

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 18, 2020 – 7:00 P.M.
CITY HALL**

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

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes

- 1. February 4, 2020- Regular Meeting of the City Council
- 2. January 7, 2020- Economic Development Authority

H. Announcements

- 1. Park, Recreation, & Culture Board Meeting Tuesday, February 25, 2020 at 6:00 p.m.
- 2. City Council Meeting Wednesday, March 4, 2020 at 7:00 p.m.
- 3. EDA Meeting Wednesday, March 4, 2020
(Following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

- 1. Interview Applicant for Vacant Economic Development Authority Board Seat and Accepting Resignations for Board Members Jill Reller and Luke Merrill

City Administrator Josi Wood

- 2. City Code Chapter 276, Special Assessments and Special Assessment Policy
 - a. Ordinance-XXX an Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002, and Titled Special Assessments
 - b. Resolution 2020-XXX To Establish a Special Assessment Policy

City Engineer Jason Cook

- 3. Resolution 2020-XXX Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2020 Pavement Management Project

L. Approve Consent Agenda

- 1. Consider Accounts Payable in the Amount of \$220,442.10 Payroll in the Amount of \$105,221.41
- 2. Resolution 2020-XXX Authorizing the Purchase of a Wide Area Mower
- 3. Resolution 2020-XXX Authorizing the Purchase of a Mosquito Fogging Unit
- 4. Resolution 2020-XXX Approving Exempt Sidewalk from Snow Removal
- 5. Resolution 2020-XXX Adopting Ordinance Notification Policy
- 6. Resolution 2020-XXX Accepting Quote from Dirtworks for WWTP Filter Repairs
- 7. Resolution 2020-XXX Accepting Quote from Vessco for WWTP Filter Repairs

8. Resolution 2020-XXX Authorizing the Closing of Utility Franchise Fund 225
9. Resolution 2020-XXX Amending the Adopt a Park Program Policy

M. Other Communications

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

N. Closed Session

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020 – 7:00 P.M.
CITY HALL**

G.1.

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

The Pledge of Allegiance was recited.

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

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Award

None

F. Approve City Council Minutes

1. January 21, 2020- Regular Meeting of the City Council
2. January 21, 2020- Committee of the Whole Meeting
3. December 17, 2019- Planning Commission Meeting
4. January 27, 2020- Goal Setting Meeting

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

G. Announcements

1. CITY OFFICES CLOSED

Monday, February 17, 2020

(In Observance of President's Day)

2. Committee of the Whole

Tuesday, February 18, 2020 at 5:00 p.m.

3. City Council Meeting

Tuesday, February 18, 2020 at 7:00 p.m.

4. Planning Commission Meeting

Tuesday, February 18, 2020

(Immediately following the City Council Meeting)

H. Council Committee Reports

None

I. Public Hearings

None

J. Business Items

City Administrator Josi Wood

1. Ordinance-719 Amending City Code Chapter 76, Possession, Sale and Consumption of Alcoholic Beverages

Assistant City Administrator/ Special Projects Don Lorsung shared that staff has finished a complete review and update of City Code Chapter 76. Lorsung further shared that included in the update is the new language for licensing of Culinary Class Limited Licenses, Micro Distilleries, Micro Distilleries Cocktail Rooms, Municipal Liquor Store as well as reordered and updated language. Lorsung continued to share that the City Attorney has reviewed the updated City Code and Committee of the Whole and recommended for City Council consideration.

Motion by Collison, Second by Bergley to approve Ordinance as presented. Motion passed 5-0. Motion carried.

2. Ordinance-720 Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

Assistant City Administrator/ Special Projects Don Lorsung shared that staff has finished a complete review and update of City Code Chapter 485 with added language for mobile food units. Lorsung further shared that the major changes to the code are include extension to Peddler, Solicitor and Transient Merchant licenses to all zoning districts, fundraising activity with payment or exchange for product would be included in solicitor licenses per recommendation of the City Attorney and the addition to Mobile Food units in commercial areas and private property with applicable regulations. Lorsung stated that the City Attorney has reviewed the updated City Code and Committee of the Whole has recommended City Council consideration.

Councilmember Collison asked if the code included football coupon cards.

Lorsung state that they would need to get a solicitor permit for the entire organization before they can proceed with the activity.

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

3. Ordinance-721 Repealing and Replacing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open

Chief of Police Travis Muyres shared that this ordinance was brought to Committee of the Whole. Muyres further shared that the changes include permits are eliminated from the City and transfers issuance of permits through the fire district. Muyres continued to share that the City Attorney has reviewed the updated City Code and Committee of the Whole has recommended City Council consideration.

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

4. Ordinance-722 Amending the Code for the City of Isanti, Chapter 8 City Council, Article III, Section 8-21 Order of Business and 8-26 Public Comment at Council Meetings and at Public Hearings

City Administrator Josi Wood shared that this was reviewed at Committee of the Whole per advice from the City Attorney that he recommend that citizen input should be renamed to public comment and place it within the call of order in the City Council meeting.

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

5. Ordinance-723 Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68

Community Development Director Sheila Sellman shared that per the City Attorney that the regulations for adult uses needs to be updated. Sellman further shared that the draft ordinance was drafted by the League of Minnesota Cities Attorney. Sellman continued to share that it has been reviewed at Committee of the Whole and the Committee has recommended approval. Sellman further stated that this ordinance repeals the current ordinance with the drafted language and in addition there will be some zoning ordinance amendments that will take place for zoning districts and where it is a permitted use and will be coming forth to the Planning Commission. Sellman further stated that all zoning ordinances need to have a public hearing at the Planning Commission before it can be reviewed at City Council.

Mayor Johnson asked if the ordinance is going to Planning Commission too.

Sellman shared that this ordinance only goes before City Council but based on some of the changes in the ordinance there needs to be changes to the zoning code.

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

6. Proposed Ordinance and Policy (Discussion Only)

City Administrator Josi Wood shared that the reason it is coming to City Council in draft form is because it was not brought to Committee of the Whole. Wood further shared that she would like advisory from City Council whether or not drafts need to be sent to Committee of the Whole by advice and direction from the City Attorney that it is unnecessary and can potentially prolong the passing of ordinances. Wood continued to share that the City Attorney said most cities have staff post for the 10 days that is required by state statute to give notice to the public and then go right before City Council.

Motion by Lundeen, second by Gordon to approve staff to post draft ordinances for the required 10 days and bring directly to City Council meetings.

- a. City Code Chapter 276 Amendment
- b. Draft Special Assessment Policy

Assistant City Administrator/ Special Projects Don Lorsung shared that the City Code Chapter 276 was developed in 1991 and has only been amended once over the years. Lorsung further shared that the updates to the policy include funding options, matching policy to current practice and updates recommended by the City Engineer, Finance Director and the League of Minnesota Cities. Lorsung continued to share that as a part of this update the City Code Chapter itself will be amended to be include deferral of assessments and move to a resolution for Special Assessment Policy to be

reviewed from time to time. Lorsung stated that the City Attorney has reviewed the Ordinance City Code and Policy and recommends consideration.

Motion by Lundeen, second by Bergley to post Ordinance for the required 10 days. Motion passed 5-0. Motion carried.

7. Resolution 2020-020 Amending the Isanti Legacy Recognition Policy

City Administrator Josi Wood shared that this was discussed at Committee of the Whole and is to bring awareness to residents and citizens to make sure they know that City Council would like to recognize either state or national recognition that has been done within the City or anything within that nature. Wood stated there is a form that residents and citizens can receive from the Parks, Recreation and Culture Manager. Wood further shared that recommendations would come to Committee of the Whole and if Committee of the Whole recommended that they be recognized by City Council then it would be brought to City Council and they would be awarded with a Legacy medal.

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

City Engineer Jason Cook

8. 6th Avenue Rehabilitation Preliminary Engineering Report

- a. **Resolution 2020-021** Receiving Feasibility Report and Calling Hearing on the 6th Avenue SW Rehabilitation Project
- b. **Resolution 2020-022** Authorizing Preparation of Plans on the 6th Avenue SW Rehabilitation Project

City Engineer Jason Cook shared a brief presentation regarding 6th Avenue SW Rehabilitation project.

Councilmember Lundeen asked how often Isanti Hills Park gets used.

City Administrator Josi Wood stated that Isanti Hills Parks is not heavily used but it is one that is in need of deciding if City Council would like to replace it or use the funds elsewhere.

Councilmember Collison stated that it may not be used as much due to it being outdated and an older park.

City Council further discussed this matter.

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

Chief of Police Travis Muyres

9. Resolution 2020-023 Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

Chief of Police Travis Muyres shared that this is included in the Capital Improvement Plan along with the Fleet Management Plan and is up for purchase of another fully marked squad vehicle. Muyres continued to share that it was budgeted and allocated for \$46,350 and the difference between that and the \$59,726 is because Community Service Officer was added which changed the Fleet Management Plan

because a vehicle was retained that was going to be replaced so the Community Service Officer will be driving that vehicle.

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

Public Services Director Matt Sylvester

10. Resolution 2020-024 Approving Boiler Replacement at the Public Works Shop

Public Services Director Matt Sylvester shared that in December 2019 the Boiler broke down at the Public Works Shop where TM Johnson Bros. were called to make repairs where TM Bros. informed staff that it is not repairable and the boiler would need to be replaced. Sylvester continued to share that boilers are on the 20-year Capital Improvement Plan as in floor heat boilers in fund 920 in the streets department. The boilers had been scheduled to be replaced in 2022 with the approximate cost of \$26,225 however, needs to be replaced now as it is only being run on the makeup air unit. Sylvester further shared to accept the quote City Council would authorize resolution for acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow the expenditure with recommendation to accept quote from Deans Heating.

Motion by Lundeen, second by Gordon to approve resolution with recommendation to accept quote from Deans Heating. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of \$328,199.66 Payroll in the Amount of \$107,229.84
2. **Resolution 2020-025** Designating Northland Securities as Municipal Financial Advisors
3. **Resolution 2020-026** Approving the Promotion of Danyette Phelps for the Position of Liquor Store Clerk III
4. **Resolution 2020-027** Approving Staff to Submit Applications for Grants Pertaining to Community Development
5. **Resolution 2020-028** Approving City Hall Display Case Policy and Reservation/ Agreement Form
6. **Resolution 2020-029** Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club

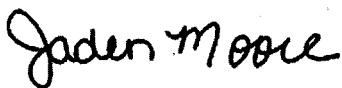
Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. Draft Minutes from the January 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. Motion carried. The meeting was adjourned at 8:06 p.m.




Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
January 7, 2020

1. **Call to Order:** EDA President Johnson called the meeting to order at 7:36 pm.
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Members Present – Johnson, Bergley, Gordon, Reller, Lundeen and Collison. Staff Present: Community Development Director Sheila Sellman, and City Administrator Josi Wood.
 - c. **Agenda Modification:** None
2. **Consider Adoption of Resolution Approving Organization of Advisory Board:**
Bergley motioned to nominate Mayor Johnson for the 2020 EDA President, second by Collison, motion passed 6-0. Collison motioned to nominate Lundeen for 2020 EDA Vice-President, second by Bergley, motion passed 6-0. Motion by Lundeen to remove EDA President pro-tem, second by Gordon, motion passed 6-0. Lundeen motioned to keep the Secretary and Treasurer the same – appointing the Community Development Director as Secretary and the Finance Director as the Treasurer, second by Bergley, motion passed 6-0. Motion by Lundeen second by Bergley to adopt Amended and Restated Bylaws motion passed 6-0. Motion by Bergley to adopt the 2020 meeting schedule second by Collison, motion passed.
3. **Approval of Minutes:** Motion by Collison, second by Bergley to approve December 3, 2019 meeting minutes motion passes 6-0.
4. **Business item**
 - a. Revolving Loan Policy update: Motion to approve by Lundeen second by Gordon, motion passed 6-0
5. **Other Business:** Sellman provided an overview of business prospects, building permit activity, business arrivals and departures for 2019, GPS45:93 2019 highlights and a list of businesses that she and the Mayor visited in 2019.
6. **Closed Session:** The EDA went into closed session to discuss the sale of EDA land at 825 East Dual Blvd. The regular meeting resumed and the EDA directed Sellman to start negotiations on the sale. Motion by Lundeen, second by Bergley for Director Sellman to start negotiations for the sale of 825 East Dual with the parameters discussed in the closed session, motion passed 6-0.
7. **Adjourn:** Motion by Bergley, second by Collison to adjourn, motion passed 6-0. Meeting adjourned at 7:58.

Respectfully Submitted, Sheila Sellman Community Development Director/Secretary





Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Katie Brooks, Human Resources/ City Clerk
Date: February 18, 2020
Subject: Resolution to Interview Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat and to Remove EDA Board Member Jill Reller and Parks, Recreation and Culture Board Member Luke Merrill

Background:

- Currently, there is two seat vacancies on the Economic Development Authority (EDA) Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat. One application and Interest Disclosure form was received from Justin Nielsen. The applicant lives within the City limits.
- A letter of resignation was received on February 2, 2020 from Jill Reller for her Economic Development Authority Board Member seat.
- A letter of resignation was received on January 2, 2020 from Luke Merrill for his Parks, Recreation and Culture Board Member Seat

Attachment:

- Amending Resolution 2020-001

Action:

- City Council has the authority to appoint applicant Justin Nielsen to Economic Development Authority Board Seat.
- City Council will now officially remove Luke Merrill from Park, Recreation and Culture Board and Jill Reller from Economic Development Authority as they have resigned from their seats.

RESOLUTION 2020-XXX
Amending Resolution 2020-001

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

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

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

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2020:

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

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor:
Councilor Steve Lundeen
3. Luke Merrill has resigned from his seat on the Park, Recreation and Culture Board.
4. Jill Reller has resigned from her seat on the Economic Development Authority.

5. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

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

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

Mayor and City Council:

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

Appointed Members:

Alexander Collins	<i>(Appointed 5-7-2019; term expiration 12-31-2021)</i>
Arissya Simon	<i>(term expiration 12-31-2022)</i>

7. That the City Council Economic Development Authority Board membership terms are as follows for year 2020:

Mayor and City Council:

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

Appointed Members:

Open Seat	<i>(term expiration 12-31-2024)</i>
Open Seat	<i>(Appointed 12-16-2018; term expiration 12-31-2020)</i>

This Resolution is hereby approved by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



City of Isanti Board Member Application

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

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

Name: Justin Nielsen

E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

Economic Development Authority

Planning Commission

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

City of Isanti Resident

Non-Resident of Isanti

State:

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

- Owner of Wolf River Electric LLC + Light The Lamp LED LLC.
- Associate in business degree.

Why you are interested on being on the Board?

- To give back to the City everything that it has given to me.

What is your vision of Isanti?

Isanti is the City where ill be growing my
business raising my family & serving the Lord.

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



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: February 10, 2020
Subject: City Code Chapter 276, Special Assessments and Resolution 2020-XXX, Special Assessment Policy

Background:

City staff has prepared updates to the Special Assessment Policy. The updates regard aligning the policy to include funding options (ex. internal project funding), matching policy to current practice, and updates as recommended by the City Engineer, Finance Director and League of Minnesota Cities. As a part of this update, the city code chapter would be amended to include what is needed by ordinance, and a resolution adopted that encompasses the remainder of special assessment policies.

The City Attorney has reviewed the updated city code amendment and policy.

Recommendation:

City Council reviewed the draft amended City Code (Ordinance) and draft Special Assessment Policy at their February 4, 2020 regular meeting.

Request:

Staff is requesting City Council action on the draft Ordinance and Resolution (Special Assessment Policy).

Action Required:

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

1. Approve the amendments to City Code Chapter 276, Special Assessments
2. Approve Resolution 2020-XXX, A Resolution To Establish A Special Assessment Policy

Attachments:

- Draft Ordinance XXX – An Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002 and Titled Special Assessments.
- Draft Resolution 2020-XXX, A Resolution to Establish A Special Assessment Policy

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 161 ADOPTED ON FEBRUARY 19, 1991 AND AMENDED BY ORDINANCE 257 ON APRIL 16, 2002, AND TITLED SPECIAL ASSESSMENTS

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

Section 1 – Repealer. Ordinance 161 and amending Ordinance 257, codified in Chapter 276 of the City Code is hereby replaced in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 276 is hereby adopted:

SPECIAL ASSESSMENTS

276-1. Deferred assessments

276-1. Deferment of Special Assessments.

A. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or a person who is retired by virtue of permanent and total disability, or military persons meeting the criteria under Minn. Statute § 435.193, as amended from time to time. The City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older, retired by virtue of permanent and total disability, or meets the military deferral standard in Minnesota Statutes section 435.193.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

B. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in status that would affect eligibility for deferment.

C. The entire amount of deferred special assessments shall be due within 60 days after loss of eligibility by the applicant. If the special assessment is not paid within the 60 days, the City Clerk

shall add thereto interest at a per annum interest rate according to the terms and conditions of the original special assessments, and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within 60 days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

D. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

Effective Date:

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 18th day of February, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

Posted on: 2-5-2020
Adopted on:
Published on:
Effective Date:

K.2. b.

RESOLUTION 2020-XXX

TO ESTABLISH A SPECIAL ASSESSMENT POLICY

WHEREAS, the City of Isanti has had a Special Assessment Policy in place by ordinance and city code since 1991; and,

WHEREAS, the Special Assessment Policy needed to be updated to reflect policy changes and project improvement funding methods; and,

WHEREAS, the Special Assessment Policy is to establish a fair and equitable manner of assessing costs for public improvements that benefit properties in accordance with State Statute; and,

WHEREAS, it was determined by the City Attorney that this policy could be adopted by resolution of the City Council;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, that the attached Special Assessment Policy (Attachment A) is hereby approved:

This resolution was duly adopted by the Isanti City Council the 18th of February, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resource/City Clerk

SPECIAL ASSESSMENT POLICY

- Section 1. General policy statement.**
- Section 2. Improvements and maintenance costs eligible for special assessment.**
- Section 3. Initiation of public improvement projects.**
- Section 4. Public improvement procedures.**
- Section 5. Financing of public improvements.**
- Section 6. General assessment policies.**
- Section 7. Methods of assessment.**
- Section 8. Policies of re-assessment.**
- Section 9. Assessment computations.**
- Section 10. Deferrals on unimproved parcels**
- Section 11. Postponed assessments; apportionment; supplemental assessments.**

Section 1. General policy statement.

A. The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429, as amended from time to time, which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

B. Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

Section 2. Improvements and maintenance costs eligible for special assessments.

A. Public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minn. Stat. § 429.021 and 459.14, subd. 7, as amended from time to time, are eligible for special assessment within the City.

B. The City is also authorized by ordinance to recover, through special assessment, unpaid special charges as provided in Minn. Stat. § 429.101.

Section 3. Initiation of public improvement projects.

A. Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.
3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners (100%) of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. All petitioned projects by property owners regarding development of land shall follow the Policies for Petitioned Projects, adopted as City Resolution 2007-240.

Section 4. Public improvement procedure.

A. The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of feasibility report.
3. Staff prepares feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.

4. Council accepts or rejects feasibility report. If accepted, Council orders public hearing on the improvements.
5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a), as amended from time to time.
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and advertisement of bids as required in Minn. Stat. § 471.345. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, as amended from time to time, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061, as amended from time to time.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

Section 5. Financing of public improvements.

A. The City encourages public improvement projects as the area (s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

B. Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

Section 6. General assessment policies.

A. The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. **City Cost.** The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. **Assessable Cost.** The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be one percent (1%) more than the true interest cost of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at one percent (1%) over current market rate for municipal bonds based on the city's current bond rating at the time of the final assessment hearing.
5. **Prepayment.** Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least \$100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.

6. Extensions. Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. Frontage Roads. Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. Project Assistance. If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used to reduce the "city cost" of the improvement. The aid will not be used to reduce assessment amounts.
9. Assessable Property. Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. Individual Benefits. The City must construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.

Section 7. Methods of assessment.

A. General Statement. There are different methods of assessment: per lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

B. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

C. "Adjusted Front Footage" Method of Assessment.

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize

assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot.
2. *Approximately Rectangular Lots.* For a lot which is approximately rectangular, the adjusted footage is computed by averaging the front and back sides of the lot.
3. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets, the adjusted front footage is the width measured at the setback line of the lot.
4. *Corner Lot Adjustment.* The short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Where frontage curves so greatly as to give a general appearance of a corner, the lot shall be considered a corner lot.
5. *Neck lots and dead-ends.* A lot or parcel which has a small frontage on a street, with a narrow strip running back 120 feet or more, or a lot or parcel that is served by a street that is improved but either the street dead-ends or the improvement ends at the property line, is assigned an adjusted frontage of 75 feet. Where an improvement is subsequently extended, the lot or parcel that was assigned an adjusted frontage of 75 feet shall have the 75 feet deducted from the footage on the subsequent assessment.
6. Any parcel of land which is not capable of further subdivision pursuant to the applicable zoning ordinance and which has frontage in excess of 330 feet shall be assessed for a maximum adjusted front footage of 330 feet.

B. "Area" Method of Assessment.

The "area" method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot area for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources, National Wetland Inventory, or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. "Per Lot" Method of Assessment.

The “per lot” method of assessment shall be based on equal assessment of all lots within the benefited area. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including governmental agencies, shall be included in such calculations. For any lot that could be subdivided to City minimum lot size standards, said lot shall be assigned the number of lots it could subdivide to.

Section 8. Policies of re-assessment.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

A. Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks - 20 years.
2. Street improvements, including surfacing and curb and gutter - 20 years.
3. Ornamental street lighting - 20 years.
4. Water Mains - 30 years.
5. Sanitary Sewers - 30 years.
6. Storm Sewers - 30 years.

Section 9. Assessment computations.

The following is the typical city assessment for various specified improvements.

A. Street and Curb and Gutter Improvements

1. *New Construction Projects.* New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the City standard typical section for residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above shall be 100% assessed to the City.
2. *Reconstruction and Reclamation Projects.* Street reconstructions and reclamations are assessed 25% to the abutting benefited properties. New curb and gutter are 100% assessed. Replaced curb and gutter are assessed 25% to the abutting benefitted properties.
3. *Gravel Streets.* Upgrading of existing gravel street by adding pavement, curb and gutter is considered new construction and all costs are assessed 100%.
4. *Seal Coats and Overlays.* Sealcoats and overlays are considered maintenance and shall not be assessed.

5. *Alleys.* Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 100% assessed also.
6. *Driveways.* New driveways are assessed 100% to the property owner. Reconstructed driveways are assessed 25% to abutting benefitted property owners.
7. The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

B. Sidewalks and Trails

1. *New Construction projects.* In Commercial Districts, the total cost for the installation of new sidewalks or trails for new projects will be assessed 100% against the property owner. In Residential Districts the total cost shall be assessed 100% to the City if the City requires the sidewalk or trail to be built. If the sidewalk or trail is petitioned for by the residents of the street, it shall be assessed 100% to the benefiting property owners. A successful petition shall be one signed by property owners owning a minimum of 51% of the front footage of the street in question.
2. *Reconstruction projects.* 25% percent of the cost shall be assessed to the property owners in the project area and 75% shall be assessed to the City.

C. Storm Sewer Improvements

Policy Statement. The basis for a storm sewer or ditching assessment is not the installation of a pipe or ditch on a particular property but, rather, the installation of pipe or ditch in an area. The definition of these areas is determined by the City Engineer. When the installation of the pipe or ditch is completed in full in an area, the area is assessed in full. Any area which contributes water to this system, whether by ground runoff or by underground piping, is assessed up to the current rate per square foot.

New projects. The total cost for both storm sewers and ditches shall be 25% assessed to the City and 75% assessed to the benefitting property owners in districts involving a mixture of existing uses and vacant land. The total cost shall be assessed 100% to benefitting property owners in districts where all of the land is vacant.

Reconstruction projects. The total cost for both storm sewers and ditches shall be 75% assessed to the City and 25% assessed to the benefitting property owners for reconstruction, system maintenance, or ditch cleaning projects. In cases where the property owner has caused damage to a drainage system by their actions (for example, farming too close to a ditch or causing erosion into a ditch or waterway due to lack of maintenance of property), the property owner shall be assessed 100% of the costs for repairing the damage and reconstructing the drainage system.

D. Sanitary Sewer Assessments

Policy Statement. Sanitary sewers consist of a network of pipes and associated pumping stations, meter stations and appurtenances designed to transport sewage to the municipal waste treatment plant.

1. *Assessment method.* The total cost of an interceptor or trunk line is assessed equally per unit of area over the entire district served by the sewer main. The assessment is generally levied in the current year of construction of the interceptor or trunk sewer, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the sewer. However, it is considered that such properties do accrue immediate benefit from the interceptor or trunk sewer since it is available to receive lateral sewer connections, which may be initiated by petition of property owners. Sanitary sewer lift stations and additional construction shall be considered as part of the interceptor or trunk sewer and shall be assessed on the same basis.

2. *New projects.* The total cost of sanitary sewer laterals for new projects shall be 100% assessed to the benefitting property. In any new project requiring reconfigurations or additions to the existing sanitary sewer system, 100% of the cost of the project shall be assessed to the benefitting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners and 75% shall be assessed to the City.

4. *Sanitary sewer building service or hookup.* Sanitary sewer building service or hookup is the connection by the property owner to the City sewer service and is 100% assessable against the benefitting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is the connector attached to the sewer main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessable to the property owner.

Parcels outside the City. Reasonable costs for those parcels contained in the area or district served but located outside the City limits shall be deferred until such parcels have been connected to the system or annexed, whichever comes first. Such costs shall be payable to the City through reasonable service and connection charges. The City Council may require properties to be annexed before providing City services to them.

E. Water Main Assessments

Policy Statement. Water mains consist of a network of pressure pipes designed to deliver municipal water to homes within the City. The City Council shall determine the standard size and depth necessary for any particular pipe. If a business or home requires a diameter of pipe in excess of the standard size, then that business or home shall pay for the extra costs associated with oversizing. If the City Council requires a pipe in excess of the standard size, then the City shall pay for the extra costs associated with oversizing.

1. *Assessment method.* Water mains will be assessed on a per-lot or lot-unit basis. The assessment is generally levied in the current year of construction of the water main, and it is entirely likely that

a large number of properties will be assessed which do not immediately have access to the water main. However, it is considered that such properties do accrue immediate benefit from the water main since it is available to receive water service connections, which may be initiated by petition of property owners.

2. *New projects.* The total cost of water main for new projects shall be 100% assessed to the benefiting property owners. In any new project requiring reconfigurations or additions to the existing water system, 100% of the cost of the project shall be assessed to the benefiting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners, and 75% shall be assessed to the City.

4. *Water main building service or hookup.* The connection by the property owner to the City water service is 100% assessable against the benefiting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is that connector attached to the water main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessed to the property owner.

6. *Water tower.* Water tower construction may be assessed to benefiting property owners should the City Council determine it necessary to do so.

7. *Parcels outside the City.* The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

H. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

276-10. Deferrals on unimproved parcels

Deferrals on unimproved parcels. (See Minn. Stat. § 429.061, Subd. 2., as amended from time to time) On improvement projects involving assessments on unimproved parcels, the City Council may decide to defer assessments at the request of the landowner, according to the following:

1. Activation of deferred assessment. Payment of the deferred assessment shall commence when one of the following events occurs:
 - a. The property is sold as a single parcel.
 - b. The property is subdivided pursuant to the applicable zoning ordinance, court order, or registered land survey, unless determined by the City Council that such event does not justify activation of the deferred assessments.
 - c. The property reverts to the State of Minnesota as a result of tax forfeiture.
 - d. The property or portion thereof is acquired by condemnation for a subsequent project.
 - e. At a time mutually agreeable to the property owner and the City.
2. Repayment of deferred assessments. Based upon the type of improvement, the repayment period for any bonds sold to finance the project, and the amount of individual assessments, the City Council shall, prior to the adoption of the assessment, determine the length of time over which the deferred assessments shall be paid and shall select one of the following options for payment of the interest on the deferred assessments:
 - a. Interest shall be added to the principal amount of the assessment when it first becomes payable; or
 - b. Interest shall be payable annually at the same times as the principal installments of the assessment would have been payable if not deferred. If the City Council and property owner agree, this interest may be deferred also. The unpaid principal balance of deferred assessments shall accrue interest at the same rate as the assessments not deferred.

276-11. Postponed assessments; apportionment; supplemental assessments.

A. Postponed assessments.

1. If the City advances its own funds to pay for improvement costs relating to property abutting on but not initially assessed for the improvement, the City may reimburse itself for all or any portion of this cost by levying assessments against such property upon notice and hearings provided for the assessments at a later date.
2. If the City advances its own funds to pay for improvement costs that benefit nonabutting property not initially assessed for it, but able to use it when extensions or other improvements are made, the City may include all or any portion of the City costs in assessments for later improvements if notice to that effect is included in the notice of hearing on the matter of undertaking the later extension or improvement.

B. Apportionment of assessments upon subdivision of land. If a special assessment is levied against a tract of land which is later subdivided, the installments remaining unpaid can be

apportioned among the various lots and parcels in the tract upon a finding that such apportionment will not materially impair collection of the balance due. This may be done upon application of the property owner or by the City Council acting upon its own motion, but notice of such apportionment and of the right to appeal must be mailed to or personally served upon all owners of any part of the tract. The City Council may, and if the assessment has been pledged towards payment of improvement warrants the City Council must, require the owner or owners to furnish surety bonds.

C. Supplemental assessment and reassessment. The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular item. If an assessment is set aside by a court for any reason or if the City Council finds that the assessment or any part of it is excessive or determines on advice of the City Attorney that it is or may be invalid for any reason, the City Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.



Real People. Real Solutions.

K.3.

7533 Sunwood Drive NW
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Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 12, 2020
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W. Cook, P.E.
City Engineer
Subject: Approval of Plans and Authorization to Advertise for Bids
2020 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.120119

We request that the City Council approve the plans and specifications, entitled "2020 Pavement Management Project" and authorize advertisement for bids.

Following is the schedule for the 2020 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	February 18, 2020
Open Bids	March 10, 2020
Commence Construction	June, 2020
Substantial Completion of Construction	August 31, 2020

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

I will be at the February 18, 2020 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact us with any questions or if you would like any additional information prior to the meeting as well.

RESOLUTION 2020-XXX

**ACCEPTING PLANS AND SPECIFICATIONS AND
AUTHORIZING ADVERTISEMENT FOR BID FOR THE 2020 PAVEMENT
MANAGEMENT PROJECT**

WHEREAS, the City has planned for the 2020 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the Engineer's Estimate is within the planned budget; and,

WHEREAS, a public bid opening is recommended to be held on March 10th, 2020 to receive competitive bids to complete the construction project in the 2020 construction season;

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

- 1) That the City shall accept the plans and specifications as completed by Bolton & Menk, Inc. dated February 7, 2020.
- 2) That the City shall authorize the advertisement for bids for this project with a bid opening date scheduled for March 10, 2020.

This resolution was duly approved by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 2/5/2020 - 2/5/2020

Feb 05, 2020 01:50PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/05/2020	52927	2863	AMAZON CAPITAL SERVICES	603-20200	899.00
02/20	02/05/2020	52928	2030	ARTISAN BEER COMPANY	609-20200	32.60
02/20	02/05/2020	52929	2850	BEAUDRY OIL & PROPANE INC	101-20200	764.75
02/20	02/05/2020	52930	9	BERNICKS PEPSI-COLA	609-20200	1,447.03
02/20	02/05/2020	52931	368	BILLS QUALITY CLEANING	101-20200	446.00
02/20	02/05/2020	52932	2487	CAPITOL BEVERAGE SALES	609-20200	87.96
02/20	02/05/2020	52933	1629	CITY OF ISANTI	101-20200	14,801.20
02/20	02/05/2020	52934	918	CRYSTAL SPRINGS ICE	609-20200	77.76
02/20	02/05/2020	52935	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,427.00
02/20	02/05/2020	52936	2720	DEFIANT DISTRIBUTORS	609-20200	584.86
02/20	02/05/2020	52937	912	FASTENAL COMPANY	101-20200	52.64
02/20	02/05/2020	52938	385	FEDERATED CO-OPS INC	409-20200	1,900.59
02/20	02/05/2020	52939	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.64
02/20	02/05/2020	52940	1832	FLAHERTY REYES LLC	609-20200	204.25
02/20	02/05/2020	52941	134	GOPHER STATE ONE-CALL INC	601-20200	74.30
02/20	02/05/2020	52942	949	GRAINGER INC	601-20200	564.24
02/20	02/05/2020	52943	739	HACH COMPANY	601-20200	381.06
02/20	02/05/2020	52944	2864	HASS SEPTIC CLEANING, LLC	602-20200	300.00
02/20	02/05/2020	52945	2865	ISANTI COUNTY MASTER GARDNERS	101-20200	30.00
02/20	02/05/2020	52946	1563	ISANTI ELECTRIC INC	602-20200	75.00
02/20	02/05/2020	52947	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,090.58
02/20	02/05/2020	52948	5	KAWALEK TRUCKING	609-20200	216.80
02/20	02/05/2020	52949	136	LEAGUE OF MN CITIES	101-20200	720.00
02/20	02/05/2020	52950	2866	LEXIPOL	101-20200	5,530.00
02/20	02/05/2020	52951	2278	MATTHEW FERRIS	101-20200	300.00
02/20	02/05/2020	52952	17	MCDONALD DISTRIBUTING CO	609-20200	12,834.85
02/20	02/05/2020	52953	1044	MINNEAPOLIS FINANCE	101-20200	82.80
02/20	02/05/2020	52954	432	MINNESOTA COUNTY	101-20200	34.00
02/20	02/05/2020	52955	1180	MLB PRINTING INC	101-20200	255.00
02/20	02/05/2020	52956	2080	MVTL LABORATORIES INC	602-20200	202.78
02/20	02/05/2020	52957	617	PAUSTIS & SONS	609-20200	771.84
02/20	02/05/2020	52958	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,639.70
02/20	02/05/2020	52959	12	POSTMASTER	101-20200	220.00
02/20	02/05/2020	52960	2341	RED BULL DISTRIBUTION	609-20200	176.50
02/20	02/05/2020	52961	2093	ROBY, ROBERT C.	101-20200	75.00
02/20	02/05/2020	52962	2396	SOUTHERN GLAZERS OF MN	609-20200	10,548.16
02/20	02/05/2020	52963	2554	SPECIALTY SOLUTIONS	101-20200	1,223.53
02/20	02/05/2020	52964	73	STAR	101-20200	6.00
02/20	02/05/2020	52965	2156	SUMMIT COMPANIES	101-20200	217.50
02/20	02/05/2020	52966	1878	TOWMASTER	101-20200	230.99
02/20	02/05/2020	52967	686	VERIZON WIRELESS	609-20200	1,223.10
02/20	02/05/2020	52968	42	VIKING COCA-COLA BOTTLING CO	609-20200	272.24
02/20	02/05/2020	52969	2757	WATCH GUARD INC	101-20200	3,228.00
02/20	02/05/2020	52970	4	WATSON CO INC	609-20200	1,467.97
02/20	02/05/2020	52971	1922	WEX BANK	101-20200	4,738.95
02/20	02/05/2020	52972	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
02/20	02/05/2020	52973	2867	WIN-911	602-20200	495.00
02/20	02/05/2020	52974	780	WINE MERCHANTS	609-20200	408.00
Grand Totals:						105,030.17

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 2/12/2020 - 2/12/2020

Feb 12, 2020 01:35PM

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/12/2020	52975	494	ALLINA HEALTH SYSTEM	101-20200	606.90
02/20	02/12/2020	52976	2030	ARTISAN BEER COMPANY	609-20200	65.20
02/20	02/12/2020	52977	9	BERNICKS PEPSI-COLA	609-20200	517.16
02/20	02/12/2020	52978	2319	BREAKTHRU BEVERAGE	609-20200	7,375.31
02/20	02/12/2020	52979	2467	C/O PINE CITY AREA CHAMBER OF COMMERCE	108-20200	850.00
02/20	02/12/2020	52980	1474	CDW GOVERNMENT INC	601-20200	5,924.54
02/20	02/12/2020	52981	1198	CENTER POINT ENERGY	601-20200	4,762.35
02/20	02/12/2020	52982	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.77
02/20	02/12/2020	52983	2610	CINTAS	101-20200	407.73
02/20	02/12/2020	52984	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,624.25
02/20	02/12/2020	52985	2869	DK DESIGNS LLC	101-20200	100.00
02/20	02/12/2020	52986	2028	FURTHER	101-20200	56.30
02/20	02/12/2020	52987	2830	GDO Law	101-20200	4,083.33
02/20	02/12/2020	52988	2761	GRATITUDE FARMS	101-20200	250.00
02/20	02/12/2020	52989	739	HACH COMPANY	601-20200	99.25
02/20	02/12/2020	52990	1063	HAYFORD FORD	101-20200	785.16
02/20	02/12/2020	52991	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	194.69
02/20	02/12/2020	52992	1563	ISANTI ELECTRIC INC	101-20200	230.00
02/20	02/12/2020	52993	441	J.P. COOKE CO	101-20200	79.30
02/20	02/12/2020	52994	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,500.58
02/20	02/12/2020	52995	2868	JOHNSON, JEFFREY B.	101-20200	102.12
02/20	02/12/2020	52996	5	KAWALEK TRUCKING	609-20200	219.60
02/20	02/12/2020	52997	203	LANO EQUIPMENT INC	101-20200	108.80
02/20	02/12/2020	52998	434	LITTLE FALLS MACHINE INC	101-20200	200.08
02/20	02/12/2020	52999	131	MACQUEEN EQUIPMENT INC	602-20200	109.83
02/20	02/12/2020	53000	17	MCDONALD DISTRIBUTING CO	609-20200	9,870.85
02/20	02/12/2020	53001	616	MENARDS - CAMBRIDGE	101-20200	97.45
02/20	02/12/2020	53002	281	MINNCO CREDIT UNION	101-20200	4,034.64
02/20	02/12/2020	53003	176	MN DEPT OF REVENUE	101-20200	22,222.00
02/20	02/12/2020	53004	2842	MN PEIP	861-20200	21,176.46
02/20	02/12/2020	53005	2597	MNSPECT, LLC.	101-20200	9,252.70
02/20	02/12/2020	53006	870	M-R SIGN CO INC	101-20200	290.90
02/20	02/12/2020	53007	2170	NHH ROOFING PLUS	226-20200	8,325.00
02/20	02/12/2020	53008	44	PHILLIPS WINE & SPIRITS INC	609-20200	491.50
02/20	02/12/2020	53009	2130	PROGRESSIVE BUILDERS	601-20200	11.54
02/20	02/12/2020	53010	1113	RJM DISTRIBUTING INC	609-20200	190.35
02/20	02/12/2020	53011	2001	SHRED-N-GO INC	101-20200	82.73
02/20	02/12/2020	53012	2554	SPECIALTY SOLUTIONS	101-20200	724.88
02/20	02/12/2020	53013	73	STAR	101-20200	17.00
02/20	02/12/2020	53014	1290	THE AMBLE GROUP	101-20200	176.70
02/20	02/12/2020	53015	1878	TOWMASTER	101-20200	49.69
02/20	02/12/2020	53016	1820	URBANS HARDWARE INC	601-20200	29.46
02/20	02/12/2020	53017	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/20	02/12/2020	53018	2027	US INTERNET	603-20200	57.80
02/20	02/12/2020	53019	1286	VINOPIA INC	609-20200	518.00
02/20	02/12/2020	53020	4	WATSON CO INC	609-20200	1,216.03
02/20	02/12/2020	53021	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	1,228.00

Grand Totals:

115,411.93

City of Isanti

Gross Payroll	90,953.60
Social Security & Medicare	5,080.79
Public Employees Retirement	9,187.02
Total City Expense	<u>105,221.41</u>

Pay Date 2/7/2020

Pay Period 3 (1/19-2/1/20)

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolution Authorizing the Purchase of a Wide Area Mower

Background:

The 2020 Capital Improvement Plan (CIP) included the replacement of the Wide Area Mower (Progressive). The CIP had a budgeted amount of \$25,570.00.

Staff received three quotes.

Vendor	Brand	Quote
MN Equipment	Progressive	\$19,000.00
Mn Equipment	Land Pride	\$19,300.00
MTI Distributing	Toro	\$23,692.00

Recommendation:

Staff is recommending the purchase of the Progressive Mower from MN Equipment in the amount of \$19,000.00

Request:

Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX
- Mn Equipment Quote
- Mn Equipment Quote
- MTI Distributing Quote

RESOLUTION 2020-XXX

AUTHORIZING THE PURCHASE OF A WIDE AREA MOWER

WHEREAS, the Capital Improvement Plan has \$25,570.00 for the replacement of the Wide Area Mower (Progressive); and,

WHEREAS, the following quotes were received:

Mn Equipment \$19,000.00	Mn Equipment \$19,300.00	MTI Distributing \$23,692.00
-----------------------------	-----------------------------	---------------------------------

WHEREAS, funding would be PRC 920-45300-500 ;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, **Minnesota** to accept the quote from MN Equipment for purchase of the wide area mower in the amount of \$19,000.00 funding source identified as PRC (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February, 2020.

Attest:

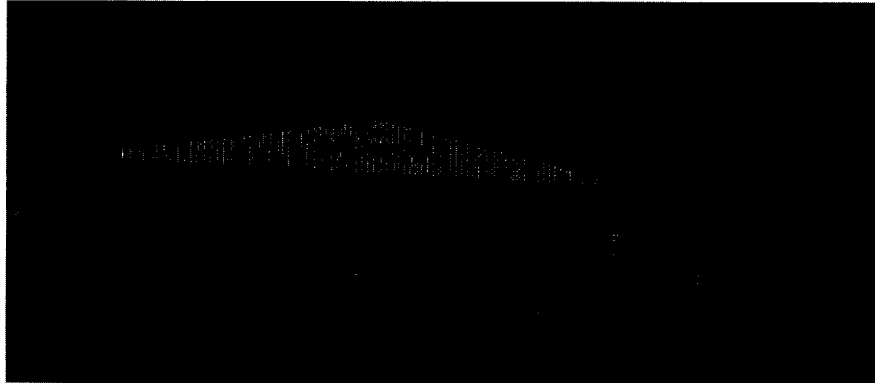
Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Quote Id: 21184195

Prepared For:
City Of Isanti



Prepared By: **Jesse Kraft**

Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040

Tel: 763-444-8873

Fax: 763-444-6597

Email: jessekraft@mnequip.com

Date: 04 February 2020

Offer Expires: 02 March 2020

Confidential



Quote Summary

Prepared For:

City Of Isanti
Po Box 428
Isanti, MN 55040
Business: 763-444-5512

Prepared By:

Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

Quote Id: 21184195
Created On: 04 February 2020
Last Modified On: 05 February 2020
Expiration Date: 02 March 2020

Equipment Summary	Selling Price	Qty	Extended
PROGRESSIVE TD-65, 15.5 FT TRI-DECK MOWER	\$ 19,000.00 X	1 =	\$ 19,000.00

Equipment Total	\$ 19,000.00
------------------------	---------------------

Quote Summary

Equipment Total	\$ 19,000.00
DOT	\$ 0.00
Delivery	\$ 0.00
License	\$ 0.00
SubTotal	\$ 19,000.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 19,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 19,000.00

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE

Selling Equipment

Quote Id: 21184195

Customer: CITY OF ISANTI

PROGRESSIVE TD-65, 15.5 FT TRI-DECK MOWER

Hours: 0

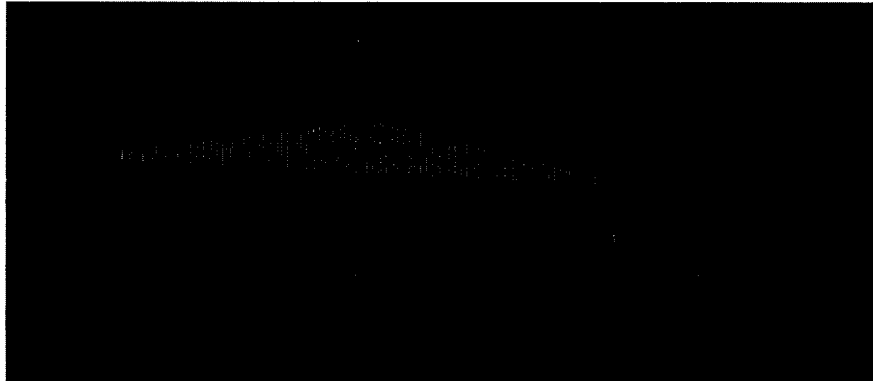
Stock Number:

				Selling Price
				\$ 19,000.00
Code	Description	Qty	Unit	Extended
TD65	PROGRESSIVE TD65 PULL TYPE GROOMING MOWER, 15.5 FT WIDTH, 18X9.5" TIRES, 30-50 PTO HP TRACTOR REQUIRED	1	\$ 20,450.00	\$ 20,450.00
Freight				\$ 750.00
Other Charges Total				\$ 750.00
Suggested Price				\$ 21,200.00
Customer Discounts Total				\$ -2,200.00
Total Selling Price				\$ 19,000.00



Quote Id: 21184195

Prepared For:
City Of Isanti



Prepared By: **Jesse Kraft**
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Tel: 763-444-8873
Fax: 763-444-6597
Email: jessekraft@mnequip.com

Date: 04 February 2020

Offer Expires: 02 March 2020

Confidential



Quote Summary

Prepared For:

City Of Isanti
Po Box 428
Isanti, MN 55040
Business: 763-444-5512

Prepared By:

Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

Quote Id: 21184195
Created On: 04 February 2020
Last Modified On: 05 February 2020
Expiration Date: 02 March 2020

Equipment Summary	Selling Price	Qty	Extended
LAND PRIDE AMF4216, 16FT ALL FLEX MOWER	\$ 19,300.00 X	1 =	\$ 19,300.00
Equipment Total			\$ 19,300.00

Quote Summary

Equipment Total	\$ 19,300.00
DOT	\$ 0.00
Delivery	\$ 0.00
License	\$ 0.00
SubTotal	\$ 19,300.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 19,300.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 19,300.00

Salesperson : X _____

Accepted By : X _____

Confidential



Selling Equipment

Quote Id: 21184195

Customer: CITY OF ISANTI

LAND PRIDE AMF4216, 16FT ALL FLEX MOWER				
Hours:		0		
Stock Number:				
				Selling Price
				\$ 19,300.00
Code	Description	Qty	Unit	Extended
AMF4216	LAND PRIDE AMF4216 GROOMING MOWER, 16FT WIDTH, 40 TO 70 HP TRACTOR REQUIRED	1	\$ 22,381.00	\$ 22,381.00
1831	18X9.5" TIRES	1	\$ 1,160.00	\$ 1,160.00
Standard Options Total				\$ 1,160.00
	Freight	1	\$ 875.00	\$ 875.00
Other Charges Total				\$ 875.00
Suggested Price				\$ 24,416.00
Customer Discounts Total			\$ -5,116.00	\$ -5,116.00
Total Selling Price				\$ 19,300.00



Quote Date: 2.6.2020

Quote Id# Q00549

Award Price Type: Omnia

Contract #	n/a
------------	-----

Attn: Mr. Matt Sylvester

Thank you for allowing us the opportunity to partner with you on your equipment needs. We are pleased to submit this equipment proposal for your review. All of the proposed Toro equipment meets, or exceeds, ANSI Safety Specifications.

1	31905	Toro GM 1200	\$23,692.25	\$23,692.25
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Award Price Subtotal **\$23,692.25**

Award Price Total	\$23,692.25
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- New Toro Commercial Equipment includes a Two (2) Year Manufacture Warranty
- Terms: Net 30 day (if not financed)
- Quote valid for 30 days
- Set-Up and Delivery at No Charge
- 2.5% Service Fee to be applied to all invoices paid via Credit Card

Please do not hesitate in contacting us with any questions.

Bob Frank, SCPS
Outside Sales Representative
612-877-0837

bob.frank@mtidistributing.com

Mandi Prinsen, SCPS
Inside Sales Representative
800-492-6344

mandi.prinsen@mtidistributing.com

MTI Distributing, Inc. • 4830 Azelia Avenue North, Suite 100 • Brooklyn Center, MN 55429



L.3.

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolution Authorizing the Purchase of a Mosquito Fogging Unit

Background:

At the August 20th COW meeting the purchase of a Mosquito Fogging Unit was discussed and staff was directed to include in the 2020 Capital Improvement Plan (CIP) the purchase of the unit. The 2020 CIP had a budgeted amount of \$10,300.00 for the unit.

Staff received two quotes.

Vendor	Brand	Quote
Adapco	Guardian 190 G4	\$8,850.00
Mug-A-Bug	Typhoon 1	\$10,205.00

Recommendation:

Staff is recommending the purchase of the Mosquito Fogger from Adapco in the amount of \$8,850.00

Request:

Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX
- Adapco Quote
- Mug-A-Bug Quote

RESOLUTION 2020-XXX

AUTHORIZING THE PURCHASE OF A MOSQUITO FOGGING UNIT

WHEREAS, the 2020 Capital Improvement Plan has \$10,300.00 for the purchase of a Mosquito Fogging Unit; and,

WHEREAS, the following quotes were received:

Adapco \$8,850.00	Mug-A-Bug \$10,205.00
----------------------	--------------------------

WHEREAS, funding source would be Streets 920-43100-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, **Minnesota** to accept the quote from Adapco for purchase of a mosquito fogging unit in the amount of \$8,850.00 funding source identified as Streets (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

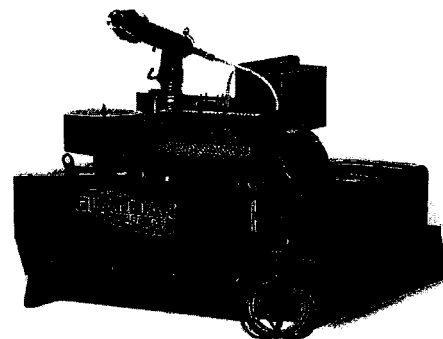
Guardian ULV

The Guardian line of ULV sprayers from ADAPCO

Guardian 190 G4

The Guardian 190 G4 sets a new standard in professional mosquito control. Built to endure the most rigorous application needs, this ULV workhorse employs advanced aerosol generator technology and is outfitted with the highest quality components and key features.

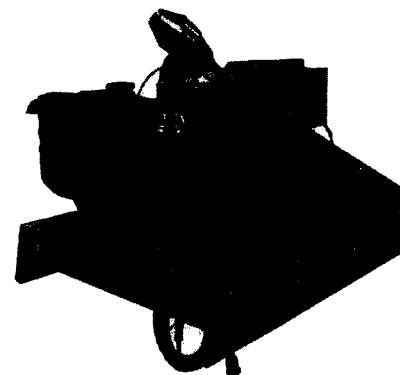
- 19 HP KOHLER Twin Cylinder Electronic Fuel Injected (EFI) engine
- 3 Year Limited Warranty
- 12 gallon EPA-compliant fuel tank
- 350 CFM Howden ROOTS high output blower
- Vectored Air Atomization Technology (VAAT)
 - Laser Tested Aluminum Alloy Nozzle
- Oversized lockable pump box for easy calibration and maintenance
- Fixed flow in-cab control is standard with optional upgrading available with ADAPCO's Monitor 4S application tracking system



Guardian 95 G4

ADAPCO offers high performance in a compact design with the Guardian 95 G4. Ideal for less demanding programs or private applicators, the 95 G4 is a dependable, professional quality sprayer with a budget-friendly price. This machine offers a space saving footprint.

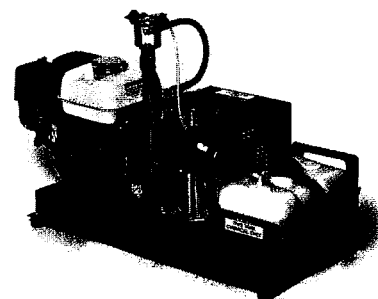
- 9.5 HP KOHLER Command PRO OHV fuel efficient engine
- 1 Year Limited Warranty
- 175 CFM Howden ROOTS high output blower
- Vectored Air Atomization Technology (VAAT)
 - Laser Tested Aluminum Alloy Nozzle
- Oversized lockable pump box for easy calibration and maintenance
- Fixed flow in-cab control is standard with optional upgrading available with ADAPCO's Monitor 4S application tracking system and variable flow
- In-cab control provides spray switch control, engine off and hot start ignition



Guardian 55 ES

The Guardian 55 ES is ADAPCO's solution for professional-quality mosquito and flying insect control on a price conscience budget. Perfectly sized to easily spray golf courses, barn & stable areas, and other low output areas. The 55 ES has a lightweight design with a compact footprint.

- 5.5 HP commercial quality fuel efficient HONDA engine
- 1 Year Limited Warranty
- Portable, lightweight aluminum construction
- Aluminum compressor with cast iron cylinder
- 2.5 gallon formulation tank or drop in a 2.5 gallon RTU jug with included cap & pickup tube
- Flow rates adjustable with stainless steel orifice disks
- Optional wired remote available



creating value,
growing together

myadapco.com / azelisamericas.com





MUG-A-BUG

January 30, 2019

Matt,

Thank you for giving Mug-A-Bug an opportunity to service your mosquito control program. Here are the quotes you requested.

Typhoon I Gear Pump	<ul style="list-style-type: none">• Kohler 9.5 hp, 4-cycle, OHV, Electric Start• 205 CFM Blower• Gear Pump—Stainless Steel, magnetically coupled• Maximum output of 20 oz/min• 90% of droplets below 20 microns• Total remote system engine on/off, spray on/off, flush/formulation switch and power on/off• Easily adjusted for vehicle speed changes or barrier applications• 1 Year Warranty	\$10,205 In Stock
--------------------------------	--	--

- ✓ All purchases go through New Machine Prep and Particle Size Testing.
- ✓ Every machine will include operation, maintenance and storage instructions.
- ✓ Free delivery of machine.

Again, thank you for giving Mug-A-Bug the opportunity to serve you. If you have any questions, please give me a call.

Jarrold Stock

Mug-A-Bug

PO Box 117

254 South Route 51

Forsyth, IL 62535

Office (217) 875-3303

jstock@mugabugmosquito.com

TYPHOON 1

B&G

Typhoon 1

One Machine Provides Total Flexibility: Adulticide, Larvacide, Barrier Spray

- 2-Year limited warranty
- Can be outfitted with the automated "Synchroflow System"
- Available with radar or GPS speed sensing

High Output Diaphragm Pump



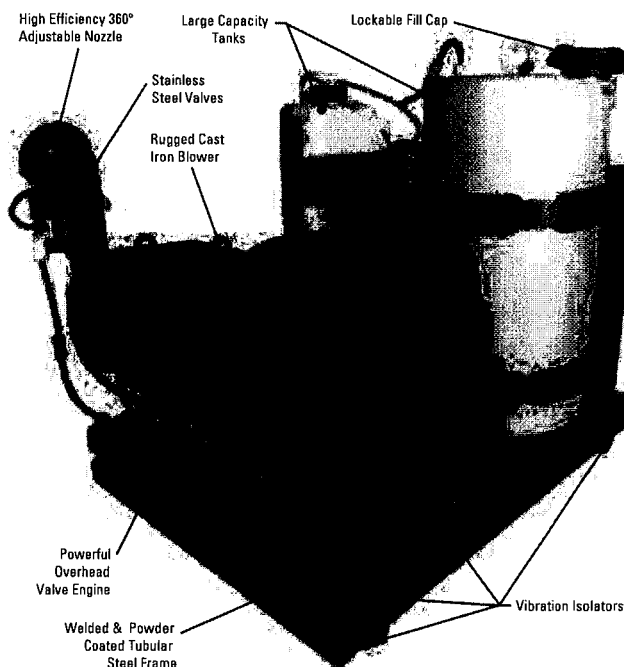
Remote Control



Part #	Description
64600-1	Typhoon 1 (w/FMI Pump)
64600-2	Typhoon 1 (w/Diaphragm Pump)

Considered the industry standard for medium-sized, vehicle mounted ULV cold foggers, the Typhoon 1 has the power and features of much more expensive machines.

Powered by a rugged overhead valve engine mounted onto a powder coated, welded steel frame, the Typhoon 1 is available with a choice of three different pumping systems (Diaphragm, Digital Gear or FMI Piston) and a variety of options tailored to fit your needs. The highly efficient "Multi-Mist" nozzle has years of proven experience in producing uniform droplet spectrums with more than 90% of droplets below 20 microns (VMD) at the recommended flow rates and pressures. With flow rate capabilities ranging from 0-128 oz/min (0-3.8 ltrs/min) using the diaphragm pumping system, higher flow rates and larger droplets can be achieved making the machine also ideal for barrier spraying and larvacide work. When paired with GPS systems like Dyna-Trax 2 and a GPS mapping software provider, the Typhoon 1 has full recording and reporting capability to assist in complying with EPA and/or other agency reporting requirements.



TYPHOON 1

SPECIFICATIONS: DIAPHRAGM PUMP, GEAR PUMP, FMI PUMP

SPECIFICATIONS: DIAPHRAGM PUMP, GEAR PUMP, FMI PUMP	
Engine	Kohler 9.5 Hp (277 cc), 4-cycle, OHV, electric start. Optional Honda 10.5 Hp (344 cc), 4-cycle, OHV, or Yanmar diesel
Blower	High volume, positive displacement, rotary type; 8.5 psi @ 2750 rpm; 12 psi (0.82 bar) 205 cfm (5.8 cubic meters/min)
Pump Systems	Diaphragm pump - high volume, corrosive resistant Gear pump - stainless steel, magnetically coupled FMI - ceramic piston with carbon cylinder Optional radar synchroflow automatic control with digital display
Nozzles	High efficiency single nozzle, adjusts 360 degrees, removable for cleaning
Gauges	Digital Tachometer/Hourmeter for engine; liquid filled pressure gauge for nozzle boom pressure
Weight	Empty: 297 lbs; 135 kg. Full: 412 lbs; 187 kg
Fuel Tank	1.8 gallons; 7 liters; with a gauge
Formulation Tank	15 gallons; 57 liters; with lockable cap
Flush Tank	1 gallon; 3.8 liters
Dimensions	41.5 x 29 x 32 inches; 105 x 74 x 81 cm (L x W x H)
Shipping Data	48 x 40 x 39 inches; 122 x 100 x 99 cm (L x W x H) 415 lbs; 188 kg 42.8 cubic feet; 1.2 cubic meters

SALES AND TECHNICAL SUPPORT
135 Region South Drive
Jackson GA 30233
678-688-5601
www.bgequip.com

B&G

Curtis Dyna-Fog a Division of B&G Equipment Company

MANUFACTURING AND
R&D FACILITY
525 Park Street
Westfield, IN 46074
www.dynafog.com



L.4.

MEMO for City Council

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: February 18.2020
Subject: Consider Resolution Approving Exempt Sidewalk from Snow Removal

Background:

Every year the snow plowing policy is reviewed, staff had brought this to the October 16, 2019 COW meeting and has been waiting for "The Villages on The Rum Association" to grant the easement for the sidewalk along Whiskey Rd. That easement has been granted. There are no changes to the Snow Plowing Policy.

Recommendation:

Staff is recommending to accept the easement from "Villages on the Rum" and to remove the sidewalk on Bellaire Blvd NW from the exempt sidewalk list.

Action:

Staff is requesting City Council action on this item.

Attachments

1. Resolution 2020-XXX Exempt Sidewalk

RESOLUTION 2020-XXX

APPROVING EXEMPT SIDEWALK FROM SNOW REMOVAL

WHEREAS, sections of sidewalk is identified for exemption by the City Council, shall not be required to have snow removal; and,

WHEREAS, the following property is exempt from the sidewalk snow removal requirement until future development:

- 7th Avenue NE – Sidewalk section between Cajima St NE and Golden Way NE (no development on either side);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota that the sidewalk listed above is exempt from snow removal.

This Resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX**ADOPTING ORDINANCE NOTIFICATION POLICY**

WHEREAS, the Minnesota Legislature had adopted Chapter 77, requiring a ten (10) day notification of non- interim proposed ordinances; and,

WHEREAS, in order to comply with the new legislation, the City Council recognizes that a policy is necessary to provide a process of notification that is in compliance for non-interim proposed ordinances; and,

WHEREAS, this Resolution supersedes; and,

WHEREAS, the City Council recognizes that the ordinance adoption timeframe has been significantly lengthened by the notification requirement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for the notification of non-interim ordinances, with said process and steps that are hereby listed below and made a part of this resolution:

1. Proposed Ordinances shall be reviewed by the City Administrator or their designee. The City Administrator or their designee shall decide whether to proceed with public notification of the pending ordinance, or review the pending ordinance with the City Council at a regular meeting prior to public notification.
2. Proposed Ordinances shall be placed on the City Website and posted a minimum of ten (10) days prior to date of the City Council Meeting where a final vote on the ordinance is scheduled.
3. Failure of a party to receive notification under this process shall not invalidate an approved ordinance.

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolutions Accepting Quotes from Dirtworks and Vessco for WWTP Filter Repairs

Background:

In July 2019 the filters at the WWTP began giving Public Works trouble during a backwash. After many trouble shooting attempts to resolve the issue it was determined that the media from the filters will need to be removed. After removing the media two issues were found. The air header was plugged from the piping breaking down between the Blower Building and the Tertiary Building. All of the piping would need to be replaced. The underdrain nozzles from the backwash pumps were plugged with fine particles of sand from the backwash pit. The underdrain nozzles will need to be replaced also along with the media in the filters.

Staff recieved a quote from Dirtworks to replace the air piping from the blower building to the filters for \$35,500.00.

Staff also received a quote from Vessco for the underdrain nozzles, air header, and media for \$29,600. Public Works Staff will be doing the work of installing them.

Recommendation:

Staff is recommending Dirtworks replace the air piping and the purchase of the underdrain nozzles, air header, and media from Vessco.

Request:

Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX Accepting Quote From Dirtworks For WWTP Filter Repairs
- Dirtworks Quote
- Resolution 2020-XXX Accepting Quote From Vessco For WWTP Filter Repairs
- Vessco Quote

RESOLUTION 2020-XXX

ACCEPTING QUOTE FROM DIRTWORKS FOR WWTP FILTER REPAIRS

WHEREAS, the air piping from the blower building is breaking down causing the air nozzles to plug; and,

WHEREAS, the following quote was received from Dirtworks for \$35,500.00; and,

WHEREAS, sufficient funding has been allocated in Sewer 602-49450-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, **Minnesota** to accept the quote from Dirtworks for the replacement of the air piping. The funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



PROJECT:

Isanti WWTF Air Piping Replacement

PROPOSAL DATE:

January 31, 2020

EXTERIOR WORK TO INCLUDE:

- Supply and install approx. 100' of 6" C900 pipe and bends (4' bury)
- Core drill through exterior building walls and seal opening
- Plug existing 6" buried pipe
- Restoration of turf as needed
- No Bituminous restoration

\$8,600.00

INTERIOR WORK TO INCLUDE:

- Supply and install approx. 100' of 6" & 3" DIP from exterior wall to 3" header
- Core drill through interior wall as needed
- Stub pipe directly to connection of 3" headers
- Remove existing 3" upright piping
- Cap existing 6" pipes at existing flange

\$18,500.00

3" HEADER PIPING WORK TO INCLUDE:

- Remove existing 3" header piping and fittings
- Supply and install new 3" header piping and fittings
- Install city supplied valves

\$8,400.00

RESOLUTION 2020-XXX

L.7.

ACCEPTING QUOTE FROM VESCO FOR WWTP FILTER REPAIRS

WHEREAS, the WWTP filters need the underdrain nozzles, air header, and media replaced; and,

WHEREAS, the Capital Improvement Plan has \$41,200.00 for the replacement of the filter underdrain; and,

WHEREAS, the following quote was received from Vessco in the amount of \$29,600.00; and,

WHEREAS, funding source would be Sewer 602-49450-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Vessco for purchase of the underdrain nozzles, air header, and media for the WWTP filters. The funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Air Wash Nozzles:

486 Water wash filter underdrain nozzles, 6 segments with .024" slots & a 3/4" slip fitting. Please confirm thread size and length of tail piece. My assumption is the air lateral is 3/4". Air wash nozzles assembled on schedule 80 at roughly 7.5" on center.

Total Net Price **\$ 29,600.00**

System Start-up Services – Vessco will be supplying the following On-Site Services by the Vessco Field Service Team for this Section.

No field service has been requested at this time.

TERMS:

DRAWINGS: No drawings have been requested at this time.

DELIVERY: 3-4 Weeks ARO

START-UP SUPERVISION

Vessco will provide all days noted above on this scope and additional days as needed to ensure coordination. Vessco may provide additional days at a rate of \$950 per day as needed by the installing contractor.

SPECIAL CONDITIONS

This proposal is valid for 90 days. Freight is quoted f.o.b. factory with full freight allowed to first destination. No state, sales, use or other taxes or fees are included in the stated price. Payment shall be made 95% net invoice from shipment with 5% retainage not to exceed 90 days from shipment or net invoice at start-up whichever occurs first. Approval Drawings available per the attached manufacturer scope of supplies upon receipt of an acceptable purchase order.

The following items are not included in the bid unless specifically mentioned in the above information:

Piping, Fittings, Valves	Storage of Equipment	Anchor Bolts
Installation or Labor	Gauges, Controls	Spare Parts
Start-up Chemicals	Motor Starters	Ball valves, Unions,
Reducers	Pressure regulating valves	Inlet water strainers
Back Pressure Valves	Floor and Wall Sleeves	Check Valves
Unloading		

Vessco, Inc does not accept any back charges unless authorized in writing by an Officer of Vessco, Inc. All freight damage charges must be brought to Vessco's attention within two



February 8, 2020

TO: Mr. Brian Guldán
PROJECT: Isanti, MN WWTP Tertiary Filter Parts
FROM: Dick Corbett
ENGINEER: Bolton & Menk

Vessco hereinafter referred to as "Company" proposes to furnish, under the Terms and Conditions hereinafter set forth and described in the accompanying description and specifications, the following equipment.

Vessco is a full-service supplier of process equipment, chemical feed systems integrator, and flow control equipment and automation. Vessco personnel consist of degreed professional engineers, project managers, customer support, and field service technicians. Our extensive inventory of chemical feed related equipment and spare parts ensures that your experience with Vessco will be well managed and efficiently executed.

Tertiary Filter Parts

Media:

Vessco supplied granular filter materials have been used in municipal and industrial filtration applications since 1917. Vessco supplied filtration media is produced to meet exacting size and uniformity specifications and meets or exceeds the AWWA B100-16 Standard (Granular Filter Materials) and is NSF/ANSI Standard 61 (Drinking Water System Components – Health Effects) certified for quality and purity.

Torpedo Sand 0.80-1.20 mm	90	(1) cu.ft. poly bags
Filter Sand 0.45-0.55 mm, UC≤1.5	396	(1) cu.ft. poly bags
Anthracite 0.90-1.00 mm, UC≤1.35	565	(1) cu.ft. poly bags
Gravel 3/4" x 1/2"	60	(1) cu.ft. poly bags
Gravel 1/2" x 1/4"	60	(1) cu.ft. poly bags
Gravel 1/4" x 1/8"	60	(1) cu.ft. poly bags

Shipped on pallets.

Underdrain:

486 Water wash filter underdrain nozzles, 6 segments, with .040" slots & a 1" NPS with a designated tailpiece length. Please confirm thread size and length of tail piece. My assumption is 1" NPT with an overall length of 10-1/2" (8" tailpipe)



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: February 18th 2020
Subject: Resolution 2020-XXX Authorizing the Closing of Utility Franchise Fund 225

Background:

Currently utility franchise fees are collected to cover the costs associated with our ongoing and annual pavement management plan. The fees collected are received by the Utility Franchise Fund (Fund 225). All expenses associated with pavement management projects are coded to the Pavement Management Projects Fund (Fund 440). The only use of utility franchise fees is for pavement management projects, and the only source of funding for pavement management projects is utility franchise fees.

Annually Finance Director Betker makes journal entries to move money from fund 225 to fund 440. During each of the last 2 year end audits our Auditors have recommended that we consider closing fund 225 to fund 440 since there is no other activity taking place except for the receiving and transferring of revenue to fund 440.

Recommendation:

Finance Director Betker is recommending that Fund 225 be closed to Fund 440 effective 12/31/2019.

Request:

Staff is requesting action on this item.

Action Required:

Consider Resolution 2020-XXX Authorizing the closing of Utility Franchise Fund 225

Attachments:

Res 2020-XXX Authorizing the closing of Utility Franchise Fund 225

RESOLUTION 2020-XXX

AUTHORIZING THE CLOSING OF UTILITY FRANCHISE FUND 225

WHEREAS, the City Council of Isanti finds that it is important to review financing to eliminate deficits in certain funds and close funds with no recent activity or for projects that are materially complete; and

WHEREAS, the City Council of Isanti finds that it is in the best interest of the community to close Utility Franchise Fund 225 to Pavement Management Projects Fund 440.

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

Close Fund 225 – Utility Franchise to Fund 440 – Pavement Management Projects, effective December 31st 2019.

Adopted by the Isanti City Council this 18th day of February 2020.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Assistant City Administrator/City Clerk

A Community For Generations.



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: February 18, 2020
Subject: Resolution Amending the Adopt A Park Program Policy

Background:

The City of Isanti created an Adopt-A-Park Program on June 4th, 2013. The PRC Board reviewed the Adopt A Park Program Policy and Forms at the January 28, 2020 meeting and is recommending the amended policy of requiring a 1 year commitment instead of the previous 2 year commitment for council approval.

Request:

Staff is requesting council approve the amended Adopt A Park Program Policy and Forms

Attachments:

- Resolution 2020-XXX
- Adopt A Park Program Policy and Forms

RESOLUTION 2020-XXX

AMENDING THE ADOPT-A-PARK PROGRAM POLICY

WHEREAS, the City of Isanti approved the Adopt A Park program on June 4th, 2013; and,

WHEREAS, the Parks, Recreation, and Culture Board reviewed the amended Adopt-A-Park Program at their regularly scheduled meeting on January 28th, 2020; and,

WHEREAS, the Parks, Recreation and Culture Board recommends the volunteer commitment requirement to go from a 2 year to a 1 year commitment;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the amended Adopt-A-Park Program.

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
Human Resources/City Clerk



Adopt-A-Park Program

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

Time Commitment

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

Program Guidelines

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

Parks Available for Adoption

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

Possible Tasks Associated with Adopt-A-Park Program

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

Safety Tips

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

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

Group Supervisor Responsibilities

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



Adopt-A-Park Registration Form

Name of Group or Individual: _____

Address: _____

Phone Number: _____ Email: _____

Primary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Secondary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Adoption Information

Name of Preferred Park: _____

Second Park Option: _____

Can you commit to a one-year term, YES -- NO

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

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

Group Participants

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

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us



Adopt-A-Park Agreement Form

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

Recital

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

Agreement

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

or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.

7. Either party may terminate this Agreement at any time upon written notice to the other party.

Group Supervisor

Date

Parks, Recreation & Culture Manager

Date

DRAFT

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us



Adopt-A-Park Liability Waiver Form

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

Participant's Name

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

Name of Park where Participant will perform services

Group Name

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

I confirm that I am 18 years or older.

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

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

Signature of Participant

Date

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us



Adopt-A-Park Parental Release Form

Name of Participant: _____

Date of Birth: _____

Address: _____

Name of Group: _____

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

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

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

Signature of parent/guardian

Date

Contact information for parent/guardian

Address _____

Phone _____

E-mail _____



Isanti Police Department Monthly Report

January 2020

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	8	8
Assault	1	1
Vandalism/Damage to Property	5	5
Narcotics	0	0
Burglary	0	0
Domestics	8	8
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	6	6
Medical	25	25
Permit to Purchase	7	7
Security Check / Extra Patrol	214	214

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	6	6
DUI	2	2
Accidents	6	6
Hit & Run	1	1
Warrant P/U	3	3
Speed	11	11
DAR/DAS	4	4
Administrative Citations (Including Speed)	12	12

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	86,764	566	566
Ford Explorer 224	74,741	1,449	86,198
Ford F150 225	29,284	1,484	73,292
Chevy Impala 223	95,460	421	27,800
Dodge Durango 226	9,996	801	95,039
Dodge Durango 227	9,342	2,176	801
			9,195
			7,166

CEZT REPORT

CATEGORY	CURRENT	LAST MO	2 MOS	3 MOS	4 MOS	5 MOS	6 MOS
TOTAL CASES YTD	0	350	345	337	329	324	312
TOTAL OPEN CASES	0	5	4	6	15	12	14
VIOLATIONS CLOSED THIS PERIOD	5	4	26	20	5	101	7
NEW ISSUES THIS PERIOD	0	5	8	8	5	10	99
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	0	3	5	5	2	2	2
CSN-Snow Removal	0	1	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	1	4	30
NIU--Junk/Brush	0	1	3	2	2	1	65
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	0	1	0	0	0
SGN-Signs	0	0	0	0	0	3	2
UNP-Unpermitted work	0	0	0	0	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	0	5	8	8	5	13	100
Administrative Citations Issued/period	2	0	0	0	1	0	1
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	1
Admin Hearings Requested	0	0	0	0	0	0	1
Admin Hearings Held w/ positive judgement	0	0	0	0	0	0	0
Criminal trials w/ positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	14	14	15	16	20	15	18

CITY OF ISANTI MONTHLY REPORT

January 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ROOF / SIDING	1	1	\$0.00	\$0.00	\$1.00	\$1.00	\$80.00	\$80.00		
DECK	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
LL FINISH	5	5	\$84,970.00	\$84,970.00	\$45.49	\$45.49	\$2,649.25	\$2,649.25		
REMODEL / ADDITION	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
GARAGE / SHED	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MISCELLANEOUS	8	9	\$0.00	\$0.00	\$8.00	\$9.00	\$960.00	\$1,110.00		
SINGLE DWELLINGS	2	2	\$399,205.68	\$399,205.68	\$187.42	\$187.42	\$4,750.00	\$4,750.00		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	12	12	\$0.00	\$0.00	\$12.00	\$12.00	\$900.00	\$900.00		
PLUMBING	10	10	\$0.00	\$0.00	\$10.00	\$10.00	\$660.00	\$660.00		
RESIDENTIAL TOTAL	38	39	\$484,175.68	\$484,175.68	\$263.91	\$264.91	\$9,999.25	\$10,149.25		
COMMERCIAL										
NEW BUILDINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
REMODEL / ADDITION	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
PLUMBING	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ROOF / SIDING	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MISCELLANEOUS	1	3	\$3,000.00	\$3,000.00	\$1.50	\$3.50	\$153.45	\$265.70		
COMMERCIAL TOTAL	1	3	\$3,000.00	\$3,000.00	\$1.50	\$3.50	\$153.45	\$265.70		
RESIDENTIAL/COMMERCIAL TOTAL	39	42	\$487,175.68	\$487,175.68	\$265.41	\$268.41	\$10,152.70	\$10,414.95	\$11,965.00	\$11,965.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 1/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	18	1	0	0	\$283,705.00	\$5,209.22	\$7,983.00
2016	24	0	0	0	\$80,003.00	\$3,660.48	\$0.00
2017	38	4	0	0	\$716,154.00	\$13,362.40	\$32,888.00
2018	33	3	0	0	\$510,011.00	\$10,341.45	\$13,944.00
2019	37	0	0	0	\$146,958.00	\$6,749.70	\$0.00
2020	42	2	0	0	\$487,175.68	\$10,414.95	\$11,965.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	\$487,175.68	\$10,152.70
February	3	\$0.00	\$262.25
March	0	\$0.00	\$0.00
April	0	\$0.00	\$0.00
May	0	\$0.00	\$0.00
June	0	\$0.00	\$0.00
July	0	\$0.00	\$0.00
August	0	\$0.00	\$0.00
September	0	\$0.00	\$0.00
October	0	\$0.00	\$0.00
November	0	\$0.00	\$0.00
December	0	\$0.00	\$0.00
Totals	42	\$487,175.68	\$10,414.95



Real People. Real Solutions.

M.4.

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

Ph: [763] 433-2851
Fax: [763] 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 12, 2020
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W. Cook, P.E.
City Engineer
Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

A preconstruction meeting will be held in March, for spring construction.

2) 6th Avenue Rehabilitation

We will complete the plans and specifications this month.

3) 2020 Pavement Management Project

We will bring the plans and specifications to Council for approval this month.

4) 2020 Storm System Management Project

We will bring the plans and specifications to Council for approval this month.

5) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

6) MS4 Implementation

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

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

Please contact me if you have any questions.