

**AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, MARCH 17, 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. March 4, 2020- Regular Meeting of the City Council
- 2. February 4, 2020- Regular Economic Development Authority Meeting
- 3. February 18, 2020 Special Economic Development Authority Meeting

**H. Announcements**

- 1. Park, Recreation, & Culture Board Meeting      Tuesday, March 24, 2020 at 6:00 p.m.
- 2. City Council Meeting      Tuesday, April 7, 2020 at 7:00 p.m.
- 3. EDA Meeting      Tuesday, April 7, 2020  
(Following the City Council Meeting)

**I. Council Committee Reports**

**J. Public Hearings**

**K. Business Items**

- 1. New Emergency Notification System for Isanti County (*Ross Benzen*)-update only
- 2. Interview Applicant for Vacant Economic Development Authority Board Seat (*Luke Merrill*)
- 3. Resolution 2020-XXX Consider the 3.2 Off-Sale Liquor License Application for Coborns, Inc

**City Administrator Josi Wood**

- 4. Resolution 2020-XXX Approving a Special Event Application for BMX 2020 Race for Life and DK Gold Cup Qualifier Event (*Larry Merchlewitz*)
- 5. Resolution 2020-XXX Approving a Special Event Request for the 2020 Downtown Street Dances

**City Engineer Jason Cook**

- 6. Resolution 2020-XXX Establishing No Parking on Particular Municipal State Aid Routes within the City of Isanti
- 7. Resolution 2020-XXX Approving Plans and Ordering Ad for Bids for 6<sup>th</sup> Avenue SW Rehabilitation Project
- 8. Resolution 2020-XXX Awarding the Bid for the 2020 Storm System Maintenance Project
- 9. Resolution 2020-XXX Awarding the Bid for the 2020 Pavement Management Project

**L. Approve Consent Agenda**

- 1. Consider Accounts Payable in the Amount of \$387,095.66 Payroll in the Amount of \$107,732.94
- 2. Resolution 2020-XXX Approving a Check to be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
- 3. Ordinance-XXX Approving Adult Use Zoning Code Amendment
- 4. Resolution 2020-XXX Approving Goals for Year 2020

5. Resolution 2020-XXX Approving the Sale of Surplus/Abandoned Property Held by the Police Department to an Authorized Retailer
6. Resolution 2020-XXX Emergency Personnel Planning Policy
7. Resolution 2020-XXX Approving Staff to Apply for MN DNR Grant

**M. Other Communications**

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

**Adjournment**

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL MEETING  
WEDNESDAY, MARCH 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 and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, City Engineer Jason Cook and Public Services Director Matt Sylvester

**D. Public Comment**

None

**E. Adopt Agenda**

Addendum:

**Add K.6 Resolution 2020-051 Approving Operation of the Compost Site  
Move Item L.11 to K.7 Resolution 2020-052 Accepting Proposal for Municipal Liquor  
Store Market Analysis**

Motion by Bergley, second by Lundeen to approve modifications as listed above. Motion passed 4-0. Motion carried.

**F. Proclamations/Commendations/Certificate Awards**

None

**G. Approve City Council Minutes**

1. February 18, 2020- Regular Meeting of the City Council
2. February 18, 2020- Committee of the Whole Meeting
3. January 21, 2020- Planning Commission Meeting

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

**H. Announcements**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 1. Committee of the Whole      | Tuesday, March 17, 2020 at 5:00 p.m. |
| 2. City Council Meeting        | Tuesday, March 17, 2020 at 7:00 p.m. |
| 3. Planning Commission Meeting | Tuesday, March 17, 2020              |
- (Immediately following the City Council Meeting)*

**I. Council Committee Reports**

None

**J. Public Hearings**

1. Consideration of Development and Business Subsidy Agreement for BP Metals

Mayor Johnson shared that he toured BP Metals with City Administrator Josi Wood and Community Development Director Sheila Sellman. Johnson continued to share that it is a remarkable company with remarkable owners.

Mayor Johnson opened the Public Hearing at 7:03 p.m.

With no comments from the public, Mayor Johnson closed the Public Hearing at 7:03 p.m.

Motion by Bergley, second by Gordon to approve the request as presented. Motion passed 4-0. Motion carried.

**2. 6<sup>th</sup> Avenue Rehabilitation - Improvement Hearing & Project Authorization**

**a. Resolution 2020-042 Authorizing Improvement on the 6<sup>th</sup> Avenue Rehabilitation Project**

Mayor Johnson shared that an open house was held last Tuesday for this project.

City Engineer Jason Cook shared that 9 people attended the open house. Cook presented a slideshow relating to the project with proposed improvements such as reclaiming existing street section, patch concrete curb where needed, 5-foot concrete sidewalk along west side of 6<sup>th</sup> Avenue, replacing 6-inch watermain with 8-inch watermain and protect existing storm and sanitary sewer.

Mayor Johnson asked how thick the pavement currently is.

Cook stated it was found to be between two and a half and four and a half inches.

Johnson asked what thickness is standard.

Cook stated three and a half is standard and it was found that there was a little bit to be thicker than originally thought. Cook further shared that the street was constructed over three different phases and one of the phases went in a little thicker than the ones but in the end, they are all in a failed condition.

Councilmember Lundeen asked what the pros and cons are for going with asphalt over concrete for the surface sidewalk.

Cook shared that for life expectancy asphalt gets surface wear where it will fail sooner than concrete. Cook continued to share that City standard is a 5-foot walk with a 6-foot boulevard which is what is being recommended.

Cook shared that part of the project replacement of signs to meet reflective standards.

Cook shared that the projects estimated costs are as follows: street improvements \$297,300, Watermain Improvements \$67,800, Concrete Sidewalk Improvements \$212,300 with a total projected cost of \$577,400.

Cook shared that proposed project schedule with open house held on February 25, 2020, Public Hearing & Authorize project March 4, 2020, approve plans and specs and advertise for bids March 17, 2020, Award bid April 2020, Estimated Construction Period June-November 2020 and Final Assessment Hearing November 2020.

Councilmember Bergley asked if it was received well.

Cook stated at the open house it was received well and that majority of the questions were based on assessment amount. The letter that was received had the range of assessments without giving individual numbers because it was not locked into that detail yet. Once explaining that it is only assessing street costs that trying to stay consistently fair with all projects before and after.

Johnson shared that everyone was in agreeance that the street needed to be repaired and questions of what the cost was going to be, if a person had a corner lot if they were going to have to pay twice and how fees will be paid.

Lundeen asked if there was any state aid funding for this project.

Cook stated that yes, the entire project is state aid eligible excluding the watermain. Cook continued to share that other portions of the cost are anticipated to be covered by using state aid funds.

Lundeen asked if the state aid funding figured into the \$297,300 for watermain and \$212,300 for concrete sidewalk improvement.

Mayor Johnson stated that the \$297,300 and \$212,300 is without state aid funding so it could potentially be less.

Councilmember Gordon asked that the only cost to the City is \$67,800.

Cook stated yes because the \$297,300 and \$212,300 is covered by state aid funding.

Gordon asked that it is still being assessed even though the City does not have that cost because of the state aid funding.

Cook shared to be fair, all residents are to be assessed at the same portion of their street no matter where they are if they are on a state aid route or not. Ensuring consistency with the assessment procedure.

Councilmember Bergley asked what the options would be for a resident to pay.

Johnson stated that there is an option to pay it all upfront or the second option would be a ten-year payment plan.

Finance Director Mike Betker stated that a resident can pay very early in the process this year and have no interest cost or make annual payments on the ten-year period and a third option would be is to repay somewhere in the ten-year period. Betker continued to share that a resident can repay at any point during the ten years however, any time after November 15<sup>th</sup> the next years interest is accrued in its entirety on the 15<sup>th</sup>.

Johnson asked what would happen if someone wanted to redo their driveway when the street is being redone.

Cook shared that for the project the City is restricted to the right of way that the work is being done in and those costs are usually included in the street costs and distributed to everyone uniformly but from the right of way to the apron of the home the resident would need to contact the contractor in order to receive a price. Cook further shared that it would be a private deal between the homeowner and the contractor.

Johnson asked what the City Code is for the width of a driveway.

Community Development Director stated that according to the City of Isanti's Zoning Ordinance it is 30 feet.

Mayor Johnson opened the Public Hearing at 7:25 p.m.

Blake Pendzimas, 28117 Polk Street, asked if a portion of people's driveways would be tarred?

Cook stated that City wide the average right of way is 60 feet wide so it would be 33 feet from center of the road. Cook continued to share in a project that is being run by the City if a driveway is impacted, the City will replace how much is impacted up to the right of way.

Ryan Ingberg, 600 Cedar Street, shared that he is one that is worried about money and that his driveway does not fall on 6<sup>th</sup> Avenue but still has to pay the cost while his neighbor uses this road on a daily basis and multiple times gets away without paying. Ingberg asked what happens years from now when Cedar Street gets done and his neighbor has to pay and Inberg has to pay again.

Cook referenced the assessment policy for corner lots.

Johnson stated that those residents on a corner lot had been taken into consideration and those with corner lots would be discounted.

Kristen Lorsung, 311 6<sup>th</sup> Avenue SW, asked if the sidewalk will tear up her grass.

Cook stated that the plan is to resod from the back of the curb to the sidewalk and from the back of the sidewalk to whatever it takes to tie back into the existing grass.

Lorsung stated that she will be losing a tree and asked if that will be replaced.

Johnson asked how many trees will be taken out because of this project.

Cook stated that he did not have the number in front of him but he believed it was less than a dozen.

Johnson stated that he would work on possibly getting the tree replaced.

Lorsung stated that she was told that she could go 32 feet on her driveway and now she is hearing 30 feet. Lorsung asked if there is going to be enough room when she goes 30 feet.

Community Development Director Sheila Sellman stated it is 30 feet in the right of way.

City Administrator Josi Wood stated so everyone is on the same page, the best would be to have Kristen Lorsung and Community Development Director Sheila Sellman meet. Wood continued to share that Sellman is the one who does the permits and that way there would not be any sort of discrepancies of what Lorsung has imaged.

Mayor Johnson closed the Public Hearing at 7:53 p.m.

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

## **K. Business Items**

### **City Administrator Josi Wood**

1. **Ordinance-725** Amending Ordinance No. 720, Adopted on January 21, 2020, and Titled Peddlers, Solicitors, and Transient Merchants

City Administrator Josi Wood shared that as discussed at the February 18<sup>th</sup> City Council meeting it was to add in an exception excluding tax exempt, non-profit organizations from needing to obtain a permit for transient merchant, peddler or solicitor. Wood further shared that it has been memorialized within the document and ready for approval.

Motion by Bergley, second by Lundeen to approve Ordinance as presented. Motion passed 4-0. Motion carried.

2. **Resolution 2020-043** Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti

Motion by Lundeen, second by Bergley. Motion passed 4-0. Motion carried.

3. Liquor License and Pawnshop Renewals

- a. **Resolution 2020-044** Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
- b. **Resolution 2020-045** Approving a Liquor License Renewal for Rum River VFW 2735
- c. **Resolution 2020-046** Approving a Liquor License Renewal for Wintergreen's Golf and Grill
- d. **Resolution 2020-047** Approving a Liquor License Renewal for Thunder Brothers Brewery, Inc.
- e. **Resolution 2020-048** Approving a Pawnshop License Renewal for Northern Pawn, Inc.

Councilor Lundeen asked Chief of Police Travis Muyres if there are any issues with any of the renewals.

Chief of Police Travis Muyres stated that part of the renewal was to review prior year and call volumes and there was nothing that was outlined or concerning from previous years.

Mayor Johnson stated that there was a representative from each of the above businesses.

Motion by Lundeen, second by Bergley to approve resolutions 3.a, 3.b, 3.c, 3.d and 3.e as presented. Motion passed 4-0. Motion carried.

4. **Resolution 2020-049** Granting an Extension to the Recording of Final Plat Legacy Pines 2<sup>nd</sup> Addition

Community Development Director Sheila Sellman shared that in the City's ordinance when receiving a final plat approval, the document needs to be recorded within 90 days of approval. Sellman continued to share that Legacy Pines 2<sup>nd</sup> Addition has asked for an extension because the 90 days would be up on Friday March 6<sup>th</sup>, 2020. Sellman continued to share that it is being asked for a 60-day extension.

### **Public Services Director Matt Sylvester**

**5. Resolution 2020-050** Amending the Lease Agreement with Rum River BMX Special Event Paid Parking Agreement

Public Services Director Matt Sylvester shared that the loan request from Rum River BMX to secure their events. Sylvester continued to share that after research and communication with the City Attorney the City Attorney informed city staff that the City has no legal basis to grant them the loan. Rum River BMX and the City of Isanti have come to an agreement for a 50/50 split and parking revenue fees. Sylvester stated that staff is recommending 50/50 split on Tier 2 and Tier 1 events to be 50/50 split but after Rum River BMX secures \$8,000.

Motion by Bergley, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

**6. Resolution 2020-051** Approving Operation of the Compost Site

Public Services Director Matt Sylvester shared that this went to City Council to have the Compost Site open Sundays throughout the season and then open on Saturdays for the first three Saturdays and the last three Saturdays. Sylvester continued to share that this is to switch to have the compost site open throughout the Summer on Saturdays and be open the first three Sundays and the last three Sundays of the season.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

**7. Resolution 2020-052** Accepting Proposal for Municipal Liquor Store Market Analysis

Councilmember Jimmy Gordon stated that he does not want to spend the \$7,000 that the market analysis will take when the money should not be used to build a Liquor Store until the City is debt free from all the debt it has already.

Mayor Johnson stated that it went from being \$30,000 to \$7,000 which is a huge drop. Johnson further stated that this is going to show if the Liquor Store should be rebuilt, expand or remodel.

Gordon stated when the City has the money, a market analysis should be done but not when the City does not have the cash to build or add onto the Liquor Store.

Finance Director Mike Betker shared that there are two types of debt that a City carries. One is general obligation debt which is paid for through a tax levy so there is a direct line between any resident's tax bill and that debt being paid. Betker continued to share that the other kind of debt is revenue debt and this debt in large part is going to be issued by an enterprise fund (water, sewer and Liquor Store) and is paid through the revenues of that entity not through tax levy. Betker further stated that being informed of whether the Liquor Store should add on, remodel or build is going to affect what happens with the Fire Hall, Public Works and Police Department and he would rather spend the \$7,000 and have a better-informed decision for all the projects and an investment worthwhile.

Councilmember Steve Lundeen stated that he thinks it's a good idea and if anything, it will put the issue to bed on expanding or building new.

Councilmember Paul Bergley stated that he was on Liquor Committee before it went to Committee of the Whole and he has seen the numbers and John has taken that Liquor Store to the



maximum; It has to end somewhere because it does pump so much money into the City and to maximize that this study will show that.

Betker stated the last analysis was done in 2006. Dakota Worldwide did the last market analysis which is why the City is able to get the great price of \$7,000 because they are only updating. The market study that Dakota Worldwide did in 2006 projected the Liquor Store sales would have grown 150% in three years.

Motion by Lundeen, Second by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting Nay. Motion carried.

#### **L. Approve Consent Agenda**

1. Consider Accounts Payable in the Amount of \$150,035.02 Payroll in the Amount of \$102,446.37
2. **Resolution 2020-053** Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. **Resolution 2020-054** Approving Amendment to the 2020 Budget
4. **Resolution 2020-055** Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer
5. **Resolution 2020-056** Offering the Position of Part-Time Liquor Store Clerk to Scott Norsworthy
6. **Resolution 2020-057** Offering the Position of Part-Time Liquor Store Clerk to Sheila Johnsrud
7. **Resolution 2020-058** Offering the Position of Full-Time Public Works Maintenance Technician II to Nathan Hanson
8. Approving Request for Proposal for Rug and Uniform Services
9. Approving Request for Proposal for Portable Toilet Services
10. **Resolution 2020-059** Approving ASCAP Music License Annual Fee
- ~~11. Resolution 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis~~
11. **Resolution 2020-060** Revoking Municipal State Aid Streets
12. **Resolution 2020-061** Establishing Municipal State Aid Streets
13. **Resolution 2020-062** Accepting Resignation of the Position of Planner

Motion by Lundeen, second by Bergley to approve the Consent Agenda as presented. Motion passed 4-0. Motion carried.

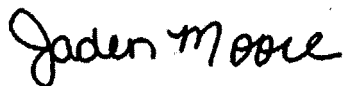
#### **M. Other Communications**

1. Draft Minutes from the February 25, 2020 Parks, Recreation and Culture Board Meeting

#### **Adjournment**

Motion to adjourn by Bergley, second by Lundeen. Motion passed 4-0. Motion carried. The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,



Jaden Moore  
Deputy City Clerk/ Human Resources

Economic Development Authority  
Meeting Minutes  
February 4, 2020

1. **Call to Order:** EDA President Johnson called the meeting to order at 8:11pm
  - a. **Pledge of Allegiance**
  - b. **Roll Call:** Members Present – Johnson, Bergley, Gordon, Lundeen, Collison and Reller. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
  - c. **Agenda Modifications:** Call for a Public Hearing on February 18, 2020 for the sale of EDA Land.
2. **Approval of the Agenda:** Motion by Lundeen to approve the agenda with modification and calling the public hearing for February 18, 2020, second by Collison. Motion passed 6-0.
3. **Approve Minutes:** Motion by Collison to approve January 7, 2020 Regular Economic Development Authority Meeting minutes, second by Lundeen. Motion passed 6-0.
4. **Business Items**
  - a. **Marketing/Work Plan Update.** Sellman reviewed some of the updates to the plan and asked the board about memberships. The EDA agreed to keep the GPS:45:93 membership and have Sellman attend CVN events. The Inventors and Entrepreneurs Club is fairly new and meets the 4<sup>th</sup> Tuesday of the month in the evening. EDA Member Bergley will try to attend these meetings. The EDA would like to partner with the City for a housing study update. Discussion on Facebook. The EDA decided to post ribbon cuttings on the city's webpage but not to advertise and to share the Chambers postings to the City's page. The EDA discussed a focus on business recruitment specifically restaurants. The EDA decided to remove Clinic/medical campus from the work plan since we have Alina clinic now. Johnson brought up the property behind Minnoco gas station, that is prime real estate but has access issues, the EDA should look into purchasing. The EDA had mixed thoughts on owning that large tract of land. Johnson explained it would be a lot easier to recruit businesses if the site was development ready. Sellman will look into shovel ready program for that lot, if the city needs to own can they partner with the current owner, should they EDA buy it etc. Sellman will update the plan per the EDA's direction and will bring the final version for adoption to the March meeting.
5. **Other Business / Updates / Communications:** Sellman reviewed the tours/visits her and the mayor have conducted. Sellman updated the EDA on the recent new businesses in town, ribbon cuttings and hand written "Welcome Cards."  
Lundeen announced that EDA member Reller submitted her letter of resignation and he thanked her for her service.
6. **Adjournment:** Motion by Bergley, second by Lundeen, adjourned at 8:40pm.

Respectfully Submitted – Sheila Sellman Community Development Director/EDA Secretary



Economic Development Authority  
Meeting Minutes  
February 18, 2020

1. **Call to Order:** Chair Johnson called the meeting to order at 7:58pm.
  - a. **Pledge of Allegiance**
  - b. **Roll Call:** Members Present – Johnson, Lundeen, Bergley, Gordon, and Collison. Staff present- Sheila Sellman Community Development Director
  - c. **Agenda Modifications:** None
2. **Approval of the Agenda:** Motion by Lundeen, second by Bergley motion passed 5-0
3. **Public Hearing**
  - a. Sale of EDA owned land located at 825 Dual Street NE PID 16.137.0010 to BP Metals Inc. Sellman gave an overview of the land for sale which is part of the Shovel Ready program advertised for \$1. The purchase agreement has been presented to the buyer, BP Metals and they agreed to the terms. The public hearing was open, no one from the public was present. Blake Pendzimas, owner of BP Metals addressed the EDA and answered questions they had about the business. Motion by Lundeen to approve the purchase agreement, 2<sup>nd</sup> by Bergley, motion passed 5-0.
4. **Adjournment:** Motion by Lundeen, second by Bergley meeting adjourned at 8:10pm.

Respectfully Submitted  
Sheila Sellman Community Development Director/EDA Secretary

A handwritten signature in black ink, reading "Sheila Sellman" with a long horizontal flourish extending to the right.



## Request for City Council Action- MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Katie Brooks, Human Resources/ City Clerk  
**Date:** March 17, 2020  
**Subject:** Resolution to Interview Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat

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### **Background:**

- Currently, there is one seat vacancy 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 Luke Merrill. The applicant lives within the City limits.

### **Attachment:**

- Amending Resolution 2020-030

### **Action:**

- City Council has the authority to interview and appoint applicant Luke Merrill to Economic Development Authority Board Seat.

**RESOLUTION 2020-XXX**  
*Amending Resolution 2020-030*

**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. 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>
<b>Open Seat</b>	<i>(term expiration 12-31-2022)</i>
James Gordon	<b>Council Representative</b> <i>(term expiration 12-31-2020)</i>
<b>Open Seat</b>	<b>Student Representative</b> <i>(term expiration 12-31-2020)</i>

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

Mayor and City Council:

Jeffrey Johnson	<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>

5. 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:

Justin Nielsen	<i>(Appointed 2-18-2020 term expiration 12-31-2024)</i>
<b>Open Seat</b>	<i>(term expiration 12-31-2020)</i>

This Resolution is hereby approved by the Isanti City Council this 17<sup>th</sup> day of March 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk

A Community For Generations.



## 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: Luke Merrill

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:

- Honors Bachelors in Economics (University Minnesota)
- Honors Bachelors in Psychology (University Minnesota)
- 5 years Business ownership/management

Why you are interested on being on the Board?

I've always been interested in Economics. It plays a strong role in almost every facet of our lives. It's important that critical thinkers fill the board and are willing to keep an eye out for the city & its growth.

What is your vision of Isanti?

Small town w/modern amenities

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

- 4 years on County Park Board (Economic decisions made)
- President of Economics Club at U of M
- Omicron Delta Epsilon member at U of M  
(International Economics honor society)





## Request for City Council Action- MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Katie Brooks, Human Resources/ City Clerk  
**Date:** March 17, 2020  
**Subject:** Consider the 3.2 Beer (Malt) Off-Sale Liquor License Application for Coborns, Inc.

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**Background:**

Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License.

All Liquor License and applications are reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

Staff has received the completed application and the applicant has met the requirements outlined in City Code Chapter 76.

**Action:**

Staff is requesting City Council action on this item.

**Attachment:**

- Resolution 2020-XXX Approving the 3.2 Off-Sale Liquor License Application for Coborns, Inc.

**RESOLUTION 2020-XXX**

**APPROVING THE 3.2 OFF-SALE LIQUOR LICENSE APPLICATION FOR COBORNS,  
INC.**

**WHEREAS**, Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License;  
and,

**WHEREAS**, the applicant has completed the application for the City of Isanti and for the  
State of Minnesota and submitted proof of liquor liability and workers' compensation insurance;  
and,

**WHEREAS**, the Police Department has reviewed the application and made a  
recommendation for approval of the application;

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

1. Coborns, Inc. 3.2 Off-Sale Liquor License is hereby approved.
2. The effective date of the 3.2 Off-Sale Liquor License shall be April 1, 2020 through  
March 31, 2021
3. Staff shall forward all necessary information to the State of Minnesota to complete the  
liquor license process.

This Resolution is hereby approved by the Isanti City Council this 17<sup>th</sup> day of March 2020.

Attest:

---

Mayor Jeff Johnson

---

Katie Brooks  
Human Resources/City Clerk



## Memo for Council Action

**To:** Mayor Johnson and Members of the City Council  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** March 17, 2020  
**Subject:** Resolution Approving a Special Event Application for BMX 2020 Race for Life and DK Gold Cup Qualifier

---

### **Background**

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The Race for Life and DK Gold Cup Qualifier weekend is scheduled for April 4-5, 2020. Hours of the event are 10:00 am to 6:00 pm on Saturday, April 4 and 7:00 am to 5:00 pm Sunday, April 5. Rum River BMX estimates the number of individuals in attendance is 800 per day. Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas. Team canopies may be put up on the grass outside the arena, all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines. The Association is planning for parking to take place at the Indoor Arena and within the Bluebird Park lots – no parking will be allowed on the grass for this event. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

### **Attachments**

- Resolution 2020-XXX
- Special Event Application
  - Application Form
  - Site Map
  - Release and Indemnification Agreement

**RESOLUTION 2020-XXX**

**APPROVING A SPECIAL EVENT APPLICATION FOR  
BMX 2020 RACE FOR LIFE AND DK GOLD CUP QUALIFIER EVENT**

**WHEREAS**, the Rum River BMX Association submitted a Special Event application requesting approval to host the Race for Life and DK Gold Cup Qualifier; and,

**WHEREAS**, the event is scheduled to take place on Saturday, April 4th from 10:00 a.m. to 6:00 p.m. and Sunday, April 5 from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

**WHEREAS**, the estimated number of people to be in attendance is 800 per day; and,

**WHEREAS**, the applicant will provide the required number of additional restroom facilities for the event; and,

**WHEREAS**, the canopy users must use weights and not stakes in the ground to secure canopies; and,

**WHEREAS**, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots, and no parking will be allowed on the grass.

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to approve the special event request for the April 4-5, 2020 Race for Life and DK Gold Cup Qualifier event;

**AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

**Attest:**

\_\_\_\_\_  
Jeff Johnson  
Mayor

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk

## SPECIAL EVENT PERMIT APPLICATION

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Submittal Date: 2/14/2020

### APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: [REDACTED]

City: Isanti State: MN Zip: 55040

Phone: [REDACTED] Fax: [REDACTED] Cell: [REDACTED]

E-mail: [REDACTED]

Secondary Contact Person: Sean Wilson

Address: [REDACTED]

City: Isanti State: MN Zip: 55040

Phone: [REDACTED] Cell: [REDACTED] E-mail: [REDACTED]

---

### EVENT INFORMATION

Event Name: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 4th and 5th

Hours of Event: Saturday 10:00am-6:00pm & Sunday 7:00am-5:00pm

Type of Event: ☒ Open to the Public ☐ Private ☐ Other: \_\_\_\_\_

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Two day race. Race for life entry fees go to raise money for Leukemia and the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series.

Proposed Location of the Event (be specific, site map also required):

Isanti Indoor Arena. Grass area to the east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):

800 people per day

Parking Impact – Describe in detail:

Parking shall be contained to paved surface only. There will be no camping or parking on grass areas. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot.

Tents, equipment, amusement rides, etc.

Type: BMX teams will bring their own pop up tents.

Size: 12'x12' up to 24'x24'

Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:

No street closures are required.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, four portable bathrooms will be added around the outside of the building.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:

Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

Live entertainment – Describe in detail:  
This will be live BMX pedal bike racing.

---

Will any other public addressing system or sound amplification be used? If so, describe:  
Only sound audio system that will be used is the current indoor system.

---

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given Cancer Society.

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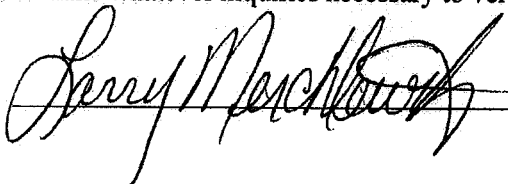
*Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.*

---

#### APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature:



**OFFICE USE ONLY**

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: per email

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: per email

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: Mac

Community Events & Parks Coordinator

☒ Approved ☐ Denied ☐ N/A Signature: Jon

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: SS

City Administrator

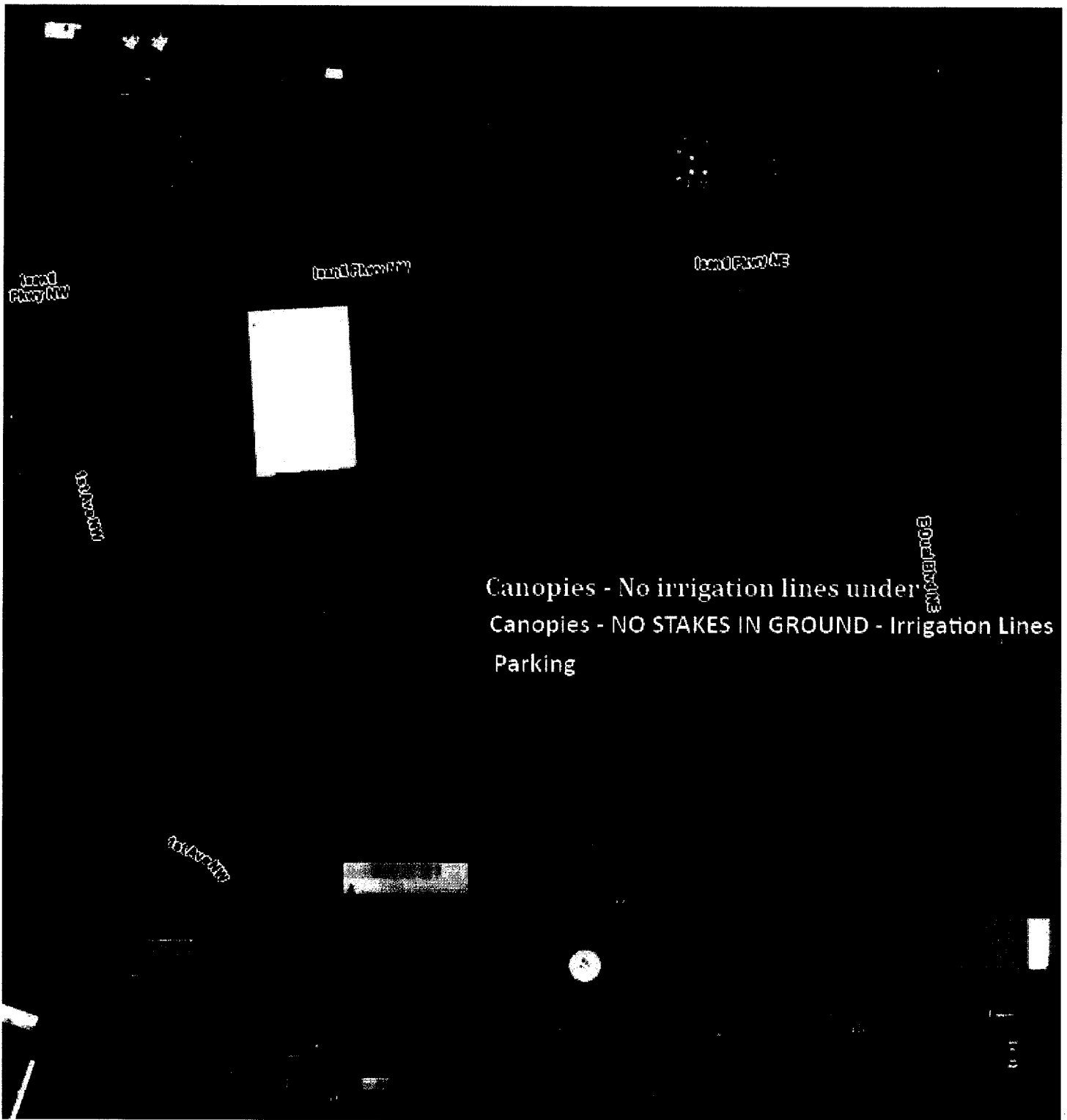
☒ Approved ☐ Denied ☐ N/A Signature: Jim Wood

City Council

☐ Approved ☐ Denied

Date of Review: \_\_\_\_\_





Canopies - No irrigation lines under  
Canopies - NO STAKES IN GROUND - Irrigation Lines  
Parking



0 263 Feet



**BOLTON  
& MENK**

Real People. Real Solutions.

**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 3/2/2020 3:48 PM



Map Name



**SPECIAL EVENT PERMIT  
APPLICATION**

City of Isanti  
110 First Avenue NW • PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512 • Fax: 763.444.5560  
www.cityofisanti.us

**Special Event Equipment  
Request Form**

Event Name: Race for Life and Gold Cup Qualifier

Date(s) of Event: April 4th and 5th 2020

Contact Person: Larry Merchlewitz ( [REDACTED] )

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: April 3rd 2020 11:00am



Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

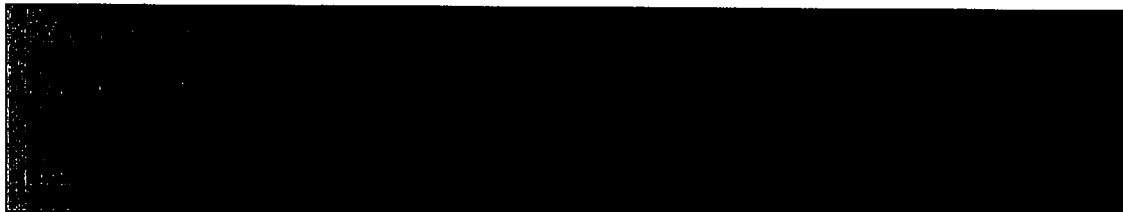
Picnic Tables: 0

Barricades: 3

Stage: 0

Road Closed Signs: 0

No Parking Signs: 25 small sign





**SPECIAL EVENT PERMIT  
APPLICATION**

City of Isanti  
110 First Avenue NW • PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512 • Fax: 763.444.5560  
www.cityofisanti.us

---

**-EVENT SPONSOR-  
RELEASE AND INDEMNIFICATION AGREEMENT**

City of Isanti

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL  
EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on property  
owned by the City of Isanti:

Bmx pedal bike Race for Life and Gold Cup Qualifier Located at the Isanti Indoor  
Arena on April 4th and 5th 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that the above described activities are or may be dangerous and do or  
may involve risks of injury, loss, or damage to us and/or third parties. We further  
acknowledge that such risks may include but not be limited to bodily injury,  
personal injury, sickness, disease, death, and property loss or damage, arising from  
the following circumstances, among others:  
BMX pedal bike racing.

(Special Events Holder Initials Here) Am

- B. If required by this paragraph, we agree to require each participant to our special  
event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for  
ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☒ NO ☐

(Special Events Holder Initials Here) Am

- C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here)

- D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here)

- E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here)

- F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here)

- G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here)

City of Isanti

110 1<sup>st</sup> Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

- H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) AM

- I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) AM

IN WITNESS THEREOF, THIS **RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special event holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:**

Rum River BMX Association

**PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 2/10/2020

City of Isanti

110 1<sup>st</sup> Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560



## Memo for Council Action

**To:** Mayor Johnson and Members of the City Council  
**From:** Jenny Garvey - Parks, Recreation, and Culture Manager  
**Date:** March 17, 2020  
**Subject:** Resolution 2020-XXX Approving a Special Event Request for the 2020 Downtown Street Dances

---

### **Background**

City staff has submitted a special event permit application to host three downtown street dances. The first street dance will be held Saturday, June 20 from 7:00 p.m. to 11:00 p.m. featuring *The Farmer's Daughters*. The second is on Saturday, July 18 from 7:00 p.m. to 11:00 p.m. featuring *Brother Ferris*. The third dance is on Saturday, August 8 from 7:00 p.m. to 11:00 p.m. featuring *The Brat Pack*.

The dances will be held at the intersection of 1<sup>st</sup> Avenue and Main Street. The estimated number of people to be in attendance is 500 - 1000 people per dance. A beer wagon, food vendors, and non-food vendors will be present at each dance. Alcohol sales will be monitored through the use of wristbands and law enforcement presence. The event will be free to the public. A 15' x 35' stage will be set-up in the right-of-way between Isanti Retail Meats and the Creamery. Parking for the event will be located at City Hall, the public lot behind Isanti Custom Meats/Isanti Post Office, and some street parking.

Given that the events are street dances, some roadways will be closed for the event. Main Street from the Railroad tracks to 2<sup>nd</sup> Ave NW as well as 1<sup>st</sup> Ave NW from City Hall to the alley behind Custom Meats and the Post office will be closed for the event. The city contracted portable restrooms company will provide restroom facilities for the event. Portables will be placed on 1<sup>st</sup> Ave south of Main Street and on the grass lot east of Retail Meats (pending approval from Retail Meats). Additional trash and recycling receptacles will be brought in for the events; City staff will clean up after the event. There will be a public addressing system and sound amplification provided outside by the band on stage. Both Public Works and the Police Department will be providing assistance with the event.

Should the weather not cooperate for any of the events, the event will be cancelled. Any cancellations will be posted to the City's website and the City of Isanti Facebook page as early as possible.

The attached site plan shows the location of components for the event on Main Street. Copies of letters that will be sent to surrounding property owners have also been attached for Council review. The complete application as well as departmental review are attached.

### **Staff Request**

City staff is requesting approval of the Street Dance Special Event Permit application and attachments.

### **Attachments**

- Resolution No. 2020-XXX
- Special Event Application – Downtown Street Dances
  - Application Form
  - Site Plan – Isanti Street Dance / Downtown
  - Draft Vendor Applications
  - Sample Letter to Business Owners
  - Sample Letter to Residents

**RESOLUTION 2020-XXX**

**APPROVING THE SPECIAL EVENT APPLICATION FOR THE 2020  
DOWNTOWN STREET DANCES**

**WHEREAS**, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1<sup>st</sup> Avenue and Main Street within downtown Isanti on Saturday, June 20, 2020 from 7:00 p.m. to 11:00 p.m., Saturday, July 18, 2020 from 7:00 p.m. to 11:00 p.m., and Saturday, August 8, 2020 from 7:00 p.m. to 11:00 p.m.; and,

**WHEREAS**, the events are free and open to the public; and,

**WHEREAS**, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

**WHEREAS**, City staff are requesting that the \$100.00 clean up deposit fee and the \$50.00 temporary sign permit fee be waived for this event;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota**, to hereby waive the \$100.00 clean up deposit and \$50.00 temporary sign permit fee and approve assistance and authority in the areas as provided below for the Street Dances to be held on Saturday, June 20, Saturday, July 18, and Saturday, August 8, 2020:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2<sup>nd</sup> Ave NW. Closure of 1<sup>st</sup> Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, public parking areas behind Isanti Custom Meats and the Post Office, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands.
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.

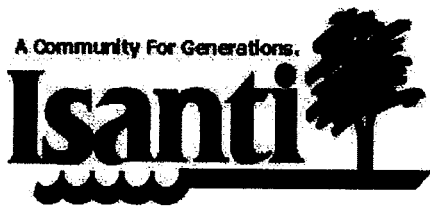
**AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** that this Resolution is hereby the 'Permit' for the above stated Special Events.

This Resolution hereby approved by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Mayor Jeff Johnson

Attest:

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk



**SPECIAL EVENT PERMIT  
APPLICATION**

City of Isanti  
110 First Avenue NW • PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512 • Fax: 763.444.5560  
www.cityofisanti.us

If you are planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses.

***Special Event Permit Guideline:*** Please see city code section 278 "Special Events" for more detailed information.

**Applications must be submitted at least 30 days prior to the event to be considered.**

**ITEMS TO ACCOMPANY THE APPLICATION**

*Required with all applications*

- ☒ Complete Application Form
- ☐ Cleanup Deposit Fee - \$100
- ☐ Proof of Insurance or Certificate of Insurance
- ☒ Site Map
- ☐ Approval Letter from the Property Owner
- ☒ Proof of written notification to property owners within 350 feet of the special event

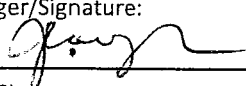

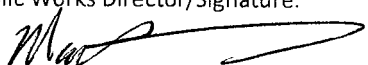

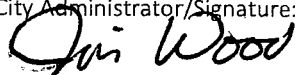
*Check all that apply:*

- ☒ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ \$50 fee
- ☒ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ \$25 fee for one-day applications
  - ☐ Vendor List
- ☒ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

*Supplemental information may be required by City staff.*

*Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.*



OFFICE USE ONLY: reviewed by: (Any concerns/comments please attached to the application.)			
PRC Manager/Signature: 	3/1/20 Approved	Denied	N/A
Fire Chief/Signature: AS	per email Approved	Denied	N/A
Police Chief/Signature: 	per email Approved	Denied	N/A
Public Works Director/Signature: 	✓ Approved	Denied	N/A
Comm Development Director/Signature: 	✓ Approved	Denied	N/A
City Administrator/Signature: 	✓ Approved	Denied	N/A
City Council: Date of Review	Approved	Denied	

## SPECIAL EVENT PERMIT APPLICATION

---

Submittal Date: 2.14.2020

### APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Jenny Garvey

Address: 110 1st Ave NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: - - - Cell: - - -

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: 110 1st Ave NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Cell: - - - E-mail: msylvester@cityofisanti.us

---

### EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: June 20, July 18, August 8, 2020

Hours of Event: 7:00-11pm actual event time; set up/tear down 1:00pm-12:00am

Type of Event: ☒ Open to the Public ☐ Private ☐ Other:                     

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Street Dances to be held on 1st Ave and Main St with food and non-food vendors and a beer wagon.  
Live music will be played from 7-11pm on an outdoor stage.

---

**Proposed Location of the Event** (be specific, site map also required):

Downtown Isanti: the stage will be located on 1st Ave & Main St between Isanti Retail Meats and Creamery Crossing. (Street closures as described below)

**Estimated Number of People in Attendance** (includes staff, participants, and spectators):

500-1000 per event

**Parking Impact** – Describe in detail:

Parking is available at City Hall and the public lot behind Isanti Custom Meats/Isanti Post office. Some street parking available.

**Tents, equipment, amusement rides, etc.**

**Type:** Stage and pop up tent

**Size:** Stage: 15'x30'; tent: 10'x10'

**Location:** Intersection of 1st Ave and Main St

**Are Fire Prevention or EMS needed?** Please specify and if being provided, please identify the name or entity providing these services:

NA

**Are you requesting any street closures?** If yes, list streets:

1st Ave from alley north of city hall to alley by Qwest building; Main St from public parking lot entrance just west of railroad tracks to 2nd Ave N. These sections of closure will begin between 1 and 2pm the day of the event for June 20 and July 18 and 8am for August 8 and will remain closed until midnight.

**Restrooms** (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

City contracted portable restrooms will be provided and staff will assess prior to each event.

**Security Plans** – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

Alcohol sales will be monitored with use of wristbands and law enforcement presence.

**Clean-up Plans** – Describe in detail:

Public works and city staff will clean up after each event - collect trash, move picnic tables out of the way, remove stage and re-open streets.

**Live entertainment** – Describe in detail:

Live bands will play each date between 7-11pm.

June 20 (The Farmer's Daughters); July 18 (Brother Ferris); August 8 (The Brat Pack)

Will any other **public addressing system or sound amplification** be used? If so, describe:

Yes, the bands will use sound amplification

**If the event will be held on public property, please provide the following information:** (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

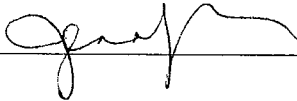
1) Free Event 2) No donations collected 3) Vendor fees and beer sales help with costs of Street Dance.


*Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.*

#### APPLICANT SIGNATURE

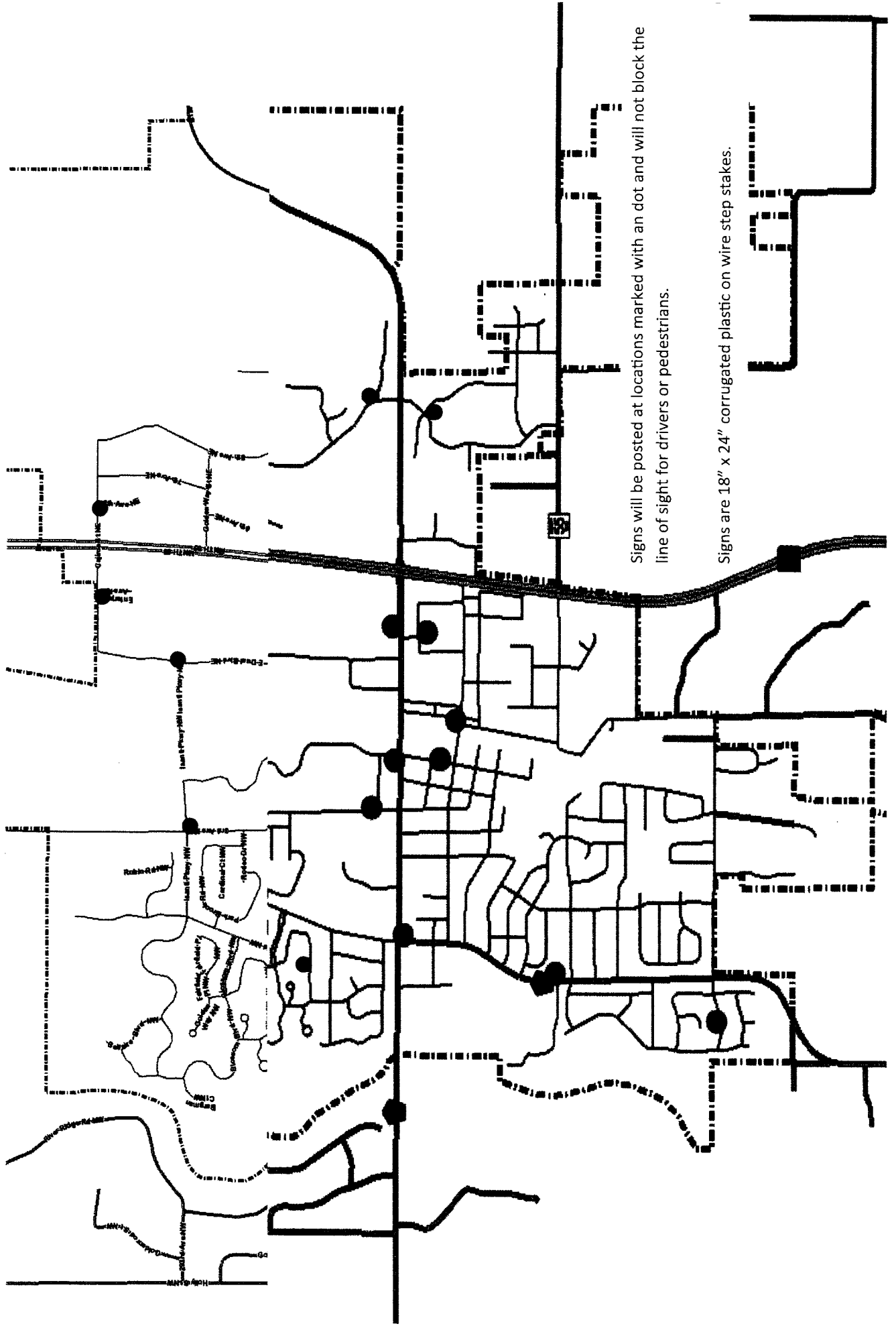
I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: \_\_\_\_\_



STAFF ONLY		<h2 style="margin:0;">SIGN PERMIT APPLICATION</h2>	<input type="checkbox"/> Site copy <input type="checkbox"/> City copy    Permit # _____	Rcvd Date: _____    Apvd Date: <u>3-4-2020</u> Fee Rcvd Date: _____    Prmt Close Date: _____																		
	<b>PROJECT ADDRESS:</b> _____																					
TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED	<b>GENERAL LOCATION OF SIGN ON THE PROPERTY:</b> <u>Signs throughout the city</u>																					
	<b>APPLICANT NAME:</b> <u>Jenny Garvey - City of Isanti</u>		Address: <u>110 1<sup>st</sup> Ave</u>																			
	City: <u>Isanti</u> State: <u>MN</u> Zip: <u>55040</u>		Email: <u>isanti.parks@cityofisanti.wi</u>																			
	Contact Name: <u>Jenny Garvey</u>		Phone: <u>763 444 5512</u>																			
	<b>FEE OWNER AND APPLICATION CONSENT:</b>		Address: _____																			
	City: _____    State: _____    Zip: _____		Email: _____																			
	Contact Name: _____		Phone: _____																			
	<b>OTHER CONTACTORS:</b>		Address: _____																			
	City: _____    State: _____    Zip: _____		Email: _____																			
	Contact Name: _____		Phone: _____																			
APPLICANTS PLEASE REVIEW	<b>SIGNATURE OF APPLICANT:</b> <u>[Signature]</u> DATE: <u>3/2/2020</u>																					
	<b>PRINTED NAME:</b> <u>Jenny Garvey</u>																					
	<b>SIGNATURE OF PROPERTY OWNER:</b> _____    DATE: _____																					
	<b>PRINTED NAME:</b> _____																					
	<b>APPLICATION FEES:</b> Non-refundable fees- 1) Permanent Sign: <b>\$75</b> 2) Temporary Sign: <b>\$50</b> <u>waived</u>																					
	Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.																					
	Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.																					
	<b>Acceptance of Application:</b> The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.																					
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">ITEM</th> <th style="width:50%;">DESCRIPTION</th> <th style="width:20%;">DATE RCVD</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Site Plan</td> <td>Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.</td> <td style="text-align: center;">(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Visuals/Detailed descriptions <u>18" x 24" corrugated signs</u></td> <td>Clear and legible drawings with description of the colors, construction materials, and sign dimensions</td> <td style="text-align: center;">(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Owner's Signature</td> <td>Written authorization from the property owner for the sign to be located on the property</td> <td style="text-align: center;">(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Supplemental permit application(s)</td> <td>When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.</td> <td style="text-align: center;">(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>Other Supplemental Information as requested by Staff</td> <td style="text-align: center;">(staff use)</td> </tr> </tbody> </table>				ITEM	DESCRIPTION	DATE RCVD	<input type="checkbox"/> Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	(staff use)	<input type="checkbox"/> Visuals/Detailed descriptions <u>18" x 24" corrugated signs</u>	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	(staff use)	<input type="checkbox"/> Owner's Signature	Written authorization from the property owner for the sign to be located on the property	(staff use)	<input type="checkbox"/> Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	(staff use)	<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff	(staff use)
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OFFICE USE ONLY	<b>Application certified as complete by:</b> _____			<b>DATE:</b> _____																		
	Conditions: _____ (may be cont'd on back)																					
	Permit Approved By: <u>[Signature]</u>			DATE: <u>3-4-2020</u>																		
	Printed Name: <u>Shelia Sellman</u>			Dept: _____																		
	Paid: <u>Waived</u>		Date: _____	Receipt No.: _____	By: _____																	

# Downtown Isanti Street Dance—Temporary Sign Permit Application







March 10, 2020

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout the Summer of 2020. The bands will perform on an outdoor stage at the corner of 1<sup>st</sup> Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing on the following Saturday nights from 7:00 – 11:00pm.

- **June 20**, (*The Farmer's Daughters*)
- **July 18** (*Brother Ferris*)
- **August 8** (*The Brat Pack*).

The bands will be setting up and performing sound check beginning as early as 3:00 pm on these dates. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. The road closures will begin between 1:00pm and 2:00 pm on June 20 and July 18 and 8:00 am for August 8. Please note:

- Main Street will be closed from just west of the railroad tracks to 2<sup>nd</sup> Avenue.
- 1<sup>st</sup> Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall.
- **No Parking will be allowed on the closed portion of Main Street:**
  - **June 20 and July 18 from 2:00 pm until midnight.**
  - **August 8 from 8:00 am until midnight for the Rum River Rods Car show and street dance activities.**
- Please make plans for this in advance of the event.

We appreciate your cooperation.

We hope you will take advantage of the heightened foot traffic that will be in the Downtown Isanti area during the time of these events. You are welcome to hand out information to promote your business such as coupons to redeem at a later date or a discount offered for this day.

We hope that these events prove advantageous for your business.

If you have any questions, please contact me.

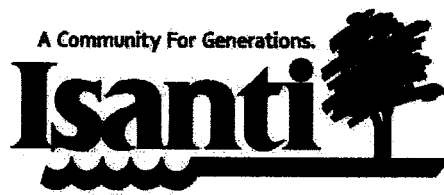
Sincerely,

Jenny Garvey  
Parks, Recreation, and Culture Manager

110-1<sup>st</sup> Avenue NW ♦ P.O. Box 428 ♦ Isanti, MN 55040-0428

Email: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us) ♦ Website: [www.cityofisanti.us](http://www.cityofisanti.us) ♦ Phone: (763) 444-5512





March 10, 2020

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout the Summer of 2020. The bands will perform on an outdoor stage at the corner of 1<sup>st</sup> Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing on the following Saturday nights from 7:00 – 11:00pm.

- **June 20**, (*The Farmer's Daughters*)
- **July 18** (*Brother Ferris*)
- **August 8** (*The Brat Pack*).

If you live close to the intersection of Main Street and 1<sup>st</sup> Avenue you may be able to hear the music from your home. The bands will be setting up and performing sound check beginning as early as 3:00 pm on these dates. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. The road closures will begin between 1:00pm and 2:00 pm on June 20 and July 18 and 8:00 am for August 8. Please note:

- Main Street will be closed from just west of the railroad tracks to 2<sup>nd</sup> Avenue.
- 1<sup>st</sup> Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall.
- **No Parking will be allowed on the closed portion of Main Street:**
  - **June 20 and July 18 from 2:00 pm until midnight.**
  - **August 8 from 8:00 am until midnight for the Rum River Rods Car show and street dance activities.**
- These road closures will not affect accessibility to your home.
- Please make plans for this in advance of the event.

We appreciate your cooperation.

We hope you will attend the street dance events and enjoy the music, food vendors and activities that will be present.

If you have any questions or concerns please contact me.

Sincerely,

Jenny Garvey  
Parks, Recreation, and Culture Manager

**JUNE 20, JULY 18, AUGUST 8\***

City of Isanti  
110 First Avenue NW • PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512  
Fax: 763.444.5560  
[www.cityofisanti.us](http://www.cityofisanti.us)

Questions? Contact Jenny Garvey - Parks, Recreation, and Culture Manager: 763-444-5512 or [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)



# DOWNTOWN ISANTI STREET DANCES

## 2020 Non - Food Vendor Application

June 20, July 18, August 8\*  
7:00 – 11:00 pm

City of Isanti  
110 First Avenue NW • PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512  
Fax: 763.444.5560  
www.cityofisanti.us

NAME OF BUSINESS \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
EMAIL \_\_\_\_\_  
WEBSITE \_\_\_\_\_  
LIST OF FOOD BEING SOLD: \_\_\_\_\_

### FOOD VENDOR FEE

DATES APPLYING      FEE

☐ June 20, 2020      \$25

☐ July 18, 2020      \$25

☐ August 8, 2020      \$25

☐ Car Show (optional)

**Amount Enclosed**

\$

**Make check payable to  
City of Isanti.**

Preference will be given to vendors applying for all dates.

*Please note: August 8 is the Rum River Rods car show on Main Street. Vendors wishing to participate in the full day are able to park from 8:00am- 9:00 am.*

**Waiver of Liability** Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

- ☐ An ST-19 tax form must be submitted with this application for our records.
- ☐ A copy of your Liability Insurance and State Health Permit must accompany your application. Waiver of Liability must be signed (on this form)
- Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- Band plays 7:00 – 11:00 pm. Set up no earlier than 4:00 pm, unless with prior approval.
- All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- All sales taxes and filings are the sole responsibility of the vendor.
- This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of cancellation. No refunds will be granted.
- By signing this form you accept & agree to abide by the rules & regulations set forth for this event.

Vendor spaces are limited. *The City of Isanti reserves the right to accept and deny vendors.  
Checks will be returned to vendors not chosen.*

Questions? Contact Jenny Garvey - Parks, Recreation, and Culture Manager: 763-444-5512 or [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us).

## Isanti Parks

---

**From:** Mike Warring <cambbowl@ecenet.com>  
**Sent:** Tuesday, March 3, 2020 12:43 PM  
**To:** Isanti Parks  
**Subject:** Re: Signage Permission - City of Isanti

Yes the city may place the temporary signs on junction bowl properties. Thanks for allowing us to be part of these city events. Mike

Sent from my iPhone

On Mar 3, 2020, at 10:35 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Mike,

I am writing to see if the City of Isanti would be able to place temporary signs along the street for the street dances and farmers market for 2020 season. The farmers market signs would be the day of and the street dance signs would be the week of. The signs are 18"x24" corrugated with metal step stakes.

The farmers market is Fridays May 29 – Sept 25.

The street dances are: June 20, July 18, and August 8.

Please let me know if you have any questions.

*Jenny Garvey*

*Parks, Recreation, and Culture Manager  
City of Isanti*

Email: [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us)

Office: 763-444-5512

Cell: 763-772-5856



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K.6.

7533 Sur

Suite 206

Ramsey, MN 55303-5119

Ph: [763] 433-2851

Fax: [763] 427-0833

Bolton-Menk.com

## MEMORANDUM

**Date:** March 10, 2020  
**To:** Honorable Mayor Johnson and Members of the City Council  
**From:** Jason W Cook, P.E., City Engineer  
**Subject:** 6<sup>th</sup> Avenue SW Rehabilitation  
City of Isanti, MN  
No Parking Restriction for State-Aid Route  
BMI Project No. R13.120122

---

As stated in the Preliminary Engineering Report for this project, dated January 28, 2020, the existing 6<sup>th</sup> Avenue SW street width of 32 feet is not wide enough to allow on-street parking on both sides of the roadway in accordance with Municipal State Aid System (MSAS) requirements. Therefore, in order to expend MSAS funds on 6<sup>th</sup> Avenue SW for the 6<sup>th</sup> Avenue SW Rehabilitation project, an ordinance amending Chapter 227 – Parking and Storage must be approved to state no parking is allowed along the east side of 6<sup>th</sup> Avenue SW from South Brookview Lane to Edgewood Street SW. As part of the project, No Parking signs will be installed on the east side of the roadway along this route.

An ordinance is attached for Council action to restrict parking on the east side of 6<sup>th</sup> Avenue SW from South Brookview Lane to Edgewood Street SW.

Please contact me if you have any questions or need additional information.

**RESOLUTION 2020-XXX**

**ESTABLISHING NO PARKING ON PARTICULAR MUNICIPAL STATE AID ROUTES  
WITHIN THE CITY OF ISANTI**

**WHEREAS**, the City has planned the improvement of 6<sup>th</sup> Avenue SW, State Aid Route No. 116, State Aid Project No. 245-116-001 from South Brookview Lane to Edgewood Street SW; and,

**WHEREAS**, the City will be expending Municipal State Aid Funds on the improvements of this street; and,

**WHEREAS**, the roadway does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions;

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

That the City shall ban the parking of motor vehicles at all times on:

- 1.) **6<sup>th</sup> Avenue SW**, State Aid Route No. 116, from South Brookview Lane to Edgewood Street SW on the east side of the roadway;

This resolution was duly approved by the Isanti City Council this 17<sup>th</sup> of March 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk





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K.7.

Ramsey, MN 55303-5119

Ph: (763) 433-2851

Fax: (763) 427-0833

Bolton-Menk.com

## MEMORANDUM

**Date:** March 17, 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  
6<sup>th</sup> Avenue SW Rehabilitation  
City of Isanti, MN  
BMI Project No.: R13.120122

We request that the City Council approve the plans and specifications, entitled "6<sup>th</sup> Avenue SW Rehabilitation", and authorize advertisement for bids.

At the Improvement Hearing, a resident requested holding the final assessment hearing before the end of the construction project to lock in current low interest rates. Should the Council choose to accelerate the final assessment hearing we recommend holding the hearing after bids are received.

Following is the schedule for the 6<sup>th</sup> Avenue SW Rehabilitation Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 17, 2020
Open Bids	April 14, 2020
Final Assessment Hearing/Award Contract	May 5, 2020
Commence Construction	June, 2020
- 2 Months of Active Construction anticipated	
Final Completion of Construction	November, 2020

As required by the Minnesota State Statute Chapter 429 process, we are requesting that City Council approve plans and specifications and authorize advertisement for bids.

A resolution is attached to approve the plans and authorize the advertisement for bids.

I will be at the March 17, 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 me with any questions or if you would like any additional information prior to the meeting as well.

## **RESOLUTION 2020-XXX**

### **APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 6<sup>TH</sup> AVENUE SW REHABILITATION PROJECT**

**WHEREAS**, pursuant to Resolution No. 2020-022 passed by the Council, the City Engineer, Bolton & Menk, Inc. has prepared plans and specifications for the 6<sup>th</sup> Avenue SW Rehabilitation project. The improvements shall consist of in whole or a part in the above mentioned improvement area: street reconstruction, sidewalk construction, and the installation of a new watermain;

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

1. Such plans and specifications, copies of which are on file in the City Offices, are hereby approved.
2. Bolton & Menk, Inc. shall prepare and cause to be inserted in the official paper and in Finance & Commerce and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 pm on April 14, 2020 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Engineer, will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on May 5, 2020, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a bid bond payable to the City of Isanti for five percent (5%) of the amount of such bid.

This resolution was duly adopted by the Isanti City Council this 17th day of March 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk





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**K.8.**

Ramsey, MN 55303-5119

Ph: (763) 433-2851

Fax: (763) 427-0833

Bolton-Menk.com

March 10, 2020

Mayor Johnson and Members of the City Council  
City of Isanti  
P.O. Box 428  
Isanti, MN 55040

RE: Award Recommendation – 2020 Storm System Maintenance  
City of Isanti, Minnesota  
BMI Project No. R13.120121

Honorable Mayor Johnson and Members of the City Council:

Five contractors were contacted to request a bid for the 2020 Storm System Maintenance project. Only one contractor submitted a bid by the deadline of March 10, 2020. The bid was checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks, Inc.	\$103,770.00
<i>Engineer's Estimate</i>	<i>\$98,200.00</i>

Dirtworks Inc.'s bid is within the anticipated budget. We recommend award of this project to Dirtworks Inc. in the amount of \$103,770.00.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook, P.E.  
City Engineer

**RESOLUTION 2020-XXX**

**AWARDING THE BID FOR THE  
2020 STORM SYSTEM MAINTENANCE PROJECT**

**WHEREAS**, the City has planned for the 2020 Storm System Maintenance project; and,

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

**WHEREAS**, five Contractors were contacted requesting bids; and,

**WHEREAS**, a private bid opening was held on March 10<sup>th</sup>, 2020; and,

**WHEREAS**, one bid was received; and,

**WHEREAS**, Dirtworks Inc. was the responsible low bidder with a bid of \$103,770.00; and,

**WHEREAS**, this bid price is within the anticipated budget;

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

- 1) That the City shall award the project entitled "2020 Storm System Maintenance" to Dirtworks Inc. in the amount of \$103,770.00.
- 2) Funding for the project shall come from the Storm Water Utility fund.

This resolution was duly approved by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk



**BOLTON  
& MENK**

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7533 St

**K.9.**

Ramsey, MN 55303-5119

Ph: (763) 433-2851

Fax: (763) 427-0833

Bolton-Menk.com

March 10, 2020

Mayor Johnson and Members of the City Council  
City of Isanti  
P.O. Box 428  
Isanti, MN 55040

RE: Award Recommendation – 2020 Pavement Management Project  
City of Isanti, Minnesota  
BMI Project No. R13.120119

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on the 2020 Pavement Management Project on March 10, 2020. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	\$243,221.33
Allied Blacktop Co	\$283,280.65
<i>Engineer's Estimate</i>	<i>\$276,784.40</i>

ASTECH's bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of \$243,221.33.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook, P.E.  
City Engineer

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer



**RESOLUTION 2020-XXX**

**AWARDING THE 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**, a public bid opening was held on March 10<sup>th</sup>, 2020; and,

**WHEREAS**, two bids were received; and,

**WHEREAS**, ASTECH Corporation was the responsible low bidder with a bid of  
\$243,221.33; and,

**WHEREAS**, this bid price is within the anticipated budget;

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

- 1) That the City shall award the project entitled "2020 Pavement Management Project"  
to ASTECH Corporation in the amount of \$243,221.33.
- 2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval

Check Issue Dates: 3/4/2020 - 3/4/2020

Mar 04, 2020 12:35PM

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/04/2020	53109	127	ABDO, EICK & MEYERS, LLP	609-20200	15,000.00
03/20	03/04/2020	53110	53	BELLBOY CORPORATION	609-20200	4,779.78
03/20	03/04/2020	53111	9	BERNICKS PEPSI-COLA	609-20200	1,080.80
03/20	03/04/2020	53112	1500	BOLTON & MENK INC	603-20200	21,515.00
03/20	03/04/2020	53113	2221	C & L DISTRIBUTING	609-20200	265.30
03/20	03/04/2020	53114	1108	CITY OF BRAHAM	101-20200	68.00
03/20	03/04/2020	53115	2161	COMPASS MINERALS INC	101-20200	11,843.03
03/20	03/04/2020	53116	2234	COMPLETE INTEGRATED	920-20200	3,496.50
03/20	03/04/2020	53117	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,007.70
03/20	03/04/2020	53118	1214	DAKOTA WORLDWIDE CORP	609-20200	3,500.00
03/20	03/04/2020	53119	2807	DAUDT, BRANDON	101-20200	91.97
03/20	03/04/2020	53120	1708	DAVE LILLEBOE	101-20200	230.00
03/20	03/04/2020	53121	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/20	03/04/2020	53122	2874	ENVIRO-CARE COMPANY	602-20200	747.59
03/20	03/04/2020	53123	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
03/20	03/04/2020	53124	1400	GENERAL CODE LLC	101-20200	218.00
03/20	03/04/2020	53125	2875	HUBBARD ELECTRIC	101-20200	453.00
03/20	03/04/2020	53126	1563	ISANTI ELECTRIC INC	602-20200	368.52
03/20	03/04/2020	53127	496	JOHN HIRSCHS	101-20200	86.70
03/20	03/04/2020	53128	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,202.84
03/20	03/04/2020	53129	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,687.87
03/20	03/04/2020	53130	5	KAWALEK TRUCKING	609-20200	199.40
03/20	03/04/2020	53131	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	117,681.00
03/20	03/04/2020	53132	2648	LEPAGE & SONS	101-20200	742.70
03/20	03/04/2020	53133	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
03/20	03/04/2020	53134	17	MCDONALD DISTRIBUTING CO	609-20200	13,246.05
03/20	03/04/2020	53135	2116	MINUTEMAN PRESS	101-20200	3,548.09
03/20	03/04/2020	53136	2876	O'CONNOR FAMILY TRUST	601-20200	54.74
03/20	03/04/2020	53137	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,303.85
03/20	03/04/2020	53138	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,505.04
03/20	03/04/2020	53139	2406	QUALITY FLOW SYSTEMS INC	602-20200	3,190.00
03/20	03/04/2020	53140	2630	RAPP, JORDAN	101-20200	82.34
03/20	03/04/2020	53141	2341	RED BULL DISTRIBUTION	609-20200	180.00
03/20	03/04/2020	53142	2396	SOUTHERN GLAZERS OF MN	609-20200	4,146.87
03/20	03/04/2020	53143	73	STAR	101-20200	973.05
03/20	03/04/2020	53144	1290	THE AMBLE GROUP	603-20200	54.88
03/20	03/04/2020	53145	42	VIKING COCA-COLA BOTTLING CO	609-20200	238.55
03/20	03/04/2020	53146	4	WATSON CO INC	609-20200	1,750.49
03/20	03/04/2020	53147	1976	WEST TITLE	601-20200	59.34
03/20	03/04/2020	53148	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
Grand Totals:						249,921.29

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/11/2020	53149	598	ASPEN MILLS INC	101-20200	42.95
03/20	03/11/2020	53150	2521	AXON ENTERPRISE INC.	101-20200	272.00
03/20	03/11/2020	53151	2808	BECC CORPORATION	602-20200	958.45
03/20	03/11/2020	53152	9	BERNICKS PEPSI-COLA	609-20200	1,480.55
03/20	03/11/2020	53153	2319	BREAKTHRU BEVERAGE	609-20200	9,183.83
03/20	03/11/2020	53154	2319	BREAKTHRU BEVERAGE	609-20200	46.15
03/20	03/11/2020	53155	1198	CENTER POINT ENERGY	601-20200	4,246.11
03/20	03/11/2020	53156	1822	CENTURYLINK BUSINESS SERVICES	101-20200	30.22
03/20	03/11/2020	53157	1522	CERTIFIED LABORATORIES	101-20200	490.77
03/20	03/11/2020	53158	2610	CINTAS	101-20200	409.10
03/20	03/11/2020	53159	1629	CITY OF ISANTI	226-20200	11,411.56
03/20	03/11/2020	53160	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,592.65
03/20	03/11/2020	53161	912	FASTENAL COMPANY	602-20200	488.94
03/20	03/11/2020	53162	2028	FURTHER	101-20200	30.45
03/20	03/11/2020	53163	267	GALLS, LLC	101-20200	113.15
03/20	03/11/2020	53164	134	GOPHER STATE ONE-CALL INC	601-20200	44.55
03/20	03/11/2020	53165	424	H&L MESABI COMPANY	101-20200	1,920.99
03/20	03/11/2020	53166	739	HACH COMPANY	601-20200	460.13
03/20	03/11/2020	53167	2209	INNOVATIVE OFFICE SOLUTIONS, INC	108-20200	156.91
03/20	03/11/2020	53168	2574	ITL PATCH COMPANY, INC.	101-20200	91.50
03/20	03/11/2020	53169	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,164.63
03/20	03/11/2020	53170	5	KAWALEK TRUCKING	609-20200	198.00
03/20	03/11/2020	53171	136	LEAGUE OF MN CITIES	603-20200	640.00
03/20	03/11/2020	53172	434	LITTLE FALLS MACHINE INC	101-20200	185.06
03/20	03/11/2020	53173	1331	MAGER, JIM	601-20200	387.20
03/20	03/11/2020	53174	2828	MCCARTY, JOHN	101-20200	74.30
03/20	03/11/2020	53175	17	MCDONALD DISTRIBUTING CO	609-20200	5,144.05
03/20	03/11/2020	53176	2364	METERING & TECHNOLOGY	601-20200	3,897.93
03/20	03/11/2020	53177	281	MINNCO CREDIT UNION	101-20200	2,337.01
03/20	03/11/2020	53178	176	MN DEPT OF REVENUE	101-20200	22,560.00
03/20	03/11/2020	53179	2842	MN PEIP	861-20200	21,983.78
03/20	03/11/2020	53180	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
03/20	03/11/2020	53181	2597	MNSPECT, LLC.	101-20200	13,397.90
03/20	03/11/2020	53182	2080	MVTL LABORATORIES INC	602-20200	159.58
03/20	03/11/2020	53183	2553	O'REILLY	101-20200	13.74
03/20	03/11/2020	53184	2553	O'REILLY	101-20200	6.99
03/20	03/11/2020	53185	2878	OUIVERSON SEWER & WATER, INC.	602-20200	750.00
03/20	03/11/2020	53186	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,490.10
03/20	03/11/2020	53187	2406	QUALITY FLOW SYSTEMS INC	602-20200	599.00
03/20	03/11/2020	53188	1113	RJM DISTRIBUTING INC	609-20200	287.25
03/20	03/11/2020	53189	73	STAR	101-20200	4.50
03/20	03/11/2020	53190	2879	TACTICAL ADVANTAGE, LLC	920-20200	5,560.50
03/20	03/11/2020	53191	1820	URBANS HARDWARE INC	602-20200	141.40
03/20	03/11/2020	53192	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
03/20	03/11/2020	53193	2027	US INTERNET	603-20200	57.80
03/20	03/11/2020	53194	686	VERIZON WIRELESS	609-20200	1,223.18
03/20	03/11/2020	53195	42	VIKING COCA-COLA BOTTLING CO	609-20200	143.72
03/20	03/11/2020	53196	1286	VINOCOPIA INC	609-20200	104.00
03/20	03/11/2020	53197	4	WATSON CO INC	609-20200	1,364.13
03/20	03/11/2020	53198	1922	WEX BANK	609-20200	3,105.23
03/20	03/11/2020	53199	1210	WINTER EQUIPMENT	101-20200	658.69
03/20	03/11/2020	53200	2009	WOOD, JOSEPHINE	602-20200	403.24
03/20	03/11/2020	53201	2067	ZABINSKI BUSINESS	609-20200	2,147.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						137,174.37

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

## City of Isanti

Gross Payroll	93,022.54
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Social Security & Medicare	5,087.60
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Public Employees Retirement	9,622.80
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Total City Expense	<u>107,732.94</u>
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Pay Date	3/6/2020
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Pay Period	5 (2/16-2/29/20)
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## RESOLUTION 2020-XXX

### APPROVING A CHECK BE WRITTEN TO ISANTI AMBASSADORS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

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

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

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

**WHEREAS**, the City of Isanti received an application for the Isanti Ambassadors to volunteer at the February 21, 2020 movie; and,

**WHEREAS**, the profit from the February 21, 2020 movie night was \$24.61;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** that a check will be written to Isanti Ambassadors in the amount of \$24.61.

This resolution was duly adopted by the Isanti City Council this March 17, 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/ City Clerk



## Movie Night Volunteer Policy & Application Form

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

www.cityofisanti.us

Contact Name: Bridget Broda

Secondary Contact Name: Maddie Simon

Organization: Isanti Ambassador Program

Non-Profit: ☒ YES / NO (circle)

Address: 2 Enterprise Ave NE c4

City: isanti

State: MN

Zip: 55040

Phone: 612 - 310 - 0521 Cell: \_\_\_\_\_

E-mail: isantiambassador@gmail.com

Date(s) of Movie to Volunteer (number your preferred date with 1 being your first choice followed by 2,3,etc ) :

- ☐ November 15 – Shrek, PG
- ☐ December 6 – The Santa Clause, PG
- ☐ January 10 – Willie Wonka and the Chocolate Factory, G
- ☒ February 21 – A Bug's Life, G
- ☐ March 20 – The Sandlot, PG

Number of Youth Volunteers: 3 Number of Adult Volunteers\*: 1

\*There must be a minimum of one adult volunteer that is able to operate the popcorn machine.

Are you requesting to showcase any information about your organization? If so, please explain.

You are agreeing on behalf of your organization to the Policy as written below.

Applicant Signature: Bryte Brown

Date: 01/17/20

Product	Wholesale Cost	Tax Paid at Purchase	Wholesale Cost with Tax	Our Cost per item	Resale Price	Profit per Item to go to	Feb	Profit to Group	Total revenue in
								\$0.00	\$0.00
							4	\$3.76	\$8.00
							0	\$0.00	\$0.00
							0	\$0.00	\$0.00
							3	\$0.48	\$3.00
							1	\$0.22	\$0.50
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
							0	\$0.00	\$0.00
							2	\$2.26	\$4.00
Swedish Popcorn	\$11.88	\$0.00	\$11.88	\$0.99	\$2.00	\$1.01			
Popcorn	\$37.48		\$40.24	\$0.25	\$0.50	\$0.25	14	\$3.50	\$7.00
Water	\$3.98		\$3.98	\$0.10	\$1.00	\$0.90	2	\$1.80	\$2.00
Pepsi	\$3.28		\$3.52	\$0.44	\$2.00	\$1.56	0	\$0.00	\$0.00
Sprite	\$2.75		\$2.95	\$0.37	\$2.00	\$1.63	1	\$1.63	\$2.00
Mt Dew	\$3.28		\$3.52	\$0.44	\$2.00	\$1.56	1	\$1.56	\$2.00
Dr	\$2.75		\$2.95	\$0.37	\$2.00	\$1.63	1	\$1.63	\$2.00
Root	\$2.50		\$2.68	\$0.34	\$2.00	\$1.66	2	\$3.33	\$4.00
Diet	\$3.28		\$3.52	\$0.44	\$2.00	\$1.56	1	\$1.56	\$2.00
Orange	\$3.28		\$3.52	\$0.44	\$2.00	\$1.56	0	\$0.00	\$0.00
100%	\$2.22		\$2.38	\$0.24	\$0.50	\$0.26	11	\$2.88	\$5.50
Product	Wholesale Cost	Tax Paid at Purchase	Wholesale Cost with Tax	Individual Cost	Resale Price	Item to go to	Feb	\$24.61	\$42.00

Amount to group: 126.5  
 \$24.61 \$24.61 Feb total money in

A Community For Generations.



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** March 17, 2020  
**Subject:** Ordinance-XXX Approving Adult Use Zoning Code Amendment

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### **Request:**

Per the City Attorney, it has been determined that the current regulations regarding adult uses need to be updated. The attached ordinances were drafted by the League of Minnesota Cities appointed attorney.

### **Overview/Background:**

The City Council recently repealed and adopted a new Chapter 68 which regulates adult use. As part of that update some zoning items need to be changed. The proposed amendment removes adult uses as a permitted use from the business districts and only permits the use in Industrial zones. The Amendment also removed performance standards and accessory use.

Accessory use is removed, as by definition the sales of some adult material can be incidental to retail sales.

The Planning Commission held a public hearing at their regular meeting of February 18, 2020. No one from the public was present for this item.

### **Staff Recommendation:**

Staff recommends approval of the proposed ordinance amendments

### **Attachments:**

- Proposed Ordinance Amendment

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING SECTIONS OF THE**  
**ISANTI ZONING ORDINANCE RELATED TO ADULT USES**

**The City Council of the City of Isanti hereby ordains:**

**Section 1.**     **Section 7, Article Two, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 6: Permitted Accessory Uses**

- A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.
- ~~B. Adult uses (accessory) may be permitted by an interim use permit, providing such use meets the requirements of an Adult Use (accessory) as regulated within Section 13 of this Ordinance and the Isanti Code of Ordinances.~~
- € B. Off-street parking and loading, in accordance with Section 17 of this Ordinance.
- D C. Outdoor patios and decks, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.
- E D. Outdoor smoking shelters, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.
- F E. Recreation support facilities may be permitted only as an accessory use to commercial recreation facilities.
- G F. Signs, in accordance with Section 16 of this Ordinance
- H G. Supporting retail and service uses associated and located within a hospital or health care clinic, to include: cafeteria, employee exercise facilities, shops for medical equipment, pharmaceutical supplies, gift shops, bookstores, florists, banking facilities, laundry/dry cleaning, community rooms, and chapels.
- I H. Trash receptacle enclosures, in accordance with the provisions within Section 14, Subdivision 3 of this Ordinance.

**Section 2.**     **Section 8, Article One, Subdivision 2 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 2: Permitted Uses**

The following are permitted uses:

- A. Building maintenance service.
- B. Essential services.
- C. Contractor's services.
- D. Light manufacturing.

- E. Motor vehicle repair facility, subject to those standards as provided within Section 13 of this Ordinance.
- F. Office – showroom.
- G. Office – warehouse.
- H. Research and development facilities.
- I. Warehouse.
- J. Water treatment plant.
- K. Wholesale establishment, indoor.
- L. Adult establishments, subject to the requirements of Chapter 68 of the Isanti City Code of Ordinances.

**Section 3. Section 8, Article One, Subdivision 2 of the Isanti Zoning Ordinance is amended by adding the following new Subdivision 16:**

**Subdivision 16: Location of Adult Establishment**

Adult establishments as defined by Chapter 68 of the Isanti City Code of Ordinances shall be located only in the I-1 Industrial Park District.

**Section 4. Section 8, Article One, Subdivision 4 of the Isanti Zoning Ordinance is amended as follows.**

**Subdivision 4: Interim Uses**

~~A. Adult uses (principal), subject to the standards and licensing provisions provided within Section 13 of this Ordinance and the Isanti City Code of Ordinances.~~

~~B~~ A. Farming.

~~C~~ B. Residential living quarters for security purposes only, provided the unit is in the same building as the industrial use, the off-street parking requirements are met, and there is full compliance with all of the applicable building and fire code requirements. Interim use permits issued for this purpose shall require that the resident own or be a paid employee of the business, are limited to the property owner and specific use for which it was issued, and are subject to annual review by the Planning commission.

~~D C.~~ Wildlife rehabilitators licensed by the State that temporarily keeps exotic animals within the City of Isanti when the purpose is to return the animals to the wild.

**Section 5. Section 8, Article One, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 6: Permitted Accessory Uses**

- A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.
- ~~B. Adult uses (accessory) may be permitted by an interim use permit, providing such use meets the requirements for an Adult Use (accessory) as by Section 13 of this Ordinance and the Isanti City Code of Ordinances.~~
- ~~C B.~~ Off-street parking and loading, in accordance with Section 17 of this Ordinance.
- ~~D C.~~ Outdoor smoking shelters, subject to the standards as provided within Section 13 of this Ordinance.
- ~~E D.~~ General Retail, provided that:
  - 1. The retail sales area is accessory to the principal use.
  - 2. The retail sales area is indoors.
  - 3. The retail sales area does not exceed ten (10%) of the gross floor area of the building in which the sales area is situated.
  - 4. No additional signage has been provided identifying the retail sales activity.
- ~~F E.~~ Signs, in accordance with Section 16 of this Ordinance.
- ~~G F.~~ Trash receptacle enclosures, subject to the regulations as provided within Section 14 of this Ordinance.

**Section 6. Section 12, Article Three, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 6: Permitted Accessory Uses**

- A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.
- ~~B. Adult uses (accessory), as regulated by Section 14, Article 2 of this Ordinance~~
- ~~C B.~~ Off-street parking and loading, in accordance with Section 17 of this Ordinance.
- ~~D C.~~ Outdoor smoking shelters, in accordance with Section 13 of this Ordinance.
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  - 3. The retail sales area does not exceed ten (10%) of the gross floor area of the building in which the sales area is situated.
  - 4. No additional signage has been provided identifying the retail sales activity.
- ~~F E.~~ Signs, in accordance with Section 16 of this Ordinance.

§ F. Trash receptacle enclosures, in accordance with the regulations as provided within Section 14, Subdivision 3 of this Ordinance.

**Section 7.** Section 13, Article Two, Subdivision 2 (Use Regulations for Adult Uses) of the Isanti Zoning Ordinance is repealed.

**Section 8.** This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

\_\_\_\_\_  
Jeff Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Katie Brooks, City Clerk



**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING SECTIONS OF THE**  
**ISANTI ZONING ORDINANCE RELATED TO ADULT USES**

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**Subdivision 6: Permitted Accessory Uses**

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- ~~H. G.~~ Supporting retail and service uses associated and located within a hospital or health care clinic, to include: cafeteria, employee exercise facilities, shops for medical equipment, pharmaceutical supplies, gift shops, bookstores, florists, banking facilities, laundry/dry cleaning, community rooms, and chapels.
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**Subdivision 16: Location of Adult Establishment**

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**Section 4. Section 8, Article One, Subdivision 4 of the Isanti Zoning Ordinance is amended as follows.**

**Subdivision 4: Interim Uses**

~~A. Adult uses (principal), subject to the standards and licensing provisions provided within Section 13 of this Ordinance and the Isanti City Code of Ordinances.~~

~~B~~ A. Farming.

~~C~~ B. Residential living quarters for security purposes only, provided the unit is in the same building as the industrial use, the off-street parking requirements are met, and there is full compliance with all of the applicable building and fire code requirements. Interim use permits issued for this purpose shall require that the resident own or be a paid employee of the business, are limited to the property owner and specific use for which it was issued, and are subject to annual review by the Planning commission.

D C. Wildlife rehabilitators licensed by the State that temporarily keeps exotic animals within the City of Isanti when the purpose is to return the animals to the wild.

**Section 5. Section 8, Article One, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 6: Permitted Accessory Uses**

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- ~~C B.~~ Off-street parking and loading, in accordance with Section 17 of this Ordinance.
- ~~D C.~~ Outdoor smoking shelters, subject to the standards as provided within Section 13 of this Ordinance.
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  - 1. The retail sales area is accessory to the principal use.
  - 2. The retail sales area is indoors.
  - 3. The retail sales area does not exceed ten (10%) of the gross floor area of the building in which the sales area is situated.
  - 4. No additional signage has been provided identifying the retail sales activity.
- ~~F E.~~ Signs, in accordance with Section 16 of this Ordinance.
- ~~G F.~~ Trash receptacle enclosures, subject to the regulations as provided within Section 14 of this Ordinance.

**Section 6. Section 12, Article Three, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:**

**Subdivision 6: Permitted Accessory Uses**

- A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.
- ~~B. Adult uses (accessory), as regulated by Section 14, Article 2 of this Ordinance~~
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¶ F. Trash receptacle enclosures, in accordance with the regulations as provided within Section 14, Subdivision 3 of this Ordinance.

**Section 7.** Section 13, Article Two, Subdivision 2 (Use Regulations for Adult Uses) of the Isanti Zoning Ordinance is repealed.

**Section 8.** This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

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Jeff Johnson, Mayor

ATTEST:

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Katie Brooks, City Clerk

**RESOLUTION 2020-XXX**

**APPROVING GOALS FOR YEAR 2020**

**WHEREAS**, annually the City Council sets goals for the current year; and,

**WHEREAS**, City Council met on January 27, 2020 to establish goals for year 2020; and,

**WHEREAS**, goals for year 2020 were established and outlined per 'Exhibit A';

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota to approve and year 2020 goals per 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

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Mayor Jeff Johnson

Attest:

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Katie Brooks  
Human Resources/City Clerk

## **EXHIBIT A**

### **2020 Isanti City Council Goals**

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- **Performance Center/ Amphitheater**
  - Staff will present options for inclusion of the 2021 and future budgets utilizing available capital funds.
- **Lighting Infill**
  - Staff will present options for inclusion of the 2021 and future budgets to set aside funds for future lighting infill projects.
- **Splash Pad and Public Safety Buildings – Police and Public Works**
  - Staff will present options for potential funding to COW.
- **Liquor Store**
  - Bolton and Menk, Inc. will evaluate the size of the lot and determine the maximum capacity and possible layout for a potential liquor store expansion.
- **Isanti Fire District Lease and Building**
  - Staff will meet with Fire Chief Jankovich to discuss their interest and possible appraisal of the building. Discussions will continue at COW regarding the Fire District lease and building.
- **Heritage/ East Dual Intersection**
  - Staff will work with the County and present options to COW to achieve an intersection control signal.
- **Reducing Overall Budget**
  - Staff will continue to bring forwards options that have the least impact on the budget and work to minimize debt.
- **Business Marketing/ Acquiring Businesses**
  - Staff will continue to market the City of Isanti, strive for adding new businesses and retaining the fantastic businesses that are currently here.
- **Utility Rate Study**
  - Staff will be completing an in-house utility rate study and strive for ways to reduce water, sewer and storm charges.
- **Dynamic Reader Board Sign**
  - Staff will bring to 2021 goal setting for future discussion.
- **Lodging Tax**
  - Staff will present more information to COW regarding the specifics of implementing a lodging tax.
- **Parks, Recreation and Culture Events**
  - Staff will move forward with updating 2020 events as discussed at the meeting. More information regarding egg hunt, firework and parade events will be discussed at COW and brought forward to Council.
- **Housing Study**
  - Staff will reach out to the East Central Regional Development Commission to determine if they will update the 2015 Housing Study. Staff will bring an update and potential cost to COW for more discussion.

## RESOLUTION 2020-XXX

### APPROVING THE SALE OF SURPLUS / ABANDONED PROPERTY HELD BY THE POLICE DEPARTMENT TO AN AUTHORIZED RETAILER

**WHEREAS**, the police department obtains surplus or abandoned property on a regular basis; and,

**WHEREAS**, the owners of all abandoned property are sought after and typically they are unable to be located; and,

**WHEREAS**, resolution 2016-197 provides guidelines for the disposal of surplus property; and,

**WHEREAS**, the police department has surplus ammunition; and,

**WHEREAS**, the ammunition is no longer of use to the police department and the sale of such property is in the best interest of the city; and,

**WHEREAS**, this resolution authorizes the use of an authorized retailer for sale of surplus ammunition; and,

**WHEREAS**, the sale of the surplus ammunition to an authorized retailer would mitigate the fortuitous sale of the surplus ammunition to be sold through a “straw purchase” to those unable to lawfully possess ammunition; and,

**WHEREAS**, the surplus ammunition will be sold to an authorized retailer;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Isanti, Minnesota, to hereby authorize the following:

1. Approve the sale of the below listed surplus and abandoned property to an authorized retailer and the proceeds to be deposited into the Isanti Forfeiture Fund:  
Surplus ammunition.
2. The Chief of Police shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this resolution.

This resolution is hereby approved by the Isanti City Council this 17<sup>th</sup> day of March 2020.

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Mayor Jeff Johnson

Attest:

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Katie Brooks  
Human Resources/City Clerk

## RESOLUTION 2020-XXX

### EMERGENCY PERSONNEL PLANNING POLICY

**WHEREAS**, during an emergency management situation as defined by the Emergency Management Director, the City will follow the Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Isanti County Public Health guidelines and recommended/ suggested emergency planning and risk mitigation steps; and,

**WHEREAS**, there may be times during an emergency management situation, such as a pandemic, where Alternative Work Arrangements (AWA) may be a necessity to keep business operations functioning and employees and the public safe; and,

**WHEREAS**, AWA may be considered during times of Local, State or Federal recommended guidelines during community mitigation or emergency management strategies; and,

**WHEREAS**, AWA may include working remotely, flexible work options, paid administrative leave; and,

**WHEREAS**, the City Administrator, or their designee, will determine which AWA best fits the needs of the City to keep employees and the public safe; and,

**WHEREAS**, in emergency situations, requiring risk mitigation and management planning, the City Administrator, or their designee, will determine: 1) if employee leave banks must be exhausted prior to requested absence; 2) if employees will be allowed to go into deficit in their leave banks; 3) if paid or unpaid leave is authorized; 4) if health insurance premiums shall be pro-rated; and,

**WHEREAS**, the basis for such determination will be to not provide employees a financial incentive to risk the public's health, safety and/ or well-being;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota to approve the Emergency Personnel Policy as outlined per this Resolution.

This resolution was duly adopted by the Isanti City Council this 17<sup>th</sup> day of March, 2020.

---

Mayor Jeff Johnson

Attest:

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Katie Brooks  
Human Resources/City Clerk





## Memo for Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** March 17, 2020  
**Subject:** Resolution 2020-XXX Approving Staff to Apply for MN DNR Grant

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### **Background:**

Staff is applying for a MN DNR grant and as part of the process the grant must include a separate resolution for the grant itself. Staff has previously been provided direction to apply for grants related to the department. The resolution includes information that staff has the approval to proceed with the grant and that the city is aware of the grant process and funding requirements.

### **Request:**

Staff is requesting action on this item.

### **Attachment:**

- Resolution 2020-XXX

RESOLUTION 2020-XXX  
APPROVING STAFF TO APPLY FOR A MN DNR GRANT

BE IT RESOLVED that City of Isanti act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 27, 2020 and that Jenny Garvey/Matt Sylvester/Josi Wood is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Isanti.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that City of Isanti has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Isanti has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Isanti has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Isanti may enter into an agreement with the State for the above-referenced project, and that City of Isanti certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Josi Wood is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Isanti on March 17, 2020.

SIGNED:

WITNESSED:

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(Signature)

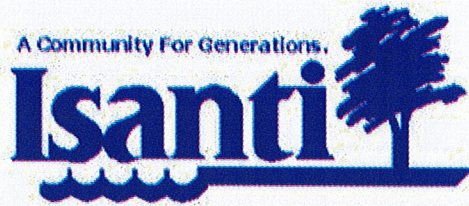
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## Isanti Police Department Monthly Report

February 2020

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	10	18
Assault	3	4
Vandalism/Damage to Property	1	6
Narcotics	3	3
Burglary	0	0
Domestics	7	15
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	10	16
Medical	32	57
Permit to Purchase	7	14
Security Check / Extra Patrol	238	452

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	4	10
DUI	1	3
Accidents	10	16
Hit & Run	0	1
Warrant P/U	6	9
Speed	10	21
DAR/DAS	6	10
Administrative Citations (Including Speed)	9	21

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	87,510	746	1,312
Ford Explorer 224	76,393	1,652	3,101
Ford F150 225	30,825	1,541	3,025
Chevy Impala 223	95,895	435	856
Dodge Durango 226	10,754	758	1,559
Dodge Durango 227	10,866	1,524	3,700

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CEZT Report -- February 2020

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## CITY OF ISANTI MONTHLY REPORT

February 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ROOF / SIDING	0	1	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$80.00
DECK	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LL FINISH	2	7	\$22,307.13	\$107,277.13	\$11.15	\$56.64	\$727.65	\$3,376.90		
REMODEL / ADDITION	0	0	\$0.00	\$0.00	\$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	\$0.00	\$0.00
MISCELLANEOUS	13	22	\$0.00	\$0.00	\$13.00	\$22.00	\$1,680.00	\$2,740.00		
SINGLE DWELLINGS	6	8	\$1,050,121.22	\$1,449,326.90	\$525.07	\$712.49	\$15,354.90	\$20,104.90		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MECHANICAL	9	21	\$0.00	\$0.00	\$9.00	\$21.00	\$750.00	\$1,650.00		
PLUMBING	7	17	\$0.00	\$0.00	\$7.00	\$17.00	\$538.00	\$1,198.00		
<b>RESIDENTIAL TOTAL</b>	<b>37</b>	<b>76</b>	<b>\$1,072,428.35</b>	<b>\$1,556,604.03</b>	<b>\$565.22</b>	<b>\$830.13</b>	<b>\$19,050.55</b>	<b>\$29,149.80</b>		
<b>COMMERCIAL</b>										
NEW BUILDINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REMODEL / ADDITION	1	1	\$125,000.00	\$125,000.00	\$62.50	\$62.50	\$2,062.50	\$2,062.50		
PLUMBING	0	0	\$0.00	\$0.00	\$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	\$0.00	\$0.00
ROOF / SIDING	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	3	4	\$3,500.00	\$6,500.00	\$3.75	\$5.25	\$290.45	\$443.90		
<b>COMMERCIAL TOTAL</b>	<b>4</b>	<b>5</b>	<b>\$128,500.00</b>	<b>\$131,500.00</b>	<b>\$66.25</b>	<b>\$67.75</b>	<b>\$2,352.95</b>	<b>\$2,506.40</b>		
<b>RESIDENTIAL/COMMERCIAL TOTAL</b>	<b>41</b>	<b>81</b>	<b>\$1,200,928.35</b>	<b>\$1,688,104.03</b>	<b>\$631.47</b>	<b>\$897.88</b>	<b>\$21,403.50</b>	<b>\$31,656.20</b>	<b>\$36,426.00</b>	<b>\$48,391.00</b>

## YEARLY BUILDING PERMIT COMPARISONS

Year	# permits	Single units		Multi units		Permit Value	Permit Fees	WAC/SAC Fees
		2015	2016	2017	2018	2019	2020	2020
2015	30	4	0	0	0	\$911,705.00	\$15,133.63	\$31,932.00
2016	67	8	0	1	\$3,683,095.10	\$44,280.59	\$55,881.00	
2017	69	9	0	0	\$1,730,522.00	\$31,678.59	\$73,998.00	
2018	72	4	0	0	\$740,650.00	\$17,269.27	\$19,666.00	
2019	70	2	0	0	\$900,472.64	\$20,136.75	\$11,616.00	
2020	81	8	0	0	\$1,688,104.03	\$31,656.20	\$48,391.00	

## MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	\$487,175.68	\$10,152.70
February	41	\$1,200,928.35	\$21,403.50
March	1	\$0.00	\$100.00
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
<b>Totals</b>	<b>81</b>	<b>\$1,688,104.03</b>	<b>\$31,656.20</b>





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:** March 11, 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 April, with construction planned to begin in early May, 2020.

**2) 6<sup>th</sup> Avenue Rehabilitation**

We will bring the plans and specifications to the March 17, 2020 Council meeting for approval and authorization to advertise for bids.

**3) 2020 Pavement Management Project**

We will bring a recommendation of award to the March 17, 2020 Council meeting for approval.

**4) 2020 Storm System Management Project**

We will bring a recommendation of award to the March 17, 2020 Council meeting for approval. The contractor plans to begin this work at the end of March if approved.

**5) Legacy Pines 2<sup>nd</sup> 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.