

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, MARCH 4, 2020 – 7:00 P.M.
CITY HALL**

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

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes

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

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

J. Public Hearings

- 1. Consideration of Development and Business Subsidy Agreement for BP Metals
- 2. 6th Avenue Rehabilitation - Improvement Hearing & Project Authorization
 - a. Resolution 2020-XXX Authorizing Improvement on the 6th Avenue Rehabilitation Project

K. Business Items

City Administrator Josi Wood

- 1. Ordinance-XXX Amending Ordinance No. 720, Adopted on January 21, 2020, and Titled Peddlers, Solicitors, and Transient Merchants
- 2. Resolution 2020-XXX Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti
- 3. Liquor License and Pawnshop Renewals
 - a. Resolution 2020-XXX Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
 - b. Resolution 2020-XXX Approving a Liquor License Renewal for Rum River VFW 2735
 - c. Resolution 2020-XXX Approving a Liquor License Renewal for Wintergreen's Golf and Grill
 - d. Resolution 2020-XXX Approving a Liquor License Renewal for Thunder Brothers Brewery, Inc.
 - e. Resolution 2020-XXX Approving a Pawnshop License Renewal for Northern Pawn, Inc.
- 4. Resolution 2020-XXX Granting an Extension to the Recording of Final Plat Legacy Pines 2nd Addition

Public Services Director Matt Sylvester

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

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-XXX Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. Resolution 2020-XXX Approving Amendment to the 2020 Budget
4. Resolution 2020-XXX Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer
5. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Scott Norsworthy
6. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Sheila Johnsrud
7. Resolution 2020-XXX 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-XXX Approving ASCAP Music License Annual Fee
11. Resolution 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
12. Resolution 2020-XXX Revoking Municipal State Aid Streets
13. Resolution 2020-XXX Establishing Municipal State Aid Streets
14. Resolution 2020-XXX Accepting Resignation of the Position of Planner

M. Other Communications

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

Adjournment

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

G.1.

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

Stephanie Burton 3554 249th Ave NE, shared that the Girls Scouts are a non-profit organization and that it is challenging for the organization to pay the peddler fee as the organization itself is not a money holding entity.

Mayor Johnson stated that the peddler ordinance is a modification to the agenda.

- E. Adopt Agenda**

Addendum:

Add K.1.a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

Add L.10 Resolution 2020-041 Appointing Election Judges for the 2020 Presidential Primary Election

Motion by Bergley, second by Collison to accept the agenda with the modifications listed above. Motion passed 5-0. Motion carried.

- F. Proclamations/Commendations/Certificate Awards**

None

- G. Approve City Council Minutes**

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

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

- H. Announcements**

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

(Following the City Council Meeting)

- I. Council Committee Reports**

None

- J. Public Hearings**

None

K. Business Items

1. a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

City Administrator Josi Wood shared that the intent from City Council at the December Committee of the Whole meeting is that non-profit organizations would not be charged. Wood continued to share that with the new ordinance solicitors do not get charged the fee as there is no fee for solicitors in the fee schedule. Wood further shared that it is recognized that some organizations may be bringing good to a home it may be considered a peddler and there is a license fee but it would be waived. The original exemption in the original ordinance was ambiguous and created liability for the City which is why that statement was removed. The original ordinance only listed non-profits and did not list out tax-exempt organizations and entities which school districts are not non-profits.

Council member Steve Lundeen shared that he would like to see it that non-profit and tax-exempt organizations do not need to apply for a permit if under the age of 18 years old.

Council member Dan Collison that typically the organizations are out as groups where adults will be there working with them and he does not see a need for them to pull a permit.

Andrea Koukol 201 4th Ave shared that the Boy Scouts do a tree lot in the Coborns parking lot and have been charged in the past for a permit to sell the trees in the Coborns lot. Koukol asked if Non-Transient sitting still opportunities for the youth non-profit organizations will be included.

Council member Dan Collison asked if the Boy Scouts used to be charged when the activity was performed at Reichels.

Koukol responded that they were not charged.

Trent Koukol 201 4th Ave shared that he is the scout master for Isanti and the last 4 years Boy Scouts have been selling trees and when the Boy Scouts sold corn at the Co-Op they had to apply for a permit to sell corn.

Wood stated that this would be an exact example of an administrative permit at Committee of the Whole with the deer hide boxes were non-profits.

Mayor Johnson stated that they would be asked to fill out permit but the fee would be waived.

Motion by Mayor Johnson, second by Lundeen to post ordinance for 10 days as presented. The verbiage was clarified to state "Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations." The intent for this addition was to clarify excluding charging fees for tax exempt and non-profit organizations. Motion passed 5-0. Motion carried.

1. Resolution 2020-030 Interview Applicant for Vacant Economic Development Authority Board Seat and Accepting Resignations for Board Members Jill Reller and Luke Merrill

Applicant Justin Nielsen was interviewed by Mayor Johnson for the open Economic Development Authority Seat. Johnson asked questions specific to Economic Development Authority.

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

City Administrator Josi Wood

2. City Code Chapter 276, Special Assessments and Special Assessment Policy

- a. Ordinance-724** an Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002, and Titled Special Assessments

Assistant City Administrator/ Special Projects Don Lorsung shared that this is a revised and updated Special Assessments policy that includes the funding options that had been discussed with City Council, use of MSA Funds and how it relates to special assessment process and the financing of City projects. Lorsung continued to share that this policy matches current practices to make sure it is up to date. Lorsung further shared that the City Engineer has looked at 3 different policies from other cities in preparing the policy. Lorsung stated staff and the City Attorney have reviewed.

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

b. Resolution 2020-031 To Establish a Special Assessment Policy

Assistant City Administrator/ Special Projects Don Lorsung shared that this resolution and Ordinance go hand in hand. Lorsung continued to share that a lot of the areas from the old Ordinance and moved them to become a policy under resolution. Lorsung further shared that the ordinance contains what it has to for legal purposes and the rest of the policy items became a resolution so it is readily to review in the future for any other updates.

Motion by Lundeen, second by Bergley to approve the resolution as presented.

City Engineer Jason Cook

3. Resolution 2020-032 Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2020 Pavement Management Project

City Engineer Jason Cook shared that this is to continue moving the project forward. Cook continued to share that the design and specifications and has come to almost the estimated bid amount for the project in the budget. Cook further shared that it is recommended to put out advertisement for bids and see what contractors come in at.

Motion by Lundeen. Second by Bergley to approve resolution as presented. Motion passed 5-0.
Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$220,442.10 Payroll in the Amount of \$105,221.41
2. **Resolution 2020-033** Authorizing the Purchase of a Wide Area Mower
3. **Resolution 2020-034** Authorizing the Purchase of a Mosquito Fogging Unit
4. **Resolution 2020-035** Approving Exempt Sidewalk from Snow Removal
5. **Resolution 2020-036** Adopting Ordinance Notification Policy
6. **Resolution 2020-037** Accepting Quote from Dirtworks for WWTP Filter Repairs
7. **Resolution 2020-038** Accepting Quote from Vessco for WWTP Filter Repairs
8. **Resolution 2020-039** Authorizing the Closing of Utility Franchise Fund 225

9. **Resolution 2020-040** Amending the Adopt a Park Program Policy
10. **Resolution 2020-041** Appointing Election Judges for the 2020 Presidential Primary Election

Motion by Bergley, second by Lundeen to approve the Consent Agenda. Motion passed 5-0.
Motion carried.

M. Other Communications

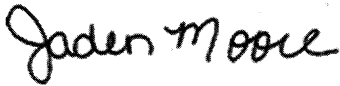
1. January Police Department Reports
2. January Code Enforcement Officer Report
3. January Building Inspector Report
4. February Engineering Project Status Report

N. Closed Session

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

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

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 18, 2020 – 5:00 P.M.
CITY HALL

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

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Assistant City Administrator/ Special Projects Don Lorsung, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Committee Meeting Items

1. Police Department Updates
 - Information was shared with the Committee.
2. Liquor Department Updates
 - Information was shared with the Committee, including information shared by Engineer Cook regarding the current site. Recommendation from Committee is to move forward with \$7,000 to update current market analysis study.
3. Draft ORD Annexed Parcels
 - Recommendation from Committee is to look into enforcement upon sale of property.
4. Review 2020 Goal Setting Action Items
 - Information was shared with Committee; consensus was all Goal Setting items were outlined correctly. No further recommendations were made.
5. 2020 Goal Setting Events Follow Up
 - Recommendation from Committee was to find funding for additional events.
6. Whiskey Sidewalk Infill Update Discussion
 - Recommendation from Committee is to reach out to City Attorney for more information.
7. Legacy Medal Nomination- BMX (Collison)
 - Recommendation from Committee is to move forward to have plaque made and recognize RRBMX at an upcoming Council meeting.
8. Vehicle Signage
 - Information was shared with Committee and no further action was taken.

9. Strikes and MN Equipment Clarification

- Information was shared with Committee and no further action was taken.

10. 2020 Budget Discussion

- Information was shared with Committee and Recommendation from Committee is to transfer money from Fund 920 to the General Fund for the shortfall.

11. State Aid Route Revisions

- Information was shared with Committee and Recommendation from Committee is to move forward and bring to City Council meeting.

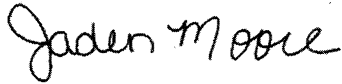
12. Coborns Brat Stand

- Recommendation from Committee is for staff to research more information for how long Coborns would like to have brat stand, inform them of the process and bring to City Council.

E. Adjournment

Meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

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

Jaden Moore

Deputy City Clerk/ Human Resources

Isanti Planning Commission
Meeting Minutes January 21, 2020

1. **Meeting Opening:** Chair Johnson called the meeting to order at 7:20pm.
Roll Call: Members Present: Mayor Jeff Johnson, Paul Bergley, Dan Collison, Steve Lundeen, Alexander Collins, Arysa Simon
Absent: Gordon
Staff Present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Assistant City Administrator/Special Projects Don Lorsung, City Engineer Jason Cook, Planner Matt Lindholm.
2. **Organization of Advisory Bodies**
 - A. Election of 2020 Chair. Motion by Lundeen to elect Johnson as Chair, second by Bergley. Motion passed 6-0.
 - B. Election of 2020 Vice-Chair. Motion by Collison to elect Lundeen 2nd by Collins. Motion passed 6-0.
 - C. Election of 2020 Secretary. Motion by Johnson to elect Matt Lindholm, second by Lundeen. Motion passed 6-0.
3. **Meeting Minutes:** Motion by Bergley, second by Lundeen to approve December 17, 2019 Planning Commission minutes. Motion passed 6-0.
4. **Other Business**
 - A. Review conflict of interest policy- Commissioner Collins turned in his form.
5. **Discussion Item**
 - A. Comprehensive Plan Update – open house. Lorsung gave an overview of the update and broke out into tables. Each table had its own topic which included: Land Use, Transportation, Economic Development and housing, and Parks and trail/ open space. There were about 5 people in attendance.
6. **Adjournment:** Motion by Lundeen second by Simon to adjourn. Motion passed 6-0 meeting adjourned at 8:20pm.

Respectfully Submitted
Sheila Sellman Community Development Director





Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Development and Business Subsidy Agreement for BP Metals

Background:

On February 18, 2020 the EDA entered into a purchase agreement with BP Metals for the sale of EDA land located at 825 East Dual Blvd. The subject site is one of the EDA's Shovel Ready industrial lots. The sale is for \$1 and therefore triggers a business subsidy agreement. The agreement for consideration is a combination development agreement and business subsidy agreement.

The 2017 land appraisal indicates the subject site is worth \$210,000. It has always been advertised for \$1 and the City has held this land for future development. A key decision on the sale was the user and the job growth they are bringing to the city. When BP Metals opens, they will start with 20 employees, these are new jobs within the city of Isanti, and they have plans for expansion that could result in up-to 40 jobs. BP metals has been in operation since 2000 and have outgrown their space in the City of Blaine, the owner is a long-time resident of Isanti and is looking forward to moving his business to town.

Request:

Consideration of the Development and Business Subsidy agreement for BP Metals.

Attachments:

- Development and Business Subsidy Agreement

CITY OF ISANTI
DEVELOPMENT AND SUBSIDY AGREEMENT FOR BP METALS, INC.

This Agreement (hereinafter the "Agreement") is dated as of this _____ day of _____, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **BP Metals, Inc.**, a corporation under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 1, Block 1, Isanti Centennial Complex 6th Rearrangement, County of Isanti, State of Minnesota, PID Number 16.137.0010, located at 825 Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.
2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:
 - a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.
 - b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.
 - c. Proof of Authority. That the Developer provide proof that the respective governing boards of the Developer have authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board of each entity which grants such authority.
 - d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term “Plans” as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City’s files.
4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:
- a. Sanitary sewer
 - b. Water
 - c. Storm drainage facilities
 - d. Stormwater maintenance
 - e. Parking lot
 - f. Concrete curb and gutter
 - g. Lot grading
 - h. Landscaping
5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of (\$_____ .00), which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of “temporary” erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, The Developer may request a reduction in the amount of the financial guarantee.
6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of (\$_____ .00), which amount is 5% of the City Engineer’s estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The Developer may request a refund of the remaining balance in the escrow upon completion of the Required Private Improvements, acceptance by the City.
7. Maintenance Guarantee for Landscaping. It is herein agreed that the Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of \$_____ [# plantings (XX trees) x cost/planting (\$300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting \$75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the City’s acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.
9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:
 - a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes Section 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and

procedural objections or defenses the Developer may have to such special assessments;

- b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;
- c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and
- d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

- a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at \$210,000. The City sold the Subject Property to Developer for \$1. The value of the subsidy is the difference between the appraisal value and the purchase price.
- b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.
- c. Subsidy Goals. Developer shall create a minimum of 20 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.
- d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

- e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.
11. Miscellaneous.
- a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
 - b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
 - c. Compliance with Laws and Regulations. The Developer represents to the City that the Plat complies with all City, County, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the site plan does not comply, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.
 - d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.
 - e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of establishing seed in all boulevards within 30 days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.
 - f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

- g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.
- h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, Stage II, and Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.
- i. Plat Approval Expenses. Not applicable.
- j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.
- k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City's Building Official, which authorizes the structure to be used for its intended purposes.
- l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:

Blake J. Pendzimas
BP Metals, Inc.
1611 99th Lane N.E.
Blaine, MN 55449

To The City:

Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

The Developer:

BP Metals, Inc.

By: _____,

Its: Blake Pendzimas, _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020,
by Blake Pendzimas, _____ of BP Metals Inc., a corporation under the
laws of the State of Minnesota on behalf of the corporation.

Notary Public

EXHIBIT A

Fees Payable to the City

draft



Real People. Real Solutions.

J.2.a.

7533 Su
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 26, 2020
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W Cook, P.E.
City Engineer
Subject: 6th Avenue SW Rehabilitation
Public Hearing & Project Authorization
City of Isanti, MN
Project No.: R13.120122

An Informational Open House was conducted on February 25th, 2020. Nine individuals representing Six properties attended. There is a total of 27 properties on the assessment roll. The majority of attendees agreed the roadway was in need of repair and that a sidewalk would be beneficial. Two property owners stated they felt the proposed assessments were fair.

Following the Public Hearing input, should you decide to proceed with the project, a resolution ordering the improvement has been included in the Council packet.

Following is a schedule for the project:

- 1) March 4, 2020 – Hold Public Hearing, Mayor and City Council order the improvements
- 2) March 17, 2020 – Mayor and City Council reviews and approves final plans and orders advertisement of bids
- 3) April, 2020 – Open bids
- 4) April, 2020 – Mayor and City Council awards bid
- 5) June 2020 – Commence construction
- 6) November, 2020 – Substantial construction completion
- 7) November, 2020 – Conduct final assessment hearing

I will be at the March 4, 2020 Council meeting to provide a condensed presentation on the project and assist with questions during the Public Hearing. Please contact me with any questions or comments.

RESOLUTION 2020-XXX

AUTHORIZING IMPROVEMENT ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2020-021 of the City Council adopted February 4, 2020, fixed a date for a council hearing on the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain; and,

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 4th day of March, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon;

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Motion:

Seconded:

Carried:

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources/City Clerk
Date: March 4, 2020
Subject: Amending ORD 720, City Code Chapter 425, Peddlers, Solicitors, Transient Merchants and Mobile Food Units

Background:

At the February 18, 2020 City Council meeting staff was directed to add a subsection to clarify intent of the ordinance 720. This section exempts certain organizations from needing an application and approval from the City for peddlers, solicitors and transient merchants for tax-exempt and non-profits. Below is the added subsection that has been posted for 10 days as required by state statute.

§ 245-3. Exceptions.

9. *Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.*

Request:

Staff is requesting approval on this item.

Attachments:

ORD 2020-XXX

ORDINANCE NO. XXX

ORDINANCE AMENDING 720, CITY CODE CHAPTER 425, PEDDLERS, SOLICITORS, TRANSIENT MERCHANTS, AND MOBILE FOOD UNITS

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

- **Section 1 – Repealer.** Ordinance No. 485, titled “Peddlers, Solicitors and Transient Merchants”, codified in Chapter 245 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 245 is hereby adopted:

Chapter 245

Peddlers, Solicitors, Transient Merchants and Mobile Food Units

245-1. Definitions

245-2. License Required

245-3. Exceptions.

245-4. Ineligible People.

245-5. Application.

245-6. Photographs.

245-7. Fees, Duration.

245-8. Investigation, Issuance, Denial.

245-9. Standards of Conduct.

245-10. Mobile Food Units.

245-11. Exclusion by Placard.

245-12. Special Events.

245-13. Suspension; Revocation.

245-14. Penalty, Enforcement.

§ 245-1. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

1. “Non-commercial door-to-door advocate” is a person who goes door-to-door for the primary purpose of disseminating religious, political, social or other ideological beliefs. For the purpose of this chapter, the term door-to-door advocate shall fall under the term solicitor and include door-to-door canvassing and pamphleteering and is intended for non-commercial purposes.
2. “Peddler” includes a person who goes from place-to-place exhibiting merchandise for sale, making sales, and delivering articles to purchasers.
3. “Transient Merchant” – A person who temporarily sets up business out of a vehicle, trailer, tent or other portable shelter or empty storefront in a commercial district where retail sales are a permitted or conditional use for the purpose of exposing or displaying for sale, selling or attempting to sell and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any location for more than 14 consecutive days.
4. “Solicitor” includes a person who goes from place-to-place soliciting orders for the sale of merchandise or personal services for future delivery or future performance, whether or not the person has a sample of the merchandise or is collecting advance payments for the orders. The word also includes activity that has as its ultimate purpose the obtaining of orders even though it may not initially purport to do so. For the purposes of this chapter, the term solicitor shall have the same meaning as the term canvasser.
5. “Regulated activity” means the activity of a peddler, transient merchant, solicitor or mobile food unit as defined in this chapter. The term only includes activities that involve the sale of a product or service. It does not include activities that involve only statements of opinion or belief or that request only a donation.
5. “Licensee” means an individual, partnership, corporation or association licensed within the city under this section and includes a person who is or will be conducting the regulated activity on behalf of the licensee.
6. “Person” means a natural person, a firm, partnership, corporation, any other association of people, and includes the manager or agent of that person or organization.

7. "Occupant" means a person living, staying, or working at a residence, including a guest.
8. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

§ 245-2. License Required.

A person engaging in a regulated activity within the city must first obtain a license from the City Clerk or designee.

§ 245-3. Exceptions.

A person engaging in the following activities is not required to obtain a license and an identification card from the city:

1. Selling personal property at garage sales, rummage sales, or estate sales. This includes persons participating in an organized multi-person bazaar or flea market.
2. Selling newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Selling products of the farm or garden grown or raised by the seller, including meat, but such activities must comply with applicable health regulations.
4. Selling at an auction conducted by a licensed auctioneer, or any officers of the court conducting a court ordered sale.
5. Calling upon residents in connection with a regular route service for the sale and delivery of perishable food and dairy products. This includes initial contacts to establish a customer delivery route. This exception does not relieve that person of the duty to comply with other applicable city requirements.
6. Sales or offers for sales by peddlers or solicitors who appear at the customer's home or place of business by an appointment which was made prior to such appearance are exempt from the provisions of this chapter.
7. Non-commercial door-to-door advocates. No license or registration shall be required of any person going from house to house, door to door, business to business, street to street or any other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights, such as the freedom of speech, press, religion and the like, except that this exemption does not apply if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
8. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a commercial retail seller of the items be sold by the wholesaler.
9. Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.

§ 245-4. Ineligible People.

The following people are not eligible for a license and from the city:

1. A person whose license for a regulated activity was revoked by the city or another governmental body within three years before the application date;
2. A person who has been denied a license for regulated activity by the city or another governmental body because of circumstances that occurred within three years before the application date;
3. A person who has violated, or whose representative has violated, a provision of this section within three years before the application date, or who violates a provision of this section during the application period pending issuance of the license;

4. A person who has been convicted within three years before the application date of a crime that adversely reflects on the person's ability to honestly, safely, or lawfully conduct the regulated activities, unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3, as it may be amended from time to time; or
5. A person who has falsified information, or omitted material information, required by this section.
6. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

§ 245-5. Application.

Application for a license must be made at least ten working days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the information listed below and includes the required supporting documentation:

1. Full legal name and physical description of the applicant;
2. Complete home and local address of the applicant;
3. A brief description of the proposed activity, its location, and the merchandise or service involved;
4. The dates and hours of the day during which the activity will be conducted;
5. Name, address, and phone number of the person on whose behalf the orders are solicited, together with credentials establishing the applicant's relationship to the person;
6. The source of supply of merchandise proposed to be sold, where the goods are located at the time the application is filed and the proposed method of delivery;
7. Whether or not the applicant has been convicted of any crime other than petty traffic violations, the nature, time and location of the offense and the punishment or penalty imposed;
8. The last cities or other localities, not exceeding five, where the applicant conducted the proposed activity immediately preceding the date of the application and where within those areas the activity took place;
9. Make, model, year, color, and state license number of each motor vehicle to be used in connection with the proposed activity;
10. Social security number, date of birth, and drivers license or state or tribal identification card number;
11. Passport information and visa status if the applicant is not a United States Citizen;
12. The name, address and phone number of the person or company employing the individual, if different from the information in sub-paragraph 5 above; and
13. A copy of all documents to be used by the applicant in the regulated activity.
14. Phone number(s) for the applicant;
15. All names of employees or multiple persons under one license.
16. Mobile Food Unit Additional Requirements
 - a. Valid copies of all necessary licenses or permits required by the state or county.
 - b. Pictures of mobile food unit vehicle and a site plan showing location of vehicle on the property. Plans and specifications for non-vehicular mobile food stand or unit and a site plan showing the proposed of stand or unit on the property.

c. A copy of the written permission from the property owner or property owner's agent where the mobile food vendor will be conducting business.

agent where

d. A list of other communities or locations where the applicant has been a mobile

food vendor.

§ 245-6. Photographs.

Each individual who will be conducting the regulated activity on behalf of the partnership or organizational applicant (including the applicant) must submit two copies of a recent photograph, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photographs are supplied.

§ 245-7. Fees, Duration.

The application must be accompanied by the required license fees specified in the city fee schedule, which may be amended from time to time by action of the City Council. A license is valid only for the time periods in the calendar year in which it is issued. No fees are required of individuals taking orders for the shipment of goods through interstate commerce.

§ 245-8. Investigation, Issuance, Denial.

1. Within five working days after a complete application is submitted, the Police Department will conduct an investigation regarding the information provided in the application and the eligibility for a license. The City Clerk will issue a license only to eligible people. The license shall bear the name of the applicant; and in the case of additional employees or multiple persons, a copy of the license shall be issued that bears their name and photograph. That copy shall correspond to the copy of record retained by the City. Any alteration of that license and/or photograph invalidates the license.
2. The City Clerk may not issue a license if there are circumstances indicating that the intended recipient may not honestly, lawfully, and safely conduct the proposed regulated activity. The City Clerk must notify an applicant in writing of a denial of a license, specifying the reasons. The applicant may appeal the denial by submitting to the City Clerk a written request within ten days after the denial asking to address the City Council. The City Council may refer the matter to an independent hearing officer or may consider the appeal itself. The City Council or hearing officer may deny a license and/or identification card when they believe such action will protect the public health, safety, or welfare.

§ 245-9. Standards of Conduct.

1. Except for those people specified in section 245-4, a person may conduct regulated activity in the city only if they carry a license with attached photograph identifying the person has been issued a license and it has not been revoked, suspended, or impounded. The license and attached photograph must be shown upon request.
2. A licensee must not transfer its license to another person. A license that has the photograph removed is invalid. Use of that invalid license is a violation of this chapter.
3. A person must not use a license issued to someone other than that person.
4. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.
5. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
6. A person must not conduct regulated activity in a manner that creates a health or safety hazard. No person shall call attention to their business or items to be sold by means of blowing a horn, whistle, bell, or crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.

7. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
8. A licensee must immediately leave private property when requested to do so by an occupant or owner and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
9. A licensee entering onto residential property must go directly to a door of the house, unless there is an adult present outside of the house or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
10. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
11. A licensee must not make statements to the people contacted indicating or implying that the city license constitutes an endorsement of their activities or products by the city.
12. While conducting regulated activity, a licensee must not be accompanied by a person who is not licensed or is not listed in the license application.
13. No person shall conduct business in residential zoned areas before 10:00 a.m. or after 7:00 p.m.

§ 245-10. Mobile Food Units.

1. State License. Mobile food units shall hold a valid license from the State of Minnesota Department of Health or Department of Agriculture. A license is valid for one vehicle or stand. Any conditions of the State Health Department shall be incorporated into the license issued under this Section. A copy of the license shall be submitted to the City.
2. Insurance. A certificate of insurance evidencing the following forms of insurance. The certificate shall be submitted to the City:
 - a. Commercial general liability insurance, including products and completed operations coverage, with a limit not less than one million dollars (\$1,000,000) for each occurrence / two million dollars (\$2,000,000) aggregate.
 - b. Automobile liability insurance with a limit not less than one million dollars (\$1,000,000) combined single limit.
 - c. The City of Isanti shall be named as an additional insured and provided with a certificate of insurance.
 - d. A signed statement that the licensee shall defend and indemnify the City, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.
3. Duration of sales and unit standards. A license shall be valid for one year. The license is valid for one vehicle or stand only. The mobile food unit can operate in the same location for a time period not to exceed 6 months. The unit, stand or vehicle must not have rust, peeling paint, dents and must be maintained in a professional manner. The vehicle or stand must be approved for aesthetics by the City. The license must be displayed in plain view on the vehicle/stand.
4. Overnight storage. No overnight storage of a mobile food truck on city property, including public rights of way, shall be permitted.
5. Signs. No mobile food unit shall use exterior signage (unless issued a temporary sign permit), flags, feathers, banners, bollards, or any other equipment not contained on or within the vehicle or stand.
6. Noise and Lighting. No shouting, blowing a horn, ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the city or upon any private premises in the city. No vendor shall use or maintain any outside amplifying equipment, televisions, or similar entertainment devices. Lighting will be downcast, concealing light source from view, and must not spill onto adjacent properties and right of ways. Ice cream trucks traveling through a

residential district may have outdoor music or noise-making devices to announce their presence.

7. **Parking.** Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of 6 feet must be maintained on the service side of the vehicle.
8. **Hours of operation.** Hours of operation shall be allowed from 8:00 a.m. to 10:00 p.m. In the case of an event authorized under a special event permit, the hours will match the time period indicated in the permit.
9. **Waste disposal.** Mobile food units shall provide waste disposal, clean up all litter and garbage generated by this use and maintain their site in a clean and hazard free condition. All waste liquids shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into the sidewalks, streets, gutters, drains or public trash receptacles. The licensee shall be responsible for all litter and garbage left by customers.
10. **Self-containment.** Mobile units can't connect to public utilities unless on private property through agreement with the property owner. No power, cable or equipment shall be extended at any grade across any city street, alley, or sidewalk. Any generators must be self-contained and any noise created by their operation shall not cause a public nuisance, as per Chapter 216, Nuisances.
11. **Inspections,** Mobile units shall comply with all applicable Fire Codes and may be inspected by the City prior to operation.
12. **Locations.** Mobile food units shall only be allowed to operate on private property in zoning districts where retail sales are allowed as permitted or conditional uses under the City's zoning codes. Mobile food units may be allowed in public rights of way, residential or park zoning districts in conjunction with an approved special event permit.
13. **The mobile food vendor shall not set-up in a manner so to create a traffic hazard and follow police orders.** The mobile food unit shall not have a drive through. Ingress and egress to private property shall be through existing driveways only.
14. **Mobile food units providing external seating must not block any sidewalk or driveway area or occupy any required parking spaces.**
15. **Ice cream novelty trucks are allowed to operate within the public right of way in residential districts.**
16. **Mobile food units are prohibited from vending activities within 150 feet of a food service building or within 500 feet of a community event, unless part of the sponsor license and/or special event permit for the event.**
17. **No mobile food unit shall sell alcoholic beverages.**
18. **Mobile food unit vendors shall maintain a fire extinguisher at all times.**
19. **Mobile food vendors shall maintain their immediate sales location in a clean and hazard free condition.**
20. **The mobile food vendor shall not operate in such a manner so as to constitute a public nuisance.**

§ 245-11. Exclusion by Placard.

No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business when the property is marked with a sign or placard at least four inches long by four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants" or "Peddlers, Solicitors and Transient Merchants Prohibited" or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

§ 245-12. Special Events.

The following standards shall apply to all events that are authorized by a special event permit.

1. It is not necessary for each transient merchant or mobile food unit to obtain a license under this chapter provided

that the sponsor, promoter or organizer of the event obtains a permit and maintains a list of all participants and assumes responsibility for their activities and conduct.

2. The sponsor, promoter or organizer of the event may designate where peddlers and transient merchants and mobile food unit set up their booths, sales stands or vehicles.

§ 245-13. Suspension; Revocation.

1. The city may suspend or revoke an identification card and/or license, if the person who is the acting on behalf of the licensee, or the licensee has:
 - a. Violated a provision of this section, or other local laws governing the same activity, during the license period;
 - b. Violated a criminal law during the license period that adversely reflects on the ability to honestly, safely, or lawfully conduct the regulated activity; or
 - c. Submitted false information or omitted material information in the licensing process required by this section.
2. If a license is revoked or suspended, all licenses issued to people acting on behalf of the licensee are automatically revoked or suspended.

§ 245-14. Penalty, Enforcement.

1. The Chief of Police, and their designees are authorized to enforce this ordinance. They may impound a license when a person has been found violating a provision of this chapter, when cause exists for suspending or revoking the license, or when the license has been suspended or revoked. When impounding a license, the official must send a notice to the licensee and at the address on the application form, giving the parties ten days to submit a written request for a hearing before the city council. Failure to timely request an appeal constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.
2. Any person violating any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a maximum fine of \$1,000 or a term of imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This ordinance becomes effective on the date of its publication in the city’s official newspaper.

Adopted by the City Council this 4 day of March 2020.

Attest:

Jeff Johnson, Mayor

Katie Brooks
Human Resources/City Clerk

Posting Date: 2/20/2020
Reading Date: 3/4/2020
Publication Date:
Effective Date:



MEMO for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti

At the February 18, 2020 City Council meeting, Council made it clear to amend Chapter 245 Peddlers, Solicitors and Transient Merchants to include an exemption for non-profit and tax-exempt organizations from needing to apply or pay the permit fee. It was also expressed that non-profits and tax-exempt organizations shall not pay an Administrative Permit. A permit would still need to be filed with the City.

Application and related fees per the Fee Schedule will apply for all other permits and facilities not defined within the attached Resolution unless exempted by the applicable Ordinance.

Action Required:

If the Council concurs to allow Staff to waive the permit application for Administrative Permits upon receipt with proof of qualified status, it should by motion, approve the Resolution as written.

Attachment:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

ADOPTING POLICY TO WAIVE SPECIFIED FEES FOR QUALIFIED NON-PROFIT AND TAX-EXEMPT ORGANIZATIONS IN THE CITY OF ISANTI

WHEREAS, the City Council supports the efforts by qualified non-profit and tax exempt organizations that educate and enhance the lives of the youth and young adults of the City of Isanti; and,

WHEREAS, the City charges fees for permits to defray administrative and operational costs; and,

WHEREAS, the City Council desires to assist with the efforts of qualified non-profit and tax exempt organizations with such programs that benefit the citizens of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to waive the following fee for a specified permit, with said process and steps that are hereby listed below and made a part of this resolution.

1. City staff are authorized to waive the following permit fee:
 - a. Administrative Permit
2. A qualified non-profit and tax exempt organization serving youth and young adults in the City of Isanti shall submit proof of non-profit and/or tax exempt status for waiver of the permit fee as specified in paragraph 1 to the City Administrator or their designee.
3. The organization must also submit any other permit application as required by the City. Timelines for submission of proof of non profit and/or tax exempt status as outlined in paragraph 2 shall follow the same timeline as required for the processing of a permit.

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Katie Brooks, Human Resources/ City Clerk
Date: March 4, 2020
Subject: Liquor License and Pawnshop License Renewals

Background:

Prior to being brought to City Council for consideration of a Liquor License and Pawnshop renewals, all Liquor License and Pawnshop applications are reviewed for completeness, the license applicants undergo a background check by the Police Department, taxes and assessments are reviewed against the licensed property to make sure they are current; fees owed to the City are checked to ensure there are no delinquent fees. Staff has reviewed completed applications and each applicant has met the requirements outlined in City Code.

The following license holders have submitted complete applications, and through review, have been recommended to proceed forward to the City Council for consideration for renewal of their liquor license and pawnshop license at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & Grill
- Thunder Brothers Brewery, Inc.
- Northern Pawn, Inc.

Attachment:

- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Junction Bowl and Whistle Stop Bar and Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Rum River VFW 2735
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreens Golf & Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Thunder Brothers Brewery, Inc.
- Resolution 2020-XXX Approving a Pawnshop for Northern Pawn, Inc.

Action:

- Staff is requesting City Council action on this item.

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday 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 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2019; and,

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

WHEREAS, all tax assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday 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 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

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

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday 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 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE, OFF-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS MICROBREWERY

WHEREAS, Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale, Off-Sale and Sunday 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 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING PAWNSHOP LICENSE TO NORTHERN PAWN, INC.

WHEREAS, the City has received an application for renewal of a Pawnshop License from Joe Niles, Northern Pawn, Inc. for the operation of a pawnshop at 303 Credit Union Drive Suite 9; and,

WHEREAS, all City fees are current and the required license fee and bond have been received; and,

WHEREAS, all taxes assessments against the property are current; and,

WHEREAS, the Isanti Police Department has conducted a background check on the applicant for the pawnshop license and found no reason to deny the renewal of the license; and,

WHEREAS, the City has not received any information to preclude the issuance of the pawnshop license to the applicant;

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

1. That the City hereby authorizes the issuance of a Pawnshop License to Joe Niles, Northern Pawn, Inc. to operate a pawnshop at 303 Credit Union Drive, Suite 9, Isanti MN 55040 for a license period from April 1, 2020 to March 31, 2021.
2. The transaction fee shall be subject to the current fee that is set by the City Council within the Fee Schedule.
3. The license shall be subject to all conditions as provided within City Code Chapter 233.
4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the pawnshop license.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Resolution 2020-XXX granting an extension to the recording of final plat Legacy Pines 2nd Addition

Background:

On November 5, 2019 the City Council approved the development agreement and final plans for Legacy Pines 2nd Addition. This document along with the plat are required to be recorded before any development can begin.

According to City Code, Final Plats are to be recorded within 90 days of approval, in this case that deadline is March 6, 2020. The developer, Jason Bebeau, Everpine Land Holdings, is requesting and extension of 60-days to record the plat. He is requesting the extension stating that early winter conditions affected the timing to record the plat.

With a winter approval it is common for developers to wait to record their documents, if they can't prep the site it doesn't make sense for them to pay their development fees and let it sit over winter. The extension if granted will for May 6, 2020. If the extension is granted the 2019 fees as shown in the approved development agreement will apply. If the extension is not granted then the fees should be revised to 2020 fee schedule and the development agreement will need to be amended. Staff can support the extension but recommends that if it is not filed by this deadline he will need to reapply and all fees are updated per the 2020 fee schedule.

Request:

Consider resolution to extend the recording of the plat for 60-days.

Attachments:

- Resolution 2020-XXX
- Letter of request
- Resolution of approval 2019-289

RESOLUTION 2020-XXX

**APPROVING THE EXTENSION OF RECORDING OF THE FINAL PLAT FOR
LEGACY PINES 2ND ADDITION**

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been approved by the City Council of the City of Isanti; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 60-days to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 4th day of March, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

February 26, 2020

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Legacy Pines 2nd Addition
Request for Extension

Dear Sheila:

I am writing this to request an extension on the time to file the plat for Legacy Pines 2nd Addition.

Given the timing of the City Approvals last Fall along with the early onset of Winter, we were not able to get the plat recorded as we would of liked. I am requesting a 60-day extension from the City in order for us to get this accomplished.

I thank you and the City Council in advance for your consideration and assistance with this project.

Sincerely,

Jason Bebeau
Everpine Land Holdings

RESOLUTION 2019-289

**APPROVING THE DEVELOPMENT AGREEMENT FOR LEGACY PINES 2ND
ADDITION**

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

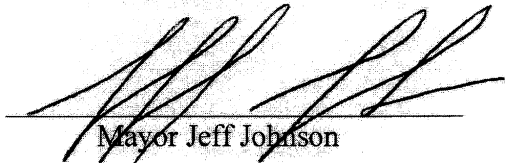
WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:


- 1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.
- 2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 5th day of November, 2019.


Mayor Jeff Johnson

Attest:


Katie Brooks
City Clerk/Human Resources



Memo for Council Action

To: Mayor Johnson and Members of City Council
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: March 4, 2020
Subject: Resolution 2020-XXX Amending the Lease Agreement with Rum River BMX - Special Event Paid Parking Agreement

Background:

On request by RRBMX, amending the terms was discussed at the COW meeting on April 16th, 2019 to allow for fees to be collected on additional lots and for the City to assist RRBMX in securing National events. RRBMX also requested to have the city “loan” \$8,000 in order for RRBMX to secure a National event. Staff had the city attorney review the “loan” request. The city attorney has informed us that there is no legal basis for granting such a loan. Staff has included a new draft for the agreement, which includes a 50/50 split in parking revenue fees.

Recommendation: Staff is recommending that the parking fee revenue be split with RRBMX 50/50 for Tier 2 events. Tier 1 events to be split at 50/50 after the initial \$8,000 is met in parking fee revenue.

Request:

Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX
- Draft Amended Exhibit G – Special Event Paid Parking Agreement and Map

RESOLUTION 2020-XXX

**AMENDING THE LEASE AGREEMENT WITH RUM RIVER BMX ASSOCIATION
EXHIBIT G – SPECIAL EVENT PAID PARKING AGREEMENT**

WHEREAS, the Tenant, Rum River BMX Association (RRBMX) and the City of Isanti desire to modify the Lease Agreement to include an update to Exhibit G - Special Event Paid Parking Agreement; and,

WHEREAS, city staff updated the Special Event Paid Parking Agreement to address use of additional parking areas, which includes the south gravel soccer complex parking lot North off of Isanti Parkway NW next to the Public Works complex, and the south paved parking lot of Bluebird park; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 2 events; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 1 events, after the initial \$8,000 has been met; and,

WHEREAS, the Lease Agreement in its entirety with Exhibit G shall supersede all previous versions,

NOW, THEREFORE, IT IS HEREBY SUPERCEDES RESOLUTION by the City Council of the City of Isanti, Minnesota to approve the amendment to the Rum River BMX Lease Agreement, Exhibit G – Special Event Paid Parking Agreement as attached as ‘Appendix I’.

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

Attest:

Jeff Johnson
Mayor

Katie Brooks
Human Resources / City Clerk

Appendix I

EXHIBIT G Special Event Paid Parking Agreement

Intent

It is the intent of this Special Event Paid Parking Agreement for the City of Isanti and the Rum River BMX Association to establish an understanding of both the City's and the Association's respective responsibilities with regards to use of the overflow parking space at the Isanti Indoor Arena (IIA) and the surrounding area (see Map 1), including associated parking fees. This agreement may be amended from time to time by agreement of both parties, and may be terminated at anytime with or without cause by not less than 6 months written notice to the other party. So long as this agreement is in place it shall be reviewed every two (2) years, the start date of which is August 1, 2018. The City of Isanti shall make its best efforts to notify the Rum River BMX Association whenever this policy is discussed in the future.

Purpose

The purpose of this Special Event Paid Parking agreement is to ensure that the City of Isanti does not incur costs associated with maintenance of the affected property due to uses beyond those normally associated with public open spaces. The types of events that are taking place at Isanti Indoor Arena (IIA) will be categorized as Tier 1 or Tier 2. Tier 1 events will be National or Gold Cup series events. Tier 2 events will be District or State series events. The category must be included on the Special Event Permit Application. It shall be noted that all other Special Event parking must take place on designated/approved areas. Rum River BMX Association may be permitted to use parking lot A for team canopies and event activities other than parking during Tier 1 events, as long as this use is clearly indicated in the Special Event Permit application.

Description of Open Space and Parking Lots

The use of the open space and parking lots, hereafter referred to as "Overflow Parking,"

Parking Lot A: paved parking lot west of and adjacent to the IIA building

Parking Lot B: small paved parking lot on north end of Bluebird park to the east of 1st Ave NW

Parking lot C: grassy area south of IIA (101 Isanti Parkway NW, Isanti, MN 55040) in Bluebird Park (201 Isanti Parkway NW, Isanti, MN 55040) from the paved trail south of the parking lot south to 1st Avenue NW, and from the tree line east to the storm pond;

Parking Lot D: gravel parking lot on the south end of the Cambridge-Isanti soccer complex, (north of Isanti Parkway NW)

Parking Lot E: south paved parking lot in the south end of Bluebird Park to the east of 1st Ave NW

A map of the Overflow Parking areas is attached to this agreement as Map 1.

Use of Overflow Parking

Parking in the overflow parking areas shall only be permitted through the filing and approval of a Special Event Permit application by Rum River BMX Association to the City of Isanti. Written approval from the Cambridge-Isanti Soccer Club must be included in the permit application for use of parking lot D. Such application is required no later than thirty (30) days prior to the event start date. Passenger vehicles may be parked in all the designated overflow parking areas for the duration of an event. Recreation Vehicles (RVs) may only be parked in parking lot C for the duration of an event, including overnight camping, as long as such use is requested in the Special Event Permit application.

Overflow Parking Fees

In such instances when overflow parking has been granted, Rum River BMX Association will be responsible for collecting user fees, the amounts of which will be identified within the Special Event Permit application. Parking lots C, D and E are granted paid parking permission for Tier 1 events. Parking lot C is granted paid parking permission for Tier 2 events.

An RV fee will be assessed to a truck and trailer or self-propelled recreational vehicle; the parking permit of which will remain with the "engine." Recreational towed vehicles will be assessed the same fee as a car or truck. There will be no fees charged for cargo trailers. Car and/or tent camping will be allowed and vehicles will be assessed the car/truck fee. RV parking/camping will only be allowed in parking lot C for any type of event.

The City of Isanti will receive a percentage of parking revenue and Rum River BMX Association will receive a percentage of parking revenue based on events type (Tier 1 or Tier 2). These percentages will be based upon events that are occurring at the IIA. The breakdown for the revenue generated from parking fees will be divided up as follows:

- Tier 1 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lots: C, D and E)
 - When a national event is secured by RRBMX, 100% of the parking fee revenue will go to RRBMX until \$8,000 is met and then the parking fee revenue will be split 50/50
- Tier 2 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lot: B and C)

The City of Isanti will issue numbered parking passes to the Rum River BMX Association prior to approved events. Parking passes must be displayed on paid vehicle dashes. Rum River BMX will be responsible for returning all unused passes, and will be invoiced for 75% or 50% of the revenue for all passes not returned, depending of event type. Passes must be returned to the City of Isanti within ten (10) businesses days after the end of each event. The City of Isanti will invoice the Rum River BMX Association within thirty (30) days of receipt of the returned parking passes.

MAP 1



City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 2/19/2020 - 2/19/2020

Feb 20, 2020 02:26PM

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/19/2020	53022	2467	C/O PINE CITY AREA CHAMBER OF COMMERCE	108-20200	850.00- V
02/20	02/19/2020	53026	1503	7-UP BOTTLING	609-20200	96.50 V
02/20	02/19/2020	53026	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00 V
02/20	02/19/2020	53027	2290	AMERICAN FLAGPOLE &	101-20200	137.85 V
02/20	02/19/2020	53028	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	565.23 V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	177.50 V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	165.60 V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	4,680.52 V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	27.60- V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	86.46 V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	1,140.30 V
02/20	02/19/2020	53031	1815	CENTURYLINK	609-20200	976.31 V
02/20	02/19/2020	53032	918	CRYSTAL SPRINGS ICE	609-20200	50.22 V
02/20	02/19/2020	53033	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	328.24 V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	74.83- V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,052.85 V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,576.95 V
02/20	02/19/2020	53035	2871	DEAN'S HEATING & AC, INC	920-20200	19,065.00 V
02/20	02/19/2020	53036	1941	DELTA DENTAL	861-20200	2,949.50 V
02/20	02/19/2020	53037	2478	EAST CENTRAL ENERGY	101-20200	43.85 V
02/20	02/19/2020	53038	55	ECM PUBLISHERS INC	609-20200	156.25 V
02/20	02/19/2020	53039	912	FASTENAL COMPANY	602-20200	19.10 V
02/20	02/19/2020	53040	385	FEDERATED CO-OPS INC	101-20200	41.97 V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00 V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00 V
02/20	02/19/2020	53042	949	GRAINGER INC	602-20200	75.70 V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	677.91 V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	340.20 V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,226.00 V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,281.50 V
02/20	02/19/2020	53045	5	KAWALEK TRUCKING	609-20200	110.60 V
02/20	02/19/2020	53046	2648	LEPAGE & SONS	101-20200	748.12 V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	71.60- V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	5,274.10 V
02/20	02/19/2020	53048	110	METAL COATING & MFG CO	602-20200	50.00 V
02/20	02/19/2020	53049	1536	MINNESOTA DEED	219-20200	833.33 V
02/20	02/19/2020	53050	2208	MINNESOTA EQUIPMENT INC	101-20200	6.22 V
02/20	02/19/2020	53051	1996	MN GFOA	101-20200	70.00
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	601-20200	.00 V
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	602-20200	.00 V
02/20	02/19/2020	53052	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00 V
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	601-20200	43.20
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	602-20200	116.38
02/20	02/19/2020	53053	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00 V
02/20	02/19/2020	53054	617	PAUSTIS & SONS	609-20200	360.83 V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,999.20 V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,378.90 V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	721.50 V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	63.90- V
02/20	02/19/2020	53056	12	POSTMASTER	101-20200	485.02 V
02/20	02/19/2020	53057	2630	RAPP, JORDAN	101-20200	55.44 V
02/20	02/19/2020	53058	2341	RED BULL DISTRIBUTION	609-20200	81.50 V
02/20	02/19/2020	53059	2756	SELLMAN, SHEILA	108-20200	9.00 V

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
02/20	02/19/2020	53060	1442	ST. LOUIS MRO INC	101-20200	45.00	V
02/20	02/19/2020	53061	73	STAR	101-20200	701.00	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	4.97	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	31.41	V
02/20	02/19/2020	53063	2870	THE FARMER'S DAUGHTERS	101-20200	153.00	V
02/20	02/19/2020	53064	42	VIKING COCA-COLA BOTTLING CO	609-20200	145.25	V
02/20	02/19/2020	53065	4	WATSON CO INC	609-20200	988.23	V
02/20	02/19/2020	53066	2872	WINEBOW	609-20200	884.50	V
02/20	02/19/2020	53067	2067	ZABINSKI BUSINESS	609-20200	875.00	V
Grand Totals:						60,855.28	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/26/2020	53068	2873	ADAPCO, LLC	920-20200	8,850.00
02/20	02/26/2020	53069	1059	ANOKA COLLISION CENTER	101-20200	1,761.70
02/20	02/26/2020	53070	598	ASPEN MILLS INC	101-20200	3,829.64
02/20	02/26/2020	53071	9	BERNICKS PEPSI-COLA	609-20200	686.66
02/20	02/26/2020	53072	2537	BROOKS, KATIE	101-20200	230.07
02/20	02/26/2020	53073	1969	CITY OF SAINT PAUL	101-20200	380.00
02/20	02/26/2020	53074	120	CONNEXUS ENERGY	101-20200	19,001.47
02/20	02/26/2020	53075	918	CRYSTAL SPRINGS ICE	609-20200	170.10
02/20	02/26/2020	53076	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,237.64
02/20	02/26/2020	53077	595	DEANS HEATING &	101-20200	76.00
02/20	02/26/2020	53078	912	FASTENAL COMPANY	602-20200	79.77
02/20	02/26/2020	53079	1698	FINANCE AND COMMERCE INC	440-20200	164.05
02/20	02/26/2020	53080	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	204.25
02/20	02/26/2020	53081	1400	GENERAL CODE LLC	101-20200	3,686.93
02/20	02/26/2020	53082	424	H&L MESABI COMPANY	101-20200	1,291.86
02/20	02/26/2020	53083	160	HAWKINS INC	601-20200	1,649.51
02/20	02/26/2020	53084	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	164.77
02/20	02/26/2020	53085	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,959.83
02/20	02/26/2020	53086	5	KAWALEK TRUCKING	609-20200	165.00
02/20	02/26/2020	53087	1282	LEAF TOWING AND	220-20200	185.00
02/20	02/26/2020	53088	17	MCDONALD DISTRIBUTING CO	609-20200	15,912.55
02/20	02/26/2020	53089	616	MENARDS - CAMBRIDGE	101-20200	18.61
02/20	02/26/2020	53090	2016	NORTHERN INGREDIENTS CO INC.	601-20200	8,472.00
02/20	02/26/2020	53091	617	PAUSTIS & SONS	609-20200	223.25
02/20	02/26/2020	53092	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,786.69
02/20	02/26/2020	53093	2396	SOUTHERN GLAZERS OF MN	609-20200	692.40
02/20	02/26/2020	53094	1361	STAPLES ADVANTAGE	101-20200	396.06
02/20	02/26/2020	53095	73	STAR	609-20200	667.45
02/20	02/26/2020	53096	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	487.00
02/20	02/26/2020	53097	1290	THE AMBLE GROUP	101-20200	37.01
02/20	02/26/2020	53098	1820	URBANS HARDWARE INC	101-20200	10.99
02/20	02/26/2020	53099	42	VIKING COCA-COLA BOTTLING CO	609-20200	197.50
02/20	02/26/2020	53100	1286	VINOCOPIA INC	609-20200	125.50
02/20	02/26/2020	53101	4	WATSON CO INC	101-20200	1,801.36
02/20	02/26/2020	53102	780	WINE MERCHANTS	609-20200	204.00
02/20	02/26/2020	53103	2009	WOOD, JOSEPHINE	101-20200	373.12
Grand Totals:						89,179.74

City of Isanti

Gross Payroll	88,149.17
---------------	-----------

Social Security & Medicare	4,930.18
----------------------------	----------

Public Employees Retirement	9,367.02
-----------------------------	----------

Total City Expense	<u>102,446.37</u>
--------------------	-------------------

Pay Date	2/21/2020
----------	-----------

Pay Period	4 (2/2-2/15/20)
------------	-----------------

RESOLUTION 2020-XXX

APPROVING APPLICATIONS FOR EXEMPT GAMBLING PERMITS FOR RUM RIVER BMX 50/50 RAFFLES

WHEREAS, the City has received two applications for exempt gambling permits from Rum River BMX to hold an event on April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is \$5,000 for each event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following dates: April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk



City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is \$50.00 and must be made payable to City of Isanti.

Name of Organization: Rum River BMX

Address of Organization: 101 Isanti Pkwy NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson

Name

Address

Phone No.

Cherie Sullivan

Name

Address

Phone No.

Name

Address

Phone No.

Type of Event: 50/50 - Raffle

Date of event: April 5th 2020

Use of Proceeds: Offset cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti MN 55040

Estimated value of prizes to be awarded: \$5000⁰⁰

Name of applicant: SEAN WILSON

Applicant's phone number: 6

Signature of applicant: [Signature]

Date: 14 FEB 2020

Approved by City Council

Resolution #

POS = 3/311

C:\Users\admin\data\clerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx



City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is \$50.00 and must be made payable to City of Isanti.

Name of Organization: Rum River BMX

Address of Organization: 101 Isanti Pkwy NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson

Name

Address

Phone No.

Cherie Sullivan

Name

Address

Phone No.

Name

Address

Phone No.

Type of Event: 50/50 - Raffle

Date of event: May 16th - 17th 2020

Use of Proceeds: Offset cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti MN 55040

Estimated value of prizes to be awarded: \$5000⁰⁰

Name of applicant: SEAN WILSON

Applicant's phone number. _____

Signature of applicant: [Signature]

Date: 12 Feb 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admin\data\clerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: March 4th 2020
Subject: 2020 Budget Amendment

Background:

Per discussion and the recommendation of the Committee of the Whole from the February 18th 2020, the attached resolution would authorize Finance Director Betker to amend the budget to transfer \$82,026 from Fund 920 to the General Fund.

Recommendation:

Committee of the Whole discussed the proposed amendment February 18th 2020 and recommends approval as presented.

Request:

Staff is requesting action on this item.

Action Required:

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

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Approving Amendment to the 2020 Budget

RESOLUTION 2020-XXX

APPROVING AMENDMENT TO THE 2020 BUDGET

WHEREAS, on December 3, 2019 the City Council approved the City of Isanti 2020 Budget;
and,

WHEREAS, at its February 18th 2020 meeting the Committee of the Whole recommended a transfer from Fund 920 to the General Fund in the amount of \$82,026; and,

WHEREAS, the Isanti City Council authorizes a transfer of \$82,026 from the Capital Maintenance and Replacement Fund (Fund 920) to the General Fund (Fund 101);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2020 budget.

This Resolution is hereby approved by the Isanti City Council this 4th 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: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution to Approve Memorandum of Understanding with the City of Cambridge for Administrative Citation Hearing Officer

Robert Roby has been the City of Cambridge's administrative hearing officer since 2014 and has agreed to continue with contract for another year. Since 2014, the City of Isanti has obtained a Memorandum of Understanding (MOU) with the City of Cambridge to also use Robert Roby's services. The fee for his services is \$75.00 per appeal hearing, \$225.00 per hour for hearings that require additional testimony or process time. The City of Cambridge will be voting on the Administrative Hearing Officer Service Provider Agreement on March 2, 2020.

Request:

Staff is requesting action on this item.

Action Required:

If the Council concurs, it should by motion, approve Resolution as written and approve signature of the MOU.

Attachments:

- Resolution 2020-XXX
- Administrative Hearing Officer Service Provider Agreement Draft
- MOU for Administrative Citation Hearing Officer with City of Cambridge.

RESOLUTION 2020-XXX

APPROVING EXTENSION OF MOU WITH THE CITY OF CAMBRIDGE FOR ADMINISTRATIVE CITATION HEARING OFFICER SERVICES

WHEREAS, the City provides for the issuance of administrative citations for specific traffic offenses designated at Minn. Stat. § 169.999, subd. 1(b)(1), (2) and (3), in the amount designated at Minn. Stat. §169.999, subd. 5, as it may be amended from time to time; and,

WHEREAS, the City Council has approved City Code Chapter 65, Administrative Penalties which authorizes issuance of administrative citations for specified City Code violations; and,

WHEREAS, since 2014 the City has entered into a Memorandum of Understanding with the City of Cambridge to provide Administrative Citation Hearing Officer Services to the City of Isanti;

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

- 1) The City hereby approves extension of the Memorandum of Understanding, 'Exhibit A' that provides the services of a neutral third party through a joint powers agreement with the City of Cambridge and appoints said neutral third party to hear and rule on challenges to administrative traffic citations and administrative citations for city code violations. Such appointment shall be an unbiased non-employee. In the event the MOU is terminated, the city will contract with a qualified private company to provide a neutral third-party Hearing Officer. The contract shall be for a two-year period and shall expire on February 28, 2022, unless terminated at an earlier date.
- 2) The City of Isanti shall make payment to MN Mediation Services, LLC, Robert C. Roby, for Administrative Citation Hearing Officer services rendered at the rate of \$75.00 per appeal hearing, 20-minute allotment, and \$225.00 per hour for additional time. In the event City of Isanti services are held in Cambridge, for convenience of the Hearing Officer, invoices sent from the City of Cambridge shall be paid in the place of payment directly to MN Mediation Services, LLC.

The motion for the adoption of the foregoing resolution was proposed by Councilmember Lundeen and was duly seconded by Councilmember Bergley and upon vote being taken thereon, the following voted in favor: _____. And the following voted against the same: _____.

This Resolution is hereby approved by the Isanti City Council this 4th day of March, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties

Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation

Compensation will be based upon a per citation hearing basis of \$75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at \$225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period

March 1, 2020 – February 28, 2022.

Termination

Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

For the Service Provider:

Jim Godfrey, Mayor

Robert Roby

Attest:

Linda J. Woulfe, City Administrator

**MEMORANDUM OF UNDERSTANDING
ADMINISTRATIVE CITATION HEARING OFFICER**

This memorandum of understanding (MOU) is made and entered into as of this 2nd day of March, 2020 between the City of Cambridge, a Minnesota municipal corporation, and the City of Isanti, a Minnesota municipal corporation.

PURPOSE

Pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Isanti desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Isanti has reviewed and approved of.

PROCEDURE

The City Administrator (or designee) of Isanti shall contact the Service Provider, and establish a working relationship and mutually beneficial schedule whereby the Service Provider can be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from the city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Isanti shall set out the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Isanti of the proposed change, and the City of Isanti shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION

On a monthly basis, the City of Cambridge will provide the City of Isanti with an invoice for the cost of contracted services attributable to the City of Isanti. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION

The City of Cambridge shall be solely responsible for and shall hold the City of Isanti harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Isanti pursuant to the provisions of this MOU.

The City of Isanti shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Isanti or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Isanti (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466: and neither party is required to indemnify the other in any amount in excess of the limits set forth in

Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of this memorandum of understanding by the governing bodies of the Cities of Cambridge and Isanti, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date the agreement was adopted and the MOU has been duly signed on behalf of each City. The agreement shall be run from March 1, 2020 – February 28, 2022 unless terminated sooner.

Either the City may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination of at least 30 days prior to the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

Jim Godfrey, Mayor

Date

Attest:

Linda J. Woulfe, City Administrator

Date

On behalf of the City of Isanti:

Jeff Johnson, Mayor

Date

Attest:

Josi Wood, City Administrator

Date

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SCOTT NORSWORTHY

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Scott Norsworthy was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Scott Norsworthy for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Scott Norsworthy shall start at Step 1 of the Wage Scale at \$11.89 per hour.
4. That Scott Norsworthy shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SHEILA JOHNSRUD

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Sheila Johnsrud was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Sheila Johnsrud for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Sheila Johnsrud shall start at Step 1 of the Wage Scale at \$11.89 per hour.
4. That Sheila Johnsrud shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO NATHAN HANSON

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, Nathan Hanson was selected as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a background check, DOT physical and drug test. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Nathan Hanson for the City of Isanti and that he shall be eligible to start in that position on or after March 4th, 2020.
2. That Nathan Hanson is eligible for benefits offered by the City of Isanti.
3. That Nathan Hanson shall start at \$22.32 per hour.
4. That Nathan Hanson shall be on probationary status per the Personnel Policy in the position of the Full-Time Maintenance Technician II position effective March 4th, 2020, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



CITY OF ISANTI

REQUEST FOR PROPOSALS

UNIFORM & RUG SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain uniform and rug services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

- A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Isanti Uniform & Rug Services Proposal" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

- B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020.** Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Rugs & Uniforms".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing both uniform rental/lease (and laundry servicing) as well as rug servicing. The service requirements outlined below are the current needs of the City of Isanti.

City Location	Product/Item Needed	Quantity Needed	Frequency Serviced
Isanti Liquor Store	3 x 4 Mat	2	Weekly
	4 x 6 Mat	2	Weekly
	3 x 10 Mat	3	Weekly
	3 x 5 Scraper Mat	1	Weekly
	Wet Mop	2	Weekly
	24" Dust Mop	2	Weekly
	Bar Towels	75	Monthly
Isanti City Hall	4 x 6 Mat	4	Weekly
	4 x 6 Mat	2	Bi-Monthly
	3 x 10 Mat	1	Weekly
	5 x 8 Logo Mat	1	Weekly
Isanti Public Works	Industrial Shirts	5	Weekly
	Hi-Vis shirts	30	Weekly
	Jeans	35	Weekly

	Industrial Jackets	7	Weekly
	3 x 4 Mat	2	Bi-Monthly
	3 x 10 Mat	2	Bi-Monthly
	Air Freshener	2	Weekly
	Shop Towels	150	Bi-Monthly
Isanti Police Dept.	4 x 6 Mat	2	Bi-Monthly
	5 x 8 Logo Mat	1	Bi-Monthly
Isanti Comm. Center	4 x 6 Mat	2	Weekly
	3 x 10 Mat	2	Weekly
	Wet Mops	2	Bi-monthly
	Bar towels/rags	12	Bi-monthly

Rental/Lease Uniforms & Laundry Servicing:

Rental/lease proposals should include the cost associated with ongoing laundry and repair of these items for the length of the contract. The City is seeking proposals to supply full uniforms to the Public Works employees. The City wishes all shirts to include a City logo. The City is also requesting quotes on high visibility wear clothing, specifically t-shirts that are approved by OSHA standards. The attached worksheet details the items in which we are requesting to receive a quote.

Rugs & Towels

The City is seeking proposals to supply floor rugs and roll towels to City Buildings. The City is interested in seeing the costs associated with including our logo on some of the rugs. Parties interested in supplying rugs and rug services to the City are encourage to complete the attached worksheet. This worksheet indicates the number, size and desired change-out timeframe of rugs and roll towels for the City. The attached worksheet details the items in which we are requesting to receive a quote.

Other Charges

Please indicate in your proposal a list of all other charges that could be applied to the City of Isanti in your party's provision of uniform and rug services.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

- A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.
- B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.
- C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.
- D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT:

The Contract Term shall be five (5) years; from April 8, 2020 to March 31, 2025.



REQUEST FOR PROPOSAL UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

☐ Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)
☐ Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?

☐ Yes ☐ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat			
3 x 4 Mat			
3 x 5 Scraper Mat			
4 x 6 Mat			
5 x 8 Mat with City Logo			
Air Freshener			
Bar Towels			
Cotton Shirts			
High Visibility Shirts			
Industrial Jackets			
Industrial Shirts			
Jeans			
Cargo/Carpenter Jeans			
List available Jean Brands:			
Shop Towels			
Soap Dispenser			
Wet Mop			

Please indicate any additional charges that the City may incur from obtaining your services:

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

Proposal submitted by: (Please Print)

Company Name

Phone Number

Mailing Address

City, State Zip code

Contact Person/Person Submitting Proposal

Email

Signature of Person Submitting Proposal

Date

CITY OF ISANTI
REQUEST FOR PROPOSALS FOR RUG AND UNIFORM SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for rug and uniform, services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Rug and Uniform Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:



CITY OF ISANTI

REQUEST FOR PROPOSALS

PORTABLE TOILET SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain portable toilet services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

- A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Proposal for Portable Toilet Services" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

- B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020.** Any vendors submitting proposals after the date and time listed not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Portable Toilet Services".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing portable toilet serves. The service requirements outlined below are the current needs of the City of Isanti. All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

1. Parks – Handicap Units - April – October

Service weekly, Qty 1 unless noted

- Unity Ball Field (Unity & 3rd Avenue)
- Mattson Park (5th Ave & Main St) – **Qty 2**
- Neighborhood Hills Park – (6th Ave & Cedar St)
- Riverside Park – (Rum River Dr NW & Hillock St)
- Bluebird Park (201 Isanti Parkway)
- Rum River Meadows Park (1108 South Passage)
- River Bluff Preserve (1107 Rum River Drive SW)
- Academy Park (903 6th Ave Ct)
- Legacy Park (Bellaire Blvd NW once road is established)
- Isanti Dog Park (East side of 101 Isanti Parkway NW)
- VFW Park (RR Ave & Palomino Rd)

2. Parks – Regular Unit – April – October

- Bluebird Park (201 Isanti Parkway)

3. Farmer's Market – Handicap Unit – May – September (4 months)

- Isanti Liquor (400 West Dual Blvd NE)

4. Isanti Street Dances – Regular Units (8), Handicap (3) – (Dates Vary – June, July, August – One Event Per Month)

- First Avenue (location between Main Street and Broadway) – 4 regular, 1 handicap
- Main Street (east of Retail Meats) – 4 regular, 1 handicap
- First Avenue (next to City Hall) – 1 handicap

5. Additional Services/City Events

- The Contractor provides the bid amount for portable toilets to the following Associations and/or events (the Associations shall independently contract for services with the vendor):
 - BMX Association
 - Cambridge-Isanti Soccer Association
 - Redbirds Association
 - Chamber of Commerce for City events:
 - Jubilee Days
 - And/or Other Events

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

- A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.
- B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.
- C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.
- D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be five (5) years; from April 8, 2020 to April 30, 2025. A Certificate of Insurance shall be required naming the City of Isanti as a Certificate Holder.

REQUEST FOR PROPOSAL PORTABLE TOILET SERVICES WORKSHEET

Damage Waiver-Weekend \$ _____

Eight (8) Regular Units for three weekends..... \$ _____

TOTAL QUOTE for 8 Regular Units and 3 Handicap Units for Street Dances \$ _____

SECTION 'B'

Additional Services – Monthly - Chamber of Commerce / City Civic Events / City Events

Handicap Unit	Monthly Rental	\$ _____
	1/wk service – Monthly Rate	\$ _____
	Damage Waiver-Monthly	\$ _____

Total for Handicap Unit per month \$ _____

Regular Unit	Monthly Rental	\$ _____
	1/wk service – Monthly Rate	\$ _____
	Damage Waiver-Monthly	\$ _____

Total for Regular Unit per month..... \$ _____

SECTION 'C'

Additional Services – Weekend - Chamber of Commerce / City Civic Events / City Events

Handicap Unit	Weekend Rate	\$ _____
	Daily charges	\$ _____
	Damage Waiver-Weekend	\$ _____

Total for Handicap Unit per Weekend..... \$ _____

Regular Unit	Weekend Rate	\$ _____
	Daily charges	\$ _____
	Damage Waiver-Weekend	\$ _____

Total for Regular Unit per Weekend..... \$ _____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the portable toilet services.

Proposal submitted by: (Please Print)

Company Name

Phone Number

Mailing Address

City, State Zip code

Contact Person/Person Submitting Proposal

Email

Signature of Person Submitting Proposal

Date

CITY OF ISANTI
REQUEST FOR PROPOSALS FOR PORTABLE TOILET SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for portable toilet services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Portable Toilet Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jenny Garvey – Parks, Recreation & Culture Manager
Date: March 4th, 2020
Subject: Approving ASCAP Music License Annual Fee

Background:

In 2017, the city entered into an agreement with the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at our facilities, which includes the street dances, Isanti community center and Isanti Municipal Liquor store. The city will continue this annual agreement to be shared among the Parks, Recreation and Culture and Liquor Store budgets.

Request:

To approve the fee of the annual ASCAP music license to be shared among the Parks, Recreation, and Culture and the Liquor Store budgets.

Attachment:

- Resolution 2020-XXX

RESOLUTION 2020 - XXX

APPROVING ASCAP MUSIC LICENSE ANNUAL FEE

WHEREAS, the City of Isanti is required to have an annual license through the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at its facilities; and,

WHEREAS, live music is performed at Street Dances and recorded music is played at Isanti Liquor and Isanti Community Center; and,

WHEREAS, the annual fee is split among Parks, Recreation and Culture and Liquor Store budgets;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the annual fee for the ASCAP music license to be split evenly among the Parks, Recreation, and Culture and the Liquor Store dept budgets.

This Resolution is hereby approved by the Isanti City Council this 4th 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: Finance Director Betker
Date: March 4th 2020
Subject: Liquor Store Market Study

Background:

Per discussion at the January 27th 2020 Goal Setting meeting and the February 18th 2020 recommendation of the Committee of the Whole, the proposal to update the 2006 liquor store market study has been attached. Cost is \$7,000 plus travel expenses. This is an unbudgeted item. The attached resolution would authorize Finance Director Betker to amend the budget for 609-49750-112 (Contracted Services) based on final actual costs.

Recommendation:

Committee of the Whole reviewed the proposal February 18th 2020 and recommends approval as presented.

Request:

Staff is requesting action on this item.

Action Required:

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

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
- Proposal from Dakota Worldwide

RESOLUTION 2020-XXX

ACCEPTING PROPOSAL FOR MUNICIPAL LIQUOR STORE MARKET ANALYSIS

WHEREAS, the City of Isanti may be considering a Municipal Liquor Store Project that may include an addition to the existing Municipal Liquor Store or relocation of the facility; and,

WHEREAS, the City of Isanti desires to have a market analysis completed that will assist the City in evaluating the feasibility of a Municipal Liquor Store Project; and,

WHEREAS, Dakota Worldwide completed the last liquor store market analysis in 2006; and,

WHEREAS, the City of Isanti has received a proposal from Dakota Worldwide to update the 2006 market study in the amount of \$7,000 plus travel expenses; and,

WHEREAS, the City of Isanti intends to amend the Liquor Store budget based on final actual costs; and,

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

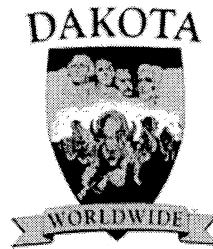
1. The City Council hereby accepts the proposal from Dakota Worldwide for \$7,000 plus travel expenses for the Municipal Liquor Market Analysis as outlined in their proposal.
2. The City Administrator and Liquor Store Manager are directed to work with the vendor on this analysis with the findings and recommendations reported back to the City Council.
3. The Finance Director is authorized to amend the Liquor Store budget for Contracted Services based on final actual cost.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



**Market Analysis Proposal
Isanti Liquor
Isanti, Minnesota**

Scope of Project

The purpose of this project is to determine the feasibility of either expanding the existing Isanti Liquor store or relocating it to a new facility on Highway 65.

The project begins with field work. Competitors will be identified and evaluated based on facility size, sale volume and operations. Government officials for all the communities that will be affected by the new or enlarged liquor store will be queried. Building permits and subdivision activity reports will be reviewed to determine the potential market changes and population variances from the 2010 Census. Possible road changes that may affect traffic patterns will also be taken into consideration.

When the fieldwork is complete, our analyst will build a LOCUS™ model for the entire trade area. Once a model of the current marketplace has been constructed, The remodeled store and the new store will be introduced in the LOCUS™ model and three year sales forecasts generated.

Forecasts will be based on site characteristics, population changes, existing demographics and lifestyles, competitive strengths, and any possible market changes that are likely to occur.

The price for the entire project is \$7,000 plus expenses. Expenses are essentially travel expenses for Dakota's market analyst.

Deliverables

Deliverables will include a competition map and a detailed report. The report will include:

- An executive summary of the market analysis findings
- Three year sales forecasts for all sites or sizes tested
- Trade area delineation and its adult population
- Current adult population estimates, and demographic based on Census 2010 and Synergos Technologies POPstats population estimates
- Future population estimates going out five years from the market date
- Competitive evaluations that include estimated sales volumes and sales per sales area square foot as well as a brief narrative about each competitor
- Site evaluation including photographs, the site's physical characteristics, traffic patterns, ingress/egress, parking, traffic counts and adjacent retail help
- Current market reports showing the marketplace as it exists today with the liquor potential, existing stores' images, and a summary of potential by sector.
- All market changes that may occur and affect sales in the projected marketplace.
- Projected future marketplace reports that show the dollars taken away from the competition, the effects of market changes if applicable, and the market shares by sector

Dakota Worldwide requires a 50% down payment before field work commences. Once a down payment is received, your project will be scheduled. Timing is approximately three weeks from the beginning of the field work to when the final report is delivered.

Thank you for your interest in having Dakota Worldwide as a partner in your endeavors to expand your liquor operations. Please do not hesitate to contact me if you have any further questions.

Marcia Pfeifer

President

Dakota Worldwide

952-835-4505 extension 209

Cell: 612-221-5555

m.pfeifer@dakotaww.com

References

Please feel free to contact the following clients of Dakota Worldwide for their comments on our products and services.

Paul Gilbert
Director of Liquor Operations
Wegman's Food Markets Inc.
1500 Brooks Avenue
Rochester, NY 14603
585-328-8784
paul.gilbert@wegmans.com

Brenda Visnovec
Liquor Operations Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
952-985-4901

Steve Grausam
Director of Liquor Operations
City of Edina
6755 York Avenue South
Edina, MN 55345
SGrausam@Edinamn.gov

Prepared for:
John Jacobi
Isanti Liquor
400 West Dual Boulevard Northeast
Isanti, Minnesota 55040
763-444-5063
jjacobi@cityofisanti.us

RESOLUTION 2020-XXX

REVOKING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be revoked from the Municipal State Aid Streets system under the provisions of Minnesota Law;

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

MSAS 109: *Towns Edge Road SE* - from Railroad Avenue SE to TH 65 (0.31 miles)

Part of MSAS 112: *South Brookview Lane* - from CSAH 23 to 6th Avenue SW (0.22 miles)

be, and hereby are revoked as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law;

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

Extension of MSAS 106: *Main Street* - from CSAH 23 to 4th Avenue SW (0.32 miles)

MSAS 117: *Birch Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

MSAS 118: *Dogwood Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

Be, and hereby are established, located, and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING LETTER OF RESIGNATION FOR PLANNER MATT LINDHOLM

WHEREAS, Full-Time Planner, Matt Lindholm hired PT December 16, 2015 has submitted a letter of resignation to the City of Isanti, Human Resources; and,

WHEREAS, the effective date of this resignation is February 28, 2020; and,

WHEREAS, Matt Lindholm is leaving employment in good standing; and,

WHEREAS, the position of Planner will be retitled to Community Development Specialist;

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

1. That the resignation of Matt Lindholm is hereby accepted February 28, 2020.
2. The position of Planner will be retitled to Community Development Specialist.
3. That Human Resources/City Clerk and the Community Development Director are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
February 25, 2020**

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

3. Discussion Items presented by PRC Board Member Thum: Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about \$2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.

The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

4. Department Updates:

Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

Adjournment: Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.



Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

DRAFT