

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, DECEMBER 21, 2021 – 7:00 P.M.
CITY HALL**



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

- F. Proclamations/Commendations/Certificate Awards**
 - 1. Years of service Awards**

- G. Approve City Council Minutes**
 - 1. December 7, 2021- Regular Meeting of the City Council**

- H. Announcements**
 - 1. CITY OFFICES CLOSED**

Thursday, December 23, 2021
(In Observance of Christmas Eve)
Friday, December 24, 2021
(In Observance of Christmas Day)
Friday, December 31, 2021
(In Observance of New Year's Day)

- 2. City Council Meeting**
 - 3. EDA Meeting**

Tuesday, January 4, 2022 at 7:00 p.m.
Tuesday, January 4, 2022
(Following the City Council Meeting)

- I. Council Committee Reports**

- J. Public Hearings**

- K. Business Items**

- 1. Interview Applicant Vaughn Ihrke for Vacant Parks, Recreation and Culture Board Member Seat**

- City Administrator Josi Wood**

- 2. City Council and Commission Meeting Dates for 2022**
 - 3. ORD-XXX Amending Chapter 160; Fees**
 - 4. Resolution 2021-XXX Approving a Final Plat for PID 16.125.0020**

- L. Approve Consent Agenda**

- 1. Consider Accounts Payable in the Amount of \$2,006,095.00 Payroll in the Amount of \$157,649.21**
 - 2. Resolution 2021-XXX Approving Adopt-A-Park Policy Revision**
 - 3. Resolution 2021-XXX Accepting Full-Time Police Officer Tyler Lawson Letter of Resignation**

4. Resolution 2021-XXX Approving a Check to be Written to Northern Elements Cheer for Volunteering at Isanti Movie Nights
5. Resolution 2021-XXX Approving Revision to Current Mowing Policy
6. Resolution 2021-XXX Approving Enrollment in Utility Assistance Program

M. Other Communications

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

M. Closed Session

1. City Administrator Annual Performance Review

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**



**TUESDAY, DECEMBER 7, 2021 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, City Engineer Jason Cook, Community Development Director Stephanie Hillesheim and Lieutenant John McCarty

D. Public Comment

None

E. Adopt Agenda

Motion by Lundeen, seconded by Bergley to approve agenda as presented. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

None

G. Approve City Council Minutes

1. November 16, 2021- Regular Meeting of the City Council
2. November 16, 2021- Committee of the Whole Meeting
3. November 16, 2021- Planning Commission Meeting
4. November 16, 2021- Special Economic Development Authority Meeting
5. October 26, 2021- Park, Recreation and Culture Meeting

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

- | | |
|--------------------------------|---|
| 1. Committee of the Whole | Tuesday, December 21, 2021 at 5:00 p.m. |
| 2. City Council Meeting | Tuesday, December 21, 2021 at 7:00 p.m. |
| 3. Planning Commission Meeting | Tuesday, December 21, 2021 |
| | <i>(Immediately following the City Council Meeting)</i> |

I. Council Committee Reports

Mayor Johnson shared that he visited Ms. Oliver's 2nd grade class a couple weeks ago at the Intermediate School and invited them to attend this Council meeting.

J. Public Hearings

None

K. Business Items

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)

- 1. Resolution 2021-245** Adopting the 2022 Final Budget
- 2. Resolution 2021-246** Adopting Final 2021 Tax Levy, Collectable 2021
- 3. Resolution 2021-247** Adopting Final 2022 Enterprise Fund Budgets
- 4. Resolution 2021-248** Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Finance Director Mike Betker shared a PowerPoint presentation in regards to the 2022 Budget. Highlights from the presentation include how property tax is calculated, the proposed Levy amount of \$3,281,851.00, proposed tax rate for 2022 of 58.48% with a change of -3.17% from 2021. Betker continued to share the components of the municipal budget: Operating Revenue/ Expenditures, Intergovernmental Revenue/ Expenditures, Capital Projects and Capital Maintenance/ Replacement and an overview of the budget summary.

Mayor Johnson opened the meeting for public comment at 7:44 p.m.

No one from the public spoke.

A motion was made by Lundeen to approve K.1.-K.4, seconded by Bergley. Motion passed 4-0. Motion carried.

5. Resolution 2021-249 Approving Purchase of Property Owned by Hobby Farms Inc.

Finance Director Mike Betker shared that after much negotiation this is the purchase agreement for \$1.51 million. Inside the purchase agreement is a lease agreement that would start effective on the closing date and the City would be the owner of the property but the current owner would become the tenant. The lease is for \$2,000.00 a month and would go through at least the end of June.

A motion was made by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried

City Administrator Josi Wood

6. Ordinance-764 Amending City Code Chapter 281, Stormwater Charges

City Administrator Josi Wood shared that staff has done a stormwater rate study in house. Per the evaluation the recommendation from the Finance Department is to lower the stormwater rates. 2021's rate is \$8.12 per month per equivalent unit rate (eru) and will be lowered to \$6.50 per month per eru in 2022, \$5.52 per month per eru in 2023 and \$4.97 per month per eru in 2021. This Ordinance has been posted for the required 10 days and recommended for approval.

A motion was made by Lundeen, seconded by Bergley to approve Ordinance as presented. Motion passed 4-0. Motion carried.

7. Resolution 2021-250 Approving a Conditional Use Permit Amendment for Site Plan Operations for a Biodiesel Distillation System for Ever Cat Fuels LLC

City Administrator Josi Wood shared that a presentation was given at the November 16, 2021 Planning Commission Meeting in regards to the Conditional Use Permit Amendment for Ever Cat Fuels, LLC. Ever Cat Fuels would like to modify their site plans with the intent of further distilling their product. Ever Cat will be relocating a thermal oxidizer, adding a concrete pad, installing a distillate tank and

residue tank as well as providing storage for the product. Outdoor Storage was discussed at the meeting and was determined that it is allowed in the Industrial District with a Conditional Use Permit and that regulations storage will be added to the existing CUP. A representative for Ever Cat Fuels presented at the meeting the concept plan of the site and answered questions related to the purpose of the site modification and intent of storage. Fire safety conditions were also discussed and added to the exiting CUP and were taken into consideration for the outdoor storage of materials. No one from the public spoke at the public hearing in regards to the CUP Amendment. The Planning Commission approved the CUP Amendment with a vote of 7-0.

A motion was made by Bergley to approve resolution as presented, seconded by Gordon. Motion passed 4-0. Motion carried.

8. Resolution 2021-251 Approving a Rezoning for Properties with PID 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060, From B-2 General Commercial to R-3A Low Density Multiple Family Residential

City Administrator Josi Wood shared that a presentation was given at the November 16, 2021 Planning Commission meeting in regards to the rezoning of four parcels from B-2 General Commercial to R-3A Low Density Multiple-Family Residential. The applicant has previously gone through a Comprehensive Land Use Plan Amendment for these parcels, which was the first step towards guiding the parcels designation and will allow for a variety of housing types available to build on these parcels. The Comprehensive Land Use Plan Amendment was approved at the October 19th Planning Commission meeting and the November 2nd City Council meeting. At these meetings it was discussed that surrounding residential property owners were in favor of the rezoning, as they would rather have houses next to them than a commercial business. At the November 16th Planning Commission meeting, no one from the public spoke in regards to the rezoning. The Planning Commission approved rezoning the parcels at the November 16th meeting with a vote of 7-0.

A motion was made by Lundeen to approve resolution as presented, seconded by Bergley. Motion passed 4-0. Motion carried.

City Engineer Jason Cook

9. South Brookview- Preliminary Engineering Report and 2022 Pavement Management Project

a. Resolution 2021-252 Authorizing Engineering Services for the South Brookview PER

b. Resolution 2021-253 Authorizing Engineering Services for the 2022 Pavement Management Project

City Engineer Jason Cook shared that the 2022 Pavement Management Project is the continuation of the City's Pavement Management Program as identified in the 2019-2028 Capital Improvement Plan. South Brookview has been identified for reclaiming and pavement replacement similar to what was done on 6th Ave and Main Street. This is specifically to start the assessment process for the project.

A motion was made by Lundeen to approve K.9 a. and K.9 b., seconded by Bergley. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of \$844,435.46 Payroll in the Amount of \$133,969.63

2. Resolution 2021-254 Accepting Resignation of Kalee Springer Liquor Clerk II

3. Resolution 2021-255 Approving State of MN Joint Powers Agreements with the City of Isanti on Behalf of its City Attorney and Police Department

4. Resolution 2021-256 Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

5. Resolution 2021-257 Accepting Resignation of Part-Time Liquor Store Clerk II Angela Kersting

6. Fairway Greens North, Phase I, Development Agreement Amendment
7. Memorandum of Understanding (MOU) City of Isanti and LELS #217-Chief of Police to Assign New Investigator (Revised)

A motion was made by Lundeen to approve the Consent Agenda, seconded by Bergley. Motion passed 4-0. Motion carried.

M. Other Communications

1. Draft Minutes for the November 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:58 p.m.
Respectfully Submitted,

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

Jaden Strand
City Clerk



Request for City Council Action- MEMO

To. Mayor Johnson and Members of City Council
From: Jaden Strand, City Clerk
Date: December 21, 2021
Subject: Resolution 2021-XXX Amending Resolution 2021-204 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Currently, there is one vacant seat on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Vaughn Ihrke. The applicant lives within City limits.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Amending Resolution 2021-204 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021
- Applicant's Application

RESOLUTION 2021-
Amending Resolution 2021-204

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

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

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

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

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

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

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.
3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Zachary Gahm	<i>(Appointed 6-15-2021; term expiration 12-31-2023)</i>
Aaron Zdon	<i>(term expiration 12-31-2022)</i>
Tressa Hunting	<i>(Appointed 9-8-2021; term expiration 12-31-2021)</i>
Dan HinnenKamp	<i>(Appointed 7-6-2021; term expiration 12-31-2022)</i>
Jeffrey Johnson	Council Representative <i>(term expiration 12-31-2021)</i>
Open Seat	Student Representative <i>(term expiration 12-31-2021)</i>

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

Mayor and City Council:

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

Appointed Members:

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

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

Mayor and City Council:

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

Appointed Members:

Justin Nielsen (Appointed 2-18-2020; term expiration 12-31-2024)
Luke Merrill (Appointed 1-5-2021; term expiration 12-31-2026)

This Resolution is hereby approved by the Isanti City Council this 21st of December 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



City of Isanti Board Member Application

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

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

Name: Vaughn Ihrlke

E-mail: [REDACTED]

Address: [REDACTED]

Phone Number: [REDACTED]

Board Seat for which you are applying for:

Parks, Recreation, and
Culture Board

Economic Development
Authority

Planning Commission

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

City of Isanti Resident

Non-Resident of Isanti

State:

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

I have experience working in public works at city of Ramsey, and now city of Cambridge. This experience has provided opportunities to implement plans for community engagement and park beautification.

Why you are interested on being on the Board?

I am interested in the planning aspect for our community parks and I am passionate about the city of Isanti.

What is your vision of Isanti?

A community that promotes health and wellness by providing opportunity to be active throughout the life span. Isanti is rapidly growing. Our parks, recreation and culture need to grow as well.

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

CITY OF ISANTI
2022 MEETING SCHEDULES
All meetings held at City Hall unless posted otherwise

Committee of the Whole (COW) meetings begin at 5:00 pm
City Council meetings begin at 7:00 pm
Planning Commission (PC) immediately follow City Council meetings
Economic Development Authority (EDA) immediately follow City Council meetings
Park Recreation and Culture Board (PRC) meetings begin at 6:00 pm

January

TBD- Goal Setting

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

February

1st - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

March

1st - City Council, EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

April

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Park, Recreation and Culture Board

May

3rd - City Council/ EDA

17th - COW/City Council/ PC

24th - Park, Recreation and Culture Board

June

7th - City Council/ EDA

21st - COW/City Council/ PC

28th - Park, Recreation and Culture Board

July

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Park, Recreation and Culture Board

August

3rd (WED) City Council/ EDA

16th - COW/City Council/ PC

23rd - Park, Recreation and Culture Board

September

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Park, Recreation and Culture Board

October

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

November

1st - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

December

6th - City Council/ EDA

20th - COW/City Council/ PC

NO Park, Recreation and Culture Board Meeting

All meetings and times and locations are subject to change as necessary



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 21, 2021
Subject: Ordinance 2021-XXX Fees, Amending Chapter 160

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney. Recommended changes this year also incorporate General Codes suggested changes such as removing fines from the fee schedule and including them in their applicable Chapter of City Code if not already included.

Remove

- Remove Signal Light Development Fees per City Attorney recommendation
- Remove Senior Building Official from hourly rate matrix, not applicable
- Remove Unpaid Water and Sewer Fee, already included in Chapter 262
- Remove Parking Ticket and other Fines

Modify/Update

- Increase Residential Driveway Escrow from \$2,000 to \$3,000
- Modify to delineate Residential Re-Roof Permit (fee unchanged) and Commercial Re-Roof Permit which should be a valuation-based fee
- Modify to delineate Residential Re-Siding Permit (fee unchanged) and Commercial Re-Siding Permit which should be a valuation-based fee
- Update Meter Pricing to reflect actual cost

Add

- Fire Alarm Permit – \$100 fee as limited plan review is needed prior to issuance
- Solar Photovoltaic Permit - \$100 fee as limited plan review is needed prior to issuance
- Investigation fee for comprehensive background and financial investigation for in state and outside state that was previously in § 76-16 was added to fee schedule and referenced so in the chapter.

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

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2021-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 760, ADOPTED ON 7-20-2021, ORDINANCE 754, ADOPTED ON 3-2-2021, ORDINANCE 746, ADOPTED ON 12-15-2020 AND ORDINANCE 727, ADOPTED ON 4-7-2020 AND TITLED FEES

The City Council of the City of Isanti, Minnesota ordains:

Section 1-Amendment. Ordinance 760, Ordinance 754, Ordinance 746, and Ordinance 727 titled Fees, codified in Chapter 160 of the City Code, are hereby amended as follows:

Chapter 160

FEES

§ 160-1. Purpose.

§ 160- 2. Enumeration of fees.

§ 160- 3. Other fees.

**§ 160-4. Summary publication
of chapter authorized.**

§160-1. Purpose.

The City Council has determined that it is in the best interest of the residents of the City that a Fee Schedule is established that lists items that fees shall be charged for by the City of Isanti.

§160-2. Enumeration of fees.

A. Administration.

1. Administrative Hearing Filing Fee	\$75.00
2. Adult Use Fee	\$2,500.00
3. Adult Use Investigation Fee	\$300.00
4. Affidavit of Candidacy	\$15.00
5. Copies – Standard Printed	\$.25 per page
6. Copies – Large Format Printed	\$5.00 per page
	\$20.00 per plan set
7. Dog Bite	Actual cost
8. Dog Boarding (at Impound)	Per Contract
9. Dog Impound 1 st Time	Per Contract
10. Dog Impound 2 nd Time	Per Contract
11. Dog Impound 3 rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
12. Dog License (Replacement)	\$5.00
13. Dog License (Spay/Neutered)	\$10.00
14. Dog License (Intact)	\$15.00
15. Dog License Late Fee	\$5.00

16. Dog License Lifetime	\$50.00
17. Euthanasia / Disposal	Actual cost
18. FAX - in	\$.25 per page
19. FAX - out	\$.25 per page
20. Gambling Permits – Application & Gambling Investigative Fee	\$50.00
21. Kennel License (Commercial)	\$100.00 per year
22. Kennel License (Residential)	\$50.00 per year
23. Meeting Minutes – Copy on Flash Drive	\$10.00
24. Mobile Food Unit Permit	
(a) Day	\$10.00
(b) Month	\$50.00
(b) Year	\$130.00
25. Mowing Abatement	Per mowing contract
26. Non-Compliance Fee	\$25.00
27. Notary	\$5.00 per document
28. Pawnbroker/Shop	\$1,500.00
29. Pawnshop Investigation Fee	\$1,500.00
Initial Application Only, does not apply to Renewal	
30. Pawnshop Transaction Fee	\$1.30
31. Peddler Permit	
(a) Day	\$25.00
(b) Month	\$75.00
(b) Seasonal (6 months or less)	\$200.00
32. Peddler or Mobile Food Unit Application Investigation Fee	\$35.00
33. Peddler License and Investigation Fee – Nonprofit	No Charge
34. Retail Fire Works Permit – Application Fee	\$15.00
35. Retail Fire Works Permit – Permit Fee	\$25.00
36. Returned Checks	\$30.00
37. Secondhand Goods Dealer	\$1,500.00
38. Secondhand Goods Dealer Investigation Fee	\$1,500.00
Initial Application only, not for renewals	
39. Secondhand Goods Dealer, Temporary	\$750.00
40. Secondhand Goods Dealer Transaction Fee	\$1.30
41. Small Cell Wireless	
(a) Annual Fee per Support Structure/ Pole	\$150.00
(b) Annual Maintenance Fee per Support Structure/ Pole	\$25.00
42. Small Cell Wireless Facility Electrical Service Fee	
(a) Per radio node less than or equal to 100 watts	\$73.00 annually
(b) Per radio node over 100 max watts: or	\$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
43. Small Cell Wireless/ Pole Attachment Permit Fee	\$250.00 plus actual engineering costs if additional review is required
44. Special Assessment Fee	\$30.00 per assessment
Unpaid Utility Bills, Code Enforcement Violations, Etc.	

45. Special Meeting Request	\$500.00
46. Special Vehicle Permit	\$25.00
47. Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

B. Building Inspections.

1. Valuation Fee Schedule for Isanti.

Value of Work	Value Based Permit Fee (<i>Residential & Commercial</i>)
\$501 - \$2,000	\$50 MIN. \$25 for first \$500 + \$3.50/ each additional \$100 or fraction thereof
\$2,001 – \$25,000	\$78 for first \$2,000 + \$15/ each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$425 for first \$25,000 + \$11/ each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$700 for first \$50,000 + \$8/ each additional \$1,000 or fraction thereof
\$100,001 - \$500,000	\$1,100 for first \$100,000 + \$6/ each additional \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$3,500 for first \$500,000 + \$5/ each additional \$1,000 or fraction thereof
\$1,000,001 +	\$6,000 for first \$1,000,000 + \$4/ each additional \$1,000 or fraction thereof

2. Building Permit	Per Valuation Fee Schedule
3. Basement Finishes/ Remodel Permit	\$300.00 (Includes plan review)
4. City Utility Services under Driveway	\$100.00
5. Commercial Landscape Escrow	\$8,000.00 per site
6. Deck Permit	\$300.00 (Includes plan review)
7. Demolition Permit	Minimum of \$100.00 or 1.27% of contract price
8. Right of Way Work Permit	
(a) Single Residential Hookup	no fee
(b) Base Fee – up to 1,000 LF	\$125.00
(c) Fees in addition to base fee	
Work >1,000 LF	\$65.00 per 1,000 LF
9. Street Cut	\$125.00 plus \$5,000.00 in escrow
10. ROW Unauthorized Work	\$250.00 plus up to double the permit fee
11. Fence Permit (Fences >7')	Per Valuation Fee Schedule
12. Fire Alarm Permit	\$100.00
13. Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
14. Gas Line (with mechanical permit)	\$12.50 per gas line, \$25.00 minimum

15. Gas Line (without mechanical permit)	\$50.00
16. Grade Survey Check	
(a) Commercial	\$50.00
(b) Residential	\$50.00
17. Grading Permit	\$150.00
18. Inspections outside of normal business hours	\$75.00 (2 hr. minimum plus mileage)
19. Inspections, hourly rates	
(a) Building Official	\$125/hour
(b) Fire Inspector	\$90/hour
(c) Building Inspector	\$75/hour
(d) Other Staff	\$75/hour
20. Investigative Fee	100% of permit fee
21. Lawn Irrigation Permit	\$80.00
22. License Verification Fee	\$5.00
23. Mechanical Permit	\$75.00 per unit
24. Mechanical Permit – Commercial/Multi-Family	1.5% of project value
25. Minimum Permit Fee	\$50.00
26. Permit Renewal after 6 mos. Of expiration	50% of original permit fee
27. Plan Check Fee	65% of calculated permit fee, when applicable
28. Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
29. Plan Review (Additional)	\$75.00 (1/2 hr minimum)
30. Plumbing Permit Basic (up to 4 fixtures)	\$54.00
31. Plumbing Permit – job valuation > \$500 or more than 4 fixtures	\$94.00
32. Plumbing Permit – Commercial/Multi-Family	1.5% of project value
33. Pre-Final Inspection Fee (Residential)	\$60.00
34. Re-Roof Permit	
(a) Residential	\$80.00
(b) Commercial	Valuation-based fee
35. Re-Siding Permit	
(a) Residential	\$80.00
(b) Commercial	Valuation-based fee
36. Residential Driveway Escrow	\$3,000.00
37. Residential Landscape Escrow	\$6,000.00
38. Residential Rental License Fee	
(a) 1 Unit	\$150.00-Reinstatement \$300
(b) 2-4 Units	\$175.00 Reinstatement \$350
(c) 5-12 Units	\$225.00 Reinstatement \$450
(d) 13-20 Units	\$240.00 Reinstatement \$480
(e) 21–50 Units	\$250.00 Reinstatement \$500
(f) 51 + Units	\$300.00-Reinstatement \$600
39. Rental Additional Inspections	Per Inspections Hourly Rate

40. Rental License Late Fee	100% of rental license fee
41. S.E.C.- Residential	\$20.00
42. S.E.C. – Commercial/Industrial	\$50.00
43. SAC/WAC Inspection Fee	\$37.50
44. Solar Photovoltaic Permit	\$100.00
45. State Surcharge	Applied to all permits
46. Swimming Pool Permit	\$80.00
47. Water/Sewer Line Repair Inspection Fee	\$80.00
48. Window/Door Replacement Permit	\$80.00
49. Electrical Inspection Fees	

All Services		Circuits and Feeders	
Residential Service Change \$100.00, this includes one inspection. Or the below rates.		The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	\$50	0 to 30 amp	\$8
400 amp	\$58	31 to 100	\$10
500 amp	\$72	101 to 200 amp	\$15
600 amp	\$86	300 amp	\$20
800 amp	\$114	400 amp	\$25
1000 amp	\$142	500 amp	\$30
1100 amp	\$156	600 amp	\$35
1200 amp	\$170	700 amp	\$40
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is \$100.00 plus \$1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is \$150.00 plus \$1.00 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is \$100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.			
Swimming Pools: \$100.00 this includes 2 inspections			
Traffic Signals: \$10.00 per each standard			
Street Lighting: \$5.00 per each standard			
Transformers/Generators: \$10.00 per unit + \$0.50 per KVA			
Retro Fit Lighting: \$0.75 cents per fixture			
Sign Transformer: \$10.00			
Remote Control/Signal Circuits: \$1.00 per device			
Re-inspection Fees: \$50.00			

*Fees are doubled if the work starts before the permit is issued

C. Community Center.

- | | |
|---|--|
| 1. Cleaning Fee (if elected by renter) | \$125.00 |
| 2. Damage Deposit | \$250.00 |
| 3. Damage Fees | |
| (a) Cleaning | \$35.00 per hour minimum |
| (b) Tables | \$100 each |
| (c) Chairs | \$20.00 each |
| (d) Unreturned keys | \$250.00 |
| (e) Smoking Non-Designated Areas | \$200.00 |
| (f) Other Items | To be determined based on replacement cost |
| 4. Equipment Available to Rent (larger deposit may be required) | |
| (a) LCD Home Theater Projector on Cart | \$50.00 |
| (b) 9' Portable Screen | \$20.00 |
| (c) Blu-Ray DVD Player | \$15.00 |
| (d) Speakers & Microphone | \$15.00 |
| (Includes tripod stands if requested) | |
| (e) Podium | \$10.00 |
| 5. Non-Profit Organizations | \$50.00 (full day) |
| | \$25.00 (4 hours or less) |
| 6. Private (less than 50 individuals) or For-Profit Organizations | \$100.00 (full day) |
| | \$50.00 (4 hours or less) |
| 7. Special Events | \$275.00 |
| Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. | |
| Greater than 50 individuals in attendance. | |
| 8. Monthly Rental Fees | |

Fee Arrangements – When Requested

Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Non-profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	\$25.00	\$25.00
2	\$48.80	\$24.40
3	\$71.70	\$23.90
4	\$93.20	\$23.30
5	\$113.50	\$22.70
6	\$133.20	\$22.20
7	\$151.20	\$21.60
8	\$168.00	\$21.00
9	\$184.50	\$20.50

10	\$199.00	\$19.90
11	\$212.30	\$19.30
12	\$225.60	\$18.80
13	\$236.60	\$18.20
14	\$246.40	\$17.60
15	\$255.00	\$17.00
16	\$264.00	\$16.50
17	\$270.30	\$15.90
18	\$275.40	\$15.30
19	\$281.20	\$14.80
20	\$284.00	\$14.20
21	\$285.60	\$13.60
22	\$288.20	\$13.10
23	\$287.50	\$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)
Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	\$50.00	\$50.00
2	\$97.80	\$48.90
3	\$143.10	\$47.70
4	\$186.40	\$46.60
5	\$227.50	\$45.50
6	\$265.80	\$44.30
7	\$302.40	\$43.20
8	\$336.00	\$42.00
9	\$368.10	\$40.90
10	\$398.00	\$39.80
11	\$424.60	\$38.60
12	\$450.00	\$37.50
13	\$473.20	\$36.40
14	\$492.80	\$35.20
15	\$511.50	\$34.10
16	\$528.00	\$33.00
17	\$540.60	\$31.80
18	\$552.60	\$30.70
19	\$560.50	\$29.50
20	\$568.00	\$28.40
21	\$573.30	\$27.30
22	\$574.20	\$26.10
23	\$575.00	\$25.00

**All other fees and deposits for the rental of the facility apply.

D. Economic Development Authority.

1. Assignment & Assumption Agreement	\$1,000.00 plus costs
2. Development Agreement (Non-Abatement or TIF)	\$1,000.00 plus costs
3. Establishment of New TIF District	\$4,800.00 or actual cost
4. Host Approval of Conduit Debt	\$3,000.00 escrow
5. Issuance of Conduit Debt	1/4% of the proposed issuance amount, \$3,000.00 minimum, \$25,000.00 maximum escrow
6. Revolving Loan Fund Application Fee	1% origination fee
7. SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
8. TIF Development Agreement	\$2,500.00 plus costs
9. Tax Abatement Application Fee	\$1,000.00 plus costs

E. Liquor/Beer Licenses.

1. Background Check & Investigation Fee	
(a) For Partnership – Corporation – Association	\$300.00
(b) For Individual	\$100.00
Initial Application only, does not apply for Renewals	
2. Investigation fee for comprehensive background and financial investigation	
(a) If the investigation is conducted within the state: \$500, less any amount paid for the initial investigation.	
(b) If the investigation is required outside the state: \$10,000, less any amount paid for the initial investigation	
3. Beer Off-Sale (3.2)	\$150.00
4. Beer On-Sale (3.2)	\$250.00
5. Brewers Off-Sale Malt Liquor	\$310.00
6. Brewers Tap Room On-Sale	\$500.00
7. Brew Pub Off-Sale Malt Liquor	\$310.00
8. Club License (Max dictated by MN State Statutes)	\$500.00
9. Intox Liquor On-Sale	\$2,500.00
10. Intox Liquor Sunday On-Sale	\$200.00
11. Consumption and Display Permit (Annual)	\$200.00
12. Temporary Consumption and Display Permit	\$25.00
13. Temporary On-Sale 3.2 Beer License (1-4 Days)	\$50.00
14. Temporary One-Day On-Sale Intox Liquor License	\$25.00
15. Temporary On-Sale Intoxicating Liquor License (Includes Beer and Wine, 2-4 days one event)	\$50.00
16. Temporary On-Sale Intoxicating Liquor License (Multiple events)	\$500.00
17. Wine On-Sale	\$300.00

F. Parks, Recreation, and Culture.

1. Bluebird Amphitheater	
(a) Full Day Rental	\$350.00
(b) Half Day Rental	\$150.00 (4 hours or less)
(c) Half Day Rental - Non-Profit	\$100.00 (4 hours or less)
(d) Refundable Damage Deposit	\$250.00
(e) Speakers w/ tripod (2)	\$25.00
(f) Microphone	\$10.00
(g) Podium	\$15.00
(h) Damage Cleaning Fee	\$35.00 per hour
(i) Stains/Structural Damage Fee	\$30.00 per hour
(j) Other Damage Fee	Based on Replacement Cost
2. Copy of Comprehensive Park Plan	\$10.00
3. Community Garden – Ground Plot (Season Fee)	\$15.00
4. Community Garden – Raised Bed (Season Fee)	\$20.00
5. Farmer’s Market – Membership Fee (Annual)	\$10.00
6. Farmer’s Market – Stall Fee	
(a) Full Season	\$100.00
(b) Half Season	\$60.00
7. Farmers Market - Single Day	\$10.00
8. Park Dedication Fee (Residential)	\$1,500.00 per unit
9. Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of \$1,500 per unit fee	
10. Park Dedication Fee (All Others)	\$1,500.00 per Commercial/Industrial Acre
11. Park Shelter Electric Box Deposit	\$50.00
12. Park Shelter Fee	
(a) Resident	No Charge
(b) Non-Resident or Business	\$10.00
(c) Non-Profit	\$5.00
13. Special Event Cleanup Deposit	\$100.00
14. Tennis Court Usage	
Resident (Individual)	
(a) 1 court	No Charge
(b) 2 courts	\$6/hr.
Non-Resident (Individual)	
(a) 1 court	\$6/hr.
(b) 2 courts	\$12/hr.
Group, League, Business, Industry	\$15/hr.
Non-Profit	
(a) 1 court	\$3/hr.
(b) 2 courts	\$6/hr.
Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.	
15. Unity Park Softball Field Usage	
(a) Resident	\$15.00 per day
(b) Non-Resident	\$25.00 per day
(c) Non-Profit	\$7.50 per day

G. Planning & Zoning.

1. Administrative Appeals	\$200.00 plus costs
2. Administrative Permit	\$75.00
3. Administrative Permit – Non-profit	No charge
4. Administrative Subdivision	\$275.00 plus costs
5. Annexation/De-Annexation	\$100.00 plus costs
6. Comprehensive Plan Amendment	\$325.00 plus costs
7. Conditional Use Permit	\$325.00 plus costs (\$1,000.00 escrow)
8. Conditional Use Permit Amendment	\$275.00 plus costs (\$500.00 escrow)
9. Copy of Comprehensive Plan	\$50.00
10. Copy of Zoning Ordinance	\$25.00
11. Copy of Engineer Design Standards	\$35.00
12. Development Agreement	\$10,000.00 (minimum) escrow
13. Development Agreement (Minor)	\$5,000.00 (minimum) escrow
14. Easement Application	\$200.00 plus costs
15. EAW & EIS Review	\$600.00 plus costs
16. Final Plat	\$325.00 plus \$10.00 per lot/unit plus costs (\$1,500.00 escrow)
17. Interim Use Permit	\$325.00 plus costs
18. Minor Subdivision Plat	\$325.00 plus costs (\$1,000.00 escrow)
19. Planned Unit Development – Final Plan	\$325.00 plus costs (\$1,500.00 escrow)
20. Planned Unit Development – General Plan	\$500.00 plus costs (\$1,500.00 escrow)
21. Preliminary Plat	\$500.00 plus costs (\$1,500.00 escrow)
22. Rezoning Request	\$325.00 plus costs
23. Sign Permit (permanent)	\$75.00
24. Sign Permit (temporary)	\$50.00
25. Site Plan Review	\$325.00 plus costs (\$1,000.00 escrow)
26. Site Plan Review Financial Surety	125% of estimated cost of site (Commercial/Industrial) improvements (driveway, parking and loading areas)
27. Text Amendment	\$275.00
28. Vacation Request	\$275.00 plus costs
29. Variance Request	\$325.00 plus costs
30. Wetlands Replacement Plan Review	\$500.00
31. Zoning Permits	\$80.00
32. Zoning Verification Letter	\$30.00

H. Police.

1. Administrative Citation	\$60.00
2. Alcohol Screening	\$3.00 per time or \$75.00 per year
3. Chemical Disposal (small amount)	Cost of Disposal
4. Chemical Disposal (large Amount)	Cost of Disposal
5. Cleaning of Crime Scene	Cost of Cleanup
6. Copy of Photo	\$5.00
7. Copy of Police Report	\$.25 per page
8. Copy of Video and/or Audio, or Secured E-Delivery	\$25.00
9. Fee for Returned Check listed under Administration	
10. Fingerprinting	\$15.00 per non-resident or non-Isanti business, \$0.00 for Isanti resident or business
11. Police Records Search	\$35.00
12. Professional Hire of Police Office (min. 3 hours)	Actual hourly wage multiplied by 150%
13. Reschedule Hearing on Administrative Citation	\$50.00
14. Storage Fees	\$20.00 per day
15. Towing	As per towing contract fee schedule
16. Unjust Hearing	150% of cost of hearing

I. Sewer and Water.

1. Delinquent Posting Notice Fee	\$15.00
2. Water Meter - New Construction:	
(a) Meter (5/8 & 3/4 inch)	Cost included in permit fee
(b) Meter (larger, > 3/4 inch, diameter)	Cost minus standard full meter fee
3. Water Meter - Replacement or additional:	
(a) Meter (5/8 & 3/4 inch)	
(i) Full Meter (Radio and Body)	Actual cost plus \$5
(ii) Radio	Actual Cost
(iii) Body	Actual Cost
(iiii) Horn	Actual Cost
(b) Meter (larger, > 3/4 inch, diameter)	Actual Cost plus \$5
4. Meter Connections/Fittings	Actual Cost
5. Meter Replacement Administrative Fee for Non-Compliance	\$75.00/month
6. Private Metered Water Sales Deposit	\$2,000.00 (refundable deposit) \$10.00 minimum and up to 1 st 1000 gallons; as per rate study per/1,000 thereafter
7. Private Well Water Testing	\$45.00

8. Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
9. Sewer Rates	Per Ordinance
10. Storm Water Rates	Per Ordinance
11. Storm Water Escrow Commercial	\$3,000.00
12. Storm Water Escrow Residential	\$1,000.00
13. Trunk Utility Charge Residential	\$1,000.00/unit if more than one unit based on REC schedule or per Development Agreement
14. Trunk Utility Charge Commercial/Industrial	\$2,050.00 per Commercial /Industrial acre or per Development Agreement
15. Valve Plate Cover	\$100.00
16. Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
17. Water Disconnect/ Reconnect	\$50.00
18. Water Disconnect / Reconnect (After hours)	\$100.00 minimum per person, after one hour \$100.00 per hour per person
19. Water Meter History Report	\$50.00
20. Water Meter Testing	1 Hour Public Works Staff plus Costs
21. Water Rates	Per Ordinance

J. Streets.

1. Bobcat/Tractor Charge with Operator	\$100.00 per Hour
2. Labor – During work hours	\$50.00 per Hour, half hour minimum
3. Labor – After Hours	\$100.00 per Hour, 2 hour minimum
4. Mow Charge with Operator	\$90.00 per Hour
5. Sidewalk Snow Removal	\$30.00
6. Street Cut Permit	\$1,200.00
7. Weed Whip Charge with Operator	\$75.00 per Hour
8. MINNESOTA WARN RATES	Equipment Charges Are Per Hour with Operator
	<u>Business Hours</u> <u>Non-Business Hours</u>
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	\$160.00 \$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	\$90.00 \$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of \$.35 per lineal foot for sewer cleaning.	\$135.00 \$145.00
Single Axle Truck, Street Sweeper, Single Axle	\$125.00 \$145.00

Dump Truck with Snowplow, Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	\$90.00	\$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	\$75.00	\$95.00

K. Fire.

1. Fire Extinguisher Service Deposit Fee	\$25.00 (refundable)
2. Fire Extinguisher – Administrative Fee	\$3.00

§160-3. Other fees.

This is not an all-inclusive fee schedule for fees that may be charged by the City. The City Council is solely responsible for the setting and establishment of fees, whether listed in this Chapter or in an ordinance, a resolution or negotiated in an agreement. Sales and Use tax applied in addition to fees as required by State Statute.

§160-4. Summary publication of chapter authorized.

The City Council authorizes this Chapter to be published in summary form, with copies of the fee schedule available to the public at city hall at no charge.

Section 2- Effective date.

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

Adopted by the Isanti City Council this _____ day of December 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

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



Request for City Council Action

TO: Honorable Mayor and Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: December 21, 2021

SUBJECT: Resolution 2021-XXX Approving the Final Plat of PID 16.125.0020

Background:

The Planning Commission held a public hearing to consider a preliminary and final plat of Isanti Centennial Complex 3rd Rearrangement in 2007. The subject parcel was platted into Outlot A Isanti Centennial Complex 3rd Rearrangement. No changes are proposed to what was previously approved; the dimensions and intended use of the property will remain the same. The City Engineer surveyed the property, of which, upon approval, will be recorded as Lot 1 Block 1 Centennial Complex 8th Rearrangement.

The approval of the resolution will allow the EDA to sell the land for future industrial development as was originally intended.

Request: Consider adopting the resolution.

Attachments:

- Resolution 2021-XXX
- Plat

RESOLUTION 2021-XXX

APPROVING THE FINAL PLAT FOR PID 16.125.0020

WHEREAS, the City has made application for Final Plat Approval for PID 16.125.0020; and,

WHEREAS, the Planning Commission held a public hearing to consider the preliminary and final plat of Isanti 3rd Centennial Complex 3rd Rearrangement on May 15, 2007; and,

WHEREAS, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota; and,

WHEREAS, the property was recorded in 2007 as Outlot A Isanti Centennial Complex 3rd Rearrangement; and,

WHEREAS, the City Engineer surveyed the property to now be recorded as Lot 1 Block 1 Centennial Complex 8th Rearrangement; and,

WHEREAS, the parcel dimensions and intended land use shall remain the same as in the original preliminary plat approved in 2007;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Final Plat of PID 16.125.0020 legally described as Lot 1 Block 1 Centennial Complex 8th Rearrangement.

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

ISANTI CENTENNIAL COMPLEX 8TH REARRANGEMENT

SECTION 29, TWP. 35, R6E. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Isanti Economic Development Authority, a public body corporate under the laws of the State of Minnesota, fee owner of the following described property:

Outlot A, ISANTI CENTENNIAL COMPLEX 3RD REARRANGMENT, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as ISANTI CENTENNIAL COMPLEX 8TH REARRANGMENT and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Economic Development Authority of the City of Isanti, a public body corporate under the laws of the State of Minnesota, have caused these presents to be signed by its proper officers this ____ day of _____, 20____.

CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY

Jeff Johnson, President of the City of Isanti Economic Development Authority

Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____, by Jeff Johnson, President and Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority, on behalf of the City of Isanti Economic Development Authority.

Notary Public, _____ County, Minnesota

My Commission Expires _____

I, Andrew Hill do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey, that I have caused to be made, and that I have caused the same to be surveyed and platted according to the laws of the State of Minnesota, and that I have caused the same to be signed by its proper officers this ____ day of _____, 20____.

Andrew Hill, Licensed Land Surveyor

Minnesota License No. 57632

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____, by Andrew Hill.

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA

Recommended for Approval by the Planning Commission of City of Isanti, Minnesota, this ____ day of _____, 20____.

BLOCK 1

Jeff Johnson, Chairperson

Stephanie Hillesheim, Secretary

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

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

Jeff Johnson, Mayor

Jos Wood, City Administrator

COUNTY SURVEYOR, ISANTI COUNTY, MINNESOTA

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. _____

CITY ENGINEER, CITY OF ISANTI, MINNESOTA

This plat was recommended for approval this ____ day of _____, 20____.

City of Isanti Engineer

CITY ATTORNEY, CITY OF ISANTI, MINNESOTA

This plat was approved as to form and execution this ____ day of _____, 20____.

City of Isanti Attorney

LOT 1

BLOCK 1

N 89°24'59"E (PLAT)

S 89°55'43" E 320.27

NORTH LINE OF OUTLOT A,
ISANTI CENTENNIAL COMPLEX
3RD REARRANGEMENT

LOT 1

EAST DUAL BOULEVARD

N 05°21'34" E 354.25

OUTLOT A

COMPLEX

OUTLOT B

ISANTI CENTENNIAL COMPLEX 2ND REARRANGEMENT

S 08°57'16" W 357.02

COMPLEX 3RD REARRANGMENT PER ISANTI CENTENNIAL

COMPLEX 3RD REARRANGEMENT

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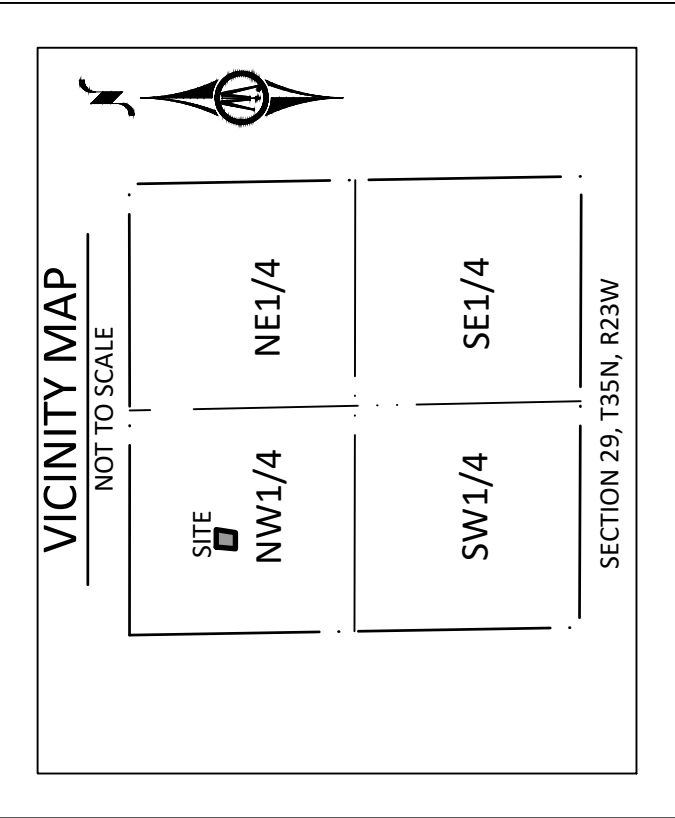
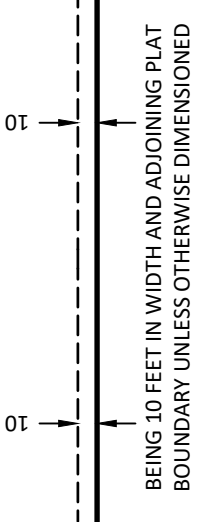
EDGE OF WET LAND

EDGE OF WET LAND

LEGEND

- DENOTES 1/2 INCH BY 1/4 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED R.L.S. NO. 57632
- DENOTES 1/2 INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 17255, UNLESS OTHERWISE NOTED
- (PLAT) BEARINGS FROM THE UNDERLYING PLAT OF ISANTI CENTENNIAL COMPLEX 3RD REARRANGEMENT

PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



SCALE IN FEET
1 INCH = 25 FEET
ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON ISANTI COUNTY COORDINATE
SYSTEM (NAD 83 (1996 ADJUSTMENT))

Report Criteria:

Report type: Summary

Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/07/2021	57269	881	AKER DOORS INC	101-20200	198.75
12/21	12/07/2021	57270	3115	BEIMERT, MARIE	601-20200	71.61
12/21	12/07/2021	57271	53	BELLBOY CORPORATION	609-20200	17,431.63
12/21	12/07/2021	57272	2853	BENEFIT EXTRAS INC	101-20200	36.50
12/21	12/07/2021	57273	368	BILLS QUALITY CLEANING	609-20200	712.00
12/21	12/07/2021	57274	2682	BROWN, MATTHEW	601-20200	78.20
12/21	12/07/2021	57275	1792	CARLOS CREEK WINERY	609-20200	1,407.00
12/21	12/07/2021	57276	1198	CENTER POINT ENERGY	601-20200	4,724.66
12/21	12/07/2021	57277	1629	CITY OF ISANTI	101-20200	20,740.58
12/21	12/07/2021	57278	2720	DEFIANT DISTRIBUTORS	609-20200	2,443.20
12/21	12/07/2021	57279	3116	DICKINSON, DAVID & SANDRA	601-20200	85.48
12/21	12/07/2021	57280	484	EKLUND AG SERVICE	920-20200	115.00
12/21	12/07/2021	57281	3114	FAST PROPERTY SOLUTIONS LLC	601-20200	17.05
12/21	12/07/2021	57282	1682	FERGUSON WATERWORKS	601-20200	282.90
12/21	12/07/2021	57283	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	162.67
12/21	12/07/2021	57284	739	HACH COMPANY	601-20200	129.30
12/21	12/07/2021	57285	114	ISANTI COUNTY RECORDER	505-20200	46.00
12/21	12/07/2021	57286	3118	KLOCKOW BREWING COMPANY, INC	609-20200	780.00
12/21	12/07/2021	57287	3096	MARIE RIDGEWAY LICSW LLC	101-20200	590.00
12/21	12/07/2021	57288	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
12/21	12/07/2021	57289	2728	MINNESOTA TITLE	601-20200	21.14
12/21	12/07/2021	57290	3119	MOOSE LAKE BREWING CO. LLC	609-20200	180.00
12/21	12/07/2021	57291	2080	MVTL LABORATORIES INC	602-20200	301.46
12/21	12/07/2021	57292	3122	NEW FRANCE WINE COMPANY	609-20200	10,820.00
12/21	12/07/2021	57293	3121	OMNI BREWING COMPANY, LLC	609-20200	540.00
12/21	12/07/2021	57294	2288	PARTNERS TITLE	601-20200	22.41
12/21	12/07/2021	57295	2625	RESULTS TITLE	601-20200	67.20
12/21	12/07/2021	57296	2625	RESULTS TITLE	601-20200	14.96
12/21	12/07/2021	57297	2625	RESULTS TITLE	603-20200	627.96
12/21	12/07/2021	57298	3120	ROOTSTOCK WINE COMPANY	609-20200	1,908.42
12/21	12/07/2021	57299	2174	SCR INC ST CLOUD	609-20200	28,810.46
12/21	12/07/2021	57300	2754	SMALL LOT MN	609-20200	1,668.12
12/21	12/07/2021	57301	1361	STAPLES ADVANTAGE	101-20200	146.70
12/21	12/07/2021	57302	3123	TILLER, ED	505-20200	4,850.00
12/21	12/07/2021	57303	1820	URBANS HARDWARE INC	101-20200	173.73
12/21	12/07/2021	57304	2990	USI INSURANCE SERVICES LLC	609-20200	6,500.00
12/21	12/07/2021	57305	686	VERIZON WIRELESS	101-20200	1,422.61
12/21	12/07/2021	57306	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	2,750.00
Grand Totals:						110,996.29

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/15/2021 - 12/15/2021

Page: 1

Dec 15, 2021 03:10PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/15/2021	57307	2688	24 SEVEN EVENTS & MARKETING INC	101-20200	2,500.00
12/21	12/15/2021	57308	3126	AIRGAS USA, LLC	601-20200	56.00
12/21	12/15/2021	57309	494	ALLINA HEALTH SYSTEM	603-20200	90.00
12/21	12/15/2021	57310	1549	ASTECH CORP INC	425-20200	72,081.73
12/21	12/15/2021	57311	53	BELLBOY CORPORATION	609-20200	6,474.55
12/21	12/15/2021	57312	9	BERNICKS PEPSI-COLA	609-20200	2,552.60
12/21	12/15/2021	57313	1387	BJORKLUND COMPANIES LLC	101-20200	1,351.50
12/21	12/15/2021	57314	2319	BREAKTHRU BEVERAGE OF MN	609-20200	53,782.13
12/21	12/15/2021	57315	2487	CAPITOL BEVERAGE SALES	609-20200	744.65
12/21	12/15/2021	57316	1822	CENTURYLINK BUSINESS SERVICES	101-20200	14.29
12/21	12/15/2021	57317	918	CRYSTAL SPRINGS ICE	609-20200	84.64
12/21	12/15/2021	57318	8	DAHLHEIMER DISTRIBUTING CO	609-20200	46,644.18
12/21	12/15/2021	57319	2991	DOG WASTE DEPOT	101-20200	193.81
12/21	12/15/2021	57320	1821	DOMA INSURANCE AGENCY OF MN	920-20200	1,513,938.65
12/21	12/15/2021	57321	3100	DW COMPANIES LLC	603-20200	40,727.64
12/21	12/15/2021	57322	55	ECM PUBLISHERS INC	609-20200	170.00
12/21	12/15/2021	57323	2028	FURTHER	861-20200	5,900.00
12/21	12/15/2021	57324	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	63.99
12/21	12/15/2021	57325	162	ISANTI RENTAL INC	101-20200	70.96
12/21	12/15/2021	57326	7	JOHNSON BROTHERS LIQUOR CO	609-20200	43,435.16
12/21	12/15/2021	57327	5	KAWALEK TRUCKING	609-20200	2,069.80
12/21	12/15/2021	57328	3118	KLOCKOW BREWING COMPANY, INC	609-20200	522.00
12/21	12/15/2021	57329	1479	LOFFLER -131511	108-20200	238.45
12/21	12/15/2021	57330	17	MCDONALD DISTRIBUTING CO	609-20200	20,420.93
12/21	12/15/2021	57331	616	MENARDS - CAMBRIDGE	601-20200	467.73
12/21	12/15/2021	57332	2953	MIDCONTINENT COMMUNICATIONS	609-20200	194.90
12/21	12/15/2021	57333	2842	MN PEIP	861-20200	33,275.52
12/21	12/15/2021	57334	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
12/21	12/15/2021	57335	3119	MOOSE LAKE BREWING CO. LLC	609-20200	240.00
12/21	12/15/2021	57336	2080	MVTL LABORATORIES INC	602-20200	270.30
12/21	12/15/2021	57337	2992	NEXTERA COMMUNICATIONS	609-20200	1,335.06
12/21	12/15/2021	57338	617	PAUSTIS & SONS	609-20200	1,265.00
12/21	12/15/2021	57339	44	PHILLIPS WINE & SPIRITS INC	609-20200	31,965.23
12/21	12/15/2021	57340	3120	ROOTSTOCK WINE COMPANY	609-20200	135.00
12/21	12/15/2021	57341	2156	SUMMIT FIRE PROTECTION	101-20200	274.50
12/21	12/15/2021	57342	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
12/21	12/15/2021	57343	1290	THE AMBLE GROUP	601-20200	356.61
12/21	12/15/2021	57344	626	THE WINE COMPANY	609-20200	604.40
12/21	12/15/2021	57345	3124	TIME MUSIC AGENCY INC	101-20200	1,750.00
12/21	12/15/2021	57346	3125	UNCOMMON LOON BREWING CO	609-20200	261.00
12/21	12/15/2021	57347	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/21	12/15/2021	57348	2027	US INTERNET	603-20200	57.80
12/21	12/15/2021	57349	42	VIKING COCA-COLA BOTTLING CO	609-20200	975.80
12/21	12/15/2021	57350	1286	VINOCOPIA INC	609-20200	1,495.13
12/21	12/15/2021	57351	4	WATSON CO INC	609-20200	1,882.07
12/21	12/15/2021	57352	780	WINE MERCHANTS	609-20200	3,460.00
Grand Totals:						1,895,098.71

City of Isanti

Gross Payroll	135,732.35
Social Security & Medicare	6,250.11
Public Employees Retirement	15,666.75
Total City Expense	<u><u>157,649.21</u></u>

Pay Date 12/10/2021

Pay Period 25 (11/21-12/4/21)

RESOLUTION NO. 2021-XXX

APPROVING ADOPT-A-PARK POLICY REVISION

WHEREAS, staff has revised the Adopt-A-Park policy to include a park alterations request form for participants; and,

WHEREAS, currently there is no clear guidance for requesting or accepting park alterations from residents or organizations; and,

WHEREAS, staff is recommending changes to include an option for Adopt-A-Park participants to request alterations to park features attached as “Exhibit A”; and,

WHEREAS, staff is recommending to include this additional element in the policy to create a process for requests and approvals under the current Adopt-A-Park program; and,

WHEREAS, this Resolution Supercedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the revised Adopt-A-Park policy attached as “Exhibit A”.

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A



Adopt-A-Park Program

The goal of the Adopt-A-Park Program is to provide interested individuals, groups, or organizations with a public service opportunity that allows volunteers to help maintain the City of Isanti Park System. The program encourages and promotes community involvement, but also enables the City to further beautify and improve park areas. The Adopt-A-Park Program duties and responsibilities supplement the work of City staff; and by working together we hope to help area residents, businesses, and service organizations to become better connected to the community in which they live, work, and recreate.

Time Commitment

1. A commitment of a minimum of one year is required.
2. By adopting a park, the volunteer(s) or participant(s) can clean-up as frequently as they so choose. However, clean-up should occur at least three (3) times each year, preferably one time each in the spring, summer, and fall.
3. The adoption commitment period begins April 1st and concludes October 31st of each year.

Program Guidelines

1. All Adopt-A-Park projects should aim to benefit the majority of park users.
2. Participation in the Adopt-A-Park Program is on a first-come, first served basis. Applications are accepted throughout the year.
3. All participants under the age of 18 must have adult supervision and must submit a parental release form prior to performing any duties associated with the Adopt-A-Park Program.
4. All groups must have a designated supervisor who is able to meet the responsibilities noted for the position.
5. Adopt-A-Park activities should occur during the daylight hours of park open times (7:00 a.m. to 10:00 p.m.) and during good weather conditions.
6. Work responsibilities associated with Adopt-A-Park activities can be physically demanding. All participants should be in good physical condition and able to complete the tasks.
7. The group supervisor shall contact Isanti Parks, Recreation & Culture (PRC) at (763) 444-5512 or at isantiparks@cityofisanti.us at least one (1) week in advance of the date that the group will be performing tasks outlined in the Adopt-A-Park Program materials.
8. Participants may not modify or add to the existing landscape or site design without receiving prior authorization from the City Council.
9. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
10. The city of Isanti will provide bags, gloves and safety vests to the assigned group to perform tasks assigned under the Adopt-A-Park Program. All items and materials can generally be picked up within 48 hours of the group's scheduled clean-up date. Borrowed and unused supplies must be returned to Isanti City Hall within the following week of clean up. The group shall report any vandalism or potential safety hazards to the PRC supervisor.

Parks Available for Adoption

Academy	Legacy	River Bluff Preserve	Whisper Ridge
Bluebird	Mattson	Rum River Meadows	
Isanti Hills Neighborhood	Riverside	Unity	

Possible Tasks Associated with Adopt-A-Park Program

Litter pick - up	Weeding	Planting/watering of flowers/trees	Painting
Raking	Sweeping	Mulching	Buckthorn Removal

Safety Tips

Each participant in the Adopt-A-Park Program must review the information regarding the program as well as these safety guidelines before performing services at the adopted site and abide by them while performing such services/duties.

1. Participants must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions from city staff.
2. Work only during daylight hours and in appropriate weather conditions.
3. Stay away from areas that may have recently applied chemical pesticides.
4. Participants should be aware of extreme conditions, under which they may be working, to include but is not limited to heat, insects, sun, natural environments, etc. Participants should wear protective clothing and equipment including work gloves, durable shoes and long sleeve shirts/pants to prevent injury from sharp objects, insect stings/bites, sunburn, and poison ivy. Light colored clothing is recommended as it is most visible.
5. Do not overexert yourself. Take needed breaks and drink plenty of water.
6. Participants should never pick up any heavy, large, or hazardous materials, park equipment or operate/move park maintenance equipment. Notify the city staff for pick-up of these types of materials or items.
7. Use caution in areas where hazardous conditions may exist such as: along roadways, in parking lots, on bridges, near/on construction sites, near open water, and other areas where mowing, tree trimming, or pest control is in progress.
8. Be aware of your surroundings to ensure your safety and the safety of others (group members/park patrons). Be especially careful when using tools.
9. Do not wear earphones or headsets, engage in horseplay, or other types of conduct that may divert your attention from your work or impair your ability to perceive hazardous or dangerous situations.

Group Supervisor Responsibilities

1. Identify in writing to the PRC Department the projects to be completed and date of the proposed clean-up. Such information shall be provided at least one (1) week prior to the clean-up day.
2. If intended projects would result in modifications, changes, or additions to the park landscape or design; those shall be provided to PRC staff in advance using the Alteration Request Form, so as to be reviewed by the Parks, Recreation, and Culture Board and approved by the City Council.
3. Submit a complete roster with all group volunteers.
4. Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
5. Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.



Adopt-A-Park Registration Form

Name of Group or Individual: _____

Address: _____

Phone Number: _____ Email: _____

Primary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Secondary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Adoption Information

Name of Preferred Park: _____

Second Park Option: _____

Can you commit to a one-year term: ☐ YES ☐ NO

Please list task(s) you are interested in accomplishing: _____

Any other information that you would like for us to know about your organization/group.

Group Participants

Name	Address	Age (if under 18 years)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



Adopt-A-Park Agreement Form

The City of Isanti, acting by and through its Parks, Recreation & Culture Department, Public Works Department, and _____ (“volunteer/participant”) agree to the terms set forth in this Agreement which governs the services the Volunteer(s)/Participant(s) will perform at _____ (Park Location).

Recital

The City desires to provide interested persons and organizations with an opportunity for community involvement through voluntary participation in an Adopt-A-Park Program.

Agreement

1. The Participant(s) will provide the services designated on the possible tasks associated with the Adopt-A-Park Program. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteers. The Individual/Group will perform any activity which the City has previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed in the possible tasks associated with the Adopt-A-Park Program at its discretion.
2. The participant(s) will use only non-motorized hand tools to perform services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and against damage to property.
3. The participant(s) shall abide by the Safety Tips. The representative (“group supervisor”) who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Tips and will sign a Liability Waiver in the form accompanying this Agreement.
4. The participant(s) will not discriminate against any person desiring to perform services under this Agreement due to the person’s race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regards to public assistance.
5. All participant(s) and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.

6. The participant(s) shall defend, indemnify and hold harmless the City of Isanti, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.
7. Either party may terminate this Agreement at any time upon written notice to the other party.

Group Supervisor

Date

Parks, Recreation & Culture Manager

Date



Adopt-A-Park Liability Waiver Form

The waiver must be signed by each person participating in the Isanti Adopt-A-Park Program. If the participant is under the age of 18, the Adopt-A-Park Parental Release Form must be completed and returned by the participant's parent or guardian.

Participant's Name

Participant's Home Address (Street, City, State, and Zip Code)

Name of Park where Participant will perform services

Group Name

I intend to participate in the Isanti Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I confirm that I am 18 years or older.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

Signature of Participant

Date



Adopt-A-Park Parental Release Form

Name of Participant: _____

Date of Birth: _____

Address: _____

Name of Group: _____

I hereby give my permission for _____, a minor, to participate in the City of Isanti Adopt-A-Park Program either individually or as a member of the above named group. I agree that participation is completely voluntary and that the participant is not entitled to payment for any services rendered.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

Signature of parent/guardian

Date

Contact information for parent/guardian

Address _____

Phone _____

E-mail _____



Adopt-A-Park Alteration Request Form

To request a modification, change or addition to your designated park property, fill out the below request form and attach any supporting documents to reinforce your request. All requests are reviewed by PRC staff and subsequently by the PRC Board and City Council for necessary approval.

Name of Participant/Group: _____

Today's Date: _____ Name of Park: _____

Requested Park Alteration: _____

How would this alteration serve the community?: _____

Would this alteration be temporary, seasonal or permanent? Please describe the intended length of use.: _____

What support, equipment, and/or processes would be needed to maintain this alteration?:

Are you/your group willing to maintain this alteration for the intended time period or for the remainder of your program participation? _____

Please submit this completed form along with the Alteration Request Agreement to the PRC supervisor at isantiparks@cityofisanti.us. Any additional materials or necessary adjustments will be requested by the supervisor.



Adopt-A-Park Alteration Request Agreement

In submitting this alteration request, I, _____, hereby acknowledge that in approving this request, responsibility for the upkeep and maintenance of the approved alteration may become the responsibility of the adoptee in the sole discretion of the City Council, and the Council retains the right to restore the park to its original condition if doing so is in the best interest of the City. I understand that participation is completely voluntary and that I am not entitled to payment for any services rendered pursuant to this Agreement. This Agreement is an amendment to the original Adopt-A-Park agreement.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks may be involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program with the amendment to include this approved alteration.

I agree to defend and indemnify the City of Isanti from any claims, injuries, damages or causes of action of third parties resulting from my actions or omissions relating to Adopt-A-Park Program, including the additional responsibilities provided with this alteration. I also agree to waive any and all claims for my injuries arising out of my participation in the Isanti Adopt-A-Park Program. This includes claims for injuries that result from the condition of the City of Isanti property where services are rendered, except to the extent caused by the gross negligence or intentional misconduct of the City, its employees or agents.

Signature of Participant

Date

RESOLUTION 2021- XXX

ACCEPTING FULL-TIME POLICE OFFICER TYLER LAWSON LETTER OF RESIGNATION

WHEREAS, Police Officer Tyler Lawson has submitted a letter of resignation to the City of Isanti on December 1, 2021; and,

WHEREAS, the effective date of this resignation is December 23, 2021; and,

WHEREAS, Tyler Lawson is leaving employment in good standing;

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

1. That the resignation of Tyler Lawson is hereby accepted effective December 23, 2021.
2. That Human Resources and Police Chief are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21th day of December, 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

**APPROVING A CHECK BE WRITTEN TO NORTHERN ELEMENTS CHEER FOR
VOLUNTEERING AT ISANTI MOVIE NIGHTS**

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Northern Elements All Stars Cheer Team to volunteer at the November 19, 2021 and December 10, 2021 movies; and,

WHEREAS, the profit from concessions totaled \$71.88 in November and \$36.81 in December,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Northern Elements All Stars Cheer Team in the amount of \$108.69.

This resolution was duly adopted by the Isanti City Council this 21st day of December 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.



MEMO

To: Mayor Johnson and Members of City Council
From: Matt Sylvester, Public Services Director
Date: December 21, 2021
Subject: Resolution Approving Revision to Current Mowing Policy

Background:

Staff has reviewed the current areas that City of Isanti maintains per the mowing policy and recommends to revise the policy so that main corridor ROW areas entering the city are maintained in a more aesthetic manner. Per the mowing policy currently these main corridors are maintained by the city only if they have a sidewalk or trail. These areas without a sidewalk or trail are being maintained by the Isanti County Highway Department (ICHD). The ICHD will mow a maintenance strip once or twice a year but the grass does tend to get very tall between mowing's.

Staff currently maintains the ROW on the south side of South Passage from Whiskey Road SW to Railroad Ave and the low ground on the east side of Railroad Ave south of Palomino Rd.

Recommendation:

Staff is recommending to add the following Main Corridor ROW areas to the mowing policy by maintaining a maintenance strip of approximately 8 feet:

1. The north side of Heritage Blvd from Whiskey Rd extending west to the city limits.
2. The north side of Heritage Blvd from East Dual Blvd extending east to Highway 65.
3. The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
4. The east side of 3rd Ave from Isanti Parkway to city limits.

Staff is also recommending adding in the ROW areas which are currently being maintained by the city:

1. The south side of South Passage from Whiskey Rd to Railroad Ave.
2. The ROW of the low ground on the east side of Railroad Ave south of Palomino Rd.

**** A correction to the mowing map is to be made on Railroad Ave SE. We stop maintaining the ROW on the east side at 800 Railroad Ave SE and begin again at the intersection of Polk and South Passage. These changes will be made to the final version of the mowing map.***

Request:

Staff is requesting action on this item.

Attachment:

- Resolution Approving Revision to Current Mowing Policy 2021-XXX
- Exhibit A - Mowing Policy Revised
- Mowing Map

RESOLUTION NO. 2021-XXX

RESOLUTION APPROVING REVISION TO CURRENT MOWING POLICY

WHEREAS, staff has reviewed the areas that Isanti maintains per the mowing policy; and,

WHEREAS, staff is recommending changes to the current mowing policy to ensure areas are maintained in an aesthetic manner and that the Mowing Policy and map are current; and,

WHEREAS, main corridor ROW areas without a sidewalk or trail are being maintained by the Isanti County Highway Department (ICHHD) on county roads; and,

WHEREAS, staff is recommending that the following main corridor ROW areas currently maintained by ICHHD be added to the existing Mowing Policy as defined in ‘Exhibit A’;

1. The north side of Heritage Blvd from Whiskey Rd extending west to the city limits.
2. The north side of Heritage Blvd from East Dual Blvd extending east to Hwy 65.
3. The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
4. The east side of 3rd Ave from Isanti Parkway to city limits.

WHEREAS, staff currently maintains and is also recommending that the following ROW areas be added to the Mowing Policy as defined in “Exhibit A”;

1. The ROW areas on the south side of South Passage from Whiskey Rd. to Railroad Ave
2. The ROW of the low ground on the east side of Railroad Ave south from Palomino Road.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota the addition of Main Corridor ROW areas and ROW areas on South Passage and Railroad Ave be added to the existing Mowing Policy as defined in Exhibit A’.

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

‘Exhibit A’
City of Isanti
Mowing Policy

The City of Isanti will only mow along City sidewalks that are located on City property. Maintaining the area on both sides of a sidewalk to the curb adjacent to a property is the property owner’s responsibility. The City will maintain a maintenance strip along designated bike/walking paths throughout the City as defined in this policy. The City will maintain mowing turf from the designated bike/walking paths of developed residential parcels to the curb on streets that are recognized as main corridors entering into the City as defined in this policy. The City will maintain a maintenance strip from the curb/pavement on main corridors entering the city as defined in this policy.

The City of Isanti will only mow a maintenance strip* along the designated bike/walking paths identified below:

- The path extending from Whiskey Rd SW and terminating on Nina St SW.
- The path extending from Whiskey Rd NW to Rum River Drive NW.
- The path extending on Whiskey Rd NW from Heritage Blvd to Isanti Parkway on the east side.
- The path extending on Isanti Pkwy NW from Whiskey Rd NW to Third Ave on the South side.
- The path extending on South Passage SW from Whiskey Rd SW to Railroad Ave SE.
- The path extending on 8th Ave NE from Cajima St NE to Heritage Blvd NE on the east side.
- The path extending on Heritage Blvd NE to the west and east of 8th Ave SE on the south side.
- The path along outside city limit parcels extending on Railroad Ave SE from South Passage SE to Townsedge Rd SE on the west side.
- The path extending along 285th/CR 55 on either side of 8th Ave SE.
- The path extending along 8th Ave NE from Cajima St NE to Heritage Blvd NE.
- New paths developed by the City; or by Developers or property owners by written agreement and designated for public use.

*Maintenance strip is defined as one pass along each side of the path equivalent to approximately 4 feet.

The City may mow areas to the curb where the designated bike/walking path as outlined above is within 10 feet from the curb as is in the best interest of the City.

The City of Isanti will mow from the designated bike/walking paths to the curb on main corridors into the city as identified below:

- The path extending on Whiskey Rd SW from Heritage Blvd to South Passage SW on the east side where there is an adjacent sidewalk.
- The path extending on Whiskey Rd SW from Heritage Blvd to South Passage SW on the west side where there is an adjacent sidewalk.
- The path extending north along 3rd Ave NW to the northern most section of Cambridge Isanti Bike/Walk Trail that the City of Isanti has agreed to mow.
- The path extending on Heritage Blvd NE from 8th Ave NE to the end of the trail on the north side.

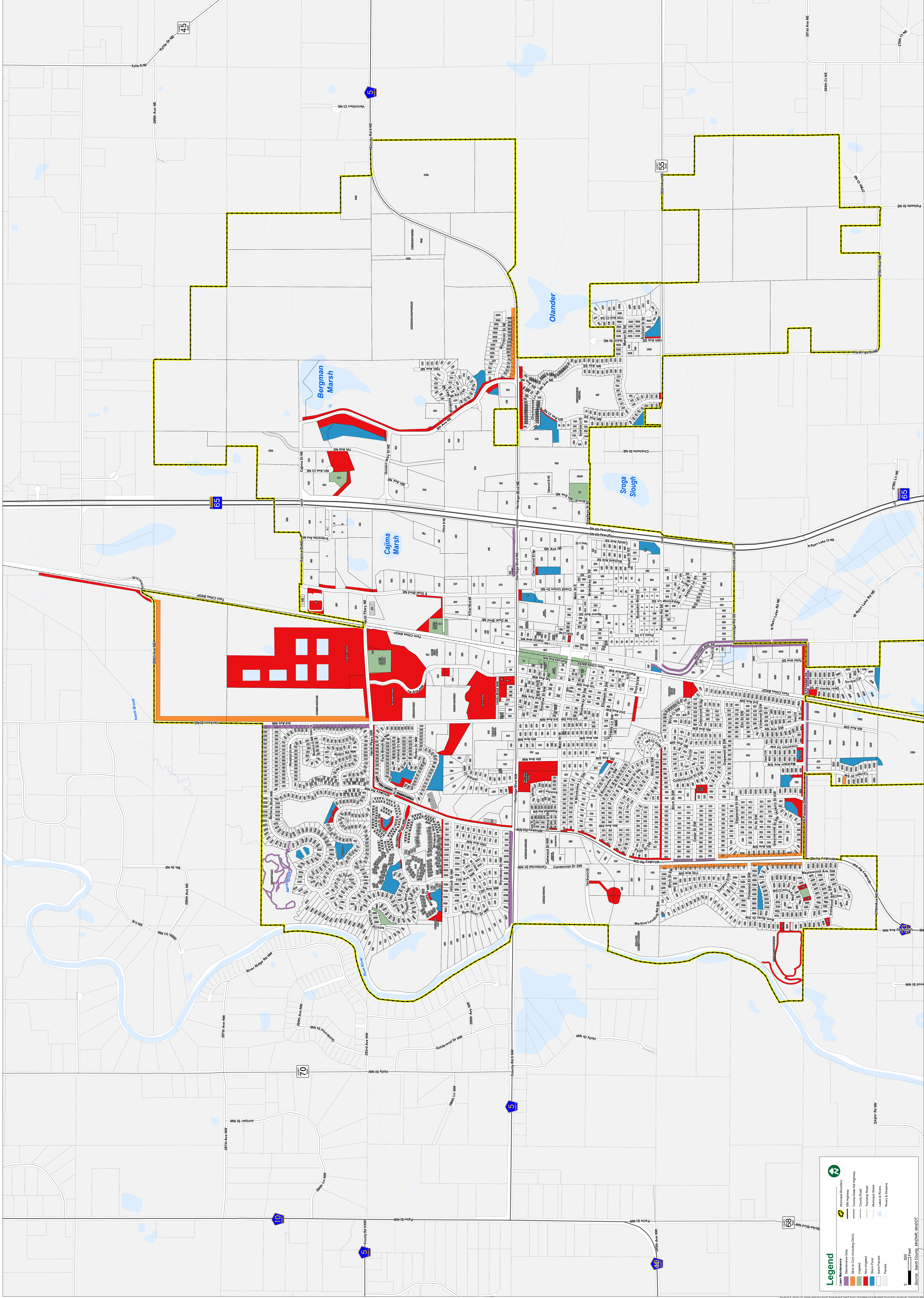
The City of Isanti will mow a maintenance strip** from the curb/pavement on main corridors entering the city as identified below:

- The north side of Heritage Blvd from Whiskey Rd extending west to the City Limits.
- The north side of Heritage Blvd from East Dual Blvd extending east to Highway 65.
- The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
- The west side of 3rd Ave from Isanti Parkway to City Limits.

**Maintenance strip is defined as two passes equivalent to approximately 8 feet.

The City of Isanti will mow other areas as identified below:

- The railroad property on the west side of the tracks located downtown from Heritage Blvd SW to Broadway St SW.
- The corner railroad property on the east side of the tracks located downtown at southwest intersection of Main St SE and Railroad Ave SE.
- The islands on Blossom Blvd NW.
- All park grounds (does not include grounds to be maintained by user organizations through written agreement or contract).
- All City building grounds and public parking lot areas.
- The south side of South Passage from Whiskey Road to Railroad Ave.
- The ROW of the low ground on the east side of Railroad Ave South of Palomino Rd.





Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 21st 2021
Subject: City Enrollment in Utility Assistance Program

Background:

Staff has been contacted by the Energy Program Division of Lakes and Pines Community Action Council to inquire about the City's possible participation in a State funded utility assistance program. The program is intended to help Minnesota residents with Utility bills that are past due. This program has existed for many years but in the past has only provided assistance with primary heat. Covid funding has allowed the program to expand, at least on a temporary basis, to include delinquent water bills as well.

The commitment of the City would be relatively minimal, but not nothing. Staff will have additional duties verifying amounts due and communicating those details to Lakes and Pines, who work on behalf of the State to administer the program. The City would benefit to the extent that this program may help some residents pay past due amounts currently owed to the City.

Recommendation:

Staff is recommending that the Council approve participation in the program.

Action Required:

If the Council concurs, it should by motion, approve the attached Resolution

Attachments:

- Res 2021-XXX
- Program Summary
- Entity Registration Form

RESOLUTION 2021-XXX

APPROVING ENROLLMENT IN UTILITY ASSISTANCE PROGRAM

WHEREAS, the State of Minnesota has extended utility assistance beyond primary heat to include water; and,

WHEREAS, the Lakes and Pines Community Action Council has invited the City of Isanti to enroll in the utility assistance program that they administer on behalf of the State of Minnesota; and,

WHEREAS, the City of Isanti recognizes the potential benefit to residents that currently have past due water bills;

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

1. Authorize staff to enroll the City of Isanti in the State funded utility assistance program.
2. Staff is instructed to maintain enrollment so long as the State continues to fund water utility assistance.

This Resolution is hereby approved by the Isanti City Council this 21st day of December 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Water Vendors

Water vendor participation is essential to efficient operation of the Low-Income Household Water Assistance Program (LIHWAP). LIHWAP is the water assistance component of the Energy Assistance Program (EAP).

Water vendors' roles include providing water and wastewater cost and billing information, applying payments, working with Service Providers and LIHWAP households in emergency situations, conducting outreach, and referring customers in need to the program. Water vendors establish agreements with LIHWAP Service Providers, develop communication processes, and use the web-based eHEAT system to perform these functions. The rules are guided by the LIHWAP regulations, the *EAP Policy Manual*, and related state regulations.

eHEAT (Electronic Household Energy Automated Technology) is web-based software centralizing program activity for Service Providers and water vendors. eHEAT has information about the household's program eligibility and payments. Water vendors use eHEAT to view or download payment information, verify customer's program participation, and initiate refunds. Water vendors register for eHEAT through the Service Provider or directly with the Department of Commerce.

Intention

Enable Service Providers and water vendors to work together to exchange information, make payments and ensure program resources are effectively reducing households' health and safety risks by preventing no water situations or restoring water service.

Chapter Contents

- [Payment Requirements](#)
- [LIHWAP Benefits](#)
- [Agreement, Internal Controls, Registration & Participation Requirements](#)
- [Water Vendor Monitoring & Reporting Requirements](#)
- [Legal Requirements](#)

Payment Requirements

Service Providers authorize payments for water vendors on behalf of eligible households. Service Providers initiate payments in eHEAT. The payments are processed through Minnesota Management & Budget (MMB) by Electronic Fund Transfer (EFT) to the water vendor bank account or mailed as a warrant (check). Water vendors credit LIHWAP payments to the designated account.

Payment Notification

When payments are issued, both MMB and eHEAT send notifications to the water vendor.

MMB notification includes:

- Warrant or EFT number.
- Payment date.
- What agency and program the payment is made on behalf of.
- The total payment amount.

eHEAT notification includes:

- Warrant or EFT number.
- Payment date.

Finding Payment Information

Water vendors use eHEAT to get payment details. To search in eHEAT for payments received, follow the steps below:

1. Go to **'Payment Services'** menu > **'Vendor Payments'** tab
2. Enter the **'Warrant/EFT Number'** in that search field (do not fill in any other search criteria) and click "Go"
3. Results will display below and can be exported by clicking on file type icons in the upper right corner of the results

The screenshot shows the eHEAT Next Generation interface. At the top, there's a navigation bar with 'Home', 'Payment Services', 'Vendor Services', 'System Admin Services', and 'Reports'. Below this, the 'Payment Services' menu is expanded, showing 'Vendor Payments' as the selected option. The search criteria section includes fields for 'Service Provider', 'Program Year', 'Payment Status', 'Payment Amount', and 'Energy Vendor'. The 'Warrant/EFT Number' field is highlighted with a red circle. Below the search criteria, there's a 'Search' button. The results section shows a table with columns for 'Last Name', 'Household Number', 'Status Date', 'Status Date To', 'Warrant/EFT Number', 'Benefit Type', and 'Payment Amount'. The 'Warrant/EFT Number' column is highlighted with a red circle. At the bottom, there's a 'Central Payments Search' button.

Payment Questions

Search eHEAT for payments received following the instructions above. The search will specify the individual payments for each household's account.

If the total of all individual payments does not match the full payment amount you received from the State of Minnesota, please contact the State of Minnesota SWIFT help desk hotline at 651-201-8106 or efthelpline.mmb@state.mn.us. SWIFT handles payments for all State departments and can assist in identifying the full payment amount.

Direct all other questions regarding payments to the Service Provider. If the Service Provider cannot resolve your question, they may refer you to the Department of Commerce.

Assignment of Payments

Water vendors must apply LIHWAP payments only to the household accounts designated for payments by EAP/LIHWAP. Payments may only be used for the costs of home water and wastewater services, as required by federal law. EAP/LIHWAP payments cannot be used to pay for other items such as service contracts, electric, natural gas, garbage, cable, internet, telephone, or other merchandise. Water vendor EAP/LIHWAP payment records must match the Service Provider's payment records. Charges against credits must be verifiable. If non-EAP/LIHWAP credits exist on an account, the EAP/LIHWAP payment must be applied first. If the household account is active, EAP/LIHWAP benefits must remain on the household account, unless the household discontinues as a customer or the Service Provider requests a refund. In each case, refunds must be made to EAP/LIHWAP. (See **Refunds** section below)

Name on Energy Accounts

The name on the household water vendor account should match the name of a household member listed on the EAP/LIHWAP application. If the name on the household water account is not a household member's name, EAP/LIHWAP expects the Service Provider to get assurance the grant is going to intended recipients at the intended address. To get assurance, Service Providers will follow this procedure, and water vendors must assist the Service Provider as needed:

- Contact household and ask why the account is not in a household member's name.
- Ask the household to get a household name on the account. If there are barriers, the Service Provider assists the household to remove these barriers.
- If unable to get the account in a household member's name, the Service Provider verifies the reason the household names do not match and ensures the account is for the household's address (e.g., confirm with vendor or landlord).
- If the Service Provider cannot verify a match of the account address and the household address, the household may not receive EAP/LIHWAP benefits.
- The Service Provider makes notes in eHEAT.

Ownership of Assistance

EAP/LIHWAP funds always belong to the program. The EAP/LIHWAP benefit is provided to the household to purchase water or wastewater services. At the end of the program year, any unspent EAP/LIHWAP benefits must remain on the household account for future water or wastewater costs. Households cannot request cash refunds.

If a household discontinues as a customer, the water vendor should follow refund policies to return any unused EAP/LIHWAP funds to the program. Water vendors should never use unclaimed property procedures for EAP/LIHWAP funds.

Refunds

Water Vendors must refund unused EAP/LIHWAP payments back to the program if at any point the household discontinues as a customer or at the Service Provider's request. The refund must be made within 10 days of the water vendor's termination of the account or the Service Provider request.

Refunding Current Program Year Benefits

Current program year refunds should be entered in eHEAT if a water vendor is an eHEAT user. eHEAT reconciles the refund by deducting the refund amount from subsequent payments. If the water vendor does not receive a subsequent payment from EAP/LIHWAP, the water vendor may be required to send a check to reconcile accounts. Contact Commerce with questions regarding this process at 651-539-1869 or eheat.doc@state.mn.us.

Entering Refunds in eHEAT

After ensuring a refund meets the guidelines described above, the water vendor should follow the steps below to enter a refund in eHEAT and contact the Service Provider with any questions:

1. Go to 'Payment Services' menu > 'Vendor Payments' tab.
2. Enter the household number for the customer receiving the refund and the 'Payment Status' 'Paid' and click 'Go'.
3. Click the radio button next to the household number for any payments for that household.
4. Click the 'Add Refund' button. The 'Payment Refund' screen will appear.
5. Enter refund amount in 'Refund Amt' field and select the reason from 'Refund Reason' list.
6. Add any notes for the Service Provider in the 'Notes' field.
7. After all refund information is entered then select the 'Submit' button.
8. A message asks to confirm the refund, click 'Yes' to confirm.
9. A status message will show in the upper right corner 'Refunded Successfully'.

Finding a payment to refund (steps 1-4)

COMMERCE DEPARTMENT eHEAT Next Generation

Notification Center (0)

Home Payment Services Vendor Services System Admin Services Reports

Payment Services > Vendor Payments

Vendor Payments

Service Provider: Please select Program Year: 2023 Payment Status: Paid Energy Vendor:

Last Name: Household Number: 497174 Status Date From: Status Date To: Warrant/EFT Number: Vendor A/C Number: Benefit Type: Passive Heat

Clear

Central Payments Search

Household Number	Account Number	Name	Service Provider	Amount	Payment Status	Benefit Type	Status Date	Warrant/EFT Number	Schedule Date	Fund Name	Direct Pay
497174	2132321	DALEY DAVENPORT	Anoka County Community Action Program	\$125.00	Paid	PRIMARY HEAT	11-05-2019	12345	12-04-2019	Program	No
497174	2132321	DALEY DAVENPORT	Anoka County Community Action Program	\$125.00	Paid	PRIMARY HEAT	11-05-2019	12345	02-06-2020	Program	No
497174	2132321	DALEY DAVENPORT	Anoka County Community Action Program	\$125.00	Paid	PRIMARY HEAT	11-05-2019	12345	05-06-2020	Program	No

Add Refund

Adding and entering a refund (step 5-9)

Payment Refund

Refundable Amt: \$396.00

Refund Amt: * 100.00

Refund Reason: Account Closed

Notes:

Submit Cancel

Payment Refund

Refundable Amt: \$396.00

Refund Amt: * 100.00

Refund Confirmation

Are you sure to Refund the Amount? Once Submitted cannot be modified.

Yes No

Payments Made in Error

A water vendor suspecting a household received assistance in error must report the issue to the Service Provider. If the Service Provider determines a payment was made in error and that the action requires the water vendor to refund the payment, the water vendor must follow refund instructions to return the funds to EAP/LIHWAP.

LIHWAP Benefits

Eligibility Requirements

To receive an EAP/LIHWAP benefit, a household occupy the dwelling at the time the EAP/LIHWAP assistance is requested and the benefit is determined and must be in one of the following situations:

- Have water or wastewater service currently shut off.
- Have a current water or wastewater disconnection notice.
- Have a past due water or wastewater bill.

Amount of EAP/LIHWAP Benefit

The amount of the EAP/LIHWAP benefit is the current balance, including any fees, up to \$1,200.

If the amount needed to resolve the emergency is less than the maximum crisis benefit, the payment amount is rounded up to the nearest dollar to ensure resolution of the emergency. For example: if the amount needed to resolve the emergency is \$193.56 the correct payment amount is \$194.00. EAP/LIHWAP payments must not result in a credit on the household's account. However, due to rounding as explained above, payments to water vendors may result in a small credit of less than \$1.00. If a water vendor identifies an EAP/LIHWAP payment that creates a credit over \$1.00, they should immediately report it to the local Service Provider.

EAP/LIHWAP Information Requirements

Water vendors must provide household account information upon Service Provider request. The Service Provider uses water vendor information to verify and document the household's situation to determine EAP/LIHWAP eligibility and benefits.

Water vendors may be asked to provide information such as:

- Water and wastewater account past due and current balance owed amounts.
- Fees not included in water and wastewater account balance owed, if any.
- Date the water or wastewater service was shut off.
- Scheduled disconnection date.
- Annual water and wastewater bill amounts.

Verifying EAP/LIHWAP Payments before applying to household's account

Water vendors help ensure accurate benefits are applied to household accounts. Before applying an EAP/LIHWAP payment to a household's account, the water vendor must ensure the Crisis payment will not generate a credit on the account of more than \$1.00.

If a water vendor questions a household's eligibility for an EAP/LIHWAP payment, report it immediately to the Service Provider or, when appropriate, to the Department of Commerce.

Agreement, Internal Controls, Registration & Participation Requirements

Agreement Between Water Vendor and Service Provider

The *Agreement Between Water Vendor and Service Provider* specifies the requirements to receive EAP/LIHWAP payments to a water vendor's customer accounts. Signing the agreement

establishes formal expectations for both parties. The agreement details the roles of the program and water vendor including applying payments, communication, eHEAT security administration, data practices, and agreement to follow the policies outlined in the *EAP Policy Manual*. Every water vendor must sign an agreement to receive payments on behalf of a household. See the *Agreement Between Water Vendor and Service Provider*.

Water Vendor Internal Controls Responsibility

Service Providers, water vendors, and households are part of a Coordinated Responsibility Model where each party is responsible to ensure accuracy, effectiveness, efficiency, and integrity of EAP/LIHWAP services. Water vendors help ensure accurate benefits by providing household account and billing status information. Inaccurate account information can affect benefit accuracy and put program integrity at risk.

In addition, water vendors should conduct EAP/LIHWAP activity control measures to prevent and detect discrepancies, non-compliance, and other issues that may occur, by:

- Conducting control measures before applying a payment to a household's account to provide assurance that an accurate benefit is being provided.
- Conducting post-payment control measures to identify any issues not previously detected.

Water vendors should conduct routine control measures to identify situations and to ensure compliance:

- Account credits: Payments don't create a credit over \$1.00 on a household's water or wastewater account.
- Account for an unoccupied dwelling: Payments are applied to only active accounts at occupied dwellings.
- Households that have discontinued as customers: Refunds to EAP/LIHWAP are within 10 days of the change.
- Questionable payments: Payments are questioned if they appear abnormal to EAP/LIHWAP practices.
- Two EAP/LIHWAP households' payments to one account: Only one EAP/LIHWAP household's payments are applied to one account.

Contact the Service Provider with questions or issues. Water vendors must report any known suspected fraud, error, or abuse. If a pattern of payments does not appear to comply with EAP/LIHWAP policies, please report concerns to Commerce at eap.mail@state.mn.us.

Water Vendor Registration and Change of Vendor Information

To receive payments on behalf of a household, a water vendor must be registered with Commerce and Minnesota Management & Budget (MMB). Water vendors register by submitting the completed *Vendor Registration for EAP Payments* form to their local Service Provider, which is then provided to Commerce to complete the registration process.

Registration information must include:

- Full Legal Business Name (TIN Name).
- Common Name (DBA), if any.
- Business location address and mailing address.
- Business Phone Number.
- Contact name, phone number, and email address.
- Service Providers working with.
- Federal Tax Number.
- Completed and signed IRS Form W-9.
- State Identification Number (nine-digit number).
- If the Business is a Corporation, Partnership or Individual SSN.
- Minnesota Management & Budget (MMB) Vendor ID Number (if already an approved MMB Vendor): 11-digit number.

To receive payment, water vendors must have an MMB Vendor Registration Number (also referred to as a Vendor ID Number or a SWIFT ID Number). Commerce will register new water vendors with MMB as part of the eHEAT registration process.

Water vendors can submit changes in their registration information (e.g., change of business name, contact information, change in payment information, etc.) to their local EAP/LIHWAP Service Provider. The Service Provider will inform Commerce by emailing updated information to ehat.doc@state.mn.us. To change banking information, water vendors must contact MMB.

Implement and Maintain eHEAT Security Policies

Water vendors must have processes in place to manage eHEAT access to ensure only current, authorized users have eHEAT access. Users must only have access to eHEAT features necessary for their work assignments.

Off-Boarding Process

Water vendors are required to immediately deactivate users when needed. If the water vendor's eHEAT Administrator needs to be deactivated, email ehat.doc@state.mn.us. Water vendors must have off-boarding (staff leaving employment) procedures in place, for example an off-boarding checklist, that includes deactivating eHEAT access.

eHEAT Access Check

The water vendor eHEAT Security Administrator must conduct routine eHEAT access checks to ensure only the appropriate users are active in eHEAT. There are two user statuses in eHEAT:

- **Active:** user has eHEAT access.
- **Deactivated:** user does not have current eHEAT access due to inactivity for over 60 days or because they were deactivated by an eHEAT Administrator. User needs to be reactivated by an eHEAT Administrator to regain access. eHEAT continues to list every user that had eHEAT access.

The water vendor eHEAT Security Administrator's authorization includes:

- Limiting access to authorized personnel only.
- Ensuring each user is assigned a unique user ID.
- Ensuring email addresses associated with each user ID are current.
- Creating new user groups that combine features in eHEAT for staff positions.
- Editing existing users' user groups as new features are assigned or no longer performed.
- Immediately deactivating eHEAT users:
 - Upon permanently leaving a position requiring eHEAT access.
 - Upon administrative leave or suspension.
 - When no longer employed by the water vendor.
 - If on other leave, laid off, on an extended vacation, or reassigned to non-EAP/LIHWAP duties for 30 days or longer.
- Ensuring the private data provided by eHEAT features to employees is appropriate for their job and responsibilities.

Water Vendor Monitoring & Reporting Requirements

Monitoring water vendors is essential to ensure program quality and integrity. An EAP/LIHWAP water vendor is bound by the requirements of the Low-Income Household Water Assistance Program and the *Agreement Between Water Vendor and Service Provider*. Monitoring can also ensure water vendors follow these rules. Service Providers are required to monitor water vendors.

Water vendors must be able to reproduce the account balance information they provided for each household upon request. Monitoring helps ensure account information provided by the water vendor was accurate and true and payments were appropriately applied.

Access to Records

Water vendors must allow the Service Provider and Commerce access to their records for compliance monitoring. Monitoring includes verifying transactions between the water vendor and the Service Provider. This includes but is not limited to cost information, application of payments to household accounts, billing to eligible households, providing equal services to EAP/LIHWAP eligible households, and any or all other activities agreed to in the *Water Vendor Agreement*.

Legal Requirements

Water vendor participation is subject to federal and state statute and regulation. Federal, Commerce or Service Provider officials may audit water vendor records pertaining to EAP/LIHWAP. Audits may occur for program activity up to three years after the program year has closed and until action conducted during this period has ended.

Non-Discrimination

Water Vendors cannot penalize or discriminate against customers for participating in EAP/LIHWAP. The United States Department of Health & Human Services states that a LIHWAP-eligible household must not be treated adversely or differently from other households because of receiving water assistance and water vendors will not discriminate in services provided to the eligible household on whose behalf payments are made.

Services available to a water vendor's customers in general cannot be denied to a household solely because of the household's EAP/LIHWAP eligibility. These services may include:

- Availability of price and fee list.
- Deferred payments.
- Budget payment plans.
- Conditions of sale, credit, or price.
- Discounts for cash or prompt payment.
- Any service designed to benefit or assist the water vendor's customer.

It is not discrimination under the statute to provide additional benefits for households receiving EAP/LIHWAP services. Additional benefits, especially those that increase the buying power of EAP/LIHWAP grants, are desirable and encouraged.

Data Privacy

Water vendors must protect personally identifiable information (PII). EAP/LIHWAP information, including application and eligibility status of households, is classified as private data under the

Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13. Immediately report possible violations to Commerce.

When communicating with Service Providers about EAP/LIHWAP participants, water vendors should use EAP/LIHWAP household numbers instead of names, addresses or other PII. For example, use “HH 123456” instead of “John Doe.” If it is necessary to use PII like names or addresses, water vendors must use a secure form of communication such as encrypted email.

Sharing EAP/LIHWAP Private Data with Water Vendors

Applicants sign the EAP/LIHWAP application to authorize use of their private data to determine eligibility and provide EAP/LIHWAP services. This authorization is documented in the household's file. New uses of the data contained in the EAP/LIHWAP application or the household's file require a new authorization from the data subject.

The household data collected by EAP/LIHWAP has restricted uses. Generally, an EAP/LIHWAP household's consent allows their data only to be used for determining and delivering EAP/LIHWAP services. Use of EAP/LIHWAP household private data details are in *Your Rights and Responsibilities Privacy Notice* (also known as the *Privacy Notice*) and the “Consent and Signature” Part of the *Minnesota Energy Programs Application* provided to the households.

EAP/LIHWAP only requests information necessary to provide services. This is as required by the Privacy Act of 1974, 5 U.S.C. § 552a and the MGDPA. Under the Privacy Acts, water vendor, Service Provider, and Commerce staff must only be provided the private data necessary to perform their duties for the purposes listed in the *Privacy Notice*. The MGDPA, under Minn. Stat. §13.055, subd.1. (d) states: “Unauthorized person’ means any person who accesses government data without a work assignment that reasonably requires access, or regardless of the person's work assignment, for a purpose not described in the procedures required by section 13.05, subdivision 5.”

EAP/LIHWAP data provided to water vendors are limited to information necessary to obtain water vendor account information and to allow water vendors to apply EAP/LIHWAP benefits to customer accounts. The household data required are available to water vendors through the water vendor's access to eHEAT. The information is needed to verify the household's EAP/LIHWAP eligibility and the amount to apply to the household's account.

To illustrate, EAP/LIHWAP collects data on household income and household size, but these data are not required to apply EAP/LIHWAP payments to customer accounts. Therefore, these data are not provided to the water vendor.

The water vendor must obtain an *Informed Consent for Release of Data* signed by the household before requesting EAP/LIHWAP household data for any other use or program.

Additional information is available Chapter 11 - Data Practices and Records of the *EAP Policy Manual*.

Safe at Home Program

EAP/LIHWAP follows the guidelines of the Safe at Home (SAH) program, which helps survivors of domestic violence, sexual assault, stalking, or others who fear for their safety to establish a confidential address. SAH allows its participants to go about their lives without leaving traces of where they live to keep their abuser from locating them.

Participants use a SAH assigned address and the Secretary of State's office forwards their correspondence to their actual mailing address. SAH participants cannot be required to disclose their physical address. The SAH Program may be contacted at 1-866-723-3035 with questions or to confirm a SAH applicant's participation in SAH.

Water vendors must work with Service Providers to safeguard the identity and address of SAH participants if the address is known. Additional information about SAH is found in Chapter 2 - Applications & Application Processing of the *EAP Policy Manual*.

SAH is governed by Minn. Stat. § 5B and Minn. Rules § 8290.

Appendices

18A – Agreement Between Water Vendor and Service Provider

18B – Vendor Registration for Water Assistance Program Payments

Vendor Registration for Energy Assistance Program (EAP) Water Assistance Payments

To receive payments through EAP Water Assistance, a vendor must register by completing the form below.

1. Enter the name and address of your vendor business or operation (* indicates a required field):

1.1	Full Legal Business Name*	
1.2	Common Name (DBA), if different than above	
1.3	Location Address: Street*	
1.4	City, State Zip*	
1.5	Mailing Address: Street*	
1.6	City, State Zip*	
1.7	County*	
1.8	Contact Name:*	
1.9	Phone + extension:*	
1.10	FAX number:	
1.11	Email Address:*	(Email address required for eHEAT access and payment notifications)

2. Check ONE to identify this vendor operation business type:

- 2.1 ☐ A government entity
- 2.2 ☐ A business as a corporation
- 2.3 ☐ A business as a partnership
- 2.4 ☐ LLC (Limited Liability Corporation)

3. If this vendor operation is a corporation, partnership or LLC, please enter:

3.1	Federal Employer Tax Identification Number (TIN) - begins with a 41:	
3.2	Minnesota State ID Number (if available) – nine digits, begins with 00:	

4. Energy Assistance Program (EAP) Water Service Providers:

4.1	Please list all EAP Water Assistance Service Providers you will work with:	
-----	--	--

5. Services (check all that apply):

- ☐ Water ☐ Wastewater

6. A signed IRS Form W-9 must accompany this form.

Signature: _____ Date: _____

Email this completed form and a signed IRS Form W-9 to ehat.doc@state.mn.us.

Questions: contact Jon Brown, MN Department of Commerce, Vendor Management, 85 7th Place East, Suite 280, St. Paul, MN 55101-2198. Phone: (651) 539-1869; FAX: (651) 539-0109



Isanti Police Department Monthly Report

November 2021

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	15	103
Assault	1	43
Vandalism/Damage to Property	5	52
Narcotics	3	43
Burglary	2	10
Domestics	7	61
Crim Sex	1	10
Robbery	0	0
Loud Party/Disturbance	13	70
Medical	51	411
Permit to Purchase	6	90
Security Check / Extra Patrol	307	4,050

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	12	97
DUI	1	20
Accidents	14	108
Hit & Run	0	1
Warrant P/U	3	55
Speed	3	151
DAR/DAS	14	116
Administrative Citations (Including Speed)	4	97

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	102,247	498	6,446
Ford Explorer 224	101,444	503	8,407
Ford F150 225	51,056	1,007	9,784
Chevy Impala 223	101,152	394	3,135
Dodge Durango 226	40,626	1,362	14,632
Dodge Durango 227	47,149	2,653	15,741
Dodge Durango 228	26,550	614	18,864
Chevy Tahoe 220	13,550	1,341	13,550
Dodge Charger 230	954	954	954

* Note: 2 month totals.

CEZT REPORT NOVEMBER 2021

	2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		9	11	20	32	42	55	72	76	88	90	94	
NEW CASES THIS MONTH		9	2	9	12	10	13	17	4	12	7	4	
CARRIED FORWARD FROM PREVIOUS MONTH		4	4	0	2	4	3	3	12	4	6	0	
NEW CASES + CARRIED FWD		13	6	9	14	14	16	20	16	16	13	4	
CLOSED THIS MONTH		9	6	7	10	11	13	8	12	10	13	4	
ACTIVE END OF MONTH (NOT INCL CITATIONS)	4	4	0	2	4	3	3	12	4	6	0	0	
CAN - Prohibited Animals/87.1									2				
CCV - Comm Vehicle storage/227-10													
CDO - Dogs		2		1	1			1		1			
CPA - Park & Store/227-8		5	1	3	9	4	3	6	1	1	1	3	
CSN - Snow Removal/216-2-Q		2	1	1									
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/325-17-C									1				
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/216-4-L							1				2		
NGR - Grass/Weed Length/216-2-H						1	6	8		7	2		
Nuisance Junk/Rubbish/216-2-L	4			3	1	3	2	2		2	1		
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/216-2-L				2		1	1				1		
ZAC - Accessory Building /445, SEC 6, SUB 6, C										1			
ZFE - Fence/216-4-A-(16)				1	1	1						1	
Zoning/ 445-Sec 15-Sub Sec 5 C4a													
NEW CRIMINAL CITATIONS ISSUED THIS MONTH					1				1				
ACTIVE CRIMINAL CITATIONS END OF MONTH		4	4	4	5	5	5	5	6	6	6	2	
COMPLIANCE LETTERS MAILED THIS MONTH		8	1	5	8	4	5	15	3	8	7	2	
ABATED PROPERTIES THIS MONTH							1	2	1	3	2	0	



MEMORANDUM

Date: December 15, 2021
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W Cook, P.E.
City Engineer
Subject: Project Status Report
Project No.: 0R1.123130

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

- 1) **Liquor Store Site**
The liquor store is open for business.
- 2) **Main Street Reconstruction**
Work is complete. Final closeout documents will be processed this month.
- 3) **Eagle Park Parking Lot Reconstruction**
Work is complete. Final closeout documents will be processed this month.
- 4) **Heritage Walk Improvements**
Work is complete. Final closeout documents will be processed this month.
- 5) **2021 Pavement Management Project**
Work is complete. Final closeout documents will be processed this month.
- 6) **2021 Storm System Management Project**
Final list items will be addressed this month.
- 7) **6th Avenue Rehabilitation**
Work is complete. Final closeout documents will be processed this month.
- 8) **Legacy Pines 2nd & 3rd Additions**
The final pavement lift on Eagle Street is scheduled to be completed next spring.
- 9) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.
- 10) **Fairway Greens North Development**
The First Addition Phase 1 utilities are planned to continue through the end of the year.
- 11) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.
- 12) **2022 Pavement Management Project**
We will begin design of this project this month.
- 13) **Brookview South 1-4 Addition Improvements**
We will begin working on the Preliminary Engineering Report this month.
- 14) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have discussed creating a center median island with the County and are creating a figure to display the concept layout and cost.

Please contact me if you have any questions.