

**AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, MAY 5, 2020 – 7:00 P.M.  
CITY HALL**

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

**The public can view and comment at the City Council meeting by visiting this website:**

<https://global.gotomeeting.com/join/714420013>

**or by calling into this number +1 (669) 224-3412 with this meeting ID 714-420-013**

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

**F. Proclamations/Commendations/Certificate Award**

- 1. Years of Service- Retirement Recognition Donald C. Lorsung

**G. Approve City Council Minutes**

- 1. April 21, 2020- Regular Meeting of the City Council
- 2. March 17, 2020- Planning Commission Meeting

**H. Announcements**

- 1. Committee of the Whole Tuesday, May 19, 2020 at 5:00 p.m.
- 2. City Council Meeting Tuesday, May 19, 2020 at 7:00 p.m.
- 3. Planning Commission Meeting Tuesday, May 19, 2020  
*(Immediately following the City Council Meeting)*

**I. Council Committee Reports**

**J. Public Hearings**

**K. Business Items**

**City Administrator Josi Wood**

- 1. Resolution 2020-XXX Approving a Special Event Permit Request for the Cambridge-Isanti School District for Senior Graduation Parade

**Community Development Director Sheila Sellman**

- 2. Resolution 2020-XXX Approving a Conditional Use Permit for a Religious Institution at 1321 Heritage Blvd.
- 3. Ordinance-XXX An ordinance approving the amendment to Ordinance 445 (Zoning) The Official Zoning Map

4. Ordinance-XXX An ordinance Amending Ordinance 445, Section 7, Article 1 to include commercial recreation as a conditional use

**L. Approve Consent Agenda**

1. Accounts Payable in the Amount of \$300,551.77 Payroll in the Amount of \$97,225.04
2. Resolution 2020-XXX Approving the Hire of Community Development Specialist Ryan Saltis
3. Resolution 2020-XXX Approving the Hire of Administrative Assistant Intern Sarah Bjork
4. Resolution 2020-XXX Setting Work Session for 2021 Budget
5. Approving Request for Proposals for Position Classification and Compensation Study
6. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Refuse Services for all City Facilities

**M. Other Communications**

**Adjournment**

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, APRIL 21, 2020 – 7:00 P.M.  
CITY HALL**

**G.1.**

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

**The public can view and comment at the City Council meeting by visiting this website:**

<https://global.gotomeeting.com/join/978234229>

**or by calling into this number 1 (224) 501-3412 with this code 978-234-229**

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 7:08 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Public Services Director Matt Sylvester (via telephone) and Chief of Police Travis Muyres

Others Present: Eric Kvamme and Jason Polzin

**D. Public Comment**

None

**E. Adopt Agenda**

Addendum:

**Add K.1.a.** Rock Barrier at Unity Park Discussion

Motion by Lundeen, second by Collison to approve 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. April 7, 2020- Regular Meeting of the City Council

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

**H. Announcements**

1. City Council Meeting Tuesday, May 5, 2020 at 7:00 p.m.
2. EDA Meeting Tuesday, May 5, 2020  
(Following the City Council Meeting)
3. Park Rec and Culture Board Tuesday April 28<sup>th</sup> - *Cancelled*

**I. Council Committee Reports**

Councilmember Steve Lundeen shared that he attended the Fire District meeting last Wednesday and he is now the chair of the Fire District. Lundeen continued to share that the Fire District has been in discussion to get Oxford Township on board with the Joint Powers Agreement changes. Lundeen further shared that the hang up is that Oxford wants to raise the hours of charge from 8 hours to 10 hours and as of right now for the month of April calls are not being charged and if the Fire District would have been able to charge for those calls it would have been covered by now. Lundeen stated that he motioned to move forward with 10-hour charge rather than 8 so hopefully the Joint Powers Agreement will get somewhere.

Mayor Johnson asked Councilmember Collison if he has been to BMX Committee meetings.

Councilmember Collison responded he has not.

Councilmember Jimmy Gordon shared that nothing is going on with Park Recreation and Culture Board and the last meeting was cancelled and the upcoming meeting will probably be cancelled.

City Administrator Josi Wood shared that Rum River BMX were informed from the USA BMX that the National event in May will be postponed. Wood shared that another date has not been chosen, but the event has been postponed.

## **J. Public Hearings**

None

## **K. Business Items**

### **1.a. Rock Barrier at Unity Park Discussion**

Mayor Jeff Johnson shared that the Fire District is looking to move rocks to park cars at Unity Park for the Rodeo grounds.

Councilmember Jimmy Gordon stated that if 4 rocks could be moved out of there then it would open it up for two lanes of traffic.

Councilmember Steve Lundeen stated that he had been assured by Fire Chief Al Jankovich that the Fire Department would do whatever they got to do to try and make something work such as resod, reseed and put down black dirt.

Councilmember Collison asked if the Fire Department is willing to put back what they take out.

Lundeen stated absolutely.

Johnson stated that he has also spoke with Chief Jankovich and he is willing to do whatever he has to do to make it work between the City and the Rodeo.

Wood stated that two representatives from the Fire District were on the phone.

Jason Polzin and Eric Kvamme both stated that they were in attendance virtually.

Jason Polzin shared that he has spoken with Jimmy Gordon as well as Al Jankovich and he agrees that if the rocks are moved it would make it easier to get trucks in and out of the softball field. Eric further shared that it was suggested to drive between the boulders but that is where the pedestrians walk and the Fire District was trying to do this safer.

Gordon stated that he tried to make that turn with his truck and the turn is difficult with a larger vehicle so in order to make that happen 4 rocks would need to be moved at the beginning from the North end of the rocks and then 3 rocks from where the port-a-potty pad which would give a straight shot into the softball field with two lanes.

Johnson stated that he would like to go to the site location with Public Services Director Matt Sylvester and Eric or Jason to point out what is needed and bring back to City Council.

Collison stated that he did not think it needed to be brought back to City Council.

Lundeen agreed that it would not need to be brought back to City Council.



Collison asked if City Council could vote for Mayor Johnson and Public Services Director Matt Sylvester can make the determination.

Wood stated if Mayor Johnson and Public Services Director Matt Sylvester go out and make the determination and make the recommendation to the Fire District that the Fire District will need to turn in a Special Event Permit and the best place to vote on it would be part of their permit because it would be in resolution and in the application as a formal request. Wood further shared that City Council votes on Special Event Permits as a business item. If Council wanted to approve the permit as written Council would do so or if City Council wanted to approve the Special Event permit with modifications council would have the chance then.

Gordon stated that they are looking for how to fill the permit out.

Johnson offered if firefighters Jason and/or Eric were available the following day, they can tell Matt Sylvester and himself what they want and apply for a permit.

Johnson asked if 9:00 a.m. would work for Eric and Jason.

Eric stated 9:00 a.m. would work.

Wood stated that the Public Services Director Matt Sylvester may be out in the morning.

Johnson asked Public Services Director Matt Sylvester if 9:00 a.m. would work.

Sylvester stated that 9:00 a.m. would work.

Johnson stated he and Sylvester would meet Eric and Jason at 9:00 a.m. Wednesday, April 22<sup>nd</sup>, 2020.

**1. Update Regarding Clean-Up Day and Compost Site (*Administrator Wood*)**

City Administrator Josi Wood shared that she wanted to update the City Council and the public that at the last City Council meeting there was discussion on keeping the Compost Site and Clean-Up Day open and available for residents. Wood continued to share that in that discussion as long as Governor Walz did not extend the stay at home order. Wood continued to share that the Governor did extend the stay at home order, however, there were modifications to the order that would allow for landscaping and she had reached out to the critical sector as they are the ones that get to make the determination of what does get to be open during the stay at home order and they said that the Compost Site and the Clean-Up Day to take safety precautions however, the City of Isanti can have those open.

**2. Resolution 2020-085 Accepting the 2019 Annual Financial Report and Management Letter**

A recorded video presentation by Steve McDonald from Abdo Eick & Meyers was shared regarding the 2019 Financial Statement Audit as well as financial highlights. McDonald shared that there were no findings of any instances for noncompliance with testing. McDonald continued to share that there had been one finding during the internal control finding which has been consistent in previous years.

McDonald shared that the City has a target of maintaining a reserve of 50% of which the city plans to spend in the following years and currently the city is at 31% which is below recommended minimums. McDonald continued to share that generally it is seen to be 35% to 50% being the target and even though it is below that number there is still adequate cash flow to fund the first 5 months but not much there for out of the ordinary expenses. McDonald further shared that the General Fund balance went backwards \$147,000 and the city had planned for a decrease of \$598,000 when the 2019 budget was approved.

McDonald stated the uniqueness of the 2019 budget is that there was over \$500,000 planned in use of reserves.

McDonald continued with the Enterprise Fund, made up of the Water, Sewer, Storm Water, and Liquor Funds. McDonald shared that both the water and sewer funds have healthy cash balances and good operating margins. McDonald continued to share that storm water has had an increase in cash balances for 4 years, an ending balance of \$376,000 and operating margins that are positive. McDonald stated the liquor fund sales have increased for the last 3 years and the gross profit is healthy compared to statewide averages at almost 27% with consistent cash balances with decent profitability.

McDonald went on to share that taxes have shown consistent decreases for the last 3 years and is now trending lower than the county averages and approaching the statewide averages. McDonald continued to share that taxes per capita have been consistent with years presented but did decrease in 2019 with current expenditures per capita have been consistent except for 2018 where the business subsidy was done. McDonald further shared that capital expenditures per capita have bounced around a little with trending down for the last 3 years.

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

### **City Administrator Josi Wood**

#### **3. Resolution 2020-086** Approving a Memorandum of Understanding Between the City of Isanti and Independent School District No. 911 for the School Resource Officer Program

City Administrator Josi Wood shared that Superintendent Nate Rudolph reached out to her and requested that with school not in session and remoting in to have the school resource officer program suspended for the remainder of the school year effective April 1<sup>st</sup>, 2020. Wood continued to share that the Rudolph has the intent to keep the program going beginning next year but has asked to not incur the cost due to not needing the resource officer in the building. Wood further shared that the attorney did draft the MOU and Rudolph has already reviewed it as well as the School Districts Finance Director and they do agree that this is what they are requesting. Wood went on to share it has to go to the school board too.

Councilmember Bergley asked if the School Resource Officer is Full-Time. Mayor Johnson confirmed that the School Resource Officer is Full-Time.

Wood stated that the School Resource Officer is Full-Time in the schools, but the City does carry his insurance and he does work shifts when school is not in session such as Summer and Spring Breaks, etc. Wood further stated this agreement has been in place for about a year.

Gordon asked if the City would continue to pay his salary.

Wood shared that he is put back into rotation as a Patrol Officer along with the other officers.

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

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

1. Consider Accounts Payable in the Amount of \$453,861.03 Payroll in the Amount of \$101,235.86
2. **Resolution 2020-087** Approving Donation Box at Liquor Store
3. **Resolution 2020-088** Approving the Hire of Part-Time Public Works Seasonal Joel Bazey
4. **Resolution 2020-089** Adopting Purchasing and Fuel Card Policy and Authorizing Staff to Enter into a Business Credit Card Program
5. **Resolution 2020-090** Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. **Resolution 2020-091** Authorization and Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

7. **Resolution 2020-092** Awarding the Bid for the 2020 6<sup>th</sup> Avenue SW Rehabilitation Project
8. **Resolution 2020-093** Requesting Advancement of Municipal State Aid Funds
9. **Resolution 2020-094** Approving Special Event Permit Revised Dates
10. **Resolution 2020-095** Accepting Donation of Lighting Improvement at the Police Department

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

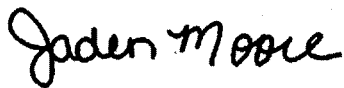
**M. Other Communications**

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

**Adjournment**

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:40 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

**CITY OF ISANTI  
PLANNING COMMISSION  
MEETING MINUTES  
MARCH 17, 2020**

**1. Meeting Opening.**

**A. Call to Order.**

Chairman Johnson called the meeting to order at 7:39 p.m.

**B. Pledge of Allegiance.**

The Pledge of Allegiance was recited.

**C. Roll Call.**

**Members Present:** Jeff Johnson, Paul Bergley, Jimmy Gordon, Alexander Collins, Steve Lundeen and Aryssa Simon.

**Members Absent:** Dan Collison

**Staff Present:** City Clerk/Human Resources Katie Brooks, Assistant City Administrator / Special Projects Don Lorsung

**Others Present:** None.

**D. Agenda Modifications.**

Lorsung stated there were none. Motion by Lundeen, seconded by Bergley to adopt the agenda. Motion passed 6-0.

**2. Approval of Minutes.**

Motion by Simon, second by Bergley to approve the February 18, 2020 Planning Commission Meeting Minutes. Motion passed 6-0.

**3. Public Hearings**

**A. Consider Adoption of the 2020 Comprehensive Plan Update**

Lorsung presented draft copies of the plan to the Commission to review. He then presented a PowerPoint on the 2020 Comprehensive Plan Update that summarized the plan and also presented the draft 2020 Future Land Use Map. Bergley asked for clarification on location of new areas guided for industrial development. Chairman Johnson opened the Public Hearing at 7:48 p.m. There were no comments presented at the Public Hearing. Chairman Johnson closed the Public Hearing at 7:49 p.m. Bergley and Johnson expressed gratitude for staff work on the comprehensive plan update.

Motion by Lundeen, seconded by Bergley to approve adoption of the 2020 Comprehensive Plan Update. Motion passed 6-0.

#### **4. Other Business.**

##### **A. Appointing Secretary due to resignation**

Lorsung overviewed a memo prepared by Community Development Director Sheila Sellman and clarified her recommendation that the Community Development Director or their designee shall be officially appointed Secretary to the Planning Commission. That way the Community Development Director would have the flexibility to serve or have their designee perform the functions of Secretary.

After further discussion a motion was made Lundeen, seconded by Gordon to appoint the Community Development Director or their Designee as Secretary of the Planning Commission. Motion carried 6-0.

#### **5. Discussion Items**

##### **A. Development of land**

Chairman Johnson asked which board should discuss development of a parcel of land on the east side of Highway 65. After discussion, staff recommended that conversation regarding that parcel should start with the Economic Development Authority.

#### **6. Other Communications.**

##### **A. None.**

#### **7. Adjournment**

Motion by Bergley second by Lundeen to adjourn the March 17, 2020 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

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Don Lorsung  
Assistant City Administrator/Special Projects



## Memo for Council Action

K.1.

**To:** Mayor Johnson and Members of the City Council  
**From:** Jenny Garvey - Parks, Recreation, and Culture Manager  
**Date:** May 5, 2020  
**Subject:** Resolution 2020-XXX Approving a Special Event Permit Request for the Cambridge-Isanti School District Senior Graduation Parade

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### **Background**

City staff has submitted a special event permit application to conduct a parade for Cambridge-Isanti School District seniors for graduation. The event will take place on Friday June 5<sup>th</sup>. This event will start in the City of Cambridge at 5:00 p.m. and enter into the City of Isanti on 3<sup>rd</sup> Ave at approximately 5:45 p.m.

The parade route will follow the attached route plan (subject to change), as in a similar way that the Jubilee Days Parade. The City of Isanti Police Department will assist with road crossings and Public Works will assist with clean up along the parade route after the event. No road closures or parking restrictions are being requested.

The approximate attendance in spectators is 2,000, and the number of vehicles in the parade to be approximately 200. The spectators along the route will have to follow the social distancing guidelines that are in place.

We will not have restrooms, a public address system, live entertainment, tents and tickets will not be sold for this event.

The complete application, along with the proposed parade route plan, as well as departmental review are attached.

This event is contingent upon the Cambridge-Isanti School Board and the City of Cambridge for approval.

### **Staff Request**

City staff is requesting approval of the Cambridge-Isanti School District Senior Graduation Parade Special Event Permit application and attachments.

### **Attachments**

- Resolution No. 2020-XXX
- Special Event Application – C-I School District Parade for Seniors
  - Application Form
  - Proposed Parade Route Map

**RESOLUTION 2020-XXX**

**APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR A CAMBRIDGE-ISANTI  
SCHOOL DISTRICT SENIOR GRADUATION PARADE**

**WHEREAS**, the City of Isanti has submitted a Special Event application requesting a permit to host a parade for Cambridge-Isanti (C-I) School District Seniors; and,

**WHEREAS**, a parade is scheduled to take place Friday, June 5 and will start in the City of Cambridge at 5:00 p.m. and will proceed to the City of Isanti; and,

**WHEREAS**, the parade will start in the City of Isanti at approximately at 5:45pm and end approximately at 7:45pm; and,

**WHEREAS**, the parade will enter the City of Isanti via 3<sup>rd</sup> Ave and will proceed through the city and end on Richard Ave, similar to the Jubilee parade route and a route map is included in the application and subject to change; and,

**WHEREAS**, the estimated number of parade vehicles to be in attendance is 200; and,

**WHEREAS**, the estimated number of people to be in attendance along the route for the parade is 2,000; and,

**WHEREAS**, the applicant will not be required to provide restrooms for the event; and,

**WHEREAS**, the City of Isanti is requesting Police assistance for traffic control; and,

**WHEREAS**, no public addressing systems or live entertainment will be utilized during the event; and,

**WHEREAS**, the \$100 clean-up deposit fee is waived; and,

**WHEREAS**, no posting of temporary signage is being requested;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to hereby approve the special event permit application for C-I School District Senior Graduation Parade.

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

This resolution was duly adopted by the Isanti City Council this 5<sup>th</sup> day of May 2020.

Attest:

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

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

A Community For Generations.



## SPECIAL EVENT PERMIT APPLICATION

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

[www.cityofisanti.us](http://www.cityofisanti.us)

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

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

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

### **ITEMS TO ACCOMPANY THE APPLICATION**

#### *Required with all applications*

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

#### *Check all that apply:*

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

*Supplemental information may be required by City staff.*

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



## SPECIAL EVENT PERMIT APPLICATION

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Submittal Date: April 29, 2020

### APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Jenny Garvey

Address: 110 1st Ave

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: - - - Cell: 763 - 772 - 5856

E-mail: isantiiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: 110 1st Ave

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Cell: 763 - 772 - 5850 E-mail: msylvester@cityofisanti.us

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### EVENT INFORMATION

Event Name: Cambridge-Isanti School District Senior Graduation Parade

Date(s) of Event: Friday, June 5, 2020

Hours of Event: 5:45pm-7:45pm

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

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

C-I Seniors will be driving to form a vehicle parade as part of their 2020 Commencement.

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

See attached parade route map. (Proposed route, subject to change)

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

2000 (spectators must follow social distancing guidelines), approximately 200 vehicles in parade.

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**Parking Impact** – Describe in detail:

Some spectators parking along streets.

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

Type: NA

Size: NA

Location: NA

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

NA

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

No

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

NA

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

Isanti Police to assist.

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

Public works to assist after along route.

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**Live entertainment** – Describe in detail:

NA

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

NA

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

NA

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



#### **APPLICANT SIGNATURE**

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

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

**OFFICE USE ONLY**

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

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: email approval given

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: email approval given

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: email approval given

Parks, Recreation and Culture Manager

☒ Approved ☐ Denied ☐ N/A Signature: email approval given

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: email approval given

City Administrator

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

City Council

☐ Approved ☐ Denied

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









## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** May 5, 2020  
**Subject:** Resolution 2020-XXX Approving a Conditional Use Permit – 1321 Heritage Blvd

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### **Background:**

The applicant, Tibetan American Foundation of Minnesota (TAFM), is requesting a Conditional Use Permit (CUP) for a Religious Institution at 1321 Heritage Blvd.

### **Overview/Background:**

In the B-2, General Business District zoning district Religious Institution requires a Conditional Use Permit (CUP). Spirit River Church previously occupied the space and did not have a CUP, therefore TAFM needs one. If Spirit River had one it would just transfer, since CUP's run with the land, but for whatever reason there isn't one recorded for this property.

### **Analysis of Application:**

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.  
*The subject property is not serviced by city sewer and water.*
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Religious Institutions are a Conditional Use in the B-2 zoning district, applying for the CUP meets the purpose and intent.*
3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public. The site has historically been used as a religious institution or gathering place.*
4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*
6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is not served by City sewer and water and is not planned to be in the near future.*
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*
8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

**Recommendations:**

The Planning Commission held a public hearing on April 21, 2020 the applicant attended virtually and was able to answer any questions. No one spoke in opposition. The Planning Commission unanimously recommends approval with the condition that the parking lot be fixed within one year.

Staff also recommends approval of the Conditional Use Permit with the Planning Commissions condition to fix the parking lot. The site has historically been used as a religious institution/gathering space.

**Attachments:**

- Resolution 2020-XXX
- Findings of Fact
- Conditional Use Permit

**RESOLUTION 2020-XXX**

**APPROVING THE CONDITIONAL USE PERMIT APPLICATION TO OPERATE A  
RELIGIOUS INSTITUTION AT 1321 HERTIAGE BLVD NE**

**WHEREAS**, Tibetan American Foundation of American (applicant) has requested a Conditional Use Permit approval for the operation of Religious Institution Avenue NE Suite A3 in the City of Isanti (PID 16.132.0040); and,

**WHEREAS**, the property is located within the "B-2" General Business District, of which requires a Conditional Use Permit to operate an Institutional Use; and,

**WHEREAS**, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 21, 2020 and recommended approval;

**NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota** that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for a Religious Institution located at 1321 Heritage Blvd NE, is hereby approved with the following conditions:

- 1) The parking lot be repaired within one year of approval.

This resolution was duly adopted by the Isanti City Council this 5<sup>th</sup> day of May, 2020

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

Attest:

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



## FINDINGS OF FACT AND CONCLUSION

### **Request**

Request from Tibetan American Foundation of Minnesota for a Conditional Use Permit to operate a Religious Institution at the property located at 1321 Heritage Blvd, in the City of Isanti.

### **Findings of Fact**

1. The applicant is requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned "B-2" General Business District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on April 21, 2020 at 7:30 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Conditional Use Permit application was published with the *County Star* on April 6, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

### **Conclusions**

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics*):
  - A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
    - a. *The subject property is not serviced by city sewer and water.*
  - B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Religious Institutions are a Conditional Use in the B-2 zoning district, applying for the CUP meets the purpose and intent.*
  - C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public. The site has historically been used as a religious institution or gathering place.*

- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*
  - E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*
  - F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is not served by City sewer and water and is not planned to be in the near future.*
  - G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*
  - H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*
2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses (*italicized*) are below:
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.  
*Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.*
  - B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.  
*The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under Section 17 of this Ordinance.*
  - C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.  
*Parking for this development does not impact pedestrian circulation.*
  - D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.  
*Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.*
  - E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

*This section is met.*

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

*This area is surrounded by residential uses. This section is met.*

- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

*The site is already developed. This section is met.*

- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

*Existing lighting complies with our zoning code. This section is met.*

- I. The site drainage system shall be subject to the review and approval of the City Engineer.

*This is an already developed site, existing stormwater management has been reviewed and approved.*

- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

*The building already exists, and as such, is compliant with our zoning code.*

- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

*Existing garbage facilities will be used for trash and recycling purposes.*

- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

*The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.*

- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

*The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.*

- N. Any applicable business licenses mandated by City Code are approved and obtained.

*The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.*

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district. *This requirement is met as proposed.*
- P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.  
*This use complies with the performance standards of the zoning district.*
- Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.  
*Any additional stipulations will be included in the Conditional Use Permit approved by the City Council.*

### **Decision**

The City of Isanti Planning Commission reviewed the request after a public hearing was held on April 21, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Bergley, seconded by Lundeen to recommend approval of the Conditional Use Permit with conditions. Motion passed unanimously.

STATE OF MINNESOTA  
COUNTY OF ISANTI  
CITY OF ISANTI

ISANTI CITY COUNCIL  
CONDITIONAL USE PROCEEDINGS

In the matter of a Religious Institution Use, for 1321 Heritage Blvd NE, Isanti Minnesota

Request: A Conditional Use Permit for a Religious Institution

**CONDITIONAL USE PERMIT**

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on April 21, 2020 and the Isanti City Council on May 5, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

1321 Heritage Blvd NE. PID 16.028.0200

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

1. Parking lot be repaired within one year of approval.

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

Date: May 5, 2020

Attest:

\_\_\_\_\_  
Human Resources/City Clerk



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** May 5, 2020  
**Subject:** Ordinance XXX An ordinance approving the amendment to Ordinance 445 (Zoning)  
The Official Zoning Map.

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### **Background:**

#### **Request**

The applicant Deann Bunes of Serenity Circle Counseling is requesting to rezone property located at 201 Main Street from R3-A Low Density Residential to B-1 Central Business District with D-1 Downtown Overlay to build a new office building. The R3-A district does not allow office buildings.

#### **Overview/Background**

The purpose of the Comprehensive Land Use Plan is to ensure the orderly growth and development of the city while maintaining a sound infrastructure and economy. The subject site has a Comprehensive Land Use designation of CBD, Central Business District. This land use designation identifies with commercial and retail uses in historic downtown. Development is regulated by the Comprehensive Land Use Plan (Comp Plan) and the Zoning Code. The Comp Plan pertains to the long-range plan for the site and the zoning code provides use and development requirements. Typically, the comp plan and zoning district should be the same or compatible. Rezoning the subject site would make achieve this. The site is suitable for an office building and is an extension of downtown.

#### **Review of Amendment**

When reviewing any zoning ordinance text amendment or zoning map change, the Planning Commission must consider and make findings based on the following factors, as provided within the Zoning Ordinance:

Section 21 Administration and Enforcement, Article 1: Text and Map states:

“D. The Planning Commission shall conduct a public hearing and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgement of the Planning Commission with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.

4. There is adequate buffer or transition provided between potentially incompatible districts.”

**Staff Recommendation**

Planning Commission held a public hearing on April 21, 2020 the applicant was available for questions. The Adjacent property owners asked if they were being rezoned as well and the commission stated that it was only for this parcel they will remain residential. The Planning Commission unanimously recommend approval. Staff recommends approval of the rezoning request.

**Attachments**

- Ordinance XXX

**ORDINANCE XXX**  
**AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE 445 (ZONING):**  
**THE OFFICIAL ZONING MAP**

**THE CITY OF ISANTI DOES ORDAIN:**

**WHEREAS**, the proposed rezoning is consistent with Isanti Municipal Code (Zoning Code) Section 21, Article, subd. 4(d); and,

**WHEREAS**, the rezoning is consistent with the City's Comprehensive Land Use Plan; and,

**WHEREAS**, the Planning Commission held a public hearing on this matter at the April 21, 2020 meeting; and,

**WHEREAS**, the Planning Commission recommended approval of the rezoning for the described property in Exhibit A from R3-A Low Density Residential to B-1 Central Business District with D-1 Overlay;

**NOW, THEREFOR, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** that the property legally described on Exhibit A attached hereto, subject to easements, restrictions and reservations of record, approve the re-zone request from R3-A Low Density Residential to B-1 Central Business with D-1 Overlay.

This resolution was duly adopted by the Isanti City Council this 5<sup>th</sup> day of May, 2020

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

Attest:

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

Reading Date:  
Publication Date:  
Effective Date:



## EXHIBIT A

Legally Described as: Lots 1-2 Block 009 of Original Townsite Isanti

Address: 201 Main Street

PID 16.050.0770



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** May 5, 2020  
**Subject:** Ordinance XXX An ordinance Amending Ordinance 445, Section 7, Article 1 to include commercial recreation as a conditional use.

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### **Background:**

Scott Boecker has requested an ordinance amendment to allow for Commercial Recreation in the Central Business District. He is specifically looking at a space downtown. The current ordinance does not allow commercial recreation in the B-1, Central Business District. The purpose of the “B-1” Central Business District (CBD) is to “promote mutually compatible business activities in downtown Isanti. What makes the Central Business District unique from the General Business District is that it is a commercial area that serves as a focal point both culturally and historically for the City of Isanti. Commercial uses, to include but are not limited to retail, office, and service uses; encourage and support pedestrian movement and activity within the Central Business District.”

The applicant is requesting to add this use as a permitted use in the B-1 district, however the other business districts in town allow commercial recreation as a conditional use, therefore staff recommends if added, it should be a conditional use and because this amendment is not site specific it would apply to all of the B-1 district.

Specifically, the applicant is looking to open an indoor playground and fitness center for children. His indoor facility will offer playground structure, inflatables, climbing wall, obstacle course, toddler area and much more. The facility will have open play, birthday parties and fitness kid’s classes.

### **Proposed Zoning Ordinance Amendment**

Attached for Planning Commission review and recommendation is a draft ordinance amending Zoning Ordinance No. 445, Section 7, Article One, Subdivision 3; Conditional Uses; adding Commercial Recreation as a Conditional Use. The Planning Commission should discuss if added, whether or not this should be permitted or a CUP.

### **Review of Amendments**

When reviewing any zoning ordinance text amendment or zoning map change, the Planning Commission must consider and make findings based on the following factors, as provided within the Zoning Ordinance:

Section 21 Administration and Enforcement, Article 1: Text and Map states:

“D. The Planning Commission shall conduct a public hearing and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgement of the Planning Commission

with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.
4. There is adequate buffer or transition provided between potentially incompatible districts.”

### **Recommendations**

The Planning Commission held a public hearing regarding this matter on April 21, 2020. The applicant was available for questions. The Planning Commission recommends approval of the ordinance as written.

Staff Recommends also approval of the proposed text amendment to add commercial recreation to the B-1 (CBD) district as a Conditional Use.

### **Attachments:**

- Ordinance XXX

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING;  
SECTION 7 BUSINESS DISTRICTS, ARTICLE ONE "CBD" CENTRAL BUSINESS DISTRICT,  
SUBDIVISION 3: CONDITIONAL USES, TO ADD COMMERCIAL RECREATION AS A  
CONDITIONAL USE**

**THE CITY OF ISANTI DOES ORDAIN:**

**I. AMENDMENTS**

**Ordinance No. 445, Zoning, Section 7: Business Districts, Article One "CBD" Central Business District, Subdivision 3 Conditional Uses** shall be hereby amended to add the following:

S. Commercial Recreation

**II. AMENDMENTS**

**Ordinance No. 445, Zoning, Section 7: Business Districts, Article 2 "B-2" Central Business District, Subdivision 3 Conditional Uses** shall be hereby amended and subsequently re-numbered with the previous amendment of this Section of the Ordinance.

**III. EFFECTIVE DATE**

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2020.

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

ATTEST:

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

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 4/22/2020 - 4/22/2020

Apr 22, 2020 01:09PM

## Report Criteria:

Report type: Summary

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

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04/20	04/22/2020	53432	2221	C & L DISTRIBUTING	609-20200	96.00
04/20	04/22/2020	53433	2487	CAPITOL BEVERAGE SALES	609-20200	254.48
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04/20	04/22/2020	53435	2897	CITY CENTER MARKET	609-20200	120.00
04/20	04/22/2020	53436	1736	COMM OF MMB, TREAS DIV	101-20200	500.00
04/20	04/22/2020	53437	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,273.56
04/20	04/22/2020	53438	1941	DELTA DENTAL	861-20200	3,128.40
04/20	04/22/2020	53439	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	819.60
04/20	04/22/2020	53440	2478	EAST CENTRAL ENERGY	101-20200	42.85
04/20	04/22/2020	53441	55	ECM PUBLISHERS INC	609-20200	161.00
04/20	04/22/2020	53442	1682	FERGUSON WATERWORKS	602-20200	88.41
04/20	04/22/2020	53443	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
04/20	04/22/2020	53444	2028	FURTHER	861-20200	3,025.45
04/20	04/22/2020	53445	2896	INSIDE THE TAPE, LLC	101-20200	125.00
04/20	04/22/2020	53446	188	ISANTI COUNTY SHERIFF	101-20200	313.50
04/20	04/22/2020	53447	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,331.94
04/20	04/22/2020	53448	5	KAWALEK TRUCKING	609-20200	234.80
04/20	04/22/2020	53449	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	2,283.41
04/20	04/22/2020	53450	17	MCDONALD DISTRIBUTING CO	609-20200	10,441.67
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04/20	04/22/2020	53452	1536	MINNESOTA DEED	219-20200	833.33
04/20	04/22/2020	53453	1604	MINNESOTA UI FUND	609-20200	376.15
04/20	04/22/2020	53454	870	M-R SIGN CO INC	101-20200	152.66
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04/20	04/22/2020	53456	2080	MVTL LABORATORIES INC	602-20200	43.20
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04/20	04/22/2020	53458	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,225.20
04/20	04/22/2020	53459	2756	SELLMAN, SHEILA	108-20200	12.61
04/20	04/22/2020	53460	2895	SHARP, SHELLY	101-20200	53.69
04/20	04/22/2020	53461	1653	SHR SALES	101-20200	1,287.00
04/20	04/22/2020	53462	73	STAR	101-20200	12.00
04/20	04/22/2020	53463	427	VESSCO INC	602-20200	29,600.00
04/20	04/22/2020	53464	427	VESSCO INC	601-20200	1,213.20
04/20	04/22/2020	53465	42	VIKING COCA-COLA BOTTLING CO	609-20200	130.25
04/20	04/22/2020	53466	1286	VINOCOPIA INC	609-20200	675.75
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04/20	04/22/2020	53468	780	WINE MERCHANTS	609-20200	308.00

Grand Totals:

142,144.06

## Report Criteria:

Report type: Summary

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04/20	04/29/2020	53476	1141	ASSURANT EMPLOYEE BENEFITS	101-20200	631.33
04/20	04/29/2020	53477	9	BERNICKS PEPSI-COLA	609-20200	1,138.34
04/20	04/29/2020	53478	2609	BETKER, MIKE	101-20200	6.44
04/20	04/29/2020	53479	1474	CDW GOVERNMENT INC	614-20200	90.22
04/20	04/29/2020	53480	120	CONNEXUS ENERGY	101-20200	18,036.68
04/20	04/29/2020	53481	918	CRYSTAL SPRINGS ICE	609-20200	123.12
04/20	04/29/2020	53482	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,748.90
04/20	04/29/2020	53483	1214	DAKOTA WORLDWIDE CORP	609-20200	3,683.86
04/20	04/29/2020	53484	2871	DEAN'S HEATING & AC, INC	101-20200	12,710.00
04/20	04/29/2020	53485	1840	DIRTWORKS INC	602-20200	39,080.00
04/20	04/29/2020	53486	897	DVS RENEWAL	101-20200	329.25
04/20	04/29/2020	53487	2904	EDGEWATER TITLE GROUP	601-20200	18.35
04/20	04/29/2020	53488	2898	HANSON, NATE	101-20200	231.98
04/20	04/29/2020	53489	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	182.43
04/20	04/29/2020	53490	252	ISANTI REDBIRDS	104-20200	554.17
04/20	04/29/2020	53491	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,806.61
04/20	04/29/2020	53492	5	KAWALEK TRUCKING	609-20200	252.20
04/20	04/29/2020	53493	2900	LUND, LANCE	601-20200	15.54
04/20	04/29/2020	53494	17	MCDONALD DISTRIBUTING CO	609-20200	12,180.30
04/20	04/29/2020	53495	2597	MNSPECT, LLC.	101-20200	10,274.48
04/20	04/29/2020	53496	2080	MVTL LABORATORIES INC	602-20200	130.96
04/20	04/29/2020	53497	2553	O'REILLY	101-20200	7.99
04/20	04/29/2020	53498	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,369.07
04/20	04/29/2020	53499	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	5,519.81
04/20	04/29/2020	53500	2341	RED BULL DISTRIBUTION	609-20200	205.50
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04/20	04/29/2020	53502	2902	SEELOW, JANE	601-20200	76.36
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04/20	04/29/2020	53505	1892	SIGNS BY JILL	108-20200	50.00
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04/20	04/29/2020	53508	73	STAR	101-20200	601.50
04/20	04/29/2020	53509	2899	STEFFENSEN, CLINTON	601-20200	70.76
04/20	04/29/2020	53510	2834	SUN MECHANICAL, INC.	601-20200	3,473.80
04/20	04/29/2020	53511	2614	SW Wold Construction	505-20200	18,000.00
04/20	04/29/2020	53512	1290	THE AMBLE GROUP	101-20200	188.61
04/20	04/29/2020	53513	1762	THE TITLE GROUP	601-20200	5.26
04/20	04/29/2020	53514	2251	TITLE SMART	601-20200	27.52
04/20	04/29/2020	53515	2076	TITLE SPECIALIST INC	601-20200	41.32
04/20	04/29/2020	53516	2375	UNITED RENTALS	602-20200	833.97
04/20	04/29/2020	53517	42	VIKING COCA-COLA BOTTLING CO	609-20200	436.65
04/20	04/29/2020	53518	4	WATSON CO INC	609-20200	2,095.43
Grand Totals:						158,407.71

## City of Isanti

Gross Payroll	84,117.64
Social Security & Medicare	4,814.52
Public Employees Retirement	8,292.88
Total City Expense	<u>97,225.04</u>

Pay Date            5/1/2020

Pay Period        9 (4/12-4/25/20)

**RESOLUTION 2020-XXX**

**APPROVING THE OFFER FOR THE POSITION OF  
COMMUNITY DEVELOPMENT SPECIALIST TO RYAN SALTIS**

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

**WHEREAS**, staff has selected and made a conditional offer of employment to Ryan Saltis as the most qualified candidate for the position; and,

**WHEREAS**, Ryan Saltis has successfully passed a background investigation and reference check required by the City of Isanti;

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

1. That Human Resources has offered the Community Development Specialist position to Ryan Saltis and that he is eligible to start in that position on May 11<sup>th</sup>, 2020.
2. That Ryan Saltis has successfully pass a background and reference check as required in the conditional offer.
3. That Ryan Staltis shall start at Step 1 of the wage scale at \$51,828.00 annually, \$24.92 hourly.
4. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 5<sup>th</sup> day of May, 2020.

Attest:

---

Mayor Jeff Johnson

---

Katie Brooks  
Human Resources/City Clerk



**RESOLUTION 2020-XXX**

**OFFERING THE POSITION OF ADMINISTRATIVE ASSISTANT  
INTERNSHIP TO SARAH BJORK**

**L.3.**

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

**WHEREAS**, the City Council approved to fill a paid part-time Administrative Assistant Internship in the 2020 budget working 20-29 hours a week; and,

**WHEREAS**, current Administrative Assistant Intern, Sarah Bjork, was offered possible secondary internship duties as a Community Development Internship as the City of Isanti is not filling the position of Community Development Intern in 2020; and,

**WHEREAS**, this temporary internship position will not be eligible for PERA or health insurance benefits; and,

**WHEREAS**, the internships are within budget and will last until end of Summer/beginning of Fall and subject to passing a background investigation;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota** as follows:

1. That Human Resources is hereby directed to offer the Administrative Assistant Internship to Sarah Bjork for the City of Isanti effective May 6, 2020 and later.
2. Sarah Bjork will perform duties assigned for the Administrative Assistant Internship and assist with some duties in Community Development department.
3. The wage for the Administrative Assistant Internship will be \$14.00 per hour.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. 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 was duly adopted by the Isanti City Council this 5<sup>th</sup> day of May, 2020.

Attest:

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

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



L.4

## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Finance Director Betker  
**Date:** May 5<sup>th</sup> 2020  
**Subject:** Consider Resolution Setting Work Sessions for 2021 Budget

---

**Background:**

Below is the proposed 2021 Budget Timeline

Annual Budget Process Schedule

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
3rd Thurs.	April	Prepare & Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Budget and Capital Requests
2nd week	June	Department Head Meeting on Budget to be Presented at C.O.W.
Committee of the Whole	June	Review Budget Items and Capital Outlay Requests
1st/2nd Council Meeting	July	Council Budget Workshop - Present Preliminary General Fund Budget
2nd/1st council Meeting	July/August	Council Budget Workshop - Present Preliminary Enterprise Fund Budgets & Capital Requests
1st/2nd Council Meeting	August	Council Budget Workshop - If Deemed Necessary by Council
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Truth in Taxation Meeting, Final levy and budget adoption

**Request:** Staff is recommending that Budget workshops be held immediately following the regular Council Meetings on Tuesday July 21<sup>st</sup> and Wednesday August 5<sup>th</sup>. As well as Tuesday August 18<sup>th</sup> if deemed necessary by the Council.

**Attachment:**

- Resolution 2020-XXX – Setting Work Sessions for 2021 Budget

## **RESOLUTION 2020-XXX**

### **SETTING WORK SESSIONS FOR 2021 BUDGET**

**WHEREAS**, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-12, B.; and

**WHEREAS**, annually the City Council meets in Work Sessions regarding the proposed City Budget with three scheduled Work Sessions. The need for the third Work Session will be affirmed prior to adjournment of the second Work Session;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota to set the following Budget Work Sessions, to be held immediately after the regular City Council Meeting on the following dates:

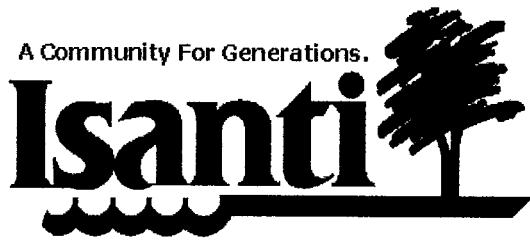
1. Tuesday, July 21, 2020
2. Wednesday, August 5, 2020
3. Tuesday, August 18, 2020 (Optional Third Workshop – held only if needed)

This Resolution is hereby approved by the Isanti City Council this 5<sup>th</sup> day of May, 2020.

Attest:

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

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



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** May 5, 2020  
**Subject:** Approving Request for Proposals for Position Classification and Compensation Study

---

Council approved a compensation study titled “comparative worth study” in the 2020 Budget. Staff has drafted a request for proposals (RFP) with the criteria and objectives that would meet the needs of the City.

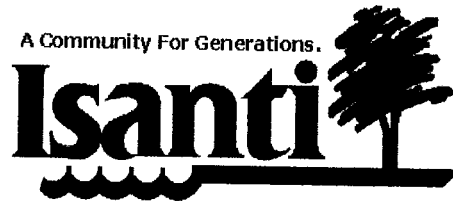
A position classification and compensation study has not been completed and will give staff needed information including a classification system to standardize our points for all positions as well as the pay equity report and also to determine where Isanti compares to other municipalities and comparable entities for pay and benefits. Having this information will allow Isanti to compile information to determine longevity and retention of highly skilled staff.

**Recommendation:**

Staff is recommending approval of the RFP as written to post on May 6<sup>th</sup> with a due date of May 26<sup>th</sup>.

**Attachments:**

- Request for Proposals
- RFP ad for public notice



**CITY OF ISANTI**

**REQUEST FOR PROPOSALS**

**POSITION CLASSIFICATION**

**AND**

**COMPENSATION STUDY**

***Proposals Due: May 26, 2020***

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## **I. GENERAL INFORMATION AND CONDITIONS**

- I. The City of Isanti is accepting proposals for professional services for the development and implementation of a job evaluation and compensation study of the current position descriptions, classifications, equity, compensation, and evaluation process for its employees.
- II. The goal is to comprise a complete plan and process development including:
  - Evaluating each position utilizing an up to date job description.
  - Provide salaries commensurate with assigned duties.
  - Attract and retain qualified employees.
  - Creating opportunity for management and employee input through utilizing key participants.
  - Compile and analyze market comparable and competitive data.
  - Ensure regulatory compliance.
  - Draft new design according to City philosophy.
  - Create a transition and implementation plan.
  - Provide necessary tools to manage plan going forward.
- III. It is expected that the Consultant will furnish detailed data informational material for all affected positions.
- IV. It is the City's desire to present findings and recommendation of any necessary changes to members of the City Council. Please outline your requirements for presentation, timing, and fee structure. A representative may be expected to provide or assist in conducting these informational meetings, if deemed necessary.
- V. Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.
- VI. All proposals must comply with Federal and State regulations pertaining to compensation standards, including but not limited to pay equity legislation, ADA, and FLSA.
- VII. Your proposal will be accepted until 4:30 p.m. on **May 26, 2020** in the office of the following: City of Isanti, Attention: Josi Wood, 110 1<sup>st</sup> Ave NW, PO Box 428. Your original proposal should be mailed and a copy be submitted electronically emailed to Josi Wood, [jwood@cityofisanti.us](mailto:jwood@cityofisanti.us). Proposal should be labeled "Proposal-Compensation Study 2020."
- VIII. After a thorough review of the proposals, the results will be presented to the City Council. If you have any questions concerning the specifications, etc., please contact Josi Wood (City Administrator) [jwood@cityofisanti.us](mailto:jwood@cityofisanti.us) 763-444-5512.
- IX. The City reserves the right to accept or reject any and all proposals that are in the best interest of the City and its employees. The consultation award will be based upon, but not necessarily limited to, rates, options, methodology, project design, timeline, and the

experience of the carrier with municipalities and similar governmental instrumentalities and labor markets.

## **II. PROJECT BACKGROUND AND GOALS**

Isanti is a growing community on the north side of the northern Twin Cities suburbs with approximately 6200 in population. The City has approximately 45 position descriptions (a listing of position titles is enclosed) of which are subject to the State of Minnesota Pay Equity Compliance requirements.

Isanti has 6 departments and employs 33 full-time (9 are exempt), 19 part-time, 3 interns and 3 seasonal employees which are included as Appendix A. Of this, 16 employees are organized in the following unions:

- International Union of Operating Engineers Local No. 49 which represents our Public Works Department Maintenance Workers (7 employees)
- Law Enforcement Labor Services, Inc #217 which represents our Police Department Officers (8 employees)
- Law Enforcement Labor Services, Inc #416 which represents our Police Department Lieutenant (1 employee)

The collective bargaining agreement is a three -year contract and will expire on December 31, 2022.

The City currently has a step-system pay structure. Most positions are on a 6-step program. The City has been in compliance with pay equity requirements in the past. Throughout the years there have been several changes in position classifications, new position additions, and compensation schedule adjustments. There is a need to have the entire job evaluation, compensation and benefits system reviewed by an outside professional consultant. The City recognizes the need to validate the process and methodology utilized for determining classification for newly established positions as well as a need to have the entire job evaluation and compensation system reviewed and updated for internal and external pay equity. Currently there is a combination of two classification systems being used. The City is interested in implementing a system to match other area municipalities for comparison purposes.

Management may also want to explore various methods of payment such as merit vs. step systems while creating consistency throughout. Longevity pay is currently utilized in the Police unions, however, may also be an option for other positions.

Employee and management involvement through participation and informational meetings on the process and outcomes will be an integral component to the success and acceptance of any outcome.



### **III. SCOPE OF WORK**

To meet the needs of the City, proposals shall include the following milestones:

**A. Job Classification and Compensation System**

- Evaluation and analysis of City needs and philosophy.
- Thorough evaluation of each position to determine a job value, by assigning points to the position based on standard factors.
- Objective classification ranking of each position and the provision of internal pay equity.
- Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.
- Develop principles of comparability to external labor markets including public, private and market/comparable cities.
- Provide a wage/labor market comparability study and the analysis of supporting data for the development of a pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards. The wage/labor market comparability study should take into account that the City of Isanti is interested in how competitive the City is with other metro suburban cities.
- Provide recommendations and options for a newly designed evaluation and compensation system. Include the feasibility of implementing a performance-based compensation system or a performance-based component of the system.
- Provide system testing to assure compliance.
- Detail the appropriate number of pay ranges (and pay steps, if applicable) and the weight given to internal equity and external market comparisons.
- Recommend pay grade adjustments and/or reassignment of positions to appropriate pay grades as needed.
- Integrate job evaluation rankings and market comparisons into the recommended pay levels.
- Determine exempt and non-exempt status for each position.

**B. Implementation and Sustainability**

- Recommend the best approach to coordinate the recommended pay plan with the current pay plan, including an implementation timeline that considers the City's budget constraints.
- Recommend policies, guidelines and procedures for administration, including how the plan can be adjusted for cost of living and how employees advance through salary ranges.
- Provide training and tools, resources and documentation for City staff to maintain the system independently post-implementation.
- Determine the validity for requests for reclassification and/or compensation changes outside of the routine review process.

**C. Pay Equity Report**

Provide a completed pay equity report required by Minnesota Management and Budget, including an explanation of the new compensation system and methodology and how that plan

satisfies pay equity compliance.

**D. Optional Services**

The City may, during the term of this contract, desire to purchase additional services from the company to enhance the level of service. Companies should respond in detail regarding the ability to provide optional services. The optional services are in addition to requirements set forth in this RFP; these costs must be readily distinguishable from the costs quoted for the required scope of services.

**E. Project Timeline**

Identify a concrete, reasonable timeline for the completion of each component in the process. The City desires to have a project completion date of July 31, 2020.

**F. Presentation**

Ability to present findings and recommendations to Staff and Council, including written reports and oral reports if requested.

**G. Cost Proposal**

- Provide a comprehensive, detailed cost proposal that covers all costs associated with successful implementation of the system and services required of this RFP.
- Proposals shall clearly define optional services and reimbursable costs not included in basic fees, including any hourly rates or fees for post-contract or optional services.
- Proposals shall include a “not to exceed” lump sum fee protection.
- Proposals shall include identification of proposed milestones. Payment will be made by the City upon agreed-upon milestones as identified in the contract.
- Proposals shall identify costs for all aspects including potential areas in which the City can provide assistance resulting in cost savings to the City.

#### **IV. CONSULTANT SUBMITTAL**

The proposal shall contain the following information:

- A. Provide references of municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your organization. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of the personnel from your office that worked on the project at each municipality.
- B. Names and relative backgrounds of the personnel to be assigned to the project.
- C. Information stating your organization’s approach to the development of a compensation system for the City of Isanti. Include information and outcome documents on the job evaluation system being proposed as well as sample job descriptions, policies and procedures, and questionnaires employees will be required to complete. Also include

information on how your organization will handle each aspect identified in the job description and questionnaires.

- D. Identify your approach to creating union and non-union involvement with the development of the position classifications and compensation schedules.
- E. Identify a concrete timeline for the completion of each component in the process as well as implementation guidelines.
- F. The proposal should clearly define the timelines, proposed fees, and the scope of services to be provided during each of the following specific project components:
  - Introduction and Project Orientation
  - Position Analysis
  - Position Descriptions for full-time, part-time, temporary, seasonal, and internships.
  - Position Classifications/Ranking/Grades/Evaluation
  - Wage/Labor Benchmarks/Market Pricing
  - System Structure Development according to City of Isanti philosophy
  - System testing for equity and fairness
  - Preparation of final documents for the plan, including presentation, policy, guidelines and procedures for administration (such as how the plan is adjusted for cost of living and how employees advance through the ranges and any other pertinent information). Any written and computerized data and supporting information must be submitted as appropriate.
  - Training on the system maintenance and updating such as position additions and wage structure updates.
  - System Implementation.
  - Future assistance that can be provided by your organization.
- G. Proposals shall clearly define additional services and/or reimbursable costs not included in the basic fees, including any hourly rates or fees for post contract services.
- H. Proposals shall include a “not to exceed” lump sum fee protection.
- I. Identify cost estimates for all aspects including potential areas in which the City of Isanti’s staff can provide assistance resulting in cost savings to the City.

## **V. PROJECT COMPLETION**

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed by July 31, 2020.

## **VI. OTHER**

- A. Questions regarding this Request for Proposal should be directed to:

Josi Wood  
City Administrator  
City of Isanti  
110 1<sup>st</sup> Ave NW, PO Box 428  
Isanti, MN 55040  
Telephone: 763-444-5512  
Email: [jwood@cityofisanti.us](mailto:jwood@cityofisanti.us)

- B. The City of Isanti reserves the right to reject any and or all proposals for any, or no reason, and furthermore reserve the right to accept any proposal deemed to be in the best interest of the City.
- C. One original mailed and an electronic copy emailed of the proposal is to be submitted by 4:30 p.m. on Tuesday, **May 26, 2020**, to Josi Wood at the above address and email.
- D. Finalists may be requested to make a presentation to City Staff for evaluation.

## Job Positions by Department

<b>Police Dept</b>		<b>Liquor Store</b>	
Police Chief	FT Exempt	Liquor Store Manager	FT Exempt
Police Officer	FT	Assistant Liquor Store Manager	FT
Police Officer	PT	Liquor - Clerk II	FT
Police Investigator	FT	Liquor - PT Clerk	PT
Police Secretary	FT	Liquor - Clerk III	PT
Data Entry Clerk	PT		
Community Service Officer	PT		
		<b>Finance/ Administration</b>	
		City Administrator	FT Exempt
		Finance Director	FT Exempt
		HR/City Clerk	FT Exempt
<b>Public Works</b>		City Clerk*	FT
Public Services Director	FT Exempt	HR/Deputy City Clerk*	FT
PW Foreman	FT	Assistant Finance Director	FT
PW Maintenance Worker II	FT	Receptionist/Utility Billing Clerk	FT
Seasonal	PT	Deputy City Clerk/HR	FT
		Utility/Accounting Clerk	FT
<b>Park &amp; Rec</b>		Admin Intern	PT
Parks, Rec, Culture Manager	FT Exempt		
Parks Intern	PT		
PT Custodian	PT		
		<b>Community Development</b>	
		Community Development Director	FT Exempt
		Community Development Specialist	FT
		Community Development Intern	PT

\*These positions are planned to replace the HR/City Clerk and Deputy City Clerk/HR positions in 2021

**CITY OF ISANTI**  
**REQUEST FOR PROPOSALS FOR POSITION**  
**CLASSIFICATION AND COMPENSATION STUDY**

The City of Isanti is accepting proposals for a position classification and compensation study for the City of Isanti. Specifications are available upon request from Isanti City Hall or online at [www.cityofisanti.us](http://www.cityofisanti.us). The City Council reserves the authority to accept or reject any/or all proposals, and award in the best interest of the City. Proposals shall be submitted in writing addressed to Josi Wood at 110 - 1<sup>st</sup> Avenue NW, PO Box 428, Isanti MN 55040 and submitted electronically via email to [jwood@cityofisanti.us](mailto:jwood@cityofisanti.us). Questions regarding the request for proposals can be sent to Josi Wood via email or at 763-444-5512. All proposals submitted must be clearly marked as "Proposal for Compensation Study 2020" and will be accepted until 4:30 p.m. Tuesday, May 26, 2020.

Josi Wood  
City Administrator

Publish on:

Posted on:



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** May 5, 2020  
**Subject:** Resolution 2020-XXX Awarding Contract for Refuse Services

---

Council authorized Staff on April 7<sup>th</sup>, 2020 to advertise for proposals for refuse services. Staff received three proposals; Waste Management, Ace Solid Waste and LePage & Sons for such services.

### **Recommendation:**

Staff is recommending to enter into a three-year contract with Ace Solid Waste for refuse services as they are lower overall for services per the specifications outlined in the request for proposal.

### **Attachments:**

- Resolution 2020-XXX
- Ace Solid Waste Proposal
- Waste Management Proposal
- LePage & Sons Proposal

**RESOLUTION 2020-XXX**

**AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR  
REFUSE SERVICES FOR ALL CITY FACILITIES**

**WHEREAS**, the Council authorized staff to request proposals for refuse services on April 7, 2020; and,

**WHEREAS**, the request for proposals for refuse services was published in the City's official newspaper; and,

**WHEREAS**, quotes were received from Ace Solid Waste, Waste Management, and LePage & Sons which are presented as "Exhibit A, B and C" respectively; and,

**WHEREAS**, Staff evaluated the quotes received for costs of servicing refuse at all City facilities and locations; and,

**WHEREAS**, the lower overall quote was provided by Ace Solid Waste; and,

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

1. Hereby award the contract for refuse services to Ace Solid Waste.
2. That the City Administrator is hereby authorized to enter into and sign a contract with Ace Solid Waste for the provision of refuse services for the City of Isanti for a three (3) year period starting May 15, 2020 and ending May 31, 2023.
3. That Ace Solid Waste (contractor) shall submit monthly statements for services provided in a given month to the city and receive compensation in the amounts as provided within the agreed upon contract.

This resolution was duly adopted by the Isanti City Council this 5<sup>th</sup> day of May, 2020.

**Attest:**

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

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



Exhibit A

Acc  
Solid Waste



**CITY OF ISANTI REQUEST FOR PROPOSAL  
REFUSE SERVICES QUOTE WORKSHEET**

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	Container	Frequency	Cost per Container per Month
Refuse	64 Gallon	Weekly	\$9.00
Refuse	90 Gallon	Weekly	\$9.00
Single Sort Recycle	90 Gallon	Weekly	\$5.00
Refuse	2 Yard	Weekly	\$60.00
Refuse	4 Yard	Weekly	\$80.00
Refuse	4 Yard	Twice Weekly	\$140.00
Cardboard	4 Yard	Weekly	\$50.00

Roll-Off for Cleanup Day:	Cost
Each Roll-Off	—
Labor for Removal of Materials Collected	—
Trucking Fee	\$180.00
Dumping Fee	\$79.00 per ton

Additional 90 gal Containers for Events:	Cost Per Container	Cost Per Occurrence to Empty*
Refuse	\$8.00	0
Single Sort Recycle	\$6.00	0

\*It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.

Additional Fee for Driver to Walk Down Park Cans.... \$ N/A per month  
 Fuel Surcharge..... \$ 0 per month  
 Taxes..... \$ 17% on TRASH per month

Please List Any Additional Charges That the City May Incur:

0 ..... \$ ..... per month  
0 ..... \$ ..... per month

Please indicate if there are inflationary costs over the term of the contract: IF DISPOSAL RATES GO UP  
FROM COUNTY

You may attach any additional information to this worksheet to provide quotes for the refuse service.

**Proposal submitted by: (Please Print)**

ACE Solid Waste  
Company Name





## CITY OF ISANTI REQUEST FOR PROPOSAL REFUSE SERVICES QUOTE WORKSHEET

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	Container	Frequency	Cost per Container per Month
Refuse	64 Gallon	Weekly	\$17 first cart/\$12 each additional
Refuse	90 Gallon	Weekly	\$17 first cart/\$12 each additional
Single Sort Recycle	90 Gallon	Weekly	\$16 first cart/\$11 each additional
Refuse	2 Yard	Weekly	\$53.58
Refuse	4 Yard	Weekly	\$107.16
Refuse	4 Yard	Twice Weekly	\$214.32
Cardboard	4 Yard	Weekly	\$90.00

Roll-Off for Cleanup Day:	Cost
Each Roll-Off	MSW: \$333.45 tax incl. C & D: \$493.00 tax incl Electronics: \$90.00
Labor for Removal of Materials Collected	No charge
Trucking Fee	No Charge
Dumping Fee	Electronics: charged per item

Additional 90 gal Containers for Events:	Cost Per Container	Cost Per Occurrence to Empty*
Refuse	No Charge	No Charge
Single Sort Recycle	No Charge	No Charge

**\*It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.**

Additional Fee for Driver to Walk Down Park Cans....	\$ 15.00 per park	per month
Fuel Surcharge.....	\$0.00	per month
Taxes.....	\$178.34	per month

Please List Any Additional Charges That the City May Incur:

None..... \$..... per month

None..... \$..... per month

Please indicate if there are inflationary costs over the term of the contract: 5% Price increase years 2 & 3

You may attach any additional information to this worksheet to provide quotes for the refuse service.  
*Pricing breakdown is above in introductory portion or proposal.*

**Proposal submitted by: (Please Print)**

Waste Management of Minnesota, Inc.  
Company Name





**CITY OF ISANTI REQUEST FOR PROPOSAL  
REFUSE SERVICES QUOTE WORKSHEET**

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	Container	Frequency	Cost per Container per Month
Refuse	64 Gallon	Weekly	\$ 15.65
Refuse	90 Gallon	Weekly	\$ 18.69
Single Sort Recycle	90 Gallon	Weekly	\$ 11.33
Refuse	2 Yard	Weekly	\$ 51.26
Refuse	4 Yard	Weekly	\$ 76.12
Refuse	4 Yard	Twice Weekly	\$ 161.65
Cardboard	4 Yard	Weekly	\$ 63.42

Roll-Off for Cleanup Day:	Cost
Each Roll-Off	\$ 165 / Hour
Labor for Removal of Materials Collected	MSW 65.00 / Ton
Trucking Fee	Demo 45.00 / Ton
Dumping Fee	

Additional 90 gal Containers for Events:	Cost Per Container	Cost Per Occurrence to Empty*
Refuse	\$ 9.21	\$ 5.00
Single Sort Recycle	\$ 7.40	\$ 5.00

\*It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.

Additional Fee for Driver to Walk Down Park Cans.... \$ 10.00 per month

Fuel Surcharge..... \$ Included per month Fluctuating

Taxes..... \$ Included per month

Please List Any Additional Charges That the City May Incur:

Extra tip or Comm..... \$                      <sup>→</sup> per month \$25.00 trip fee  
..... \$                      per month 14.00 A YARD MSW  
12.00 A YARD Recy

Please indicate if there are inflationary costs over the term of the contract: Fluctuating Fuel &  
ENVIRONMENTAL Fee

You may attach any additional information to this worksheet to provide quotes for the refuse service.

Proposal submitted by: (Please Print)

Lepage & Sons  
Company Name