022, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

Notary Public

HomePride Inc.

By: _____

Its: _____

Josh Savageau

STATE OF MINNESOTA)

) ss.

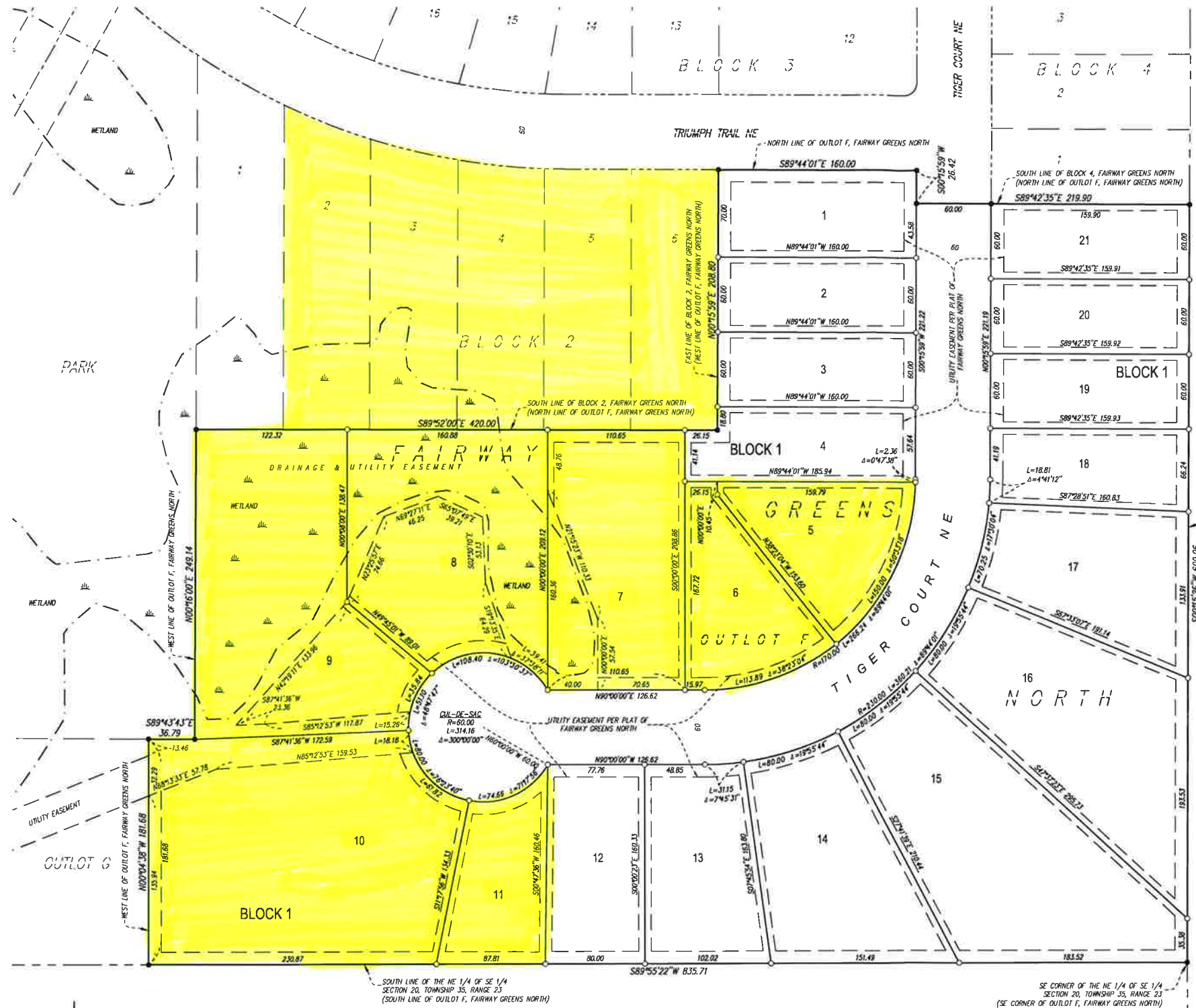
COUNTY OF _____)

This instrument was acknowledged before me on this ____ day of _____ 2022, by Josh Savageau of HomePride, Inc., on behalf of that Minnesota incorporated company.

Notary Public

FAIRWAY GREENS NORTH PHASE 2

SEC. 20, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY



- LEGEND**
- DENOTES SET IRON PIPE WITH CAP MARKED RLS 42627
 - DENOTES FOUND MONUMENT
 - ◎ DENOTES ISANTI COUNTY LAND CORNER MONUMENT

NOTE REGARDING WETLANDS
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

BEARING NOTE
FOR THE PURPOSES OF THIS PLAT, THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA (A.K.A. THE SOUTH LINE OF OUTLOT F, FAIRWAY GREENS NORTH), IS ASSUMED TO BEAR SOUTH 89 DEGREES 55 MINUTES 22 SECONDS WEST.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

KNOW ALL MEN BY THESE PRESENTS: That Homepride, Inc., a Minnesota corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot F, FAIRWAY GREENS NORTH, according to the plat of record thereof, Isanti County, Minnesota.

Subject to easements, restrictions, or reservations of record, if any.

Has caused the same to be surveyed and platted as FAIRWAY GREENS NORTH PHASE 2 and do hereby donate and dedicate to the public for public use forever the public ways shown on this plat and also dedicating the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof said Homepride, Inc. has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Signature

Printed Name and Title

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument by _____ of Homepride, Inc., a Minnesota corporation, on behalf of the corporation, was acknowledged before me this ____ day of _____, 20____.

SIGNATURE (DO NOT USE STAMP)

PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and plating of the land described on this plat; that this plat is a correct representation of the boundary survey, all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wetlands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than shown. (Subject to note regarding wetlands on the face of this plat.)

Kyle J. Roddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Kyle J. Roddy, Land Surveyor, Minnesota License Number 42627.

SIGNATURE (DO NOT USE STAMP)

PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

Isanti County Surveyor
Minn. License No. _____

Approved by the City Council of Isanti, Minnesota, this ____ Day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

Mayor

City Administrator

Approved as to form and execution this ____ day of _____, 20____.

Isanti City Attorney

Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota on this ____ day of _____, 20____.

Chairperson

Attest

Secretary

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this ____ day of _____, 20____.

Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this ____ day of _____, 20____ at ____ o'clock ____ M. and was duly recorded as Document No. _____.

County Recorder, Isanti County, Minnesota.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: October 4th, 2022
Subject: Site Plan Approval for a commercial building with tenant spaces located at 108 Main St E

Background: A presentation was given at the September 20, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the proposed commercial building with tenant spaces for Rockstad Relics and Wares located at 108 Main St E. It was explained that the site does not provide a parking area and that the Downtown Overlay District provides flexibility and encourages shared parking areas. Discussion was had regarding the setbacks for the building, in which the B-2 Zoning District allows zero lot line setbacks. Landscaping was discussed whether the applicants would have room for tree plantings. The Planning Commission members determined that there is not adequate space on the lot to include tree plantings. The applicants, Amy and Erick Rockstad, were present at the meeting and available for questions from the Planning Commission. The applicants further explained their business and plans for their building/site. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans for a commercial building with tenant spaces for Rockstad Relics and Wares with conditions at the September 20, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR A COMMERCIAL BUILDING FOR ROCKSTAD RELICS AND WARES LOCATED AT 108 MAIN ST E

WHEREAS, Amy Rockstad (applicant) has requested approval for site plans of a Commercial Building with tenant spaces at 108 Main St E in the City of Isanti (PID 16.047.0120); and,

WHEREAS, the property is located in the “B-2” General Business District and is subject to the additional requirements of the “D-1” Downtown Overlay District, in both of the Zoning Districts a *General Retail Establishment* is a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd.2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the proposed use for a *General Retail Establishment* meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Commercial Building Site Plans on September 20, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on October 4, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for a commercial building with tenant spaces;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Lighting Designs shall be downlit and follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti’s City Zoning Ordinances
2. Trash enclosure must be illuminated for the safety of employees
3. Trash enclosure location must be included on site plans and design shall follow Section 14, subd.3 in the City’s Zoning Ordinances for Trash Enclosure Standards
4. All signs shall need a sign permit when applicable to determine dimensions, design and locations
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All other conditions listed in the City Engineer’s memo, dated 9/7/2022.

This Resolution is hereby approved by the Isanti City Council this 4th day of October, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand

City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: September 20, 2022

SUBJECT: Site Plan approval for a Commercial building with tenant spaces for Rockstad Relics and Wares located at 108 Main St E

Request: The applicant, Amy Rockstad is requesting site plan approval for a proposed commercial building with tenant spaces located at 108 Main St E.

Overview/Background: The applicant would like to construct a commercial building on a 7,000 sq ft vacant lot located at 108 Main St E. This parcel is currently zoned B-1 Central Business District and is within the Downtown Overlay Zoning District in which a "General Retail Establishment" is a permitted use.

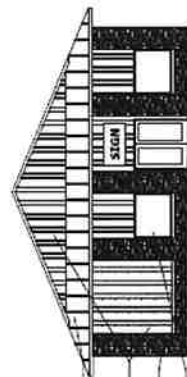
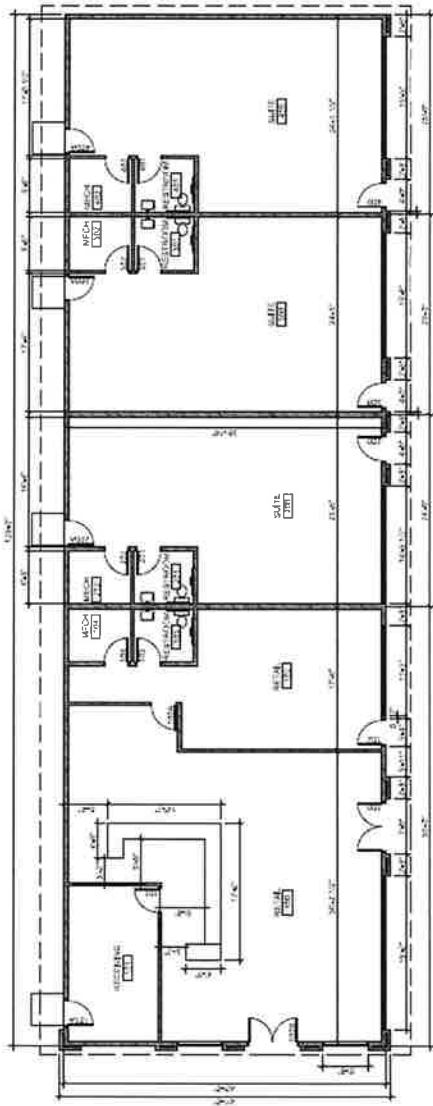
The building is proposed to be 5,160 square feet and will consist of the Rockstad Relics and Wares boutique retail space, and three tenant spaces on the east side of the building. Each tenant space will have a separate mechanical space and restroom area. The site does not feature any designated off-street parking areas; however, the Downtown Overlay District allows flexibility for shared parking and promotes pedestrian walkability between businesses.

Analysis of Application: The site plan for the building shall comply with the following requirements for the B-1 Central Business District and Downtown Overlay District:

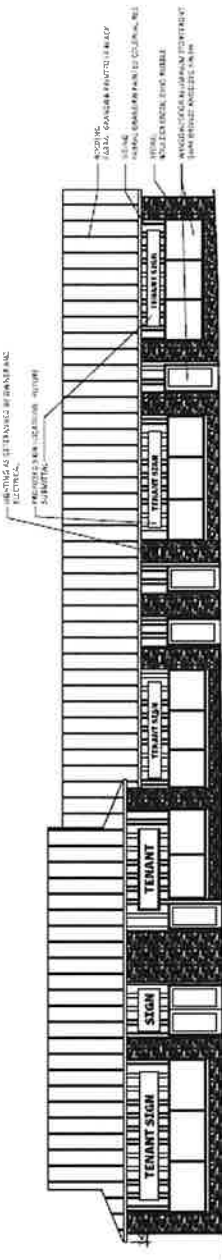
Lot/Building Size Requirements

There is not a minimum lot size or building size requirement for the B-1 Central Business District or Downtown Overlay District. The building is proposed to be 5,160 sq ft and will be set on a 7,000 sq ft vacant lot. The building will be roughly 74% of the total lot surface.

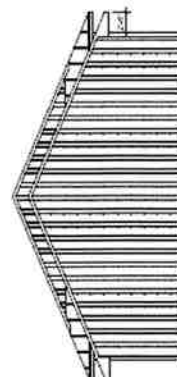




ROOFING
FARM, GARDEN, RUSTIC, RACE
SLOPE
FARM, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE



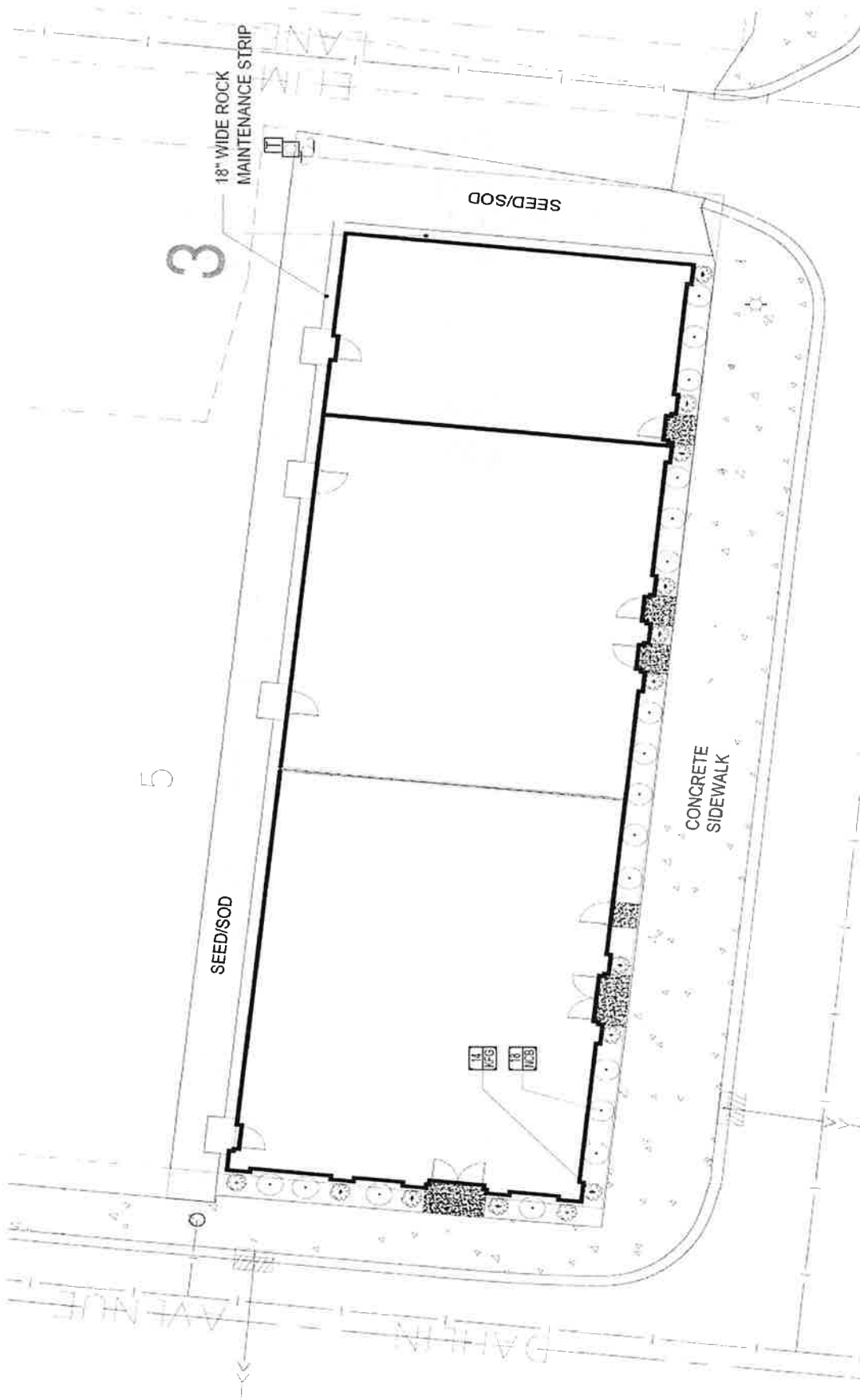
ROOFING
FARM, GARDEN, RUSTIC, RACE
SLOPE
FARM, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE



ROOFING
FARM, GARDEN, RUSTIC, RACE
SLOPE
FARM, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE



ROOFING
FARM, GARDEN, RUSTIC, RACE
SLOPE
FARM, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE
RUSTIC, GARDEN, RUSTIC, RACE
SLOPE



SYM	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
-----	-----	-------------	-----------------	------	------	----------

DECIDUOUS SHRUBS						
NCS	4	NORTHERN CHARM BOXWOOD	Buxus x 'Wilson'	24" HGT	POT	PER PLAN

PERENNIALS						
KFG	12	KARL FOERSTER GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 GAL	POT	PLANT 2 O.C.

PLANTING SCHEDULE:



**BOLTON
& MENK**

Real People. Real Solutions.

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

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

MEMORANDUM

Date: September 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Rockstad – Civil Plan Set - Engineering Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the plan set entitled "Rockstad Civil" dated August 17, 2022 and received on August 29, 2022. The project includes the construction of a new building with multiple tenant spaces. We have reviewed the submitted documents and have the following comments:

Utility Plan C-8:

1. Separate sewer and water service lines will be required with for each separate tenant space. The two sanitary sewer stubs that are shown on the east side of the lot may be used. The 3 separate water services may be able to tap onto the existing water stub that extends to the parcel, but each water service will need to have a curb stop at the ROW.
2. Proposed 2" sanitary line shown to west does not connect to the existing main located on the west side of Dahlin Avenue. If this sewer needs to connect to the main in Dahlin Avenue, the road will need to be closed and we will require a detour route plan be submitted for review prior to approval of this project. Also show patch area, curb and walk removal limits.
 - a. If this 2" line is not a forcemain, it will be required to be a minimum 4" gravity pipe SDR 26 at a minimum slope of 1.5%.
3. An overhead line appears to cross the SE corner of the proposed building. Coordinate with this utility to relocate as needed.

Landscape Plan L-1-1:

4. All areas not planned to be landscaped shall receive 6" of topsoil and be sodded. An irrigation plan will also be needed.

We recommend approval of the plans once the above comments are addressed.

Setbacks – Principal Building

The following minimum requirements shall be observed in the Central Business District; subject to additional requirements, exceptions, and modifications as set forth within this Ordinance:

- A. Setbacks and Height Restrictions – Principal Building.
- | | |
|--|--|
| Minimum Setback from a Railroad Right-of-Way | 10 feet |
| Front, Side, and Rear Yards | Zero Lot Line Maximum |
| Building Height | Three (3) stories or
forty-five (45) feet,
whichever is less |

The proposed building will be setback 3 ft from the front property line, 7 ft from the rear property line, 10 ft from the east property line and 4 ft from the west property line. These front, side and rear setbacks will meet the requirements of a zero-lot line maximum which would allow for the building to be placed directly on property lines. The building is proposed to be single story construction and will not exceed the forty-five ft height requirement in this Zoning District.

Streets and Sidewalk Network

- A. Developments that include public or private streets shall connect with and provide for the future extension of the community's existing street network.
The development will utilize the existing streets of Main Street, Dahlin Ave NE and Elim Lane NE.
- B. Sidewalks are required along all public and private streets within the Downtown Overlay District. The location and alignment of new sidewalks shall connect directly with the existing sidewalk network. The width of the sidewalk shall be consistent with City policy.
Existing Sidewalks will be utilized along the front and the west sides of the building, which will run parallel to the existing streets. Concrete pads will be placed from the sidewalk to the building's doors for entrances and easy accessibility.
- C. On-street parking shall be incorporated with the street design within the Downtown Overlay District. Parking areas shall be defined by curbing.
On-street parking will be accessible to the building off of Dahlin Ave NE and a parking lot nearby on Main St.
- D. The number and width of curb cuts shall be in conformance with City policy. Sites within the Downtown Overlay District that have multiple buildings shall have unified / joint access.
There are no curb cuts proposed on site for parking areas.

- E. Street trees shall be placed, no less than one (1) tree per fifty (50) lineal feet of frontage on any street within the Downtown Overlay District. Where street trees cannot be planted, sidewalk planters are encouraged in these areas. Such trees or planters shall be coordinated as part of the streetscape design.
A landscaping plan was provided for review of plant locations and species types. There are no trees proposed on the site. Based on the 1 tree per 50 lineal feet of frontage requirement, the site would be required at least 5 trees (250 linear ft of street frontage on Main St, Dahlin Ave, and Elim Ln). The building setbacks on the front and west sides of the building are too small for tree plantings but the building has 10 ft setbacks from the eastern property line. Staff believes that this area should have at least two trees to make up for lost landscaping areas on all other sides of the building. Plantings of deciduous shrubs and perennials are proposed to be planted along the front and west side of the building.
- F. All new utilities shall be encouraged to be placed underground. Compatible lines (e.g., electric, phone, cable) shall be placed in a common trench.
The utilities plan indicates underground connections for the site.

Parking Standards

Off-Street Parking Areas located within the Downtown Overlay District are intended to be a pedestrian-oriented place. The design, location, and availability of parking will be a critical component to ensure the success of redevelopment within this area. Parking must be conveniently located and easily accessible; however, parking areas should not negatively impact the pedestrian character of the area. The purpose of the off-street parking requirements within the Downtown Overlay District is to allow land uses to deviate from the parking requirements provided in Section 17 of this Ordinance. The deviation from these requirements is allowed in recognition of the unique character of the downtown area, which include mixed uses, pedestrian scale development, enhanced streetscape, and potential future availability of mass transit. The regulations of the Downtown Overlay District will allow for a reduction in the number of parking spaces and encourage shared parking.

- A. General.
1. Off-street parking areas should not be located in front of buildings between the building and the street.
 2. Off-street parking shall be provided where it is physically possible to do so.
 3. Exception to those properties located along First Avenue NW or SW, 90-degree parking is permitted abutting the street when approved by the City Council.
 4. Access points for rear and side parking lots should be designed to look like streets rather than driveways.
 5. Parking areas should be well identified and easy to find.

6. On-street parking should be provided everywhere it is physically possible to do so.

C. Commercial standards.

1. If the required amounts of parking spaces cannot be fully provided on site, then parking may be provided in public or shared lots elsewhere within the Downtown Overlay District.
2. Shared parking facilities among commercial uses should be encouraged where peak hours, proximity, and other characteristics would make these types of facilities feasible.
3. Parking areas should flow together and should not contain barriers that would prevent cross connections between lots, as this should encourage the sharing of parking areas between uses.
4. Shared parking shall meet the requirements as stipulated within Section 17 of this Ordinance.
5. Employees of commercial establishments should be required to park in designated long-term parking areas.
6. When a non-residential use would require 100 or fewer parking spaces based upon the requirements of Section 17 of this Ordinance, the required number of parking spaces provided shall be 50 percent of the total number required.

The site does not provide any off-street parking. Parking is available in shared lots found on Main St and street parking is available on Dahlin Ave to the west of the proposed building. Staff believes that there will be plenty of parking options nearby and that a building with tenant spaces is a good use for this small 7,000 sq ft parcel, rather than a majority of it having to be a parking lot.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

- A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.
- B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:

1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:
 - a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).
 - b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.
2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.
3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.
4. Lighting shall not create a hazard for vehicular or pedestrian traffic.
5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.
6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.
7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

A photometrics plan will need to be submitted with foot candle readings on the site. These foot candle readings will be based on light sources implemented on site and will have to meet all criteria listed in Section 14, Subd. 5 of the City Zoning Ordinance. Lighting will have to be downlit and not be a hazard for vehicular or pedestrian traffic. The trash enclosure must be illuminated for the safety of employees.

Exterior Building Materials

Acceptable Materials. Exterior building materials shall not be dissimilar to existing structures within the immediate area or the downtown area as a whole. Exterior building finishes shall consist of material comparable in grade and quality to the following:

1. Brick
2. Natural stone
3. Wood provided the surfaces are finished for exterior use and only woods of proven durability shall be used.

4. Glass, to include glass curtain wall panels.
5. Tilt up concrete panels that have a grid or block like appearance.
6. EIFS (Exterior Insulating and Finishing System) may be used but not as a primary material.
7. Metal may be used as an accent but not as a primary material.

Exterior building materials include metal siding and roofing, boulder creek stone, and aluminum windows and doors. Siding color is proposed to be colonial red and the roofing will be black. Boulder Creek stone is proposed to be the primary material on the south and west sides of the building and is expected to go up to the roof line on these sides. The exterior of the building has varied detailing with materials and colors and will be visually appealing in the downtown district.

Refuse and Trash Receptacle Enclosures

- A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.
- B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the “R-1”, “R-2”, and “R-3A” Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.
- C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:
 1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.
 2. Trash enclosures shall be lit.
 3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.
- D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

There is not a trash enclosure indicated on site plans. An exterior trash enclosure will need to be included on site plans to verify the location will work on site. It is not identified on plans how the

trash receptacles will be enclosed and designed. The trash enclosure shall be designed so that it is architecturally harmonious with the principal structure on the site. The trash enclosure will also have to be illuminated for the safety of employees.

Signs

The exterior elevations show spaces for signs on the building. All signage on site will need to have a sign permit and be reviewed by city staff to ensure that the location, design and dimensions meet the requirements listed in Section 16 of the City Zoning Ordinances.

Staff Recommendation: Staff recommends approval of the proposed commercial building located at 108 Main St E with the following conditions:

Conditions:

- Lighting Designs shall be downlit and follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
- Trash enclosure must be illuminated for the safety of employees
- Trash enclosure location must be included on site plans and design shall follow Section 14, subd.3 in the City's Zoning Ordinances for Trash Enclosure Standards
- All signs shall need a sign permit when applicable to determine dimensions, design and locations
- Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
- All other conditions listed in the City Engineer's memo, dated 9/7/2022.

Attachments:

- Site Plans
- Floor Plans / Exterior Elevations
- Landscaping Plans
- Engineer's Memo Dated 9/7/2022



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: October 4th, 2022
Subject: Site Plan Approval for a manufacturing building for Special Tools Inc. located at PID 16.159.0010

Background: A presentation was given at the September 20, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the proposed manufacturing building in the City's Industrial Park for Special Tools Inc. located at PID 16.159.0010. The design of the site was explained and the Planning Commission was shown the floor plans, exterior elevations and landscaping plans. Discussion was had regarding the wainscoting for the building, in which the I-1 Zoning District requires wainscoting of 1/3 wall height of the building. The Planning Commission members determined that this requirement would bring the stone up to the top of windows and doors of the building and would not make sense aesthetically. The applicants, Adam Klinker of Special Tools Inc and Doug Haechen of Structural Buildings, were present at the meeting and available for questions from the Planning Commission. The applicants further explained their business and plans for their building/site. Specifically, the trash enclosure location was discussed and will be implemented into site plans. The applicants agreed that the conditions of approval for the project are reasonable and can be met. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans for a manufacturing building for Special Tools Inc. with conditions at the September 20, 2022 Planning Commission meeting. Motion for approval with conditions passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR A MANUFACTURING BUILDING FOR SPECIAL TOOLS INC LOCATED AT PID 16.159.0010

WHEREAS, Structural Buildings and Special Tools Inc. (applicants) have requested approval for site plans of a Manufacturing Building at PID 16.159.0010 in the City of Isanti; and,

WHEREAS, the property is located in the “I-1” Industrial Park District in which *Light Manufacturing* is a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd.2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the proposed use for *Light Manufacturing* meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Manufacturing Building Site Plans on September 20, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on October 4, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for a manufacturing building at PID 16.159.0010;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Trash enclosure shall be illuminated for the safety of employees
2. Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City’s Zoning Ordinances.
3. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti’s City Zoning Ordinances
4. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City’s Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All other conditions listed in the City Engineer’s memo, dated 9/7/2022

This Resolution is hereby approved by the Isanti City Council this 4th day of October, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand

City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: September 20, 2022

SUBJECT: Site Plan Review for a manufacturing building for Special Tools Inc. located on a vacant lot in the Industrial Park District at PID 16.159.0010

Request: The applicant, Structural Buildings is requesting site plan approval for a proposed manufacturing building located at PID 16.159.0010 for Special Tools Inc.

Overview/Background: The applicant would like to construct a manufacturing building on a 2.5-acre vacant lot located in the Industrial Park District at PID 16.159.0010. This parcel is currently zoned I-1 Industrial Park District in which "light manufacturing" is a permitted use.

The building is intended to provide custom tool manufacturing services in a warehouse setting. The building is proposed to be 2 stories in height and roughly 12,000 square feet. The first floor will have the manufacturing floor space, offices, bathrooms, mechanical room, a break room and a conference room. Fourteen parking stalls are displayed on the site plans, with one of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Lot Requirements

- Lot Size Minimum .5 acre
- Minimum Width of Lot at ROW 100 ft
- Minimum landscaping 25% of total lot area

The area of the parcel is roughly 2.5 acres in size and exceeds the lot size minimum. The site will meet the minimum width of lot at the Right of Way and minimum landscaping requirements.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located near the center of the parcel roughly 100 ft from the west property lines near East Dual Blvd NE and will meet all required setbacks for the I-1 zoning district.

Impervious Surface Coverage

There shall be a required minimum of twenty-five percent (25%) reservation of the total lot area for landscaping use. A landscaping plan must be submitted to and be approved by the Planning Commission or its designee.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. Roughly 43% of the development is intended to be impervious surface. The landscaping requirement of 25% of the total lot area as green space will be met.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas are proposed to be surfaced with bituminous pavement. Concrete aprons and sidewalks are proposed around the front of the building near the parking stalls leading to the entrance and along the rear of the building.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around the entire perimeter of the parking lot and paved area on site.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) wide.

Four-inch-wide white striping will be used across the site for designated parking stalls. One stall will be striped to indicate no parking for a handicap access stall.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from all property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Industrial Uses

PARKING SPACE CALCULATION

REQUIRED PARKING SPACES

OFFICE: 1 SPACE PER 250 SF - 500 SF / 250 = 2 SPACES

MANUFACTURING: 1 SPACE PER 500 SF - 4950 SF / 500 = 10 SPACES

WAREHOUSE: 1 SPACE PER 1500 SF - 3550 SF / 1500 = 2 SPACES

TOTAL REQUIRED PARKING SPACES = **14 SPACES**

PROVIDED PARKING SPACES

TOTAL PROVIDED PARKING SPACES = **14 SPACES**

Based on this number of required parking spaces standard and the use of the industrial building, the site will be required at least 14 parking spaces in which one stall would need to be designated as handicap accessible. The site plans indicate 14 total parking stalls, in which one parking stall is designated as handicap accessible in the front of the building. The site plans meet the required number of parking spaces for the development.

Stall, Aisle and Driveway Design

- A. Except in the case of single-family dwellings, two-family dwellings, and townhouses, parking areas shall be designed so that circulation between parking aisles or driveways occurs within the designated parking lot and does not depend upon a public street or alley, and such design does not require backing into the public street.

- B. Except in the case of single family and two-family dwellings, and townhouses, parking areas shall comply with the following standards

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will have both one-way and two-way traffic. Stall dimensions are 10 ft in width and 20 ft in length and drive aisle width is 26 ft. The site will meet the required stall dimensions of 9 feet in width and 19 feet in length. The drive aisle widths shall be at least 26 feet and meet the requirement for two-way vehicle circulation.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

- A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.
- B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:
1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:
 - a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).
 - b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.
 2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.

3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.
4. Lighting shall not create a hazard for vehicular or pedestrian traffic.
5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.
6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.
7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

An exterior lighting plan was not included in the submittal. A lighting/photometrics plan is required that will show lighting types that are proposed on site. All lighting types proposed shall be downlit and designed to reduce glare. These light sources will have to meet all criteria listed in Section 14 of the City Zoning Ordinance.

Curb Cuts

There are two curb cuts proposed along East Dual Blvd NE. These two proposed curb cuts are spaced an adequate distance from each other and comply with City Standards.

Building Design and Construction

- A. The design and location of the buildings constructed on a lot shall be attractive and shall complement existing structures and the surrounding natural features and topography with respect to height, design finish, color, size and location.
- B. Load bearing structural components shall be steel or structural concrete. Other materials of greater strength may be used if expressly allowed by the City Council.
- C. Architecturally and aesthetically suitable building materials shall be applied to, or used on, all sides of all buildings that are adjacent to other existing or future structures or roads. Exterior walls of iron, aluminum, or wood will be permitted only with the specific written approval of the City Council. Exterior walls of masonry, concrete and glass are encouraged. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings.
- D. All exterior wall finishes on any building shall be comprised of any one or a combination of the following materials:
 1. Face brick
 2. Natural stone
 3. Glass

4. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture.
5. Factory fabricated, finished 26 Ga. Metal panel
6. Decorative concrete block approved by the City Council.
7. Architectural metal accent panels, generally with a value greater than pre-cast concrete units, and as specifically approved by the City Council.
8. When material noted in (5) above is used, there shall be a wainscot of material noted in (1), (2.) or (6) above, Wainscot shall be located across a minimum of 50% of the linear perimeter of the building and shall be located where most visible from streets and as specifically approved by the City Council. Minimum wainscot height shall be one-third of the sidewall height and/or specifically approved by the City Council.
9. Other materials as approved by the City Council and in conformance with existing design and character of the Property.

Exterior building materials include metal roofing and siding, and stone around the base of the South and West sides of the building. The exterior siding and stone will be a neutral tan color and will be consistent with will surrounding buildings in the Industrial Park District.

Screening, and Landscaping

A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

Mechanical equipment is not displayed on site plans. If mechanical equipment is on the exterior of the building, site plans shall be altered to show the location of the equipment.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

There are three large garage doors on the building that can be used for loading and service areas. A building of this size (under 100,000 square ft) does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

The site does not abut a residential area.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

An outdoor trash enclosure is required for this Industrial site. Site Plans do not show a location where this trash enclosure will be placed. Site plans must be modified to show the location of the enclosure for staff review. The enclosure shall meet performance standards set in Section 14, Subdivision 3 of the City Zoning Ordinances.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

The site is completely surrounded by Industrial properties and does not surround a residential area.

Landscaping

Non-Residential Requirements. In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations.

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

- a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.

- b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The city may approve an alternative if such alternative appears to meet the intent of this article.
- c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.
- d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

The landscaping plan proposes to include a total of 10 trees on the property near East Dual Blvd NE. These will be a mix of species including Sugar Maples, Scarlet Oaks, Norway Spruce, and Austrian Pines. The City Landscaping Ordinance requires that the site have at least 7 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 10 trees will meet this standard. Sod shall be planted on all areas not disturbed by new construction or not already covered by established lawn or turf.

Refuse and Trash Receptacle Enclosures

- A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.
- B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the “R-1”, “R-2”, and “R-3A” Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.
- C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:
 - 1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.
 - 2. Trash enclosures shall be lit.

3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.
- D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle location is not designated on site plans. The receptacle will have to be enclosed, fenced or screened. The trash receptacle/enclosure shall follow the regulations set in Section 14, Subdivision 3 of the City's Zoning Ordinances. The trash enclosure shall also be illuminated for the safety of employees.

Signs

Signs will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

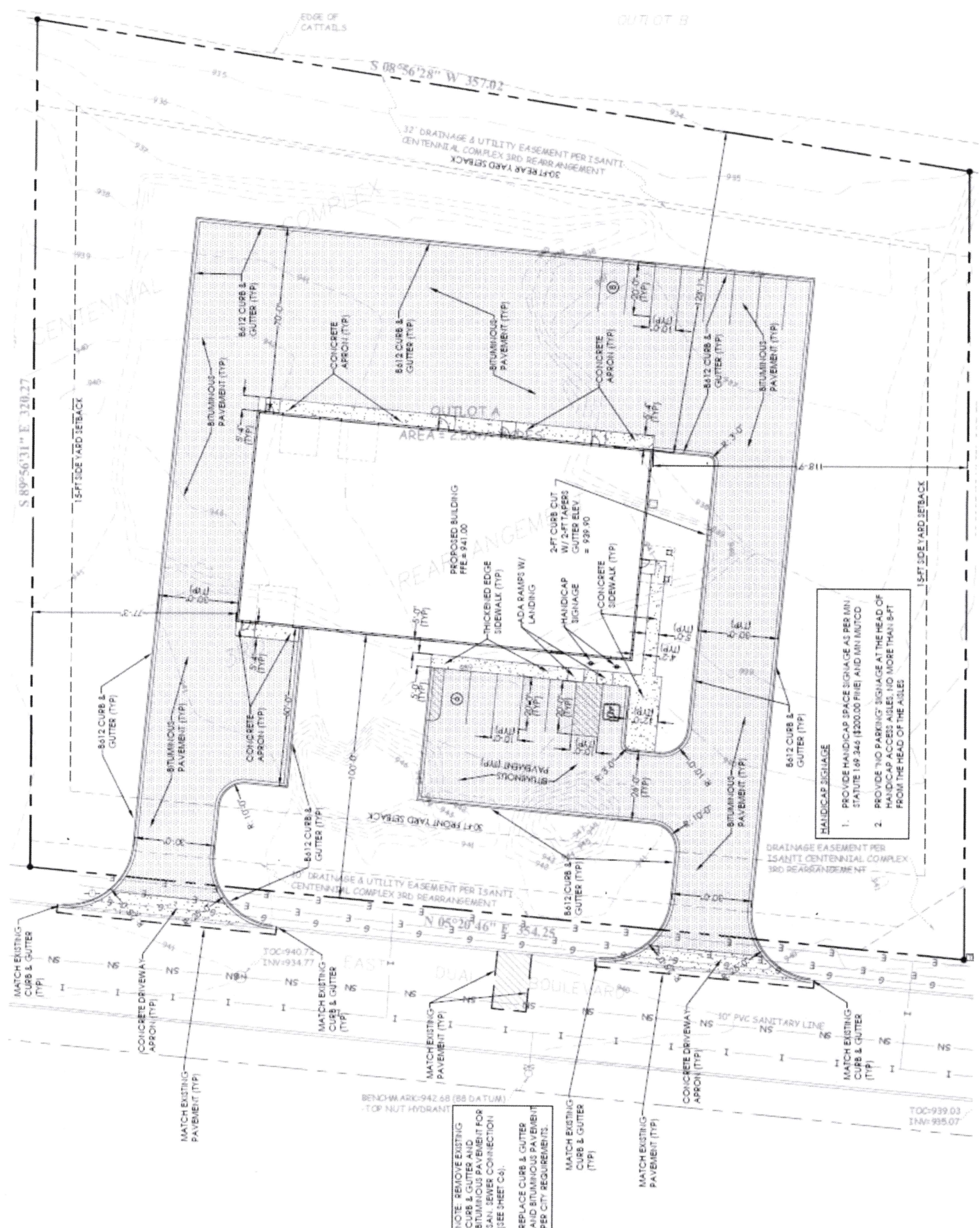
Staff Recommendation: Staff recommends approval of the proposed Special Tools manufacturing building located at PID 16.159.0010 with the following conditions:

Conditions:

- Trash enclosure shall be illuminated for the safety of employees
- Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
- All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
- Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
- All other conditions listed in the City Engineer's memo, dated 9/7/2022

Attachments:

- Site Plans
- Floor Plans
- Landscaping Plans
- Exterior Elevations
- City Engineer's Memo Dated 9/7/2022



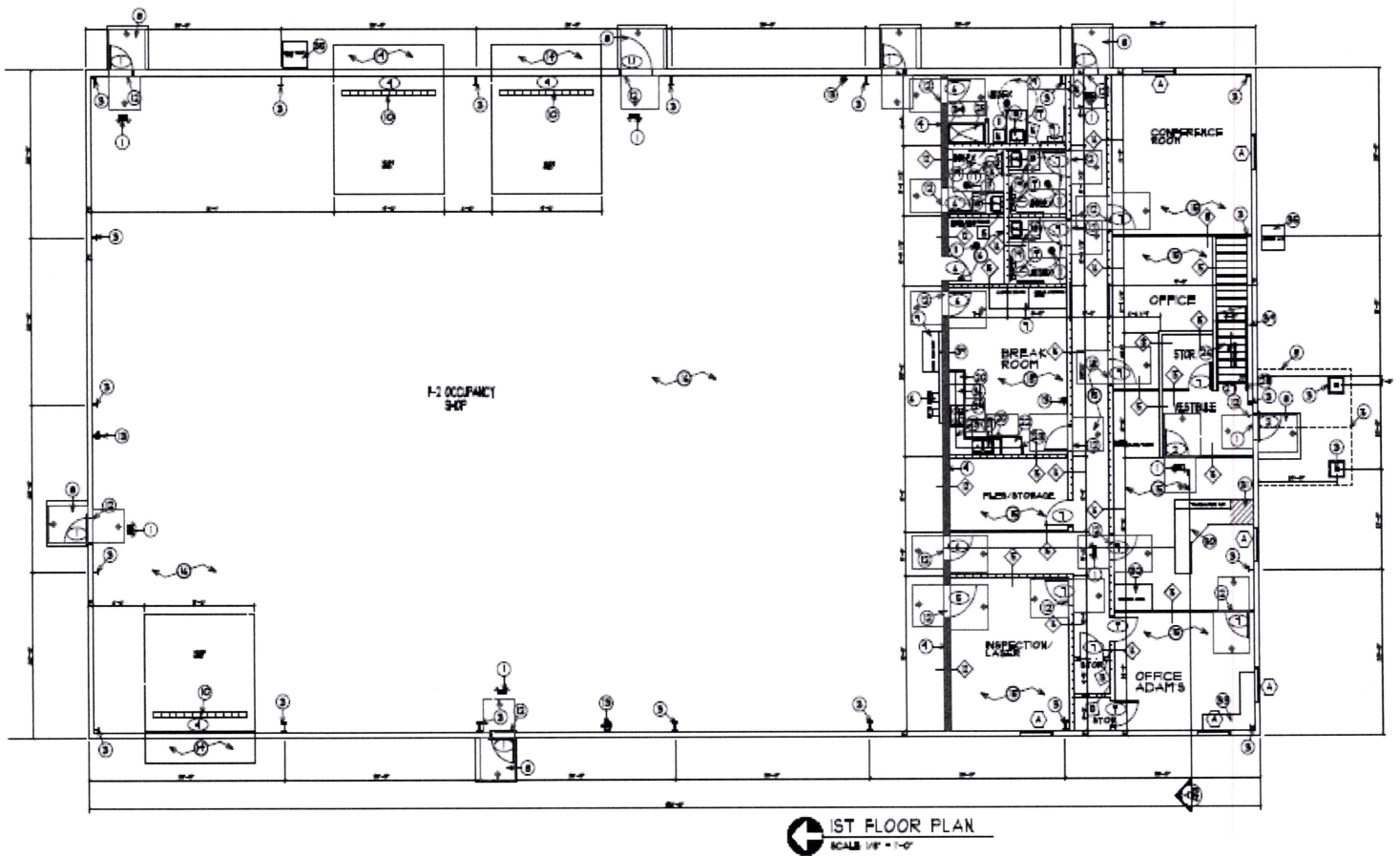
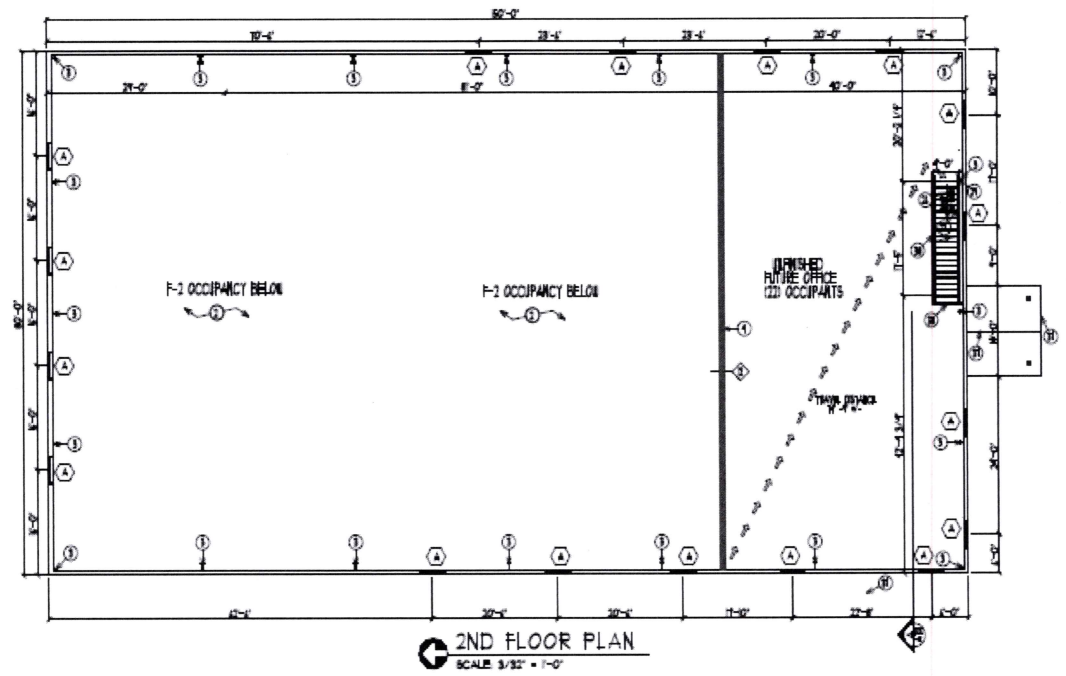
- HANDICAP SIGNAGE**
1. PROVIDE HANDICAP SPACE SIGNAGE AS PER MIN. STATUTE 169.345 (\$200.00 FINE) AND MIN. MUTCD
 2. PROVIDE "NO PARKING" SIGNAGE AT THE HEAD OF HANDICAP ACCESS AISLES, NO MORE THAN 8-FT FROM THE HEAD OF THE AISLES

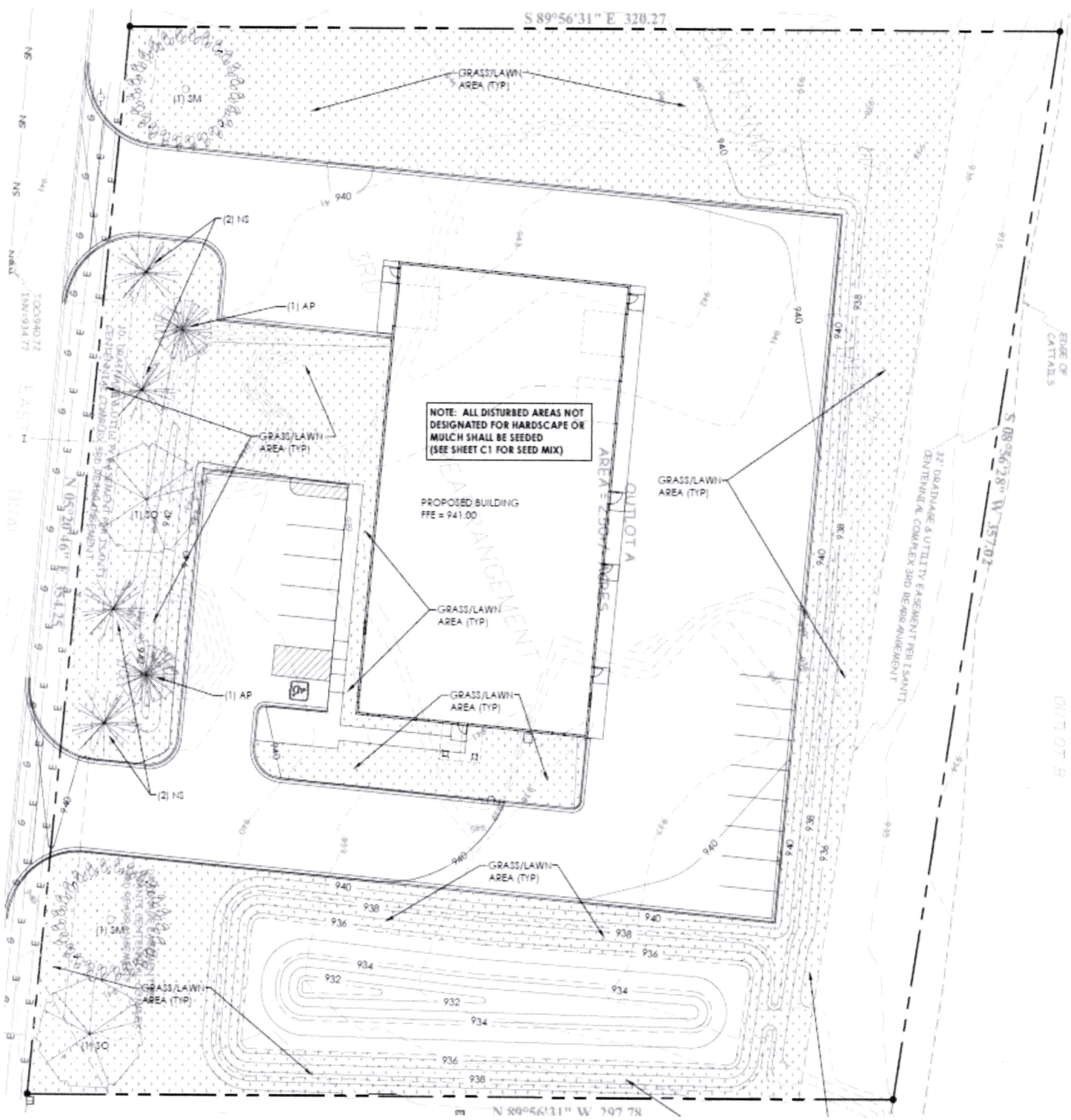
NOTE: REMOVE EXISTING CURB & GUTTER AND BITUMINOUS PAVEMENT FOR SAN. SEWER CONNECTION (SEE SHEET C6).

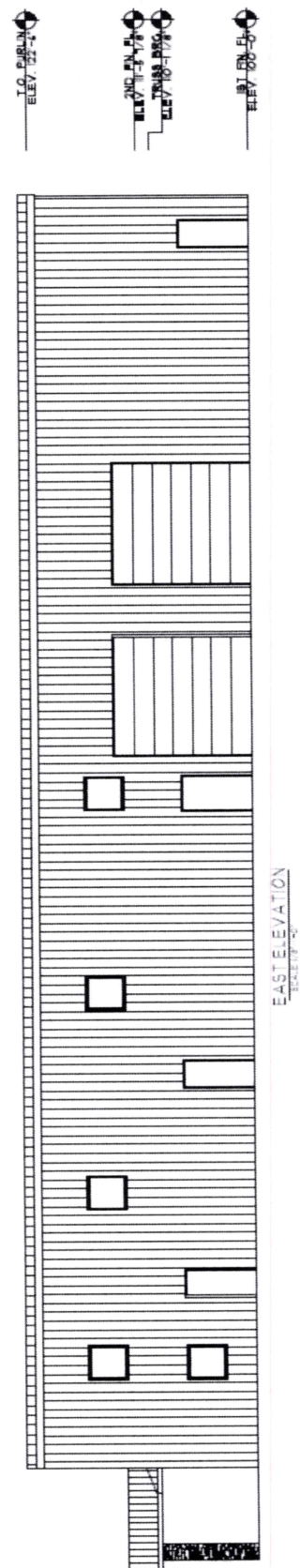
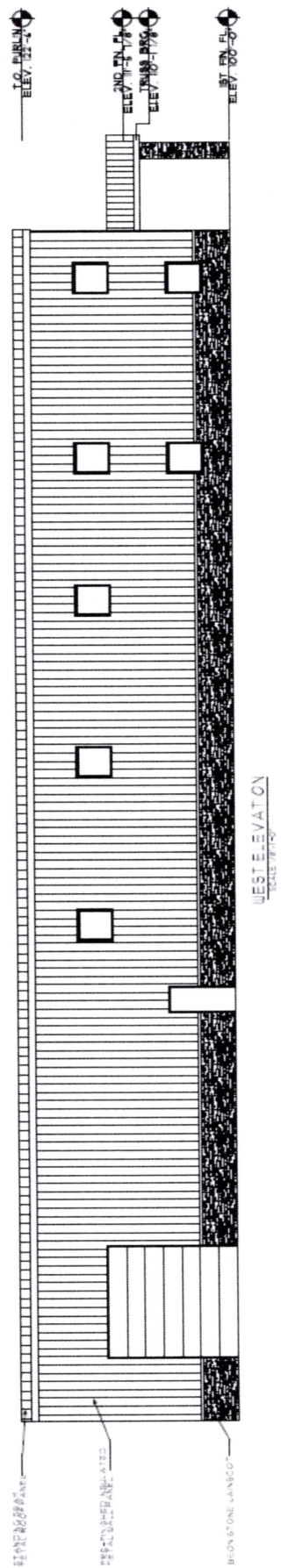
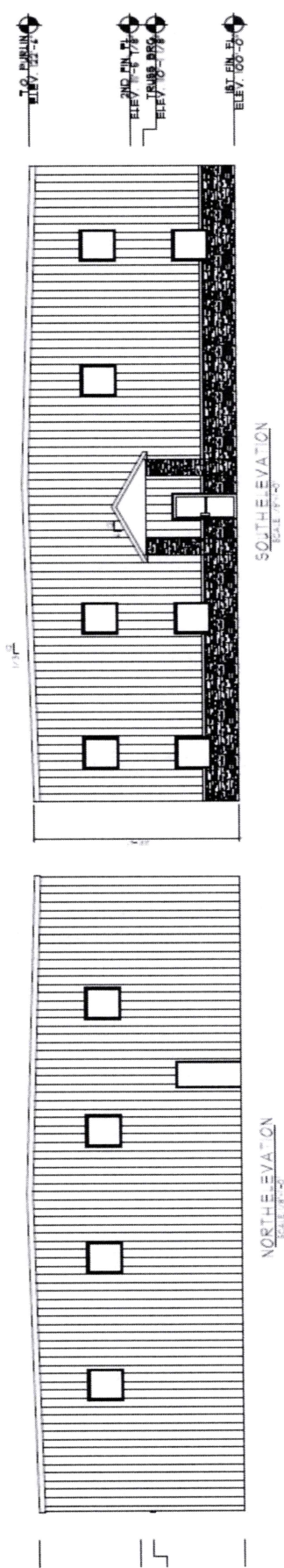
REPLACE CURB & GUTTER AND BITUMINOUS PAVEMENT PER CITY REQUIREMENTS.

BENCH-MARK-942.68 (88 DATUM)
-TOP NUT HYDRANT

TOC-939.03
INV-935.07









Real People. Real Solutions.

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

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

MEMORANDUM

Date: September 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Special Tools – Civil Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the plan set entitled “Special Tools” received on August 29, 2022. The project includes the construction of a new building, a parking lot and a storm water pond. We have reviewed the submitted documents and have the following comments:

Utility Plan C 6 of 6:

1. Use existing sanitary sewer stub to avoid cutting into street. See attached record drawing. Verify depths and adjust site accordingly.

Landscaping Plan CL1 of 1:

2. Sod all disturbed areas not intended for landscaping, or below normal water level of proposed pond.
3. Do not plan trees within 10 feet of the proposed sanitary sewer or water service lines.

Stormwater:

4. Submit Hydraulic Modeling of the storm system and wet pond sizing.
 - a. Verify 2, 10, and 100 year event discharge rates will not be increased from existing.
5. See attached SWPPP checklist and make necessary revisions to address all missing items.
6. Submit NPDES permit to City prior to work beginning on site.

We recommend approval of the plans once the above comments are addressed.

City of Isanti

Gross Payroll	8,019.25
Social Security & Medicare	613.48
Total City Expense	<u>8,632.73</u>

Pay Date 9/30/2022

Pay Period: Q3CCPay22 (7/1-9/30/22)

City of Isanti

Gross Payroll	124,716.19
Social Security & Medicare	6,470.21
Public Employees Retirement	11,874.99
Total City Expense	<u><u>143,061.39</u></u>

Pay Date 9/30/2022

Pay Period 20 (9/11-9/24/22)

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 9/19/2022 - 9/22/2022

Sep 22, 2022 12:48PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/21/2022	59234	2863	AMAZON CAPITAL SERVICES	228-20200	1,478.08
09/22	09/21/2022	59235	692	ARC IRRIGATION LLP	104-20200	752.22
09/22	09/21/2022	59236	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35
09/22	09/21/2022	59237	3215	B A DEVELOPMENT	603-20200	5,970.93
09/22	09/21/2022	59238	9	BERNICKS PEPSI-COLA	609-20200	3,086.55
09/22	09/21/2022	59239	368	BILLS QUALITY CLEANING	609-20200	712.00
09/22	09/21/2022	59240	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,934.40
09/22	09/21/2022	59241	1815	CENTURYLINK	601-20200	540.24
09/22	09/21/2022	59242	918	CRYSTAL SPRINGS ICE	609-20200	644.30
09/22	09/21/2022	59243	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,902.97
09/22	09/21/2022	59244	1941	DELTA DENTAL	861-20200	3,478.60
09/22	09/21/2022	59245	2478	EAST CENTRAL ENERGY	101-20200	42.85
09/22	09/21/2022	59246	385	FEDERATED CO-OPS INC	920-20200	115.60
09/22	09/21/2022	59247	7	JOHNSON BROTHERS LIQUOR CO	609-20200	18,302.49
09/22	09/21/2022	59248	5	KAWALEK TRUCKING	609-20200	320.60
09/22	09/21/2022	59249	1708	LILLEBOE, DAVE	226-20200	270.00
09/22	09/21/2022	59250	1331	MAGER, JIM	101-20200	332.95
09/22	09/21/2022	59251	3117	MAVERICK WINE LLC	609-20200	529.02
09/22	09/21/2022	59252	17	MCDONALD DISTRIBUTING CO	609-20200	14,245.85
09/22	09/21/2022	59253	616	MENARDS - CAMBRIDGE	101-20200	437.65
09/22	09/21/2022	59254	3119	MOOSE LAKE BREWING CO. LLC	609-20200	180.00
09/22	09/21/2022	59255	2080	MVTL LABORATORIES INC	602-20200	401.53
09/22	09/21/2022	59256	2792	ONE DIVERSIFIED LLC	101-20200	670.00
09/22	09/21/2022	59257	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,982.40
09/22	09/21/2022	59258	3148	R & B HOMES LLC	505-20200	6,000.00
09/22	09/21/2022	59259	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	2,557.69
09/22	09/21/2022	59260	2647	SIMPLEX GRINNELL	101-20200	.00 V
09/22	09/21/2022	59261	1361	STAPLES ADVANTAGE	609-20200	84.06
09/22	09/21/2022	59262	73	STAR	108-20200	136.52
09/22	09/21/2022	59263	3209	SUMMER LAKES BEVERAGE LLC	609-20200	551.25
09/22	09/21/2022	59264	669	SUNSHINE PRINTING	226-20200	165.00
09/22	09/21/2022	59265	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,362.00
09/22	09/21/2022	59266	1290	THE AMBLE GROUP	101-20200	492.38
09/22	09/21/2022	59267	42	VIKING COCA-COLA BOTTLING CO	609-20200	281.05
09/22	09/21/2022	59268	1286	VINOCOPIA INC	609-20200	1,826.00
09/22	09/21/2022	59269	4	WATSON CO INC	609-20200	2,967.04
09/22	09/21/2022	59270	3248	WEST, STEPHANIE	101-20200	295.28
09/22	09/21/2022	59271	3249	WHITE, KARA	101-20200	53.69
09/22	09/21/2022	59272	780	WINE MERCHANTS	609-20200	4,278.55
09/22	09/21/2022	59273	2009	WOOD, JOSEPHINE	101-20200	23.81
09/22	09/21/2022	59274	2626	WW GOETSCH	602-20200	1,151.00
09/22	09/22/2022	59275	2647	JOHNSON CONTROLS	101-20200	249.60
Grand Totals:						123,349.50

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/27/2022	59278	53	BELLBOY CORPORATION	609-20200	6,437.97
09/22	09/27/2022	59279	3161	BENT BREWSTILLERY	609-20200	119.90
09/22	09/27/2022	59280	9	BERNICKS PEPSI-COLA	609-20200	4,016.42
09/22	09/27/2022	59281	1500	BOLTON & MENK INC	601-20200	43,372.35
09/22	09/27/2022	59282	2020	BOYLE, EUGENE	101-20200	4,266.20
09/22	09/27/2022	59283	2814	BROWN, BRANDON	101-20200	504.75
09/22	09/27/2022	59284	602	BURNET TITLE	601-20200	54.71
09/22	09/27/2022	59285	1985	CIVIC SYSTEMS LLC	603-20200	2,500.00
09/22	09/27/2022	59286	120	CONNEXUS ENERGY	101-20200	21,469.52
09/22	09/27/2022	59287	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,130.25
09/22	09/27/2022	59288	897	DVS RENEWAL	101-20200	54.25
09/22	09/27/2022	59289	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	130.90
09/22	09/27/2022	59290	3251	EXECUTIVE TITLE NORTHWEST LLC	601-20200	52.48
09/22	09/27/2022	59291	1101	FIRST AMERICAN TITLE INSURANCE CO	601-20200	129.85
09/22	09/27/2022	59292	1684	ISANTI COUNTY AUDITOR-TREASURER	410-20200	235,057.95
09/22	09/27/2022	59293	7	JOHNSON BROTHERS LIQUOR CO	609-20200	17,451.79
09/22	09/27/2022	59294	5	KAWALEK TRUCKING	609-20200	525.20
09/22	09/27/2022	59295	3253	KINMOUNT EXTERIORS LLC	101-20200	16,291.50
09/22	09/27/2022	59296	1170	LAND TITLE INC	601-20200	15.88
09/22	09/27/2022	59297	2727	LEGACY TITLE	603-20200	114.72
09/22	09/27/2022	59298	3250	LIFE MEDIA INC	609-20200	365.08
09/22	09/27/2022	59299	17	MCDONALD DISTRIBUTING CO	609-20200	21,573.50
09/22	09/27/2022	59300	2953	MIDCONTINENT COMMUNICATIONS	609-20200	315.19
09/22	09/27/2022	59301	2208	MINNESOTA EQUIPMENT INC	101-20200	28.07
09/22	09/27/2022	59302	2728	MINNESOTA TITLE	601-20200	158.24
09/22	09/27/2022	59303	3119	MOOSE LAKE BREWING CO. LLC	609-20200	132.00
09/22	09/27/2022	59304	2288	PARTNERS TITLE	601-20200	7.51
09/22	09/27/2022	59305	617	PAUSTIS & SONS	609-20200	588.00
09/22	09/27/2022	59306	44	PHILLIPS WINE & SPIRITS INC	609-20200	28,520.12
09/22	09/27/2022	59307	2625	RESULTS TITLE	603-20200	209.01
09/22	09/27/2022	59308	3254	SCOTT NELSON COACHING INC	101-20200	3,500.00
09/22	09/27/2022	59309	2001	SHRED-N-GO INC	101-20200	113.08
09/22	09/27/2022	59310	1442	ST LOUIS MRO INC	603-20200	51.00
09/22	09/27/2022	59311	2614	SW WOLD CONSTRUCTION INC	505-20200	6,000.00
09/22	09/27/2022	59312	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	1,363.00
09/22	09/27/2022	59313	3252	TEIGEN, BEN	601-20200	31.68
09/22	09/27/2022	59314	1503	THE AMERICAN BOTTLING COMPANY	609-20200	278.82
09/22	09/27/2022	59315	1762	THE TITLE GROUP	601-20200	79.50
09/22	09/27/2022	59316	3125	UNCOMMON LOON BREWING CO	609-20200	261.00
09/22	09/27/2022	59317	42	VIKING COCA-COLA BOTTLING CO	609-20200	412.75
09/22	09/27/2022	59318	4	WATSON CO INC	609-20200	1,579.33
09/22	09/27/2022	59319	2009	WOOD, JOSEPHINE	101-20200	43.75
Grand Totals:						420,307.22



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Jaden Strand, City Clerk
Date: October 4, 2022
Subject: Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens

Background:

The City's existing siren maintenance agreement with Ready Watt Electric expires at the end of this year. Ready Watt Electric provided a new proposal for a 4-year maintenance agreement. The proposal from Ready Watt is \$2,220.00 per year. As per the past contract, the batteries in the sirens will be replaced on a rotating basis.

Staff has reviewed the proposal from Ready Watt and is recommending approval. A resolution for your consideration is attached, as well as a copy of Ready Watt's proposal.

Request:

Staff is requesting action on this item.

Attachments:

- Resolution 2022-XXX Approving a Contract for Maintenance of the City's Outdoor Warning Sirens
- Proposal

RESOLUTION 2022-XXX

**APPROVING A CONTRACT FOR MAINTENANCE OF THE CITY'S OUTDOOR
WARNING SIRENS**

WHEREAS, the City's existing siren maintenance agreement expires at the end of this year;
and,

WHEREAS, the current provider Ready Watt Electric provided a new proposal for a contract in the amount of \$2,220.00 per year for maintenance on the City's outdoor sirens, which includes annual maintenance service to the sirens, batteries, and minor parts (if needed) for four years (2023 through 2026); and,

WHEREAS, staff has reviewed the proposal and recommends entering a four-year contract with Ready Watt Electric;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of **Isanti, Minnesota** to approve entering into a four-year contract for siren maintenance with Ready Watt Electric and the City Administrator to sign all necessary documentation.

This resolution was duly adopted by the Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Estimate

Date	Estimate #
7/7/2022	23-26

21269 Jarvis Street NW
Nowthen, MN 55330
PH: 763-241-4944
Fax: 763-241-5245

Name / Address	Project
City of Isanti 100 Isanti Pkwy Po Box 428 Isanti, MN 55040-0428	23-26 Civil Defense Siren Maintenance
Description	
<p>A. Specifications: Our company will provide preventive maintenance services for 4 year contract period on (4) civil defense sirens. This contract will include service calls per year for sirens; however, in the event of a radio problem, we will work with the radio repair facility for on site or shop repairs. However, any costs sustained in making radio repairs will not be part of this contract.</p> <p>B. Costs: As provided in this contract, an annual lump sum price will compensate our Company for maintenance as outlined above. However, any motors or parts at a cost exceeding \$10.00 and labor to install will be considered extra, and billed at a list price less a 5 percent discount. parts included in contract are batteries, pulleys, belts ,fuses, oil, grease, screens and bucket truck. Labor and equipment costs for servicing sirens as outlined are included in the contract price.</p> <p>C. Contract Period: 2023 2024 2025 2026 Cost per Year \$2220.00</p>	
We look forward to doing business with you. Rob Schiller 612-221-4983	

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.

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

Signature _____

RESOLUTION 2022-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the “15th Annual MMBA Food Supply Drive”; and,

WHEREAS, proceeds from the “MMBA Food Drive” will benefit Family Pathways Food Shelf;

NOW, THEREFORE, BE IT RESOLVED that the **City Council of the City of Isanti, Minnesota** hereby approves placement of a donation box for the “15th Annual MMBA Food Supply Drive” at the Isanti Liquor Store from October 5th, 2022 through October 31st, 2022.

Adopted by the Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



MINNESOTA VIKINGS
FOUNDATION
FORGE AHEAD TOGETHER



15th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA and Miller Lite, in a new partnership with the Minnesota Vikings Foundation, are coordinating the *Fifteenth Annual Municipal Liquor Food Drive*.

This year's initiative has some changes foreshadowed at the 2022 MMBA Annual Conference.

Your effort WILL benefit your local food shelf OR the Minnesota Vikings Foundation.

It's YOUR Choice! Pick ONE!

For those benefitting your local food shelf, there will be two competition brackets, based on 2020 annual sales:

Facilities with \$1,000,000 and Above in Sales & Facilities with \$1,000,000 & Below in sales.

The individual facility (not city) in each category with the highest weight donated will earn a \$1,000 donation to their local food shelf. (\$1 donation = 3 lb. of food)

Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.

For those benefitting the Minnesota Vikings Foundation, there is a competition between both municipal & private retailers:

PRIZE LEVELS

Retailers will receive all prizes listed for each level that they achieve. For example, if a retailer raises \$1000, they will receive everything listed for Levels 1, 2 and 3.

Level 1 (Raise \$250) – Entry into a drawing for (4) lower-level tickets to the Vikings vs. Colts game on 12/17 or 12/18 (Game Date TBA per NFL)

Level 2 (Raise \$500) – Autographed framed photo of a current Vikings player

Level 3 (Raise \$1,000) – Vikings helmet autographed by current player

Level 4 (Raise \$2,000) – Vikings jersey autographed by current player

OVERALL WINNERS

The top 5 overall retailers will each be able to select a prize from this list in ranking order:

- Trip for two (2) to a 2023 Vikings away game; includes travel and game tickets. Game is dependent on schedule
- Four (4) Tickets for the Vikings vs. Colts game on December 17th or 18th in the Molson Coors Turf Suite; includes game tickets with a field level view of sidelines, team bench, and the player tunnel, as well as all-inclusive suite hospitality
- Six (6) tickets for Vikings vs. Colts game on December 17th or 18th in Mystic Lake's Club Purple; includes game tickets on couch seats, as well as all-inclusive suite hospitality
- Vikings autographed framed jersey
- Two (2) spots in the 2023 MN Vikings Golf outing; includes two (2) playing spots with a Molson Coors foursome + Vikings players, food and beverage

IN ADDITION, THERE WILL BE A SEPARATE COMPETITION FOR THE TOP FIVE MMBA MEMBERS RAISING THE MOST MONEY FOR THE VIKINGS FOUNDATION:

- 2 Suite tickets for Vikings v Indy Dec 18th – Full food, beers, and great seats!
- 2 tickets to the Vikings v Giants on Dec 24th
- Autographed football by Vikings player
- Autographed jersey by Vikings player
- Vikings Grizzly Cooler

PLUS, the Vikings Foundation will reward the top 5 donating MMBA facilities with a commemorative parking lot logo!

FOR ALL MMBA PARTICIPANTS:

Through a random drawing of non-category winners, ten \$100 donations will be made to either your local food shelf or the Vikings Foundation. So, everyone has a chance to win!

Here are additional details:

The program will run **October 3rd – November 25th**

There are many ways to activate donations:

ROUND UP - Retailers with round up capabilities already in place - can add our promotion to their system. *Round up to the nearest dollar at check out. (i.e. final ring is \$19.79, customer can opt-in to 'rounding up for charity' to \$20.00. \$0.21 cents will go to the charity)*

PAPER HORNS FOR THE VIKINGS FOUNDATION - Tear pad with a UPC to scan for \$1 available for retailers without round up capabilities ***Horn tear pads are available from your Miller Distributor!***

Consider a "cents per case" donation. For instance, \$.50 donated on every case of Miller sold in Oct/Nov.

Hold a silent auction with 100% donations supporting the local food shelf / Vikings Foundation.

Coordinate signs with your Miller Lite Distributor.

From the Vikings Foundation, attached is a logo for advertising, a W9 if needed for donations, a copy of the horn with UPC if needed and a PPT about the program.

In addition to the deadlines listed in the PPT, send the MMBA office your results at: kaspszak@outlook.com.

Questions:

MMBA: kaspszak@outlook.com

Jon Chance: jonathan.chance@molsoncoors.com

Eric Pothast: Eric.Pothast@molsoncoors.com

Thanks for your participation!!!!

Vikings Foundation Food Truck at 2022 MMBA Annual Conference



RESOLUTION 2022-xxx

**AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY
GREENS NORTH**

WHEREAS, Josh Savageau, the developer, has submitted a written request for a reduction in the letter of credit for Fairway Greens North; and,

WHEREAS, the requested reduction is for completed portions of the development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval to reduce the LOC by \$19,698.53; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested.

This Resolution was duly adopted by Isanti City Council this 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Real People. Real Solutions.

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

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

MEMORANDUM

Date: September 26, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Fairway Greens North –Letter of Credit Adjustment 6
City of Isanti, MN
Project No.: 0R1.125451

The Developer of the Fairway Greens North subdivision has requested a reduction to the Letter of Credit (LOC) the City holds on the project.

The developer has established a system of payment to the Contractor where payment is only released once the City has authorized the reduction of the Letter of Credit to be used for payment. This is a different process than we have used in the past.

In order to maintain the agreed upon balances at the completion of the project and hold retainage to ensure work is finalized and accepted, we recommend following city standard retainage practices. On City led projects, 20% of the requested amounts of non-permanent items is held to ensure the temporary items are removed at the end of the project, and 5% of permanent items that have been installed is held until all tests are passed and the work is finalized. We recommend continuing to hold the 25% additional amount from the initial 125% of the construction cost LOC balance to cover possible overhead costs and the required balances at the end of the project for closeout and warranty (20% until all documents are closed out, and then 10% for the warranty period).

Attached is the invoice from the contractor for unpaid work to date in the amount of \$21,246.75 for this addition. the 2nd Addition costs will be processed through the Fairway Greens North 2nd Addition Letter of Credit separately.

Following city standard retainage practices, we recommend releasing 95% of the turf establishment items and 80% of the erosion control items for a total amount of \$19,698.53.

Once the City receives verification that the owner has paid the engineering invoices and sub-contractors to date, we recommend approving the reduction of the Letter of Credit in the amount of **\$19,698.53** for materials incorporated into the project. This would hold \$1,548.23 in retainage on this reduction following standard City contract practices.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.



Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Invoice

Date	Invoice #
7/25/2022	78862

Bill To
Homepride, Inc. 3495 Northdale Blvd NW Suite 200 Coon Rapids, MN 55448

Phone 763-262-7458
Fax 763-712-1851
Email: erosionworks@msn.com
Website: www.erosionworks.net

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Straw Blanket with Seed @ Ponds - Fairway Greens Isanti	6,750	1.29	8,707.50
Did the above work on 7/25			
Thank you for your business.			Total \$8,707.50



Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Invoice

Date	Invoice #
8/9/2022	79358

Bill To

Homepride, Inc.
3495 Northdale Blvd NW Suite 200
Coon Rapids, MN 55448

Phone 763-262-7458
Fax 763-712-1851
Email: erosionworks@msn.com
Website: www.erosionworks.net

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Straw Blanket with Seed @ Pond 2 - Fairway Greens	9,300	1.00	9,300.00
Did the above work on 8/9 as requested by Josh			
Thank you for your business.			Total \$9,300.00



Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Invoice

Date	Invoice #
9/14/2022	80344

Bill To
Homepride, Inc. 3495 Northdale Blvd NW Suite 200 Coon Rapids, MN 55448

Phone 763-262-7458
Fax 763-712-1851
Email: erosionworks@msn.com
Website: www.erosionworks.net

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Silt Fence Installation @ Outlot C	2,835	1.05	2,976.75
Did the above work on 9/14 @ Fairway Greens North as requested by Josh			
Thank you for your business.		Total	\$2,976.75



Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Invoice

Date	Invoice #
9/15/2022	80391

Bill To
Homepride, Inc. 3495 Northdale Blvd NW Suite 200 Coon Rapids, MN 55448

Phone 763-262-7458
Fax 763-712-1851
Email: erosionworks@msn.com
Website: www.erosionworks.net

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Silt Fence Installation @ Fairway Greens North (day 2)	250	1.05	262.50
Did the above work on 9/15 as requested by Josh			

Thank you for your business.

Total \$262.50

RESOLUTION 2022-XXX

**APPROVING RESIGNATION FOR KRISTIN BENNETT PART TIME
LIQUOR STORE CLERK II**

WHEREAS, Liquor Store Clerk, Kristin Bennett has resigned from her position on September 23, 2022; and,

WHEREAS, the effective date of this resignation is October 7, 2022; and,

WHEREAS, Kristin Bennett is leaving employment in good standing as she resigned 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 Kristin Bennett is hereby effective October 7, 2022.
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 4th day of October 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand, City Clerk