

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, DECEMBER 6, 2022 – 7:00 P.M.
CITY HALL**



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

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

- 1. November 15, 2022- Regular Meeting of the City Council
- 2. November 15, 2022- Committee of the Whole Meeting
- 3. November 15, 2022- Canvass Board Meeting

H. Announcements

- 1. Committee of the Whole
- 2. City Council Meeting
- 3. Planning Commission Meeting

Tuesday, December 20, 2022 at 5:00 p.m.
Tuesday, December 20, 2022 at 7:00 p.m.
Tuesday, December 20, 2022
(Immediately following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

- 1. Interview Applicant Alexander Collins for Vacant Planning Commission Seat

City Administrator Josi Wood

- 2. City Council, Boards and Commission Meeting Dates for 2023
- 3. ORD-XXX An Ordinance Amending City Code Chapter 262; Sewer and Water Service Charges
- 4. ORD-XXX An Ordinance Amending City Code Chapter 160; Fees

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)

- 5. Resolution 2022-XXX Adopting the 2023 Final Budget
- 6. Resolution 2022-XXX Adopting Final 2022 Tax Levy Collectible in 2023
- 7. Resolution 2022-XXX Adopting Final 2023 Enterprise Fund Budgets
- 8. Resolution 2022-XXX Approving a Cost-of-Living Adjustment (COLA) for Non-Union Employees

L. Approve Consent Agenda

1. Payroll in the Amount of \$129,128.72 and Accounts Payable in the Amount of \$614,561.65
2. Resolution 2022-XXX Designating Polling Places in the City of Isanti
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Jacob Dahlin
4. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Kelly Poshek
5. Resolution 2022-XXX Accepting Donation from Bolton and Menk
6. Resolution 2022-XXX East Central Regional Arts Council Grant Acceptance

M. Other Communications

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**



**TUESDAY, NOVEMBER 15, 2022 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: None

Staff Present: City Clerk Jaden Strand, City Engineer Jason Cook, Assistant Finance Director Pam Dahlheimer, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Commissioner Warring, Isanti-Chisago Country Star Editor Bill Stickels III, Luke Merrill and Ruth Anne Docken

D. Public Comment

None

E. Adopt Agenda

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

F. Proclamations/Commendations/Certificate Award

None

G. Approve City Council Minutes

1. November 9, 2022- Regular Meeting of the City Council

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

H. Announcements

- | | |
|---|--|
| 1. Isanti Liquor Store 1 Year Anniversary Celebration | Friday, November 18, 2022 - Sunday, November 20, 2022 |
| 2. Parks, Recreation and Culture Board | Tuesday, November 22, 2022 at 6:00 p.m. |
| 3. CITY OFFICES CLOSED | <i>Thursday, November 24, 2022 and Friday, November 25, 2022</i> |
| | <i>(In Observance of Thanksgiving)</i> |
| 4. City Council Meeting | Tuesday, December 6, 2022 at 7:00 p.m. |
| 5. Economic Development Authority Meeting | Tuesday, December 6, 2022 |

(Immediately following the City Council Meeting)

6. Illuminate Isanti at Bluebird Park

Saturday, December 10, 2022 – Sunday, December 18, 2022 at 5:00 p.m.

I. Council Committee Reports

None

J. Public Hearings

1. South Brookview Improvements Final Assessment Hearing

a. Resolution 2022-202 Adopting Assessment for the South Brookview Improvements Project

City Engineer Cook presented a PowerPoint for the South Brookview Improvements.

Mayor Johnson opened the public hearing and the following individuals spoke.

Luke Merrill, 323 Broadway ST SE, shared concerns that the letter was not clear.

Cook stated that the letter contains certain verbiage that is a requirement.

Ruth Anne Docken, 311 8th Ave SW, questioned the amount she would have to pay.

Finance Director Mike Betker responded it would be a little over \$300.00 per year.

Mayor Johnson closed the public hearing.

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

K. Business Items

City Clerk Jaden Strand

1. ORD-778 An Ordinance Amending City Code Chapter 325; Water

City Clerk Strand shared that this is an ordinance amendment to remove the requirement that private wells be tested on an annual basis for Coliform and Nitrates.

Motion by Bergley, seconded by Lundeen to approve ordinance amendment as presented. Motion carried unanimously.

L. Approve Consent Agenda

- 1. Payroll in the Amount of \$125,359.15 and Accounts Payable in the Amount of \$677,891.76**
- 2. Annual City Administrator Review Summary**
- 3. 2022-203 Approving the Resignation of PT Liquor Clerk II Heather Behm**
- 4. Resolution 2022-204 Rescind Resolution 2022-183 Accepting Donation from Rum River BMX**
- 5. Resolution 2022-205 Accepting Donation from Hermann Insurance Services**
- 6. Resolution 2022-206 Approving Certification of Delinquent Charges for City Services Collectible in 2023**

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

M. Other Communications

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

N. Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.
Meeting Adjourned at 7:21 p.m.

Respectfully Submitted,

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

Jaden Strand
City Clerk

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



**TUESDAY, NOVEMBER 15, 2022 – 5:00 P.M.
CITY HALL**

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

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

Members Absent: Councilmember Steve Lundeen

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Parks, Recreation and Events Coordinator Jordan Clementson, Liquor Store Manager Keith Lusk, City Engineer Jason Cook, Human Resources Director Katie Grotte, Chief of Police Travis Muyres, Finance Director Mike Betker and Assistant Finance Director Pam Dahlheimer

Others Present: Luke Merrill

D. Public Comment

None

E. Committee Meeting Items

1. Liquor Updates
 - Information was shared with Committee.
2. Setting Date for Goal Setting Workshop
 - Committee discussed date and time for Goal Setting meeting.
 - Consensus from Committee is to hold Goal setting on January 31st at 5:30 p.m.
3. Draft Ordinance and Regulations for Cannabinoid Products
 - Draft Ordinance and Regulations was received by Committee.
 - Consensus is for staff to research more information about CBD products specifically and bring back to Committee for further discussion.
4. Illuminate Isanti Update
 - Information was shared with Committee.
 - Consensus from Committee is to have a Ribbon Cutting for Illuminate Isanti.
5. Annual Fee Schedule Review

- Information was shared with Committee.
6. Water Tower Rehabilitation Scope of Work
- Information was shared with Committee.
 - Consensus from Committee is to receive bids for option 1 and 2 with alternate.
7. Residential Equivalent Connection (REC) Charge Assessment for SAC/WAC Discussion
- Information was shared with Committee.
 - Consensus from Committee include:
 - Miniature Golf to be charged at a rate of 1.
 - Incorporate table into Chapter 262 of City Code.
 - Charge Dairy Queen at new table rate.
8. Employee Personnel Policy- Annual Update
- Information was shared with Committee.
 - Consensus from Committee was agreeance on items recommended to include as notated within the memo including take your kid to work day and allowing accrued sick leave to be used on fitness and wellness.

There was not consensus for changes to personal appearance therefore that will not be included. Consensus from Committee is to bring back items that did not get discussed due to time constraints to the next Committee of the Whole meeting for further discussion.

F. Adjournment

Motion by Bergley, seconded by Collison to adjourn. Motion carried 4-0.

Meeting was adjourned at 6:54 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL**



G.3.

**TUESDAY, NOVEMBER 15, 2022 – *Immediately following the City Council Meeting*
CITY HALL**

Mayor Johnson called the meeting to order at 7:23 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

Staff Present: City Clerk Jaden Strand and Finance Director Mike Betker

Others Present: Luke Merrill

D. Public Comment

None

E. Adopt Agenda

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

F. Business Items

1. Resolution 2022-207 Canvassing Returns for the Municipal General Election

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

G. Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting Adjourned at 7:24 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jaden Strand". The signature is written in a cursive, flowing style.

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 6, 2022
Subject: Interview Alexander Collins for the Vacant Planning Commission Seat

Background:

The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant Planning Commission seat (term expiring December 31, 2024). The City received an application and Interest Disclosure form from Alexander Collins for the vacant seat. The applicant lives within city limits.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Application
- Planning Commission Interview Questions
- Resolution 2022-XXX Amending Resolution 2022-122 Designating Committees and Representative City Commissions and Advisory Boards for Year 2022



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:

City Clerk Jaden Strand. PO Box 428, Isanti, MN 55040 or
Jstrand@cityofisanti.us, 763-444-5512

Name: Alexander B. Collins

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:

Graduate International Development and Law student-Regent U



Why you are interested on being on the Board?

I want to continue to contribute to the growth of Isanti City.

What is your vision of Isanti?

I envision Isanti as an inclusive and economically thriving city.

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

Planning Commission Interview Questions:

- 1) What is the Planning Commissions role?
- 2) What is the role of the Comprehensive Plan in the Planning Commission's decision-making process?
- 3) Do you feel the current Comprehensive Plan applicable? Does it need to be changed? If so, how?
- 4) What is the purpose of a zoning code? Do you feel there are changes that need to be made?
- 5) If you are asked to make a decision on a matter before you that does not meet city requirements, yet you are in favor of, will you be able to uphold the City's standards?
- 6) What is your knowledge on conditional/interim use permits, zoning, variances, and plats?
- 7) Do you have planning or planning commissioner experience?
- 8) Do you volunteer within the Isanti Community?
- 9) Can you attend evening meetings sometimes lasting to 10pm or later?

RESOLUTION 2022-XXX
Amending Resolution 2022-122

**DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND
ADVISORY BOARDS FOR YEAR 2022**

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 2022:

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 2022:

Zachary Gahm	<i>(Appointed 6-15-2021; term expiration 12-31-2023)</i>
Madisson Masucci	<i>(Appointed 6-21-2022; term expiration 12-31-2022)</i>
Vaughn Ihrke	<i>(Appointed 1-4-2022; term expiration 12-31-2024)</i>
Dan HinnenKamp	<i>(Appointed 7-6-2021; term expiration 12-31-2022)</i>
Jeffrey Johnson	Council Representative (term expiration 12-31-2022)
Open Seat	Student Representative (term expiration 12-31-2022)

4. That the City Council designates the following individuals to the Planning Commission for year 2022:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-4-2022; term expiration 12-31-2022)
Dan Collison (Appointed 1-4-2022; term expiration 12-31-2022)
James Gordon (Appointed 1-4-2022; term expiration 12-31-2022)
Paul Bergley (Appointed 1-4-2022; term expiration 12-31-2022)
Steve Lundeen (Appointed 1-4-2022; term expiration 12-31-2022)

Appointed Members:

Open Seat (term expiration 12-31-2024)
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 2022:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-4-2022; term expiration 12-31-2022)
Dan Collison (Appointed 1-4-2022; term expiration 12-31-2022)
James Gordon (Appointed 1-4-2022; term expiration 12-31-2022)
Paul Bergley (Appointed 1-4-2022; term expiration 12-31-2022)
Steve Lundeen (Appointed 1-4-2022; term expiration 12-31-2022)

Appointed Members:

Open Seat (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 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
2023 MEETING SCHEDULES

All meetings held at City Hall unless posted otherwise

Committee of the Whole (COW) meetings begin at 5:00 p.m.

Planning Commission (PC) meetings begin at 6:00 p.m.

City Council meetings begin at 7:00 p.m.

Economic Development Authority (EDA) immediately follow City Council meetings.

Parks, Recreation and Culture Board (PRC) meetings begin at 6:00 p.m.

Goal Setting meeting begins at 5:30 p.m.



January

9th - City Council/ EDA

17th - COW/City Council/ PC

24th - Parks, Recreation and Culture Board

31st- Goal Setting

February

7th- City Council/ EDA

21st- COW/City Council/ PC

28th - Parks, Recreation and Culture Board

March

7th - City Council, EDA

21st - COW/City Council/ PC

28th - Parks, Recreation and Culture Board

April

4th - City Council/ EDA

18th - COW/City Council/ PC

25th -Parks, Recreation and Culture Board

May

2nd - City Council/ EDA

16th - COW/City Council/ PC

23rd - Parks, Recreation and Culture Board

June

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Parks, Recreation and Culture Board

July

5th – (WED) City Council/ EDA

18th - COW/City Council/ PC

25th - Parks, Recreation and Culture Board

August

2nd - (WED) City Council/ EDA

15th - COW/City Council/ Canvass Board/ PC

22nd - Parks, Recreation and Culture Board

September

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Parks, Recreation and Culture Board

October

3rd - City Council/ EDA

17th - COW/City Council/ PC

24th - Parks, Recreation and Culture Board

November

8th – (WED) City Council/ EDA

21st - COW/City Council/ Canvass Board/ PC

28th - Parks, Recreation and Culture Board

December

5th - City Council/ EDA

19th - COW/City Council/ PC

NO December Parks, 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 6, 2022
Subject: ORD-XXX An Ordinance Amending City Code Chapter 262; Sewer and Water Service Charges

Background:

The current residential equivalent connection (REC) assessment table was last updated in 2015. Staff completed a review of the REC assessment table and Chapter 262, Sewer and Water Service Charges, to determine if updates should be made.

Recommended changes were discussed at the Committee of the Whole meeting on November 15th, 2022. The most impactful revision was to food and drink establishments (formerly labeled as restaurants) going to a square foot calculation instead of the number of seats as well as giving a 75% discount calculation for outdoor seating. In addition to staff's recommendations, the miniature golf assessment was revised to one SAC/WAC charge instead of the current three. All other recommended changes by staff were in alignment for what the Committee thought was in the best interest of the City.

Staff made other changes to Chapter 262 for cleanup and to reduce redundancy as follows:

- Residential Equivalent Connection definition was added
- Section 262-4 (G) references the REC Assessment Table
- Section 262-4 (H) Allows for payments of large SAC/WAC charges not to exceed a certificate of occupancy or six months from time of building application is approved
- 262-Article III was removed in its entirety because it is included in the REC Table
- The REC Assessment Table was added to Chapter 262 as 'Attachment 3'

The Ordinance draft has been posted for the required 10 – day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2022-XXX

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND ORDINANCE NO. 766, ADOPTED ON FEBRUARY 10, 2022, ORDINANCE NO. 763 ADOPTED ON JULY 20, 2021 AND ORDINANCE NO. 717, ADOPTED ON JANUARY 7, 2020 AND TITLED SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance No. 766, Ordinance No. 763 and Ordinance No. 717 are hereby amended as follows:

Chapter 262

SEWER AND WATER SERVICE CHARGES

Section 262-1 Definitions.

Residential Equivalent Connection (REC) - a unit of measure for water impact fees and for sanitary sewer impact fees equivalent, respectively, to the amount of water capacity needed to supply one residential dwelling unit for consumption purposes, and such water capacity needed to service one residential dwelling unit as to wastewater.

Section 262-4 Sanitary Sewer and Water Rates.

G. Residential equivalent connection (REC).

REC units will be established by the City Council and be calculated as follows:

(1) Single-family houses and Duplex: 1.0 unit per SAC and WAC.

(2) Condominium and Townhomes: 1.0 unit per SAC and WAC.

(3) Apartments: see REC Table per SAC and WAC.

(4) Commercial and Industrial: see REC Table per SAC and WAC.

For REC Table see Chapter 262, Attachment 3. One SAC is based on 274 gallons per day of daily flow.

H. Payment for SAC/WAC REC Table Uses. Such Building Permit applicants may be approved to submit the SAC/WAC payment in equal installments, not to exceed six (6) months from time of approved building permit, subject to the City Administrator, or Designee's, approval. All fees must be paid prior to a temporary certificate of occupancy (CO) or CO being issued.

- I. Trunk utility charges. Trunk utility charges have been established for new subdivided areas of the City that did not pay for the original sanitary sewer system and water system.

Chapter 262 - Article III, Sections 9-12 (removal).

Article III, Section 262-13

Violations and penalties. Any person violating any provision of this chapter shall, upon conviction thereof, be punished as provided by Chapter 1, Article I, of this Code of the City of Isanti. A separate offense shall be deemed committed for each day the violation shall continue.

Chapter 262 Attachments.

Attachment 3 – Residential Equivalent Connection (REC) Assessment Table

RESIDENTIAL EQUIVALENT CONNECTION (REC) ASSESSMENT TABLE		
Business Type/Uses	Parameter	Unit
Airport/Terminals	<i>Contact City</i>	-
Animal Clinic (e.g., veterinarian, humane societies, animal research, boarding, etc.)	-	-
Fixture Units	*17 fixture units	1
Animal Grooming	-	-
Animal Grooming	4 stations	1
Animal Washing	1 tub	1
Kennel Floor Drains/Shower	*17 fixture units	1
Apartment	1 apartment	.80
Parking Garage	*17 fixture units	1
Car Wash Bay	1 bay	3
Arena	-	-
Bleachers (1.5 feet per seat)	110 seats	1
Concessions (see <i>Food and Drink</i>)		
Bakery (see <i>Food and Drink</i>)		
Banquet Hall (food catered only)	2060 square feet	1
Preparing food (see <i>Food and Drink</i>)		
Beauty Salon/Barber/Salon Spa/Nails/Tanning	700 square feet	1
Bingo Hall (used only for bingo; if serving food and/or drink, see <i>Food and Drink</i>)	2060 square feet	1
Boarding House (with food service)	5 beds	1
Bowling Alley	-	-
Alley	6 alleys	1
Bar/Grill (see <i>Food and Drink</i>)		
Brewery/ Distillery/ Micro brewery (includes office, retail, warehouse/storage, customer seating; process discharge is charged additional)		
Production area is more than 10% of total gross square feet and has customer seating	1650 square feet	1
Production area is 10% or less total gross square feet and has customer seating (see <i>Food and Drink</i>)		
Butcher (includes office, retail, warehouse/storage; process discharge is charged additional)	2000 square feet	1
Camp	-	-

Children's camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	274 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	274 gallons	1
Labor/construction camps (number of occupants x 50 gallons/occupant)	274 gallons	1
Resorts	-	-
Housekeeping cabins with private baths (number of beds x 60 gallons/bed)	274 gallons	1
Resort building (e.g., game, office, groundskeeper, manager, etc.)	*17 fixture units	1
Resort Only Dining (resort guests only; If open to public, calculate at <i>Food & Drink GSF criteria</i> ; Includes the gross square feet of the kitchen, wait area, kitchen/bar storage, seating area, and bathroom designated for the dining room)	450 square feet	1
Travel trailer parks	-	-
With water and sewer hookup (number Sites x 100 gallons/Site)	274 gallons	1
With central toilet and showers (number of Sites x 75 gallons/Site)	274 gallons	1
Sanitary dump (Sites without hookup; number of Sites x 10 gallons/Site)	274 gallons	1
Card Room	<i>Contact City</i>	-
Car Wash	-	-
Self-Serve (Non-automatic); Other Car Wash Bay or Hose Bib Area	1 Bay	3
Roll-Over or Conveyor (Automatic) (Spec sheet stating the number of gallons per <u>each</u> wash type divided by number of wash types x 100 cars)	1 Bay	4
Reclaim System	<i>Contact City</i>	-
Catering/M meal-to-Go (no customer seating; if has customer seating calculate at <i>Food & Drink</i>)	-	-
Food Prep – Maximum number of meals prepared in one day x 1.5 gallons/meal	274 gallons	1
Shower	*17 fixture units	1
Church/Worship	2300 square feet	1
Clinic (outpatient)	2150 square feet	1
Fixture Units	*17 fixture units	1
Condominiums	1 unit	1
Parking Garage	*17 fixture units	1
Commercial Mall This shall include unfinished square footage. Finished is by Use as defined in this REC Table.	3000 square feet	1
Community Center (includes office, meeting, classrooms, warehouse/storage, prayer, fitness, lockers/showers)		

Less than 50% of total gross square feet is fitness area (pool, courts, weight rooms, track, workout area, etc.)	2060 square feet	1
50% or more of total gross square feet is fitness area, calculate at <i>Fitness</i>		
Convention Center (15 square feet/person)	14 people	1
Correction Facility (e.g., prison)	-	-
Court Room	1650 square feet	1
Daycare Facility	2400 square feet	1
Dealership	3250 square feet	1
Dialysis Center (see <i>Clinic</i>)		
Education	1150 square feet	1
Fairgrounds	<i>Contact City</i>	-
Fire Station	-	-
Washing Machine (Residential-type, limited use)	*17 fixture units	1
Hose Tower	1 tower	1
Vehicle Washing (3.5 gallons per minute x 20 minutes x number of vehicles)	274 gallons	1
Full time, overnight people (75 gallons/person)	274 gallons	1
Volunteer (occasional overnight stays)	14 volunteers	1
Showers	*17 fixture units	1
Floor Drains	*17 fixture units	1
Fitness/Gym/ Recreation Center weights, workout, track, handball/racquetball, etc. (juice bar no charge)	1600 square feet	1
Showers	*17 fixture units	1
Food and Drink (includes bar, coffee shop, tap room, brewer/distillery with 10% or less space, bakeries with seating, banquet with food preparation) The gross square feet include all areas associated with the business on each level/floor. This may include seating area, bar area, bathrooms, hallways, storage, prep space, coolers, kitchen, minimal retail area, etc.	900 square feet	1
Food and Drink - Outdoor (75% discount already applied)	3600 square feet	1
Food and Drink - Drive-in	9 stalls	1
Funeral Home	1200 square feet	1
Gas Station customer seating area does not have a clear delineation of space and is greater than 10% of the total gross square feet, calculate at <i>Food and Drink</i>	1950 square feet	1
Golf Course/Dome	-	-
18 hole	1 course	3
9 hole	1 course	2
Miniature Golf	1 course	1
Country Club Restaurant/Bar (see <i>Food and Drink</i>)	-	-

Showers/Locker Room	*17 fixture units	1
Golf Dome or Driving Range	6 stations	1
Greenhouse	-	-
Area not open to the public (e.g., employees only)	15,000 square feet	1
Area open to the public	5000 square feet	1
Group Home	-	-
Secondary treatment (residents leave during the day)	5 beds	1
Primary treatment (residents stay all day)	3 beds	1
Hangars (Corporate/Commercial)	<i>Contact City</i>	-
Hospital	-	-
Licensed beds or baby cribs	1 bed/crib	1
Sleep Center/Overnight	5 beds	1
Cafeteria (see <i>Food and Drink</i>)	-	-
Showers (employee use only)	*17 fixture units	1
Laundromat (number of gallons of water per cycle x 8 cycles/day x # of washers of each type)	274 gallons	1
Massage	5 stations	1
Marina	<i>Contact City</i>	1
Meeting Room (as part of another use)	1650 square feet	1
Mini-Storage (storage area - no charge)	-	-
Apartment	1 apartment	1
Public Area/Storage	*17 fixture units	1
Mixed Use Entertainment (game room, dance studio, billiards, outdoor game areas, video game room, indoor golf, roller rink)	2060 square feet	1
Concessions	*17 fixture units	1
Bar/ grill (see <i>Food and Drink</i>)	-	-
Modular or Manufactured Home	1 unit	1
Motel and Hotel (no charge for pool/saunas, game rooms, or fitness used by guests only)	-	-
Hotel Room	5 rooms	1
Parking Garage	*17 fixture units	1
Breakfast only (complimentary; if no kitchen there is no charge)	45 seats	1
Museum/Exhibit Hall	-	-
Exhibit Hall (gross square feet x 45% usable space @ 7 square feet/person)	2400 square feet	1
Banquet/ Coffee/ Cafeteria (see <i>Food and Drink</i>)	-	-
Nursing Home (see <i>Specialized Housing</i>)	-	-
Office (deduct mechanical rooms, elevator shafts, stairwells and restroom areas)	2650 square feet	1

Parking Garage (if connected to services)	*17 fixture units	1
Vehicle Washing	1 bay	3
Park Building/ Shelter	*17 fixture units	1
Swimming Pool/Hot Tub	900 square feet	1
Splash Pads	Contact City	-
Public Library	3950 square feet	1
Private Vehicle Storage and Maintenance Bays	-	-
Private Vehicle Storage Garage & Maintenance Bays	7000 square feet	1
Vehicle Wash (3.5 gallons/minute x 15 minutes x # of bays)	274 gallons	1
Process Discharge	Contact City	-
Reclaim Water System	Contact City	-
Retail (deduct mechanical rooms, elevator shafts, stairwells, escalators, restrooms, and unfinished storage areas)	3050 square feet	1
Roller Rink (skating area only)	825 square feet	1
Concessions	*17 fixture units	1
Rooming House (no food service)	7 beds	1
RV Dumping Station (not in association with campgrounds)	1 station	1
Specialty Housing (Includes Assisted/Independent Living, 55+ Apartment, Nursing Home & Memory Care)		
Parking Garage	*17 fixture units	1
Nursing Home	2 beds	1
No washer/dryer in any unit (<i>see formula below to determine number of residents</i>)	3 residents	1
Washer/dryer in unit (<i>see formula below to determine number of residents</i>)	2.5 residents	1
Calculate the number of residents as follows: Number of studio/suite 1 bed units x 1.0 resident/unit + Number of studio/suite 2 bed units x 2.0 residents/unit + Number of one-bedroom units x 1.5 residents/unit + Number of two-bedroom units x 2.0 residents/unit + <u>Number of three-bedroom units x 3.0 residents/unit</u> Total number of residents for SAC calculation	-	-
Shooting Range (rifle and handgun ranges, 6 feet/lane)	6 lanes	1
Tennis Court (non-Residential)	-	-
Shower facilities available	1 court	2
No showers available	5 courts	1
Theater	-	-
One show per day	110 seats	1
More than one show per day	64 seats	1
Non-fixed theater seating – one show per day	1000 square feet	1

Non-fixed theater seating – more than one show per day	500 square feet	1
Drive-in Theater (parking spaces)	55 spaces	1
Concession with customer seating, inside ticketed area (seating in theater see <i>Food and Drink</i>)	*17 fixture units	1
Treatment Center (includes nursing care; inpatient only)	-	-
Inpatient Beds	2 beds	1
Parking Garage	*17 fixture units	1
Guest Unit	1 unit	1
Vehicle Service (remainder use other criteria)	-	-
Office/meeting/retail	4300 square feet	1
Service Bays – Fast Service (fewer than 4 hours per vehicle)	2 bays	1
Service Bays – Major Service (4 or more hours per vehicle)	14 bays	1
Vehicle Washing	1 bay	3
Shower	*17 fixture units	1
Floor Drains	*17 fixture units	1
Water Treatment Plants	Contact City	-
Warehouse	7000 square feet	1
Office/warehouse speculative - each tenant finish will need a determination completed	Contact City	
Yard Storage	15,000 square feet	1

* Asterisk in above table denote facilities whose determinations are based on fixture units as described below:

Type of Fixture (including rough-ins)	Fixture Unit Value (f.u.)
Bathtub	17
Drinking Fountain	1
Floor Drain (1 f.u. per inch drain)	-
2" waste	2
3" waste	3
4" waste	4
Shower	-
Stall (Public/Multi-User)	17
Stall (Private/Single-User)	2
Gang Shower Head	1 per head
Sinks	-
Exam Room; Bathroom (per sink)	1
Breakroom (per sink)	2
Procedure; Others (per basin)	2
Surgeon (per basin)	3
Janitorial; Service	3
Trench Drain (per each 6-foot section)	2
Urinal	3

Washing Machine (limited use, residential-type)	2
Water Closet	6

Section 2 – Effective Date:

This ordinance shall take effect upon its adoption and publication in the City’s official newspaper.

Adopted by the City Council this ____ day of _____ 2022.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

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



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 06, 2022
Subject: Ordinance 2022-XXX Fees, Amending Chapter 160

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney.

Remove

- Remove Farmers market – membership fee (annual): \$10
- Remove Farmers market – stall fee – Full season: \$100
- Remove Farmers market – stall fee – Half season: \$60
- Remove Farmers market – single day: \$10

Modify/Update

- Update Valve Plate Cover price from \$100 to \$115

Add

- Copies – USB Drive – \$5 per USB Drive used
- Cannabinoid License - \$250

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 2022-XXX

ORDINANCE NO. 765

AN ORDINANCE AMENDING ORDINANCE 765, ADOPTED ON 12-30-2021, 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 765, 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.
- (2) Adult use fee: \$2,500.
- (3) Adult use investigation fee: \$300.
- (4) Affidavit of candidacy: \$15.
- (5) Cannabinoid License: \$250.
- (6) Copies - standard printed: \$0.25 per page.
- (7) Copies - large format printed: \$5 per page; \$20 per plan set.
- (8) Copies – USB Drive: \$5 per drive used.
- (9) Dog bite: actual cost.
- (10) Dog boarding (at impound): per contract.
- (11) Dog impound 1st time: per contract.
- (12) Dog impound 2nd time: per contract.

- (13) Dog impound 3rd time: per contract.
 - (a) Additional fee for pickup (7:00 p.m. - 8:00 a.m. and holidays): per contract.
- (14) Dog license (replacement): \$5.
- (15) Dog license (spay/neutered): \$10.
- (16) Dog license (intact): \$15.
- (17) Dog license late fee: \$5.
- (18) Dog license lifetime: \$50.
- (19) Euthanasia/disposal: actual cost.
- (20) FAX - in: \$0.25 per page.
- (21) FAX - out: \$0.25 per page.
- (22) Gambling permits - application and gambling investigative fee: \$50.
- (23) Kennel license (commercial): \$100 per year.
- (24) Kennel license (residential): \$50 per year.
- (25) Meeting minutes - copy on flash drive: \$10.
- (26) Mobile food unit permit:
 - (a) Day: \$10.
 - (b) Month: \$50.
 - (c) Year: \$130
- (27) Mowing abatement: per mowing contract.
- (28) Noncompliance fee: \$25.
- (29) Notary: \$5 per document.
- (30) Pawnbroker/shop: \$1,500.
- (31) Pawnshop investigation fee; initial application only, does not apply to renewal: \$1,500.
- (32) Pawnshop transaction fee: \$1.30.
- (33) Peddlerlicense:
 - (a) Day: \$25.

- (b) Month: \$75.
- (c) Seasonal (six months or less): \$200.
- (34) Peddler or mobile food unit application investigation fee: \$35.
- (35) Peddler license and investigation fee - nonprofit: no charge.
- (36) Retail fireworks permit - application fee: \$15.
- (37) Retail fireworks permit - permit fee: \$25.
- (38) Returned checks: \$30.
- (39) Secondhand goods dealer: \$1,500.
- (40) Secondhand goods dealer investigation fee; initial application only, not for renewals: \$1,500.
- (41) Secondhand goods dealer, temporary: \$750.
- (42) Secondhand goods dealer transaction fee: \$1.30.
- (43) Small cell wireless.
 - (a) Annual fee per support structure/pole: \$150.
 - (b) Annual maintenance fee per support structure/pole: \$25.
- (44) Small cell wireless facility electrical service fee.
 - (a) Per radio node less than or equal to 100 watts: \$73 annually.
 - (b) Per radio node over 100 max watts: \$182 annually; or actual cost of electricity annually, if costs exceed either of the preceding amounts.
- (45) Small cell wireless/pole attachment permit fee: \$250 plus actual engineering costs if additional review is required.
- (46) Special assessment fee; unpaid utility bills, code enforcement violations, etc.: \$30 per assessment.
- (47) Special meeting request: \$500.
- (48) Special vehicle permit: \$25.
- (49) Staff time (not specified elsewhere): actual hourly wage multiplied by 145%.

B. Building inspections.

- (1) Valuation fee schedule for Isanti.

\$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 (includes plan review).
- (4) City utility services under driveway: \$100.
- (5) Commercial landscape escrow: \$8,000 per site.
- (6) Deck permit: \$300 (includes plan review).
- (7) Demolition permit: minimum of \$100 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.
 - (c) Fees in addition to base fee; work > 1,000 LF: \$65 per 1,000 LF.
- (9) Street cut: \$125 plus \$5,000 in escrow.
- (10) ROW unauthorized work: \$250 plus up to double the permit fee.
- (11) Fence permit (fences greater than seven feet): per Valuation Fee Schedule.
- (12) Fire alarm permit: \$100.
- (13) Fire suppressant permit - commercial/multifamily: 1.5% of project value.
- (14) Gasline (with mechanical permit): \$12.50 per gasline, \$25 minimum.
- (15) Gasline (without mechanical permit): \$50.
- (16) Grade survey check:
 - (a) Commercial: \$50.

- (b) Residential: \$50.
- (17) Grading permit: \$150.
- (18) Inspections outside of normal business hours: \$75 (two-hour 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.
- (22) License verification fee: \$5.
- (23) Mechanical permit: \$75 per unit.
- (24) Mechanical permit - commercial/multifamily: 1.5% of project value.
- (25) Minimum permit fee: \$50.
- (26) Permit renewal after six months 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 (1/2 hour minimum).
- (30) Plumbing permit basic (up to four fixtures): \$54.
- (31) Plumbing permit - Job valuation > \$500 or more than four fixtures: \$94.
- (32) Plumbing permit - commercial/multifamily: 1.5% of project value.
- (33) Pre-final inspection fee (residential): \$60.
- (34) Re-roof permit.
 - (a) Residential: \$80.
 - (b) Commercial: valuation-based fee.
- (35) Re-siding permit.

- (a) Residential: \$80.
- (b) Commercial: valuation-based fee.
- (36) Residential driveway escrow: \$3,000.
- (37) Residential landscape escrow: \$6,000.
- (38) Residential rental license fee:
 - (a) 1 unit: \$150, reinstatement \$300.
 - (b) 2 to 4 units: \$175, reinstatement \$350.
 - (c) 5 to 12 units: \$225, reinstatement \$450.
 - (d) 13 to 20 units, \$240 reinstatement \$480.
 - (e) 21 to 50 units, \$250 reinstatement \$500.
 - (f) 51+ units, \$300 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.
- (42) S.E.C. - commercial/industrial: \$50.
- (43) SAC/WAC inspection fee: \$37.50.
- (44) State surcharge: applied to all permits.
- (45) Swimming pool permit: \$80.
- (46) Water/sewer line repair inspection fee: \$80.
- (47) Window/door replacement permit: \$80.
- (48) Electrical inspection fees.

All Services Residential Service Change \$100.00, this includes one inspection. Or the below rates.		Circuits and Feeders 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.
- (2) Damage deposit: \$250.
- (3) Damage fees:
 - (a) Cleaning: \$35 per hour minimum.
 - (b) Tables: \$100 each.
 - (c) Chairs: \$20 each.
 - (d) Unreturned keys: \$250.
 - (e) Smoking nondesignated areas: \$200.
 - (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.
 - (b) Nine-foot portable screen: \$20.
 - (c) Blu-ray DVD player: \$15.
 - (d) Speakers and microphone (includes tripod stands if requested): \$15.
 - (e) Podium: \$10.
- (5) Nonprofit organizations: \$50 (full day); \$25 (four hours or less).
- (6) Private (less than 50 individuals) or for-profit organizations: \$100 (full day); \$50 (four hours or less).
- (7) Special events. Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. More than 50 individuals in attendance: \$275.
- (8) Monthly rental fees.

Fee Arrangements - When Requested		
Nonprofit Monthly Rental Rates (less-than-four-hour rentals)		
Nonprofit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
1	\$25	\$25
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	\$21
9	\$184.50	\$20.50
10	\$199	\$19.90

Fee Arrangements - When Requested		
Nonprofit Monthly Rental Rates (less-than-four-hour rentals)		
Nonprofit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
11	\$212.30	\$19.30
12	\$225.60	\$18.80
13	\$236.60	\$18.20
14	\$246.40	\$17.60
15	\$255	\$17
16	\$264	\$16.50
17	\$270.30	\$15.90
18	\$275.40	\$15.30
19	\$281.20	\$14.80
20	\$284	\$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-four-hour rentals)		
Private/For-Profit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
1	\$50	\$50

Fee Arrangements - When Requested**Nonprofit Monthly Rental Rates (less-than-four-hour rentals)****Nonprofit******Reservations Per Month****Monthly Fee****Fee Per Reservation**

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

\$42

9

\$368.10

\$40.90

10

\$398

\$39.80

11

\$424.60

\$38.60

12

\$450

\$37.50

13

\$473.20

\$36.40

14

\$492.80

\$35.20

15

\$511.50

\$34.10

16

\$528

\$33

17

\$540.60

\$31.80

18

\$552.60

\$30.70

19

\$560.50

\$29.50

20

\$568

\$28.40

21

\$573.30

\$27.30

Fee Arrangements - When Requested		
Nonprofit Monthly Rental Rates (less-than-four-hour rentals)		
Nonprofit**		
Reservations Per Month	Monthly Fee	Fee Per Reservation
22	\$574.20	\$26.10
23	\$575	\$25

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

D. Economic Development Authority.

- (1) Assignment and assumption agreement: \$1,000 plus costs.
- (2) Development agreement (nonabatement or TIF): \$1,000 plus costs.
- (3) Establishment of new TIF District: \$4,800 or actual cost.
- (4) Host approval of conduit debt: \$3,000 escrow.
- (5) Issuance of conduit debt: 1/4% of the proposed issuance amount, \$3,000 minimum, \$25,000 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 plus costs.
- (9) Tax abatement application fee: \$1,000 plus costs.

E. Liquor/beer licenses.

- (1) Background check and investigation fee.
 - (a) For partnership - corporation - association: \$300.
 - (b) For individual: \$100.

Initial application only, does not apply for renewals.
- (2) Investigation fee for comprehensive background and financial investigation (§ 76-16B):
 - (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.
- (4) Beer on-sale (3.2): \$250.
- (5) Brewers off-sale malt liquor: \$310.
- (6) Brewers tap room on-sale: \$500.
- (7) Brew pub off-sale malt liquor: \$310.
- (8) Club license (max dictated by Minnesota State Statutes): \$500.
- (9) Intoxicating liquor on-sale: \$2,500.
- (10) Intoxicating liquor Sunday on-sale: \$200.
- (11) Consumption and display permit (annual): \$200.
- (12) Temporary consumption and display permit: \$25.
- (13) Temporary on-sale 3.2 beer license (one day to four days): \$50.
- (14) Temporary one-day on-sale intoxicating liquor license: \$25.
- (15) Temporary on-sale intoxicating liquor license (includes beer and wine, two days to four days one event): \$50.
- (16) Temporary on-sale intoxicating liquor license (multiple events): \$500.
- (17) Wine on-sale: \$300.

F. Parks, Recreation, and Culture.

- (1) Bluebird Amphitheater.
 - (a) Full-day rental: \$350.
 - (b) Half-day rental: \$150 (four hours or less).
 - (c) Half-day rental - nonprofit: \$100 (four hours or less).
 - (d) Refundable damage deposit: \$250.
 - (e) Speakers w/ tripod (two): \$25.
 - (f) Microphone: \$10.
 - (g) Podium: \$15.

- (h) Damage cleaning fee: \$35 per hour.
 - (i) Stains/structural damage fee: \$30 per hour.
 - (j) Other damage fee: based on replacement cost.
- (2) Copy of Comprehensive Park Plan: \$10.
- (3) Community garden - ground plot (season fee): \$15.
- (4) Community garden - raised bed (season fee): \$20.
- (5) Park dedication fee (residential): \$1,500 per unit.
- (6) Park dedication fee - multifamily with recreational amenities: up to 25% reduction of \$1,500 per-unit fee.
- (7) Park dedication fee (all others): \$1,500 per commercial/industrial acre.
- (8) Park shelter electric box deposit: \$50.
- (9) Park shelter fee.
 - (a) Resident: no charge
 - (b) Nonresident or business: \$10.
 - (c) Nonprofit: \$5.
- (10) Special event cleanup deposit: \$100.
- (11) Tennis court usage.
 - (a) Resident (individual).
 - [1] One court: no charge.
 - [2] Two courts: \$6/hour.
 - (b) Nonresident (individual).
 - [1] One court: \$6/hour.
 - [2] Two courts: \$12/hour.
 - (c) Group, league, business, industry: \$15/hour.
 - (d) Nonprofit.
 - [1] One court: \$3/hour.
 - [2] Two courts: \$6/hour.

- (e) 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.
- (12) Unity Park softball field usage.
 - (a) Resident: \$15 per day.
 - (b) Nonresident: \$25 per day.
 - (c) Nonprofit: \$7.50 per day.

G. Planning and zoning.

- (1) Administrative appeals: \$200 plus costs.
- (2) Administrative permit: \$75.
- (3) Administrative permit - nonprofit: no charge.
- (4) Administrative subdivision: \$275 plus costs.
- (5) Annexation/de-annexation: \$100 plus costs.
- (6) Comprehensive Plan amendment: \$325 plus costs.
- (7) Conditional use permit: \$325 plus costs (\$1,000 escrow).
- (8) Conditional use permit amendment: \$275 plus costs (\$500 escrow).
- (9) Copy of Comprehensive Plan: \$50.
- (10) Copy of Zoning Ordinance: \$25.
- (11) Copy of engineer design standards: \$35.
- (12) Development agreement: \$10,000 (minimum) escrow.
- (13) Development agreement (minor): \$5,000 (minimum) escrow.
- (14) Easement application: \$200 plus costs.
- (15) EAW and EIS review: \$600 plus costs.
- (16) Final plat: \$325 plus \$10 per lot/unit plus costs (\$1,500 escrow).
- (17) Interim use permit: \$325 plus costs.
- (18) Minor subdivision plat: \$325 plus costs (\$1,000 escrow).
- (19) Planned unit development - final plan: \$325 plus costs (\$1,500 escrow).
- (20) Planned unit development - general plan: \$500 plus costs (\$1,500 escrow).

- (21) Preliminary plat: \$500 plus costs (\$1,500 escrow).
- (22) Rezoning request: \$325 plus costs.
- (23) Sign permit (permanent): \$75.
- (24) Sign permit (temporary): \$50.
- (25) Site plan review: \$325 plus costs (\$1,000 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.
- (28) Vacation request: \$275 plus costs.
- (29) Variance request: \$325 plus costs.
- (30) Wetlands replacement plan review: \$500.
- (31) Zoning permits: \$80.
- (32) Zoning verification letter: \$30.

H. Police.

- (1) Administrative citation: \$60.
- (2) Alcohol screening: \$3 per time or \$75 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.
- (7) Copy of police report: \$0.25 per page.
- (8) Copy of video and/or audio, or secured e-delivery: \$25.
- (9) Fee for returned check: listed under Administration.
- (10) Fingerprinting: \$15 per nonresident or non-Isanti business, \$0 for Isanti resident or business.
- (11) Police records search: \$35.
- (12) Professional hire of police officer (minimum three hours): actual hourly wage multiplied by 150%.
- (13) Reschedule hearing on administrative citation: \$50.

- (14) Storage fees: \$20 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.
- (2) Water meter - new construction:
 - (a) Meter (5/8 inch and 3/4 inch): cost included in permit fee.
 - (b) Meter (larger than 3/4 inch diameter): cost minus standard full meter fee.
- (3) Water meter - replacement or additional.
 - (a) Meter (5/8 inch and 3/4 inch):
 - [1] Full meter (radio and body): actual cost plus \$5.
 - [2] Radio: actual cost.
 - [3] Body: actual cost.
 - [4] Horn: actual cost.
 - (b) Meter (larger than 3/4 inch diameter): actual cost plus \$5.
- (4) Meter connections/fittings: actual cost.
- (5) Meter replacement administrative fee for noncompliance: \$75/month.
- (6) Private metered water sales deposit: \$2,000 (refundable deposit).
\$10 minimum and up to first 1,000 gallons; as per rate study per/1,000 thereafter.
- (7) Private well water testing: \$45.
- (8) Sewer access fee (SAC): per ordinance per unit based on REC assessment.
- (9) Sewer rates: per ordinance.
- (10) Stormwater rates: per ordinance.
- (11) Stormwater escrow commercial: \$3,000.
- (12) Stormwater escrow residential: \$1,000.
- (13) Trunk utility charge residential: \$1,000/unit if more than one unit based on REC schedule or per development agreement.

- (14) Trunk utility charge commercial/industrial: \$2,050 per commercial/industrial acre or per development agreement.
- (15) Valve plate cover: \$115.
- (16) Water access charge (WAC): per ordinance per unit based on REC assessment.
- (17) Water disconnect/reconnect: \$50.
- (18) Water disconnect/reconnect (after hours): \$100 minimum per person, after one hour \$100 per hour per person.
- (19) Water meter history report: \$50.
- (20) Water meter testing: one hour public works staff plus costs.
- (21) Water rates: per ordinance.

J. Streets.

- (1) Bobcat/tractor charge with operator: \$100 per hour.
- (2) Labor - during work hours: \$50 per hour, 1/2 hour minimum.
- (3) Labor - after hours: \$100 per hour, two-hour minimum.
- (4) Mow charge with operator: \$90 per hour.
- (5) Sidewalk snow removal: \$30.
- (6) Street cut permit: \$1,200.
- (7) Weed whip charge with operator: \$75 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 Dump Truck with Snowplow,	\$125.00	\$145.00
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,	\$75.00	\$95.00

Push Mower and Weed Whips

K. Fire.

- (1) Fire extinguisher service deposit fee: \$25 (refundable).
- (2) Fire extinguisher - administrative fee: \$3.

§ 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 shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this ____ day of _____ 2022.

Mayor Jeff Johnson _____

Attest:

Jaden Strand
City Clerk

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



K.5., K6.,
K.7., K.8.

MEMO

To: Mayor Johnson & City Council Members

From: Finance Director Betker

Date: December 6, 2022

Subject: 2023 Final Budget and Levy Adoption

Background:

The proposed final property tax levy is \$4,042,954 and reflects an increase in the taxable market value for 2023 of 27.83%.

The proposed final property tax rate is 57.66%, a decrease of 2.30% from 2022 and a decrease of 27.57% from the 2018 tax rate of 79.60%. The 15-year average tax rate from 2008 thru 2022 is 66.70%

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru October, actual maintenance agreements and contracted costs. All wages include a 4% COLA for 2023 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2022 and any necessary inflationary factor was applied. Health Insurance premiums increased, depending on plan structure, between 28.5% and 29.6%.

The following changes have been made to the budget since last discussed at the October Committee of the Whole meeting.

DESCRIPTION	ACCT	FROM	TO	CASH
P/Z ENGINEERING	101-41910-303	\$ 7,000.00	\$ 4,500.00	\$ 2,500.00
PD PROSECUTION	101-42110-300	\$ 70,100.00	\$ 67,100.00	\$ 3,000.00
PD FUEL/WASHES	101-42110-335	\$ 51,540.00	\$ 43,450.00	\$ 8,090.00
PD RESERVES	101-42110-336	\$ 1,300.00	\$ 1,200.00	\$ 100.00
LEXIPOL SUBSCRIPTION UPDATE	101-42110-433	\$ 5,810.00	\$ 6,670.00	\$ (860.00)
SIREN MAINTENANCE	101-42500-112	\$ 2,140.00	\$ 2,220.00	\$ (80.00)
SIREN REPAIRS	101-42500-220	\$ -	\$ 250.00	\$ (250.00)
ANIMAL CONTROL	101-42700-112	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00
VFD / PLC BACKUPS	601-49400-404	\$ 12,000.00	\$ 21,850.00	\$ (9,850.00)

VFD / PLC BACKUPS	602-49450-404	\$ 30,000.00	\$ 39,850.00	\$ (9,850.00)
STREET SWEEPER REPAIRS	603-49500-404	\$ 10,000.00	\$ 22,000.00	\$ (12,000.00)
LIQUOR STORE AED	609-49750-210	\$ 7,600.00	\$ 8,000.00	\$ (400.00)
DYNAMIC SIGN (2024 TO 2023)	609-49750-500	\$ -	\$ 75,000.00	
FISCAL AGENT FEES	609-49750-620	\$ -	\$ 1,800.00	\$ (1,800.00)
SAFETY TRAINING	9 ACCTS	\$ 1,600.00	\$ 2,000.00	\$ (400.00)
DYNAMIC SIGN (2024 TO 2023)	920-41941-500	\$ -	\$ 75,000.00	
UNION CONTRACTS	MULTIPLE			

Current Action:

Consider Final 2023 Budget and Associated Resolutions

Attachments:

2023 Final Operating and Capital Budgets

Resolution Adopting the 2023 Final Budget

Resolution Adopting the Final 2022 Tax Levy Collectible 2023

Resolution Adopting the Final 2023 Enterprise Fund Budgets

Resolution Approving Cost of Living Adjustment for Non-Union Employees

RESOLUTION 2022-XXX**ADOPTING THE 2023 FINAL BUDGET**

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2023 is approved:

TOTAL	GENERAL FUND REVENUES	\$ 4,827,535
	COUNCIL	44,550
	FINANCIAL ADMINISTRATION	633,356
	PLANNING AND ZONING	167,875
	MUNICIPAL BUILDING	50,835
	POLICE ADMINISTRATION	2,021,860
	FIRE PROTECTION	304,300
	BUILDING INSPECTION ADMIN	295,890
	CIVIL DEFENSE	2,470
	ANIMAL CONTROL	3,110
	GENERAL CITY MAINTENANCE	68,080
	HWYS, STREETS, & ROADS	461,360
	STREET LIGHTING	56,100
	SANITATION ADMINISTRATION	31,800
	PARK,REC,CULTURE	453,485
	TRANSFERS	50,825
	MISCELLANEOUS	15,460
TOTAL	GENERAL FUND EXPENDITURES	\$ 4,661,356

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

ADOPTING THE FINAL 2022 TAX LEVY, COLLECTIBLE IN 2023

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2023, upon the taxable property in the City of Isanti, for the following purposes:

101	General Fund	\$ 2,875,000
920	Capital Maintenance	465,500
425	Street Construction	307,000
108	EDA	122,375
101	Abatement Levy	14,112
931	2014A GO Tax Abatement Bond	210,630
932	2014B GO Improvement Bond	48,337
	Total Levy	\$ 4,042,954

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX**ADOPTING THE FINAL 2023 ENTERPRISE FUND BUDGETS**

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following budget for the year 2023 is approved:

<u>Enterprise Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
Water Fund	\$ 1,675,500	\$ 2,733,126
Sewer Fund	\$ 1,740,000	\$ 2,002,844
Storm Water Fund	\$ 310,300	\$ 251,091
Liquor Fund	\$ 5,143,265	\$ 5,226,210

This resolution is duly adopted by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

**APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION
EMPLOYEES**

WHEREAS, Section 7 of the Personnel Policy provides that employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year; and

WHEREAS, the 2023 budget includes a COLA of 4.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, **Minnesota** to hereby approve a 4.0% Cost of Living Adjustment to all non-union employees for budget year 2023.

This resolution was duly adopted by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	111,653.90
Social Security & Medicare	6,252.10
Public Employees Retirement	11,222.72
Total City Expense	<u>129,128.72</u>

Pay Date 11/25/2022

Pay Period 24 (11/6-11/19/22)

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 11/17/2022 - 11/17/2022Page: 1
Nov 17, 2022 03:24PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/17/2022	59642	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	78.53
11/22	11/17/2022	59643	494	ALLINA HEALTH SYSTEM	101-20200	244.50
11/22	11/17/2022	59644	2863	AMAZON CAPITAL SERVICES	228-20200	964.41
11/22	11/17/2022	59645	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	556.55
11/22	11/17/2022	59646	53	BELLBOY CORPORATION	609-20200	3,063.00
11/22	11/17/2022	59647	3161	BENT BREWSTILLERY	609-20200	133.20
11/22	11/17/2022	59648	9	BERNICKS PEPSI-COLA	609-20200	3,231.67
11/22	11/17/2022	59649	2319	BREAKTHRU BEVERAGE OF MN	609-20200	13,786.92
11/22	11/17/2022	59650	1815	CENTURYLINK	602-20200	524.94
11/22	11/17/2022	59651	1822	CENTURYLINK BUSINESS SERVICES	101-20200	10.01
11/22	11/17/2022	59652	918	CRYSTAL SPRINGS ICE	609-20200	130.00
11/22	11/17/2022	59653	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,065.40
11/22	11/17/2022	59654	3218	DHI HOLDINGS LLC	505-20200	6,000.00
11/22	11/17/2022	59655	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/22	11/17/2022	59656	912	FASTENAL COMPANY	101-20200	1,104.37
11/22	11/17/2022	59657	2028	FURTHER	861-20200	608.34
11/22	11/17/2022	59658	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	175.91
11/22	11/17/2022	59659	1563	ISANTI ELECTRIC INC	228-20200	19,596.85
11/22	11/17/2022	59660	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,473.72
11/22	11/17/2022	59661	5	KAWALEK TRUCKING	609-20200	291.40
11/22	11/17/2022	59662	1479	LOFFLER COMPANIES INC	108-20200	238.45
11/22	11/17/2022	59663	17	MCDONALD DISTRIBUTING CO	609-20200	8,815.80
11/22	11/17/2022	59664	3286	MEGA BEER LLC	609-20200	1,722.18
11/22	11/17/2022	59665	616	MENARDS - CAMBRIDGE	920-20200	448.35
11/22	11/17/2022	59666	2953	MIDCONTINENT COMMUNICATIONS	609-20200	196.39
11/22	11/17/2022	59667	1536	MINNESOTA DEED	219-20200	833.33
11/22	11/17/2022	59668	329	MN RURAL WATER ASSN	609-20200	20.00
11/22	11/17/2022	59669	3133	MORTON SALT	101-20200	8,172.81
11/22	11/17/2022	59670	2080	MVTL LABORATORIES INC	602-20200	410.45
11/22	11/17/2022	59671	2450	NORTHERN HOLLOW WINERY	609-20200	217.08
11/22	11/17/2022	59672	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,395.05
11/22	11/17/2022	59673	1414	READY WATT ELECTRIC	101-20200	2,140.00
11/22	11/17/2022	59674	2396	SOUTHERN GLAZERS OF MN	609-20200	23,172.87
11/22	11/17/2022	59675	1361	STAPLES ADVANTAGE	609-20200	27.09
11/22	11/17/2022	59676	3146	T C WINTER SERVICES	101-20200	2,520.00
11/22	11/17/2022	59677	626	THE WINE COMPANY	609-20200	728.00
11/22	11/17/2022	59678	3287	T-MOBILE	101-20200	25.00
11/22	11/17/2022	59679	3187	US BANK ST PAUL CM-9705	609-20200	74,432.57
11/22	11/17/2022	59680	42	VIKING COCA-COLA BOTTLING CO	609-20200	405.50
11/22	11/17/2022	59681	1286	VINOCOPIA INC	609-20200	340.46
11/22	11/17/2022	59682	4	WATSON CO INC	609-20200	3,290.97
11/22	11/17/2022	59683	780	WINE MERCHANTS	609-20200	126.00
11/22	11/17/2022	59684	2872	WINEBOW	609-20200	537.28
Grand Totals:						226,298.20

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/23/2022	59687	2863	AMAZON CAPITAL SERVICES	228-20200	1,313.68
11/22	11/23/2022	59688	2850	BEAUDRY OIL & PROPANE INC	602-20200	4,590.23
11/22	11/23/2022	59689	53	BELLBOY CORPORATION	609-20200	4,692.05
11/22	11/23/2022	59690	9	BERNICKS PEPSI-COLA	609-20200	2,227.21
11/22	11/23/2022	59691	2609	BETKER, MIKE	920-20200	245.96
11/22	11/23/2022	59692	1387	BJORKLUND COMPANIES LLC	228-20200	17.64
11/22	11/23/2022	59693	1500	BOLTON & MENK INC	425-20200	18,681.50
11/22	11/23/2022	59694	2319	BREAKTHRU BEVERAGE OF MN	609-20200	2,320.70
11/22	11/23/2022	59695	918	CRYSTAL SPRINGS ICE	609-20200	57.70
11/22	11/23/2022	59696	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,566.80
11/22	11/23/2022	59697	1941	DELTA DENTAL	861-20200	3,733.90
11/22	11/23/2022	59698	2933	FALCON NATIONAL BANK	228-20200	17,889.97
11/22	11/23/2022	59699	1009	GAMETIME	101-20200	2,254.59
11/22	11/23/2022	59700	3140	GARPHISH BREWING COMPANY	609-20200	342.00
11/22	11/23/2022	59701	2537	GROTTE, KATIE	920-20200	245.96
11/22	11/23/2022	59702	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	373.55
11/22	11/23/2022	59703	2574	ITL PATCH COMPANY INC	101-20200	263.00
11/22	11/23/2022	59704	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,654.60
11/22	11/23/2022	59705	5	KAWALEK TRUCKING	609-20200	301.40
11/22	11/23/2022	59706	3259	KIELSER POLICE SUPPLY	101-20200	1,045.40
11/22	11/23/2022	59707	3288	LN CURTIS AND SONS	220-20200	1,929.00
11/22	11/23/2022	59708	2815	LUSK, KEITH	609-20200	50.38
11/22	11/23/2022	59709	17	MCDONALD DISTRIBUTING CO	609-20200	19,419.74
11/22	11/23/2022	59710	2116	MINUTEMAN PRESS	228-20200	853.00
11/22	11/23/2022	59711	277	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
11/22	11/23/2022	59712	2080	MVTL LABORATORIES INC	602-20200	317.37
11/22	11/23/2022	59713	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	553.00
11/22	11/23/2022	59714	3200	OLSON, ALYSSA	101-20200	1,100.00
11/22	11/23/2022	59715	617	PAUSTIS WINE COMPANY	609-20200	1,567.50
11/22	11/23/2022	59716	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,785.70
11/22	11/23/2022	59717	12	POSTMASTER	101-20200	120.00
11/22	11/23/2022	59718	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	270.00
11/22	11/23/2022	59719	2341	RED BULL DISTRIBUTION CO INC	609-20200	333.60
11/22	11/23/2022	59720	3120	ROOTSTOCK WINE COMPANY	609-20200	108.04
11/22	11/23/2022	59721	3289	TAILWIND GROUP	601-20200	1,904.93
11/22	11/23/2022	59722	3287	T-MOBILE	101-20200	125.00
11/22	11/23/2022	59723	1946	TRADEWINDS HEATING AIR	601-20200	487.84
11/22	11/23/2022	59724	3125	UNCOMMON LOON BREWING CO	609-20200	810.00
11/22	11/23/2022	59725	42	VIKING COCA-COLA BOTTLING CO	609-20200	393.75
11/22	11/23/2022	59726	1286	VINOCOPIA INC	609-20200	367.50
11/22	11/23/2022	59727	4	WATSON CO INC	609-20200	1,658.75
11/22	11/23/2022	59728	2009	WOOD, JOSEPHINE	101-20200	45.63
Grand Totals:						119,038.57

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 11/27/2022 - 11/30/2022

Page: 1

Nov 30, 2022 12:17PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/22	11/29/2022	59609	2116	MINUTEMAN PRESS	101-20200	150.00- V
11/22	11/30/2022	59729	3291	ALPHA TRAINING & TACTICS LLC & SALES	101-20200	6,220.02
11/22	11/30/2022	59730	2863	AMAZON CAPITAL SERVICES	228-20200	2,887.25
11/22	11/30/2022	59731	598	ASPEN MILLS INC	101-20200	969.30
11/22	11/30/2022	59732	1549	ASTECH CORP INC	440-20200	155,888.33
11/22	11/30/2022	59733	9	BERNICKS PEPSI-COLA	609-20200	2,610.79
11/22	11/30/2022	59734	2020	BOYLE, EUGENE	101-20200	2,644.80
11/22	11/30/2022	59735	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,822.85
11/22	11/30/2022	59736	1969	CITY OF ST PAUL	101-20200	390.84
11/22	11/30/2022	59737	120	CONNEXUS ENERGY	101-20200	20,514.01
11/22	11/30/2022	59738	918	CRYSTAL SPRINGS ICE	609-20200	58.00
11/22	11/30/2022	59739	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,356.57
11/22	11/30/2022	59740	1009	GAMETIME	101-20200	68.41
11/22	11/30/2022	59741	2830	GDO LAW	101-20200	3,583.33
11/22	11/30/2022	59742	739	HACH COMPANY	601-20200	262.78
11/22	11/30/2022	59743	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	339.87
11/22	11/30/2022	59744	1563	ISANTI ELECTRIC INC	602-20200	75.00
11/22	11/30/2022	59745	1435	ISANTI TOWNSHIP	101-20200	7,015.80
11/22	11/30/2022	59746	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,412.42
11/22	11/30/2022	59747	3292	KACEE'S GARAGE DOOR	101-20200	1,434.00
11/22	11/30/2022	59748	5	KAWALEK TRUCKING	609-20200	140.80
11/22	11/30/2022	59749	203	LANO EQUIPMENT INC	101-20200	79.13
11/22	11/30/2022	59750	2727	LEGACY TITLE	601-20200	58.47
11/22	11/30/2022	59751	1708	LILLEBOE, DAVE	101-20200	154.00
11/22	11/30/2022	59752	131	MACQUEEN EQUIPMENT INC	602-20200	531.10
11/22	11/30/2022	59753	3117	MAVERICK WINE LLC	609-20200	634.00
11/22	11/30/2022	59754	17	MCDONALD DISTRIBUTING CO	609-20200	7,235.56
11/22	11/30/2022	59755	2116	MINUTEMAN PRESS	228-20200	2,377.99
11/22	11/30/2022	59756	3119	MOOSE LAKE BREWING CO. LLC	609-20200	132.00
11/22	11/30/2022	59757	2080	MVTL LABORATORIES INC	602-20200	161.07
11/22	11/30/2022	59758	3122	NEW FRANCE WINE COMPANY	609-20200	377.00
11/22	11/30/2022	59759	3149	ORIGIN WINE & SPIRITS	609-20200	174.50
11/22	11/30/2022	59760	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,959.99
11/22	11/30/2022	59761	2551	POLLARD WATER	602-20200	178.50
11/22	11/30/2022	59762	2625	RESULTS TITLE	601-20200	77.96
11/22	11/30/2022	59763	1653	SHR SALES	101-20200	39.99
11/22	11/30/2022	59764	2396	SOUTHERN GLAZERS OF MN	609-20200	12,892.86
11/22	11/30/2022	59765	73	STAR	101-20200	41.48
11/22	11/30/2022	59766	3209	SUMMER LAKES BEVERAGE LLC	609-20200	378.00
11/22	11/30/2022	59767	1290	THE AMBLE GROUP	101-20200	21.01
11/22	11/30/2022	59768	42	VIKING COCA-COLA BOTTLING CO	609-20200	319.32
11/22	11/30/2022	59769	4	WATSON CO INC	609-20200	2,335.15
11/22	11/30/2022	59770	780	WINE MERCHANTS	609-20200	199.35
11/22	11/30/2022	59771	3290	ZAMORA, JESSE & HEATHER	601-20200	1.98
Grand Totals:						266,905.58

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/22	12/01/2022	59474	3067	RITE	609-20200	2,319.30
Grand Totals:						2,319.30

Dated:

Mayor:

City Council:

City Recorder:

RESOLUTION 2022-XXX

DESIGNATING POLLING PLACES IN THE CITY OF ISANTI

WHEREAS, Minnesota Statutes § 204B.16 requires the governing body of each municipality to designate, by ordinance or resolution, a polling place for each election precinct; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 (City Hall) and Precinct 2 (Isanti Community Center) with Official Polling Places, as adopted and designated in Resolution 2015-288; and,

WHEREAS, the City of Isanti Council re-designates a polling place location for each precinct in accordance with all state statutes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby designates the polling places for each precinct as follows:

1. The official Polling Place location for Election Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota 55040.
2. The official Polling Place location for Election Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota 55040.

This Resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II JACOB DAHLIN

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the PT Liquor Store Clerk II position; and,

WHEREAS, the interviewing team has selected Jacob Dahlin as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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

1. Human Resource Director has offered the Liquor Store Clerk II position to Jacob Dahlin.
2. The start date in the position is November 28, 2022.
3. The wage will start at Step 1 of the wage scale at \$14.9056.
4. This position is non-exempt and not eligible for benefits.
5. This position will be part-time, nonexempt, and scheduled up to 29 hours per week.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

**APPROVING THE HIRE OF LIQUOR STORE CLERK II
KELLY POSHEK**

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the PT Liquor Store Clerk II position; and,

WHEREAS, the interviewing team has selected Kelly Poshek as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

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

1. Human Resource Director has offered the Liquor Store Clerk II position to Kelly Poshek.
2. The start date in the position is November 28, 2022.
3. The wage will start at Step 1 of the wage scale at \$14.9056.
4. This position is non-exempt and not eligible for benefits.
5. This position will be part-time, nonexempt, and scheduled up to 29 hours per week.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: December 6, 2022
Subject: Accepting Donation from Bolton and Menk

Background:

In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Bolton and Menk, the City's engineering firm, has graciously donated \$1,700.00 to purchase a light display and be named a Bronze Sponsor. We thank them for their support of Illuminate Isanti.

Request:

Staff is requesting action on this item.

Attachments:

- Res-XXX- Parks – Accepting Donation from Bolton and Menk

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM BOLTON AND MENK

WHEREAS, Bolton and Menk has donated \$1,7000.00 to be named a Bronze Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Bolton and Menk.

This Resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

EAST CENTRAL REGIONAL ARTS COUNCIL GRANT ACCEPTANCE

WHEREAS, per Resolution 2022-053 Staff was approved to apply for the East Central Regional Arts Council, Arts and Cultural Heritage Fund Organization Grant and,

WHEREAS, the City of Isanti has been awarded grants for projects in the past; and,

WHEREAS, the City of Isanti has received grant funding in the amount of \$15,000, the maximum amount awarded through this program; and,

WHEREAS, the awarded funding must be used to host two separate week-long theater camps in the summer of 2023 for local children as well as purchasing portable stage decking for the Bluebird Park Amphitheater;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the East Central Regional Arts Council, Arts and Cultural Heritage Fund Organization Grant.

This Resolution is hereby approved by the Isanti City Council this 6th day of December 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

November 22, 2022

Jordan Clementson, Parks, Recreation, and Events Coordinator
City of Isanti
PO Box 428
Isanti, MN 55040-0428



RE: East Central Regional Arts Council (ECRAC) Arts and Cultural Heritage Fund (ACHF) Organization Grant #23-7E-109

Dear Mr. Clementson,

I am writing regarding your grant application for funding through the East Central Regional Arts Council Arts & Cultural Heritage Fund Organization Grant Program. On behalf of ECRAC, I am pleased to inform you that funding was approved in the amount of \$15,000 for your project, *Bluebird Amphitheater*. Congratulations!

This is the Notification of Grant Award (NGA) Contract and the Request for Payment (RFP) form. Any special grant stipulations from the ECRAC board will be noted on the NGA. Within 45 days, please review, sign, and return the NGA with the completed and signed Request for Payment. A completed signed copy of the NGA/RFP will be emailed to you and is for your records. Checks cannot be issued until all forms are signed by both the Project Director and the Authorized Signer for the Organization.

Your grant final report was assigned on November 16, 2022, please reference the email from that date for additional information regarding your grant. For example, if you haven't already done so, please schedule Grant Management Training with Katina Eklund, Grant Program Officer by [clicking here](#). Note that all emails can be found in the grant portal next to your applicant profile by clicking on the "Contact Email History" link.

I also want to remind you that if you anticipate any changes in your project from what you proposed in the application you should notify ECRAC, in writing, prior to making the grant project amendments. This includes any budget changes of more than 20% per line item. Additional information regarding project changes can be found by [clicking here](#). If no changes are made, this grant funded project should be carried out as you proposed, and as the ECRAC Board Members approved.

The funding for this grant program comes directly from the [Clean Water, Land and Legacy Amendment to the Minnesota Constitution](#). To ensure the continued availability of such funds, it is very important that Legislators know that state arts funds are being used in this region and to inform them of the types of activities that are being supported. We ask that you send a letter to your Legislators thanking them for their support of the arts, telling them about your ECRAC Arts & Cultural Heritage Fund project and, if applicable, inviting them to attend any project related activity. For your convenience, we will include a sample letter in your grant portal, documents section. Once you have completed your letters, send a copy to the ECRAC for our records.

You must ensure that the ECRAC funding credit line found in the grant guidelines and NGA contract below is legibly included in all publicity for this grant project. You will also need to use the logos for both ECRAC and the ACHF Legacy Fund, and use #ArtsLegacy and #ecrac for any social media. Failure to do so may jeopardize future funding from ECRAC for your organization. The logos are available on the ECRAC website by [clicking here](#).

In addition, within your grant portal are the mailing addresses of the ECRAC Board Members. Please include them on your mailing distribution list. Finally, remember to email info@ecrac.org with your press release or public service announcements (text only) add your event(s) to the ECRAC online calendar <https://www.ecrac.org/art-community/events-calendar>. For your convenience, information on how to write a public service announcement can also be found on your grant dashboard.

In any future applications, the grantee is encouraged to: better explain the community planning for the proposed project; to consider a plan to support participants who may not be able to pay the entire participation fee for the proposed project; and to only include the Park, Rec, Culture budget rather than the entire City budget. (Per the guidelines.)

Please contact Grant Program Officer Katina Eklund with any questions or grant project change requests at (320) 591-7034, or via email at grantinfo@ecrac.org.

Sincerely,

Mary Minnick-Daniels

Mary Minnick-Daniels
Executive Director

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION NOTIFICATION OF GRANT AWARD (NGA) CONTRACT

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	Date of ECRAC Action: 10/18/2022
	Project Grant #: 23-7E-109
	EIN #: 41-6009098
	Grant Award: \$15,000
	Approved Project Period: 1/15/2023-10/31/2023
Project Title: <i>Bluebird Amphitheater</i>	
GRANTEE	
Name, Address, Phone #, Email of Grant Project Director: Jordan Clementson, Parks, Recreation, and Events Coordinator City of Isanti PO Box 428 Isanti, MN 55040-0428 763-762-5754 isantiparks@cityofisanti.us	Name, Address, Phone #, Email of Fiscal Agent: <div style="text-align: center; padding-top: 20px;">SAME</div>

BUDGET SUMMARY (in whole numbers)

ECRAC APPROVED BUDGET (FROM SUBMITTED GRANT APPLICATION)

1. Salaries or Wages
2. Artist(s) Fees
3. Artist(s) Travel & Exp.
4. Publicity Expenses
5. Rental Fees/Equipment
6. Expendable Supplies/Material
7. Printing and Postage
8. Outcome Evaluation
9. Other/ Miscellaneous
- TOTALS**

ECRAC FUNDS	LOCAL MATCH	TOTAL
0	0	0
1500	3900	5400
0	3600	3600
200	800	1000
13000	521	13521
300	200	500
0	0	0
0	0	0
0	0	0
\$15000	\$9021	\$24021

TOTAL PROJECT FUNDS APPROVED

APPROVED LOCAL MATCH INCOME DETAIL (Sources of match)

1. Earned Income
2. Other grants/contributions
3. Cash on hand
4. Inkind
- TOTALS**

LOCAL MATCH DETAIL

2000
0
7021
0
\$9021

Additional grant requirement stipulations from ECRAC before payment can be made: Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date of January 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, \$2,000 per the grant application narrative. Signing this contract will suffice for confirmation.

Budget changes of 20% or more, artistic changes, and project date changes require prior approval from ECRAC.
 Contact ECRAC staff at 320-591-7031 x2 or email grantinfo@ecrac.org to submit a change request for review and approval.

TERMS OF CONTRACT

Agreement between East Central Regional Arts Council (ECRAC) and City of Isanti.

In order to finalize the grant, you must, within 45 days, have the Grantee Project Director, and an authorized organization official, sign and return this contract; and also have the authorized organization official sign and return the Request for Payment (RFP).

In accepting and receiving these grant funds in the amount of \$15,000, the Grantee agrees/certifies to the following terms and conditions:

1. That this funding will be used in implementation of East Central Regional Arts Council's grant program as outlined in the current guidelines and as proposed in the ECRAC approved grant application submitted by the Grantee. The approved grant proposal is incorporated herein and the funding is contingent on funding availability.
2. That any ECRAC Arts and Cultural Heritage Funds are spent only on activities that are directly related to and necessary to accomplish the intended grant program or project. Arts and Cultural Heritage Funds may not be spent on administrative costs, indirect costs, or other institutional overhead charges that are not directly related to and necessary for a specific program or project.
3. That the grant funded project will be carried out in compliance with the grantee's submitted and approved project description, budget, dates, and outcome evaluation, as the grantee set forth in the approved application; and, as reflected in the information contained in the terms of this contract (NGA) and the current ECRAC grant guidelines.
4. To notify ECRAC staff in writing, for prior approval, of any proposed changes to the grant project or any revision of the approved budget of 20% or greater per line item. The Regional Arts Council must preapprove significant changes in the project such as changes in dates, project goals or outcomes, and/or budget changes of 20% or greater (per line item). No revisions are allowed to this agreement or to the grant project without ECRAC prior approval.
5. That accurate financial documentation and records will be tracked separately from other accounts regarding the project and all costs.
6. That all eligible costs must be incurred during the approved project period of the grant contract.
7. That a project final report shall be forwarded to ECRAC on the format provided within 60 days following the project end date and all grant project proofs of payment (including copies of all supporting paid receipts or canceled checks; sales slips; and any vouchers for contributions – including in-kind contributions, if applicable) will be available per ECRAC request for 3 years after project ends.
8. That all project accounts and records shall be made available to ECRAC upon request and such accounts and records shall be retained for at least three (3) years following grant project completion. These obligations survive beyond the expiration date of this grant contract.
9. That access to participation in the project will not be limited on the basis of national origin, race, religion, age, gender or disability. ECRAC has information available regarding ADA compliance, if needed.
10. That the Grantee agrees to indemnify, save and hold harmless the East Central Regional Arts Council, the Board, its agents, and the employees from any and all claims or causes of action arising from or relating in any way to this agreement. This clause must not be construed to bar any legal remedies Grantee may have for the ECRAC's failure to fulfill its obligations pursuant to this agreement.
11. That the project will be publicized and advertised throughout the region (the 5 counties of Chisago, Isanti, Kanabec, Mille Lacs, and Pine, unless stated otherwise in the application). Any publicity (such as news releases, advertisements, posters and programs related to the project) is the sole responsibility of the Grantee.
12. That both the ECRAC and the ACHF logos will be used in all publicity. Also, that #ArtsLegacy and #ecrac will be used for social media, and that the following statement will be included legibly in all grant project publicity and programs:
"This activity is made possible by the voters of Minnesota through a grant from the East Central Regional Arts Council, thanks to a legislative appropriation from the arts and cultural heritage fund."
13. That all grant project press releases, advertisements or public service announcements will be emailed to ECRAC (info@ecrac.org) at least one month prior to all scheduled events and submit each grant event to the ECRAC Event Calendar online.
14. That any grant activities occurring outside of Region 7E (unless part of the ECRAC approved grant proposal) and ALL travel outside of Minnesota are prohibited under this grant contract.
15. That any grant funds not expended by the Grantee in carrying out the project, or expended in violation of this contract, shall be returned to ECRAC when the Final Report is submitted.
16. That the Grantee will return the entire grant award to ECRAC in the event the project cannot be completed as stated.
17. That failure of the Grantee to comply with any of these terms of the grant award shall result in the suspension of the award pending ECRAC action.
18. That the distribution of grant funds will be determined by the amount of approved budget, the scope and time frame of the project, and by completion of financial and project reports as indicated.
19. Other conditions as described herein, if any: Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date of January 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, \$2,000 per the grant application narrative. Signing this contract will suffice for confirmation.
20. AWARD/FINAL REPORT SCHEDULE: Within 45 days of receipt of the completed and returned NGA/RFP, ECRAC will schedule an appointment with the Grantee to receive the full grant amount (unless otherwise stipulated above), final report form information, and training at the ECRAC office. The completed final report form must be submitted within 60 days of the approved project end date. Failure to submit the final report will result in the Grantee becoming ineligible for future ECRAC grant funding.
21. That the Grantee is responsible for complying with all applicable federal, state and local laws, rules, regulations, and ordinances in relation to the use of these funds. Failure to comply may result in termination or forfeiture of the grant.
22. That future grants will be contingent upon complete compliance with the terms of this contract.

ECRAC reserves the right for three years from the project end date to audit all accounting policies, procedures, and financial and program records of projects receiving grant funds, and the right to publicize the award.

This agreement must not be considered accepted, approved, or effective until all required signatures are affixed. The grantee is responsible for the obligations contained herein. If the terms of the agreement are not clearly understood the grantee is advised to seek assistance before signing.

For the purposes of execution, the signatures of two different grantee representatives are required: one of the grant project director and the other a corporate official having the authority to enter into a contract on the grantee's behalf.

GRANTEE

Jordan Clementson

Grant Project Director, printed name

Signature

763-762-5754

Telephone Number

Date

**EAST CENTRAL REGIONAL
ARTS COUNCIL**

Mary Minnick-Daniels

ECRAC Executive Director, printed name

Mary Minnick-Daniels

Signature

320-591-7033

Telephone Number

Nov 23, 2022

Date

GRANTEE

Josi Wood

Fiscal Agent Authorized Signature,
printed name

Signature

Telephone Number

Date

REQUEST FOR PAYMENT ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

EAST CENTRAL REGIONAL ARTS COUNCIL 540 Weber Ave S, Suite 109 Hinckley, MN 55037-4511 Phone: (320) 591-7031	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date of ECRAC Action:</td> <td>10/18/2022</td> </tr> <tr> <td>Project Grant #:</td> <td>23-7E-109</td> </tr> <tr> <td>EIN #:</td> <td>41-6009098</td> </tr> <tr> <td>Grant Award:</td> <td>\$15,000</td> </tr> <tr> <td>Approved Project Period:</td> <td>1/15/2023-10/31/2023</td> </tr> <tr> <td>Project Title:</td> <td><i>Bluebird Amphitheater</i></td> </tr> </table>	Date of ECRAC Action:	10/18/2022	Project Grant #:	23-7E-109	EIN #:	41-6009098	Grant Award:	\$15,000	Approved Project Period:	1/15/2023-10/31/2023	Project Title:	<i>Bluebird Amphitheater</i>
Date of ECRAC Action:	10/18/2022												
Project Grant #:	23-7E-109												
EIN #:	41-6009098												
Grant Award:	\$15,000												
Approved Project Period:	1/15/2023-10/31/2023												
Project Title:	<i>Bluebird Amphitheater</i>												
GRANTEE													
Name, Address, Phone #, Email of Grant Project Director: Jordan Clementson, Parks, Recreation, and Events Coordinator City of Isanti PO Box 428 Isanti, MN 55040-0428 763-762-5754 isantiparks@cityofisanti.us	Name, Address, Phone #, Email of Fiscal Agent: <div style="text-align: center;">SAME</div>												

Grant funds in the amount of \$15,000 are hereby requested for payment.

Project Title: Bluebird Amphitheater

Additional grant requirement stipulations from ECRAC before payment can be made:

- Grantee must provide confirmation that a signed/paid contract has not yet been executed prior to the earliest project start date of January 15, 2023. If so, this grant project is ineligible for ECRAC grant funding per the Grant Guidelines. Grantee must also confirm the earned income for the project is correct, \$2,000 per the grant application narrative. Signing this contract will suffice for confirmation.

Arts and Arts Access Amount:	<u>\$15,000</u>	Code: 60300-02
Arts and Arts Education Amount:	<u>\$0</u>	Code: 60300-03
Arts and Cultural Heritage Amount:	<u>\$0</u>	Code: 60300-04

Authorized Signature (Fiscal Agent)

Date

ARTS AND CULTURAL HERITAGE FUND – ORGANIZATION

REQUEST FOR PAYMENT