

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 1, 2021 – 7:00 P.M.
CITY HALL**

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

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

- 1. May 18, 2021- Regular Meeting of the City Council
- 2. May 18, 2021- Committee of the Whole Meeting
- 3. March 16, 2021- Planning Commission Meeting

H. Announcements

- 1. Committee of the Whole Tuesday, June 15, 2021 at 5:00 p.m.
- 2. City Council Meeting Tuesday, June 15, 2021 at 7:00 p.m.
- 3. Planning Commission Meeting Tuesday, June 15, 2021
(Immediately following the City Council Meeting)
- 4. **CITY OFFICES CLOSED** Monday, July 5, 2021
(In Observance of Independence Day)

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

- 1. Resolution 2021-XXX Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament
- 2. Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo
- 3. Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Jubilee Days

Community Development Director Sheila Sellman

- 4. Resolution 2021-XXX Approving the Preliminary and Final Plat Fairway Greens South

L. Approve Consent Agenda

- 1. Consider Payroll in the Amount of \$117,498.71 Accounts Payable in the Amount of \$361,405.82
- 2. Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

3. Resolution 2021-XXX Approving the Offer of Full-Time Police Officer for Adam Rackow
4. Resolution 2021-XXX Accepting Quote for Backup Building Inspection Services and Authorizing Entering into a Contract
5. Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team
6. Resolution 2021-XXX A Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. Resolution 2021-XXX Approving a Neighborhood Park Survey

M. Other Communications

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 18, 2021 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman and Finance Director Mike Betker

D. Public Comment

None

E. Adopt Agenda

ADDENDUM

1. **ADD L.13 Resolution 2021-116** Offering the Position of Building Official to Matthew Small

Motion by Lundeen, second by Begley to adopt the agenda with the modification listed above.
Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards

1. Mayors Employer Luncheon
Mayor Johnson read the proclamation.

G. Approve City Council Minutes

1. May 4, 2021- Regular Meeting of the City Council
2. April 6, 2021 Economic Development Authority Meeting Minutes
3. April 20, 2021- Special Economic Development Authority Meeting Minutes

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

H. Announcements

1. Park, Recreation, & Culture Board Meeting Tuesday, May 25, 2021 at 6:00 p.m.
2. **CITY OFFICES CLOSED** Monday, May 31, 2021
(In Observance of Memorial Day)
3. City Council Meeting Tuesday, June 1, 2021 at 7:00 p.m.
4. Economic Development Authority Meeting Tuesday, June 1, 2021
(Following the City Council Meeting)

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Resolution 2021-103 Approving a Special Event Permit Application for Rum River Rods 11th Annual Summer Spectacular Car Show

City Administrator Josi Wood shared this is a special event permit request from Rum River Rods for their 11th annual Summer Spectacular Car Show. This will precede the Isanti Street Dances on August 7th from 8 a.m. to 4 p.m. They have submitted all applicable documents and staff is recommending approval.

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

2. Resolution 2021-104 Approving a Special Event Permit Application for BMC British Auto Car Show

City Administrator Josi Wood shared that this is a special event permit request for BMC British Auto Car Show's annual event scheduled to be held on June 5th. They have submitted all applicable documents and staff is recommending approval.

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

Finance Director Mike Betker

3. Resolution 2021-105 Authorizing the Execution and Delivery of Agreements Documents Related to Lease Revenue Bond Issue 2021A (*Jessica Green*)

Jessica Green from Northland Securities shared that during the EDA meeting earlier in the night, the EDA authorized the issue of \$3,165,000.00 in Public Project Lease Revenue Bonds to facilitate the construction of a new liquor store. The resolution is to authorize the execution of the documents discussed at the last meeting.

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

L. Approve Consent Agenda

- 1.** Consider Payroll in the Amount of \$125,892.32 Accounts Payable in the Amount of \$237,261.59
- 2.** Request for Proposals for Fire Extinguisher and Fire Protection Services
- 3. Resolution 2021-106** Accepting Quote for Electrical Maintenance Services and Authorizing to Enter into a Contract for Electrical Maintenance Services
- 4. Resolution 2021-107** Approving Application for Exempt Gambling Permit for Knights of Columbus
- 5. Resolution 2021-108** Approving Temporary Liquor License for the Isanti Rodeo Association
- 6. Resolution 2021-109** Approving Donation Box at Liquor Store
- 7. Resolution 2021-110** Approving Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
- 8. Resolution 2021-111** Approving Painting of a Pickleball Court at Mattson Park

9. **Resolution 2021-112** Calling for a Public Hearing on the Issuance of a Conduit Revenue Note and Authorizing the Publication of a Notice of Hearing (Art and Science Academy Project)
10. **Resolution 2021-113** Authorizing to Enter into Agreement with Marie Ridgeway LICSW LLC for Wellness Consulting Services
11. **Resolution 2021-114** Approving Short-Term Building Inspection Services Contract with Rum River Construction Consultants
12. **Resolution 2021-115** Accepting Quote from AA Store Fixtures for Sales Floor Shelving at Liquor Store
13. **Resolution 2021-116** Offering the Position of Building Official to Matthew Small
Councilmember Bergley asked how Covid effected the MOU for the School Resource Officer and if they fee was reduced.

City Administrator Josi Wood responded that Cambridge-Isanti School District made the request for last years season to end early because of distance learning. The way that the contract is structured is that they only pay for days that the SRO is in the school facility.

Bergley asked who the SRO is.

Mayor Johnson responded Chris Morgan is the SRO.

Bergley asked if the SRO is part-time or full-time.

Wood responded that the school district pays for what they use so during the school year he is full-time at the schools and during the summer he does fill in with other shifts.

Motion by Lundeen, second by Bergley to approve consent agenda. Motion passed 4-0. Motion carried.

M. Other Communications

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

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:09 p.m.

Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MAY 18, 2021 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:01 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Parks, Recreation and Events Coordinator Alyssa Olson, Public Services Director Matt Sylvester, Interim Liquor Store Manager Keith Lusk, Chief of Police Travis Muyres, Community Development Director Sheila Sellman and Finance Director Mike Betker

Others Present: William Snelling, Sharon Snelling and Brandon Heaton

D. Public Comment

None

E. Committee Meeting Items

1. City Council Agenda Request (*William and Sharon Snelling*)
 - A request was made for relief of water bill due to Covid-19 illnesses and hardships.
 - Consensus from Committee is to pay average billing amount and waive the rest of the bill.
2. Police Updates
 - A contingent offer has been made for employment of the last grant officer position.
 - The requested speed sign arrived at the end of last week and has been set up at South Passage.
 - The capital squad was ordered in January and the end of May is when it is going to ship from Chrysler.
 - Two officers have been out for defensive tactics instructor course and by the end of this year the Police Department will have all inhouse instructor pool.
 - June 1st City Council meeting will include a resolution for the Joint Powers SRT Team as Lieutenant McCarty was appointed Commander and Chief Muyres was appointed Board Chair.
3. Liquor Updates
 - Gross Profit for the months of January-April was 26.96%.

- Total sales for the months of January-April were \$1,155,968.00 in 2021. January-April sales for 2020 was \$1,112,210.00 and 2019 was \$867,512.00, respectively.
- With Covid, sales in 2020 were up 28% over 2019 while customer count in 2020 increase by 9.5%. Thus far in 2021 the liquor store has managed to stay ahead of the 2020 sales pace despite March of 2020 showing a 42% increase in sales over March of 2019.
- Interim Liquor Store Manager Keith Lusk will be meeting with Louella Polzin at the end of June for a history lesson on Isanti and Isanti Liquor, and to find out what she would like to see in reference to naming part of the new store for Bozo.

4. Turkeys and Ducks Discussion

- There has been interest by residents in the city to keep certain animals, specifically turkeys and ducks.
- The request would be to allow these domestic fowl in residential areas.
- Surrounding cities do not allow domestic fowl to be kept in residential areas.
- Some cities allow turkeys and ducks to be kept only in areas that are zoned agricultural and are considered farm animals by definition.
- Isanti's zoning district equivalent to agricultural land would be the R-1A Residential Rural District. This zoning district has a minimum lot size of 1 acre.
- Recommendation from Committee is for Community Development Specialist Ryan Saltis to research ducks and bring back to Committee of the Whole for further discussion.

5. VFW Park Lease Termination Discussion

- On May 19, 1987, Resolution #98-82 was passed by the City Council, entering into an agreement with the Veterans of Foreign Wars (VFW) Board of Directors of Rum River Post No. 2735 for the City of Isanti to lease and operate a portion of VFW property for the established VFW Park at a cost of \$1.00.00 per year.
- In previous and ongoing discussions, the Parks, Recreation and Culture Board and the City Council have addressed opportunities to reduce the number of parks operation by the City.
- Staff has identified the VFW Park as a dated property that receives minimal use and requires continued maintenance and is a viable park to discontinue managing in order to meet these goals.
- In review of the leasing agreement, the City may terminate this agreement at any time if the use is deemed incompatible with future goals by giving reasonable notice to the leasing party (VFW).
- Recommendation from Committee is to terminate lease agreement and donate the playground equipment to the VFW if they are willing to accept it.

6. Wind Turbine Discussion

- A request was made by Brandon Heaton to discuss wind turbines in residential areas. The request is to specifically change Subdivision 21 of Section 13 to include low voltage turbines in residential areas.

- According to Heaton the motor is smaller than a football and this would be mounted to his roof.
- The size of the wind turbine is roughly the size of a boot.
- The noise that would be produced from a small wind turbine of this size would be 40 decibels at the turbines top speed, similar to a running refrigerator.
- Recommendation from Committee is to amend ordinance to allow wind turbine and require a permit.

7. Well II Sand Discussion

- During the Well II Rehab work, there was approximately 300 yards of sand removed from the Mt Simon Aquifer. The sand removed is very fine and provides limited use as it is not compactable.
- To have the sand hauled away it would cost about \$10.00 a yard.
- Residents and non-residents have requested to purchase the sand.
- Recommendation from Committee is to sell the sand per the surplus policy.

8. Liquor Store Plaque Discussion

- At new city facilities a bronze plaque is typically done.
- The cost is approximately \$525.00
- Majority recommendation is to move forward with purchasing bronze plaque for the new liquor store.

9. EDA Purchasing Old Liquor Store Discussion

- Committee discussed the option of the EDA purchasing the old liquor store.
- Selling City property needs to be done through the EDA.
- Consensus from Committee is to wait until the appraisal of the liquor store is completed and if that location is the most cost effective for the police dept.
- Committee had no further recommendations.

10. Liquor Store Signage Discussion

- Committee was presented with two different options for signage at the new liquor store.
- Options A & B were images of the front. Option A presented a lit Isanti Liquor logo with the tree and river and option B presented “Isanti Liquor” with sconces.
- Options C & D were images of the side. Option C is lit and option D is not lit with sconces.
- Options E & F were for curbside pickup. Option E is lit and option F is not lit with sconces.
- Committee was presented with an example of a potential option of “beer”, “wine” and “spirits” signs in the windows of the new liquor store.
- Majority consensus from Committee is to move forward with options A, D and F and proceed with research prices for “beer”, “wine” and “spirits” signs in the windows of the new liquor store.

11. Veteran Discount at Liquor Store

- Committee discussed allowing for veteran discount 7 days a week at the liquor store.
- Recommendation from Committee is to continue veteran discount 7 days a week and bring formal resolution to Council June 1st for approval.

F. Adjournment

Meeting was adjourned at 6:03 p.m.

Respectfully Submitted.

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

Jaden Strand
City Clerk

PLANNING COMMISSION MEETING

TUESDAY, March 16, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. Meeting Opening

- A. Call to Order: Chair Johnson called the meeting to order at 7:44 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Alexander Collins, Arissya Simon.
Members Absent: None
Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Administrator Josi Wood
- D. Agenda Modifications: None

2. Meeting Minutes

- A. Approval of Minutes from the January 19, 2021 Planning Commission Meeting and the March 2, 2021 Special Planning Commission Meeting motion by Lundeen, second by Collison, motion passes 7-0.

3. Public Hearing

- A. Request by Coffee Holdings, LLC for approval of Site Plans under City Ordinance 445 Section 10 and Conditional Use Permit under City Ordinance 445, Section 13, Article 2, Subd 4, said request is for a Caribou Coffee building with a drive-thru located at PID 16.029.0500.

The Community Development Specialist presented the site plans for a proposed Caribou Coffee building with drive-thru facilities located at 260 5th Ave NE. There was one representative present at the meeting from Coffee Holdings LLC, Jon Fahning the applicant who was available for questioning from the Planning Commission. The Planning Commission discussed access to the site from Main St and 5th Ave NE and the width of the drive-thru lane not being able to accommodate a fire truck per request of the Fire Chief. The applicant discussed other areas on site where a fire truck would be accessible to both the building and drive-thru lanes without the truck needing to pass through these service lanes. The Planning Commission agreed that a Fire Truck would be able to access the building and service lanes by other locations on site. The Planning Commission reviewed the exterior signage on the building and approved all signs on the exterior of the building concluding that the signage plan presented is the signature look for this size of building. The freestanding signs on site will have to apply for a separate sign permit and are not included with the site plans. The applicant was also asked questions regarding employee numbers, other locations in the state with this size of building, and future development plans for the north end of the site. Jimmy Gordon pointed out that the Planning Commission should be aware of the Highway 65 zoning district regulations and how other businesses in the district were also held to higher

standards. Conditions listed in the staff report included lighting design, outdoor patio layout, wall sign placement and entering into a minor development agreement. The Planning Commission discussed with the applicant whether conditions listed in the staff report were reasonable. The applicant was aware of the conditions for approval and concluded that they would be able to accommodate these conditions. There was no one present from the public to speak at the public hearing. Motion for approval of site plans and Conditional Use Permit for drive-thru facilities with conditions listed in the Community Development Specialist staff report dated March 16, 2021 and City Engineer's report dated February 23, 2021 by Lundeen, 2nd by Gordon, motion passes 7-0.

B. Request by Paradise Homes for a Variance under City Ordinance 445, Section 21, Article 2, said request is to construct a four-season porch within the 30-foot rear setback requirement of Legacy Pines Second Addition PUD, located at 511 Blue Bird Ct, PID 16.155.0080.

Sellman presented the variance request to construct a four-season porch within the 30-foot rear setback. The encroachment of the porch would be roughly 4 feet into the 30-foot rear setback. Sellman explained how the variance request does not meet criteria listed for practical difficulties and recommended denial of the variance. Sellman noted that if the Planning Commission would like to approve the variance, they will need to indicate the reasoning and how it meets practical difficulties. The applicant, Bob Straus of Paradise Homes was present at the meeting and available for questions from the Planning Commission. Lundeen asked why the plans for the house or the porch couldn't be altered. The applicant explained how the dimensions of the porch would make it functional, if it had to follow the 30-foot setback requirements, the size of the porch would not be functional. The applicant explained that there is a large outlot behind the property, and that encroaching 4 ft into the rear setback would not impact surrounding properties. Planning Commissioner Simon reminded the Commission that there was a similar variance request for rear setback encroachment for a house that backed up to an outlot and that this request was passed by the Planning Commission. Collison explained that a request like this should be considered on a case-by-case basis and they are not looking to set a precedent. There was no one from the public who spoke at the public hearing. Planning Commission members discussed the reasons for approval and included that there was a similar case approved, there is not a utility easement where the porch will be placed and that the lot backed up to an outlot. Motion for approval of the Variance by Gordon, 2nd by Simon, motion passes 6-1.

4. Other Business: None

5. Discussion Item: None

6. Adjournment: Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0 meeting adjourned at 8:27 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament

Background

The Cambridge-Isanti Soccer Club (CISC), has submitted an application requesting a Special Event Permit for the CISC Recreational Soccer Tournament. The event is scheduled for June 26, 2021 and will take place on the Cambridge-Isanti Soccer Complex grounds at 950 3rd Avenue N. The club is anticipating about 350 people at the event. The event will include Tournament games and some food trucks on the property.

Tournament activities will remain on Complex grounds with the exception of overflow parking at Bluebird Park (201 Isanti Parkway NW). CISC is not requesting that any roads be closed for the event.

CISC will utilize existing portable restrooms onsite. The portable restrooms provided during the event should be adequate for the estimated daily attendance. CISC will be responsible for cleaning up all parking areas after the event.

In addition to the Special Event Permit, CISC will need to submit a list of vendors as a Peddler ahead of the event, as applicable.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the CISC Recreational Soccer Tournament.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

**APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE CISC
RECREATIONAL SOCCER TOURNAMENT**

WHEREAS, Cambridge-Isanti Soccer Club (CISC), has submitted a Special Event application requesting a permit to host the CISC Recreational Soccer Tournament at the Cambridge-Isanti Soccer Complex; and,

WHEREAS, the event is scheduled for June 26, 2021; and,

WHEREAS, the estimated number of people to be in attendance is 350; and,

WHEREAS, CISC is requesting overflow parking to be allowed at City of Isanti owned properties; and,

WHEREAS, City of Isanti property requested for parking use is Bluebird Park (201 Isanti Parkway NW); and,

WHEREAS, all parking on the grass at Bluebird Park is prohibited; and,

WHEREAS, food vendors will be present at the event and may only park in the Complex lot; and,

WHEREAS, a Peddler's Permit may be required for this event and will be submitted separately with a list of applicable vendors; and,

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

WHEREAS, the applicant has submitted a complete request with the application materials;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the CISC Recreational Soccer Tournament;

BE IT FURTHER 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 is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

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

Check all that apply:

- ☐ Signs will be posted for event:
 - ☐ [Temporary Sign Permit Application](#) required
 - ☐ \$50 fee
- ☐ Alcohol will be served and/or sold at event:
 - ☐ [Licenses](#) (may take up to 60 days to process)
 - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present: *will provide ofcc compies*
 - ☐ [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.

*Rec'd
5/17/2007
gaw*

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 17MAY2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Cambridge-Isanti Soccer Club (CISC)

Contact Person: Andrew Kreyer

Address: [REDACTED]

City: [REDACTED] State: MN Zip: [REDACTED]

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

E-mail: [REDACTED]

Secondary Contact Person: Nicole Kreyer

Address: [REDACTED]

City: [REDACTED] State: MN Zip: [REDACTED]

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

EVENT INFORMATION

Event Name: CISC Recreational Soccer Tournament

Date(s) of Event: June 26th (Saturday)

Hours of Event: 9am - 3pm

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

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

CISC is Hosting a Recreational Soccer Tournament for our Recreational Players

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

Cambridge-Isanti Soccer Complex

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

350

Parking Impact – Describe in detail:

We have our parking lots, people might be parking at Blue Bird Park.

Tents, equipment, amusement rides, etc.

Type: N/A

Size: N/A

Location: N/A

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

No

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

No

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.

We have Portable Restrooms at our Facilities already. Jimmy Johnnys is the company we use.

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).

CISC Boardmembers will be present to keep things in line.

Clean-up Plans – Describe in detail:

We have garbages located around the complex along with volunteers picking up garbage during the event.

Live entertainment – Describe in detail:

~~N/A~~ WILL BE HAVE FOOD VENDORS / TRUCKS AT THE EVENT.

must be parked in lot not street
SS

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

No

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?

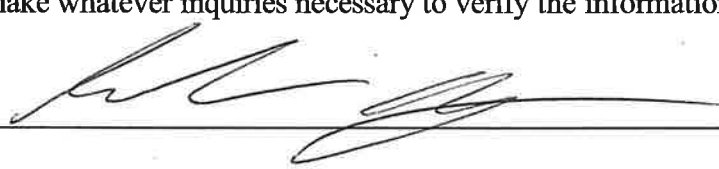
N/A

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: Approved via email (attached)

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: Approved via email (attached)

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

Parks, Recreation and Culture Manager

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

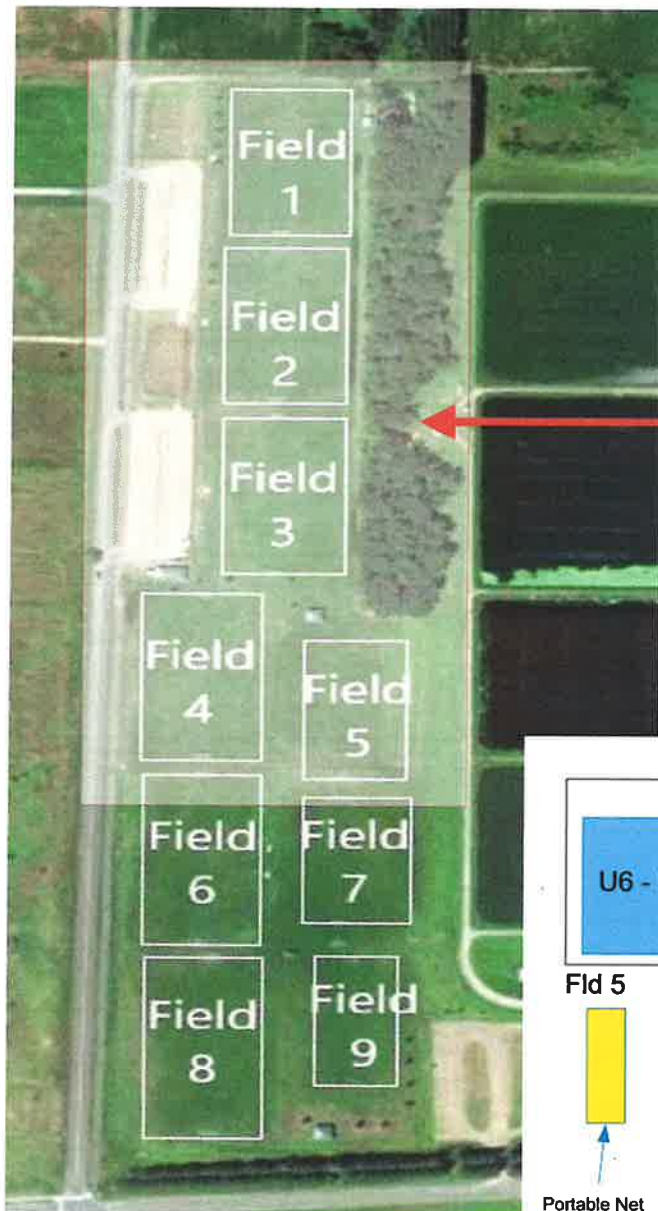
City Administrator

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

City Council

☐ Approved ☐ Denied

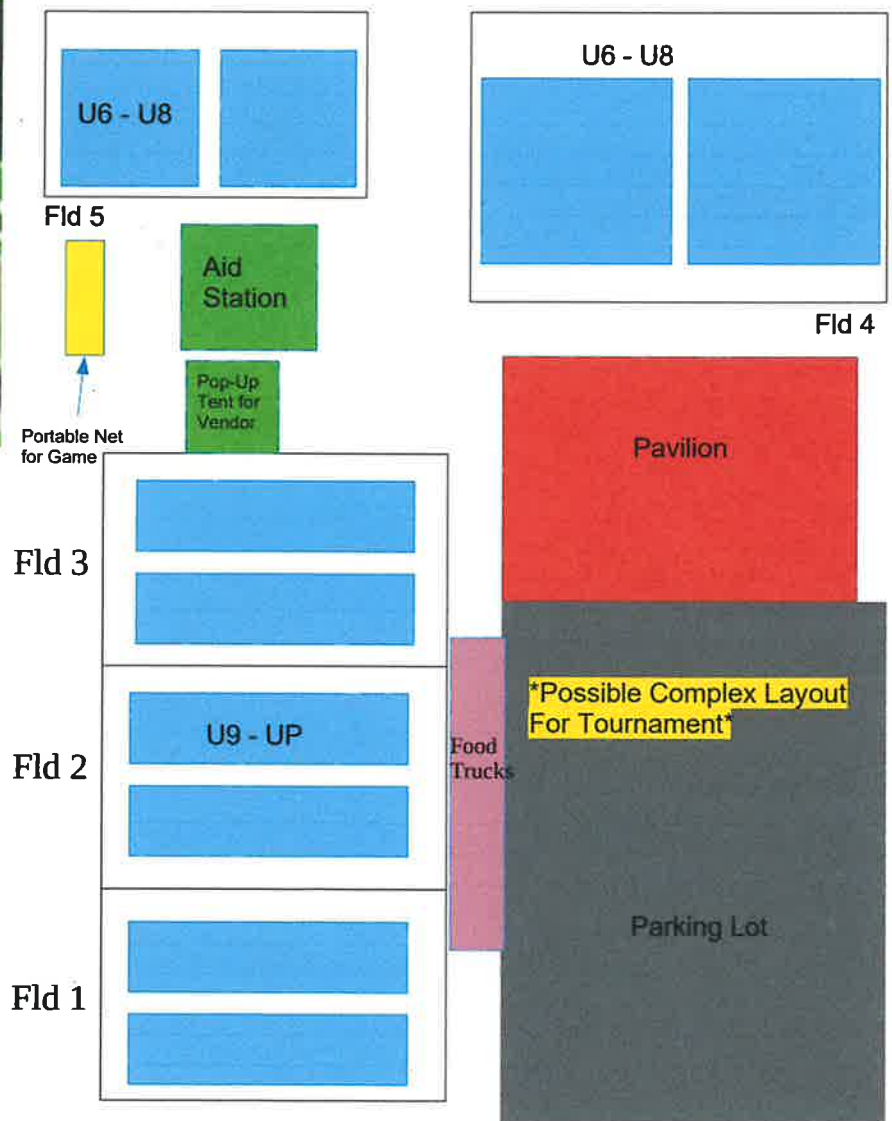
Date of Review: _____



← CISC Complex

Transparency Area is the Area being Used

CISC Complex
Tournament
Layout





Minnesota Youth Soccer Association

(Underwritten by An A.M. Best Rated "A++" Insurance Companies)

YOUTH SOCCER GENERAL LIABILITY BENEFITS Explanation of Coverage Term of Insurance: September 1, 2020 to September 1, 2021	ACCIDENT MEDICAL EXPENSE BENEFITS & ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS Explanation of Coverage Term of Insurance: September 1, 2020 to September 1, 2021

Who Is Covered?

Minnesota Youth Soccer Association, its affiliated associations, leagues, clubs and all officers, directors, coaches, employees, teams, team officials, and volunteers while acting on behalf of Minnesota Youth Soccer Association at a covered activity.

Limits of Liability

- General Aggregate \$5,000,000 per Event
- Products/Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Participant Legal Liability Each Occurrence (other than brain injury) \$1,000,000
- Participant Legal Liability Aggregate (other than brain injury) \$5,000,000 per Event
- Participant Legal Liability Brain Injury Each Occurrence \$2,000,000
- Participant Legal Liability Brain Injury Aggregate \$5,000,000
- Damage to Premises Rented to You Limit \$300,000
- Medical Expense (Spectators Only) \$5,000
- Sexual Abuse Each Occurrence \$1,000,000
- Sexual Abuse Aggregate \$2,000,000
- Non-Owned / Hired Auto Liability \$1,000,000
- Excess Liability \$5,000,000 subject to policy exclusions

What Is Covered?

- Liability for bodily injury or property damage to spectators, game participants, and to members of the general public for activities sanctioned by Minnesota Youth Soccer Association.
- Liability for outdoor fields owned by affiliates for its sole use while acting on behalf as a member of the state association.
- Fundraising, meetings, awards banquets.
- Activities necessary or incidental to the conduct of practice, exhibition, post season and scheduled games.
- Liability for false arrest, detention or malicious prosecution, libel, slander, defamation of character, or wrongful eviction.
- Hired and non-owned auto, while being used in the business of the named insured. Excludes coverage for any driver transporting athletic participants.
- Products liability for food or drinks sold on premises.
- Medical Payments \$5,000 (non-participants).
- Host Liquor liability for banquets and meetings.

Territory

Worldwide for bodily injury, property damage, and personal and advertising injury while temporarily outside of the United States providing suit is made within the United States.

Notable General Liability Exclusions

- Standard commercial general liability exclusions apply.
- Property of others in the care, custody and control of the insured such as personal property of players, coaches, or parents.
- Liability to pay Worker's Compensation.
- Intentional acts.
- Amusement devices other than inflatables and dunk tanks.
- Epidemic or Pandemic Communicable Disease Limited Exclusion.

Additional Insured

Certificates of insurance are furnished to each association identifying them as members of the state organization. Certificates of insurance will be issued upon request adding the name of a school district, university, private land owner, municipality, or sponsor. All other requests are subject to underwriting approval.

Who Is Covered?

Insured persons include all registered team members, those players participating in approved try-outs, coaches, managers, referees, officials, and volunteers of the teams, leagues or of the association.

Covered Activities

Insured persons are covered for injuries resulting directly and independently of all other causes from accidents occurring while participating in the following covered activities:

- Scheduled games, team practice sessions, tryouts or sponsored activities provided they are under the direct supervision of a team official; or sanctioned local or national tournaments as a member of a contestant team.
- Organized and supervised group travel as authorized by the Policyholder directly to and from a covered event.

What Is Not Covered?

The plan does not provide coverage for: > intentionally self-inflicted injury > air travel except as a fare-paying passenger on a regularly scheduled airline on a scheduled flight > injuries resulting from other than covered activities > loss resulting from sickness or disease, except bacterial infection which occurs through an accidental wound

Accident Medical Policy Limits

For reasonable necessary medical expenses, our youth accident medical policy pays up to \$200,000 for injuries sustained in a covered accident. Dental injuries are treated like any other injury. Payment will not be made for any expenses incurred after 52 weeks from the date of injury. An expense is considered incurred on the date the medical care is rendered. A \$1,000 Deductible applies to each covered accident.

Minnesota Youth Soccer Association excess accident medical insurance policy is secondary insurance. Failure to follow the rules of your primary healthcare coverage will result in a benefit reduction of eligible expenses to 50% of the amount otherwise payable.

"Injury" means bodily injury of an Insured Person resulting directly and independently of all other causes from an accident which occurs while he or she is participating in a covered activity. Sickness or disease (except pus forming infections which occur through an accidental cut or wound) of any kind will not be considered as bodily injury.

Reasonable Expenses means usual and customary charges.

Accidental Death and Dismemberment Benefits

The plan pays:

- \$5,000 for loss of life or loss of two or more members, which results from injuries sustained in an accident which occurred while participating in a covered activity.
- \$2,500 for loss of one member (hand, foot or eye), which results from injuries sustained in an accident which occurred while participating in a covered activity.
- Such payment shall be in addition to any other indemnity payable to the date of loss, but only one amount, the larger amount applicable shall be payable for all such losses resulting from any one accident.
- "LOSS" shall mean, with respect to hands and feet, physical separation through or above the wrist or ankle joint; with respect to the eyes, entire and irrecoverable loss of sight.

Excess Coverage

The participant accident medical expense insurance is provided on an "excess" basis. This means that after the insured player or coach has been reimbursed for medical expenses by other insurance programs, and after the deductible has been satisfied, the Youth Soccer Accident Medical Expense plan will pay up to the maximum Medical Expense benefit for remaining treatment, service and supply expenses. These other programs include group, blanket or franchise health insurance coverage, group hospital or medical service plans, and prepayment coverage; any coverage under labor-management trustee plans, union welfare plans, employer organization plans, and coverage under any governmental programs, coverage required or provided by any statute, and automobile reparations insurance (no-fault) coverage.

Claim Procedures

For AD&D and Accident Medical Expense Claims, claim forms are available through your State Association, League or Club Offices. Detailed Accident Medical Expense claim instructions can be found on each claim form. In the event of injury requiring medical treatment, you should:

- Fully complete a claim form verified by a witness and submit it to your State Soccer Association for verification. Youth Soccer Accident Medical Coverage is provided on an "excess basis", therefore, charges must first be submitted to any other medical insurance carrier available to the participant.

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, May 20, 2021 3:06 PM
To: Isanti Parks; Travis Muyres
Cc: Zach Lundberg
Subject: RE: SEP - CISC Soccer Tournament
Attachments: SEP_CISCTournament_062621.pdf

Isanti Fire approves the June 26 SEP from the CISC for their tournament.

Travis, I also see a Tina/Ally Neubauer Kleefstra awareness 5K around Bluebird park area that morning...I am not sure the impact of 350 people on the soccer complex but there will be a 5k parking and running in the area too.

Copying in our LT who is on duty that weekend.

Thanks Alyssa.

ALAN JANKOVICH | FIRE CHIEF

ISANTI FIRE DISTRICT

401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040

763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org



From: Isanti Parks <IsantiParks@cityofisanti.us>

Sent: Thursday, May 20, 2021 2:53 PM

To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>

Subject: SEP - CISC Soccer Tournament

Travis & Al,

Please see attached SEP for approval for the CISC Recreational Soccer Tournament on 6/26. All activities will take place on CISC property with the exception of overflow parking at Bluebird Park.

Please send me approval or concerns by next **Tuesday, May 25.**

Thanks!

Alyssa Olson

Parks, Recreation & Events Coordinator



CITY OF ISANTI

110 1ST Ave NW, Isanti, MN 55040

Phone: (763) 762-5754

Isanti Parks

From: Isanti Parks
Sent: Tuesday, May 25, 2021 12:39 PM
To: Travis Muyres
Subject: RE: SEP - CISC Soccer Tournament

Hi Travis,
Let me know by EOB today if you have any concerns on this one or if it's approved to move to Council.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Thursday, May 20, 2021 2:53 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - CISC Soccer Tournament

Travis & Al,
Please see attached SEP for approval for the CISC Recreational Soccer Tournament on 6/26. All activities will take place on CISC property with the exception of overflow parking at Bluebird Park.

Please send me approval or concerns by next **Tuesday, May 25.**

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Travis Muyres
Sent: Wednesday, May 26, 2021 8:01 AM
To: Isanti Parks
Subject: Re: SEP - IFRA 2021 Rodeo

both good



TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department

401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:40 PM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: SEP - IFRA 2021 Rodeo

Same on the rodeo...

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo

Background

The Isanti Firefighter Rodeo Association (IFRA), has submitted an application requesting a Special Event Permit for the 2021 Isanti Firefighters PRCA Rodeo. The event is scheduled for July 7 through July 11, 2021 and will take place on the Rodeo grounds at 500 3rd Ave NW. The association is anticipating about 11,000 people over the 2-day event. The event will include live entertainment using public addressing systems and amplifiers during the daily events and dances following the Friday and Saturday rodeo performances.

The IFRA is requesting the use of several areas for parking for spectators. Property belonging to the City of Isanti includes Unity Park (420 3rd Ave NW). City staff will designate entrance and exit areas for City of Isanti lots; IFRA will be responsible for enforcing spectator parking and for any damages caused to sidewalks, curbing, trails, etc. as a result of rodeo parking. Other parking areas owned by other entities include Isanti Primary School parking lot and grass (301 Heritage Blvd NW), Cambridge-Isanti bus garage on 1st Ave NW (PID 160400970), Isanti Civic Arena (600 1st Ave NW). Letters of permission from property owners other than the City of Isanti are on file for all parking areas requested. Parking on the grass in other areas of Bluebird Park is prohibited. IFRA is requesting the lights in the ballfield to be left on overnight Friday and Saturday at Unity Park for security/safety.

The IFRA is not requesting that any roads be closed for the event, but have indicated that they may place signage indicating pedestrian crossings on 3rd Avenue and 1st Avenue, and on 3rd Ave between Isanti Primary School and Unity Park.

The IFRA will provide additional portable restrooms as needed for the event. The portable restrooms provided during the event should be adequate for the estimated daily attendance. The association will be responsible for cleaning up all parking areas after the event.

In addition to the Special Event Permit and attached Temporary Sign Permit, the IFRA must file a Liquor License, as applicable for the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2021 Isanti Firefighters PRCA Rodeo.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2021 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a Special Event application requesting a permit to host the 2021 Isanti Firefighters PRCA Rodeo on the Isanti Rodeo Grounds; and,

WHEREAS, the event is scheduled for July 7 through July 11, 2021; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 11,000; and,

WHEREAS, IFRA is requesting parking to be allowed at City of Isanti owned and privately owned properties; and,

WHEREAS, City of Isanti property requested for parking use is Unity Park (420 3rd Ave NW), including the ballfield and grass area outside of the ballfield; and,

WHEREAS, City of Isanti will turn on Unity Park lights in the ballfield for overnight use on Friday, July 9th and Saturday, July 10th from sunset to sunrise for security/safety; and,

WHEREAS, all parking on the grass at Bluebird Park is prohibited; and,

WHEREAS, additional lots will be used for spectator parking including the Isanti Primary School, the Cambridge-Isanti bus lot, and Isanti Civic Arena; the IFRA has on file letters from each property owner granting permission to use the lots; and,

WHEREAS, throughout the event, public addressing systems and amplifiers will be used, including dances following the rodeo performances on Friday and Saturday; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will bring additional units to parking areas; and,

WHEREAS, a liquor license may be required for this event and will be submitted separately; and,

WHEREAS, the Special Event Permit application requires a \$100 clean up deposit, and the associated Temporary Sign Permit requires a \$50 fee which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the 2021 Isanti Firefighters PRCA Rodeo with the following conditions:

- A \$100 Cleanup Deposit Fee and \$50 Sign Permit Fee are waived for the event.
- A Certificate of Insurance is submitted prior to the event and will list the City of Isanti as

- the additionally insured.
- IFRA will be responsible for repairing any damage to grass, trails, sidewalks, or curbing due to parking, or other event activities.

BE IT FURTHER 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 is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
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

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 (*ASKING FOR WAIVER*)
- ☒ Proof of Insurance or Certificate of Insurance (*SUBMITTED SEPARATELY*)
- ☒ Site Map
- ☒ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event (*ASKING FOR WAIVER*)

Check all that apply:

- ☒ Signs will be posted for event:
 - ☒ Temporary Sign Permit
Application required
 - ☐ \$50 fee (*ASKING TO BE WAIVED*)
- ☒ Alcohol will be served and/or sold at event:
 - ☒ Licenses (may take up to 60 days to process) (*SUBMITTED SEPARATELY*)
 - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present: *FOOD TRUCK*
 - ☐ 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

Submittal Date: 11 May 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Firefighters Rodeo Association

Contact Person: Erik Kvamme (Parking Co-Chair)

Address: [REDACTED]

City: [REDACTED] State: MN Zip: [REDACTED]

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

E-mail: [REDACTED]

Secondary Contact Person: Lance Thompson (Parking Co-Chair)

Address: [REDACTED]

City: [REDACTED] State: MN Zip: [REDACTED]

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

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Rodeo

Date(s) of Event: July 7, 8, 9, 10, 11

Hours of Event: 0600 - 0300

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

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

PRCA Rodeo events listed in flyers, online, & Facebook

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

Event Location 500 3rd Ave NW Isanti, MN 55040

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

11,000 over two day event

Parking Impact – Describe in detail:

We would request reader/approver to see attachment with heading "Parking Impact"

Tents, equipment, amusement rides, etc.

Type: Tents

Size: Average Size 14ft by 14ft

Location: Isanti Firefighters Rodeo Association Grounds

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

Isanti Fire District fire protection & Allina EMS services

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

No street closures. Possible "Slow Crossing" sign on 3rd Ave & 1st Ave. Possible orange traffic cones for cross walk on 3rd Ave between Isanti Primary School and Unity Park

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

Absolute Portable Restrooms. We would add 5 portable restrooms to the primary parking areas.

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).

Security Specialists Inc. is our primary security. If any Isanti Police or Isanti Police Reserves are available they would be greatly appreciated .

Clean-up Plans – Describe in detail:

Throughout the event we will have parking staff pick up trash. We will aslo provide trash receptacles throughout our requested parking areas. Post event we would prefer a walk through with the city staff.

Live entertainment – Describe in detail:

Dance/Live music Friday & Saturday following the rodeo performance.

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

Yes, a rodeo announcer both days of the rodeo.

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?

N/A

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: Approved via Email (Attached)

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: Approved via Email (Attached)

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: Matt Dy

Parks, Recreation and Culture Manager

☒ Approved ☐ Denied ☐ N/A Signature: Alyssa Olsen

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: SS

City Administrator

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

City Council

☐ Approved ☐ Denied

Date of Review: _____

Parking Impact

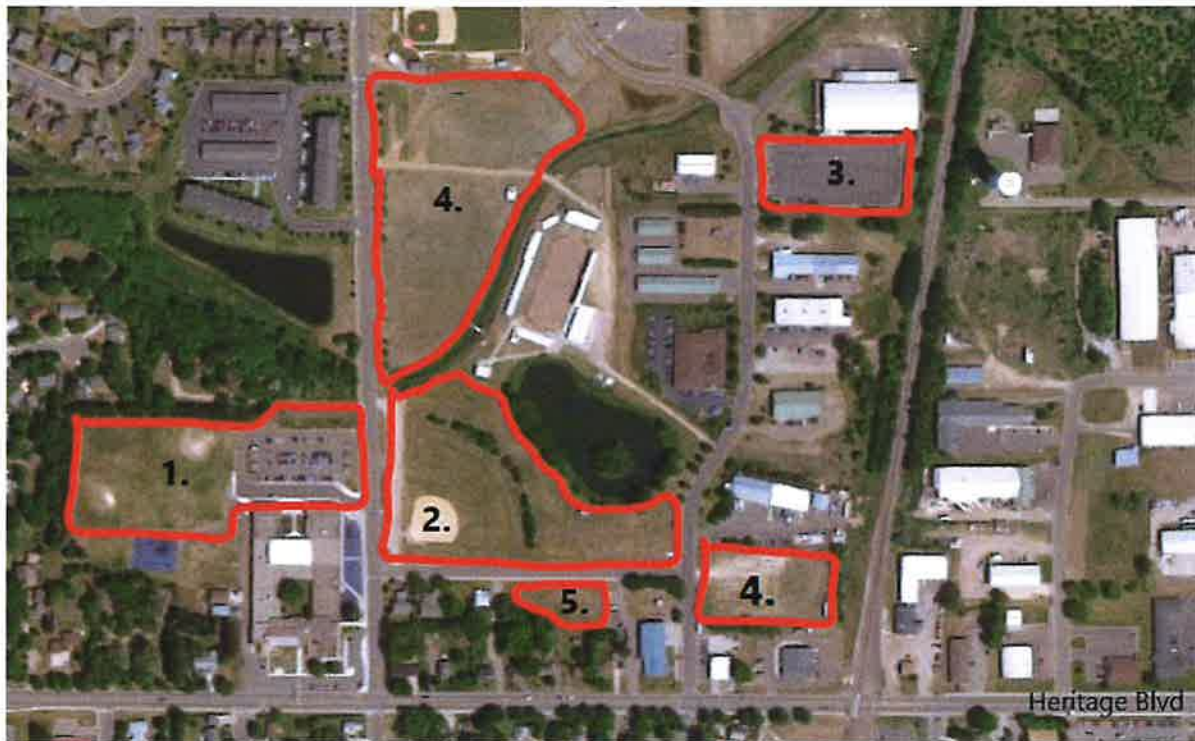
Parking locations are outlined on the map provided on the second page. IFRA graciously requests the use of Unity Park, the baseball field at Unity Park, along with the west side of the police/fire station on the grass for spectator parking. We will also be parking vehicles on the west side parking lot of the rodeo grounds, east rodeo grounds lot (old bus lot), Isanti primary school, and the Isanti Civic Arena. Permission letters are provided. We expect heavy traffic as past years.

Our priority is to keep traffic flowing from Heritage Boulevard on to 3rd avenue & 1st Avenue into parking lots keeping the traffic from stopping on Heritage Boulevard before the rodeo starts. We will also have parking lot attendants in the parking areas after the rodeo performance to help push as much traffic north on 3rd avenue to Isanti Parkway towards Hwy 65 for a speedy exit of the parking areas.

IFRA requests for the City of Isanti:

- 1) IFRA graciously seeks to have all the fees the City of Isanti charges for the special permits waived, along with the task of handing out the “notice of the event” to all property owners around IFRA grounds. We will be advertising the event on our website, Facebook, paper flyers, FM radio stations, parade trucks, & signs.
- 2) We would like to request Unity Park baseball field lights to stay on all Friday and Saturday night of the rodeo performances for safety/security reasons (as we did last year with the testing completed prior to). Preferably from sunset to sunrise the next morning.

Parking Impact Map



Parking at:

1. Isanti Primary School
2. Unity Park & Unity Park Ballfield
3. Isanti Civic Arena
4. Isanti Firefighters Rodeo Grounds
5. West Side of Police/Fire Station Grass



ISANTI FIREFIGHTERS RODEO
ERIK KVAMME

Isanti Firefighters Rodeo Event Parking

Information

Account #: #1194
Contact: Erik Kvamme
Phone: (763) 444-5591, Organization Work
Email: [REDACTED]
Rate Type: Class I - Non Profit
Attendance: 0

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Primary School (IPS)								
Fri, Jul 9 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	\$0.00
Sat, Jul 10 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	\$0.00
Sun, Jul 11 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	\$0.00

Setup Notes

Event parking for the rodeo will be using all parking lots and green spaces
Sunday is tear down only

Legal Information

I have read and understand the policies and fee information associated with using Cambridge-Isanti School facilities. I agree to abide by all policies and will require all participants of this activity to also abide by the following:

No use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products on Cambridge-Isanti Schools property.

No firearms or weapons are permitted on Cambridge-Isanti Schools property.

No Latex balloons in any of the Cambridge-Isanti Schools facilities.

All groups using Cambridge-Isanti Schools facilities must assume full responsibility for personal injury to any participant and/or equipment. I understand that the use of district facilities is undertaken at my/our own risk and that Cambridge-Isanti Schools and other employees or subcontractors of Cambridge-Isanti Schools will not be held liable for any claims, injuries, damages of whatever nature sustained by me.

Subject only to the limitations of Minnesota Statutes, permit holder agrees to indemnify and hold harmless Cambridge-Isanti Schools from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the permit holder arising out of or in connection with the provisions of this agreement. Cambridge-Isanti Schools does not waive sovereign immunity except as provided by Minnesota Statutes.

Cambridge-Isanti Schools reserves the right to cancel or change any permit should the need arise, without liability. Cancellation could result if unforeseen circumstances arise or an emergency condition is declared, this includes cancellations due to weather.

Please do not pay from this permit unless instructed to do so. Final PAC Technician fees and/or any extra Custodial or Building Monitor fees, as appropriate, will be assessed once their payroll has been processed. Arriving before or staying later than your permitted times as well as leaving an excessive mess can result in additional expenses being billed to your permit. You will be invoiced after your event.

Cambridge-Isanti Schools, by permitting Class I- B, C, D, E, F and Class II organizations the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the Class I- B, C, D, E and Class II meeting/event.

A certificate of insurance or liability coverage which can be extended by endorsement to provide satisfactory coverage, may be requested from any group using any facility for any event or activity (e.g., tournaments, special events, concerts, athletic instruction) The insurance must provide coverage of at least \$1,000,000 per Occurrence for Bodily Injury and Property Damage. Cambridge-Isanti Schools will be named as an Additional Insured for General Liability, under the certificate of insurance.

Approved By:



05/03/2021

Isanti Civic Arena



600 1st Ave. NW. PO Box 214
Isanti, MN 55040
763.444.6432
isantiicearena@gmail.com

May 3, 2021

Dear Isanti Firefighters Rodeo Association,

I am writing to you today in response to your request for use of the Isanti Civic Arena's parking lot for your event on July 9th & July 10th, 2021. I give the association full permission to use our parking lot for these dates with the agreement that no trash is left behind on our premises.

Thank you,
JP Wright
General Manager



ISANTI COUNTY AREA DAVID C. JOHNSON CIVIC ARENA



Notice

Isanti Firefighters Rodeo Association will be having their annual rodeo event the weekend of July 9th and 10th 2021. Please be aware of the heavy pedestrian and vehicle traffic around the rodeo grounds (500-3rd Ave NW Isanti, Minnesota 55040). The event will also be having a live band Friday/Saturday nights.

Sincerely,

Isanti Firefighters Rodeo Association



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

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

City of Isanti

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

In consideration for being permitted to engage in the following special event activities on property
owned by the City of Isanti:
Unity Park - Parking for the Isanti Firefighters Rodeo

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

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

(Special Events Holder Initials Here)

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

Participant Release and Indemnification required? YES ☐ NO ☒

(Special Events Holder Initials Here)

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

(Special Events Holder Initials Here) 

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

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

(Special Event Holder Initials Here) 

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

(Special Event Holder Initials Here) 

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

(Special Event Holder Initials Here) 

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

(Special Event Holder Initials Here) 

City of Isanti

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

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

(Special Event Holder Initials Here) 

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

(Special Event Holder Initials Here) 

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

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Erik Kvamme IFRA (Parking Co-Chair)



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

Name **Erik Kvamme**

Title **IFRA Parking Co-Chair**

Signature 

Date **10 May 2021**

STAFF ONLY		<h2 style="margin:0;">SIGN PERMIT APPLICATION</h2>	<input type="checkbox"/> Site copy <input type="checkbox"/> City copy Permit # _____	
	Rcvd Date: _____ Apvd Date: _____ Fee Rcvd Date: _____ Prmt Close Date: _____			
TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED	PROJECT ADDRESS: Isanti Firefighters Rodeo Grounds 500 3rd Ave Isanti, MN 55040			
	GENERAL LOCATION OF SIGN ON THE PROPERTY: Along Roadways **Please see attached site plan**			
	APPLICANT NAME: Isanti Firefighters Rodeo Association		Address: [REDACTED]	
	City: [REDACTED]	State: MN	Zip: [REDACTED]	Email: [REDACTED]
	Contact Name: Erik Kvamme IFRA (Parking Co-Chair)		Phone: [REDACTED]	
	FEE OWNER AND APPLICATION CONSENT:		Address:	
	City:	State:	Zip:	Email:
	Contact Name:		Phone:	
	OTHER CONTACTORS:		Address:	
	City:	State:	Zip:	Email:
	Contact Name:		Phone:	
	SIGNATURE OF APPLICANT: 		DATE: 10 MAY 2021	
	PRINTED NAME: Erik Kvamme			
	SIGNATURE OF PROPERTY OWNER:		DATE:	
	PRINTED NAME:			
APPLICANTS PLEASE REVIEW	APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: \$75 2) Temporary Sign: \$50			
	Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.			
	Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.			
	Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.			
	ITEM	DESCRIPTION	DATE RCVD	
	<input type="checkbox"/> Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	[REDACTED]	
	<input type="checkbox"/> Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	[REDACTED]	
	<input type="checkbox"/> Owner's Signature	Written authorization from the property owner for the sign to be located on the property	[REDACTED]	
	<input type="checkbox"/> Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	[REDACTED]	
	<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff	[REDACTED]	
OFFICE USE ONLY	Application certified as complete by:		DATE:	
	Conditions:			
	Permit Approved By:		DATE:	
	Printed Name:		Dept:	
	Paid:	Date:	Receipt No.:	By:

Temporary Sign Permit Site Plan

We would like to place signs along roadways at the starred intersections shown in the map below.

We would also like to place a sign (not shown on map) at the intersection of 3rd Ave NW and Isanti Parkway in Blue Bird Park, this would be a directional sign to Hwy 65 for Northbound Exit post Rodeo.



Sign Examples

Most signs are made up of wood/plastic board with vinyl lettering.

Signs will be located along roadways at intersections.

Sign sizes vary from approximately 1ft by 2ft to 2ft by 3ft



Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 11, 2021 2:08 PM
To: Isanti Parks
Subject: RE: SEP - IFRA 2021 Rodeo

Hi Alyssa. Isanti Fire approves the Rodeo Association SEP as presented. (I reviewed it before it was submitted!)

Thank you. Have a good day.

Al

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org



From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, May 26, 2021 8:01 AM
To: Isanti Parks
Subject: Re: SEP - IFRA 2021 Rodeo

both good



TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department

401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:40 PM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: SEP - IFRA 2021 Rodeo

Same on the rodeo...

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for Isanti Rodeo Jubilee Days

Background

The North 65 Chamber of Commerce has submitted an application requesting a Special Event Permit for the 2021 Isanti Rodeo Jubilee Days. The event is scheduled for July 8, 2021 from 3-10pm and July 10, 2021 from 7am-4pm and will take place on City property throughout downtown Isanti. The parade, being held on July 8, 2021, will utilize City streets and require multiple approved road closures between Centennial Dr and Hwy 65. A map of the proposed route and the requested closures is included in the Special Event Permit application. The Kids Day event on July 10, 2021 will run along Main Street and use both public and private property. Permission has been granted from all private properties and are enclosed in the Special Event Permit application packet.

The applicant is anticipating about 10,000 people in attendance at the parade, and about 3,000 in attendance for Kids Day activities. The event will include a parade, games, music, outhouse races, vendor booths and food trucks onsite.

Portable restrooms will be added along the event maps to adequately account for event attendance needs. The applicant and event volunteers will be responsible for cleaning up all event areas after the event. Public Works will assist in clearing the streets after the parade.

In addition to the Special Event Permit, the applicant will submit a list of vendors as a Peddler ahead of the event, as applicable. A draft public notice letter has also been included with the application and will need to be sent to area businesses and residents ahead of the event.

Special Event Permit application materials, including event maps, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the Isanti Rodeo Jubilee Days.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2021 JUBILEE DAYS

WHEREAS, the North 65 Chamber of Commerce has submitted a Special Event application requesting a permit to host Jubilee Days; and,

WHEREAS, a parade is scheduled to take place Thursday, July 8 from 3:00 pm to 10:00 pm and will use a route through Downtown Isanti neighborhoods; and,

WHEREAS, Kids Day is scheduled for Saturday, July 10 from 7:00 am to 4:00 pm in Downtown Isanti; and,

WHEREAS, the estimated number of people to be in attendance at the parade is 10,000 and the estimated number of people in attendance for Kids Day is 3,000; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and has provided a list of portable restroom locations; and,

WHEREAS, parking during the event will be restricted as follows: no parking along the parade route on July 8, or on Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:30 pm on July 11; and,

WHEREAS, the applicant has requested assistance from the City of Isanti for road closures, traffic control, utility locates, and signage, and has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will be utilized during the event; and,

WHEREAS, the application submittal does require a \$100 clean-up deposit fee and a \$25 Peddler Permit fee, which are on file with the City of Isanti; and,

WHEREAS, posting of temporary signage and rental of the Isanti Community Center requires a permit application and fee, and the applicant has requested these fees be waived;

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 Jubilee Days with the following condition(s):

1. Coordinate all necessary activities with Isanti Police Department, Isanti Fire District, and Isanti Public Works.
2. A \$50 signage permit fee and a \$295 Community Center rental fee be waived for the event.

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

This Resolution is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

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

Check all that apply:

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

Supplemental information may be required by City staff.

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

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: May 17, 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): North 65 Chamber of Commerce

Contact Person: Melissa Bettendorf

Address: 2 Enterprise Ave NE, Suite C4

City: Isanti State: MN Zip: 55040

Phone: 763 689 2505 Fax: 763 552 2505 Cell: [REDACTED]

E-mail: melissa@north65chamber.com

Secondary Contact Person: Vanessa Hanzel [REDACTED] vanessa@north65chamber.com

Address: Dave Englund [REDACTED]

City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ Cell: _____ - _____ - _____ E-mail: _____

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday, July 8 AND Saturday, July 10, 2021

Hours of Event: 3:00 - 10:00pm AND 7:00am - 4:00pm, respectively

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

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

A parade with 100-200 entries, 10,000 people in attendance on July 8. *** Continued on the attached.

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

July 8 Parade - See route attached.

July 10 Kids Day - Downtown Isanti, see attached.

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

July 8 Parade = 10,000 July 10 Kids Day = 3,000

Parking Impact – Describe in detail:

July 8 Parade - No parking along parade route and in line up areas.

July 10 Kids Day - No parking in city hall or ICC parking lots, or on Main St from 2nd Ave E to just west of the railroad tracks, 1st Ave north of Main to city hall parking lot entrance.

Tents, equipment, amusement rides, etc.

Type: Pop up and pole tents

Size: Size will range from 8 x 8 to 10 x 20 ft.

Location: Along parade route on July 8. Throughout the event area on Saturday, July 10

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

We request these entities to be on notice should they be needed.

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

July 8 - see site map and addendum. The entire parade route will be closed to traffic from 6:30pm to the end of the parade.

July 10 – see site map • Main St from 2nd Ave E to just west of the railroad tracks • 1st Ave north of Main to city hall parking lot entrance

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

Absolute Portable Restrooms - see attachment for number and locations

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).

We request that Isanti Police Department be on call

Clean-up Plans – Describe in detail:

July 8 - after the parade volunteers and public works department.

July 10 - volunteers will clean area.

Live entertainment – Describe in detail:

July 8 - The parade features many live performers. Music and announcing at 1st and Main.

July 10 - Kids day will feature a games, music, outhouse races and more.

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

July 8 - MC and Parade judges will be using sound amplification and a mic.

July 10 - stage and activities on Main Street

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

1. No 2. Required no. Appreciated yes 3. Cover event expenses.

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: Melissa Biffert, Executive Director

OFFICE USE ONLY

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

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: Approved via Email (Attached)

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: Approved via Email (Attached)

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

Parks, Recreation and Culture Manager

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

City Administrator

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

City Council

☐ Approved ☐ Denied

Date of Review: _____

**North 65 Chamber of Commerce
Continued from Special Event Permit
Isanti Rodeo Jubilee Days – July 8- 11, 2021**

EVENT INFORMATION - CONTINUED

Describe Event:

...continued:

July 10 Kids Day - kids games, activities, turtle races, kiddie parade, craft and vendor fair, vendor booths, food for sale and outhouse races.

Proposed Location of the Event:

...continued:

July 10 Kids Day - Main St from 2nd Ave E to just west of the railroad tracks, 1st Ave north of Main to city hall parking lot entrance, city hall and ICC parking lots and area adjacent to the east toward the RR right of way, community center land and building.

(reservation attached for use of Isanti Community Center)

Site Map Notes

July 8 – Parade

- Route, line up and tear down as noted
- Fire trucks line up on 3rd Ave north of Heritage Blvd.
- Food vendors placed as shown with a star

July 10 - Kids Day

Kids games, activities, turtle races, kiddie parade, craft and vendor fair, vendor booths, food for sale and outhouse races.

- Red – road closed
- Green – area of activities



2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8 and 10, 2021 Isanti Rodeo Jubilee Days

The North 65 Chamber of Commerce respectfully requests the following for July 8 and July 10, 2021:

July 8, 2021 – Parade Day

- Delivery of the big stage to SW corner of 1st and Main just west of the bump out on the day prior (Wednesday, July 7, end of business.)
- Police (and reserves) traffic control for attached parade route. Assistance with closure of Main St at Whiskey and at 5th Avenue at 5pm with enforcement until the parade begins at 6:30pm. Main Street is open ONE WAY (east) for residents only after 5pm.
- Orange cones for street closures, marking vendor areas and parade entry line up
Deliver 40 to the South End of the field at IMS Thursday morning by 8:30am and 15 to Strike Funeral Home parking lot.
- No parking signs installed along parade route and line up areas. See map enclosed.
Starting at IMS back field area of Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas north off Main St. (Rosewood and Brookview) to 5th St South to Broadway E, to 2nd North to Main East to the Railroad Ave, South to Broadway, East to Richard Ave, North to Main St.
At Main Street no parking east to HW 65 AND west to Credit Union Drive North.
No parking on Credit Union Drive to Cherrywood.
No parking on 5th Ave NE to Cherrywood and Cherrywood to Credit Union Drive.
Southbound side along Isanti Primary School from just North of creek to Heritage Blvd for fire trucks
- No parking signs installed on the west side of 5th Ave (marching band line up)
- Power at 30 West Main
- Use of land from SE corner of Mattson Park going north and west 50' by 30' deep for placement of food vendors
- Use of street along the curb out 10 feet along 5th north of Main (along Mattson Park) for ~100 feet.



2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8 and 10, 2021 Isanti Rodeo Jubilee Days

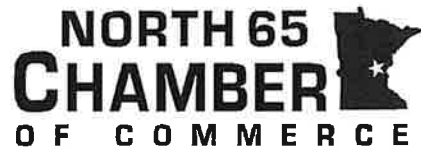
The North 65 Chamber of Commerce respectfully requests the following for July 8 and July 10, 2021:

July 10, 2021 – Kids Day

- Street closure of Main Street from 1st Avenue to driveway entrance west of railroad tracks from 6:00am to 4:30pm
- Street closure of Main Street from 2nd Avenue to 1st Avenue from 6:00am to 4:30pm
- Temporary Main St. closure of 2nd Ave from church driveway to Main St. and temporary closures of the 2nd Ave and Main St and the 1st Ave and Main St. intersections for the Kiddie Parade (approximately ½ hour)
- Police officer assistance with crossing Heritage Blvd at 3rd Ave during the fun run (approx. 8-9am)
- Use of City Hall and Isanti Community Center parking lot for food vendors (please move city vehicles out of the lot)
- Use of City property east of City Hall to railroad right of way for Kids Day
- Use of City picnic tables and delivery of tables to City Hall by public works and return of picnic tables by public works
- City to call in utility locations around retaining pond adjacent to the city hall parking lot with direction to be marked by Monday, July 5, 2021. Temporary fencing will be placed around retaining pond using metal stakes and snow-fence by event volunteers as needed to restrict access.
- Permit placement of temporary signs on the corner of Heritage Blvd and 1st Ave

Overall

- Request waiver of temporary sign fees/permits and community center fee.



2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8-11, 2021 Isanti Rodeo Jubilee Days

Portable Restroom Locations

No restrooms placed on sidewalks

July 8, 2021

Middle School East Parking Lot

Old Waste Water Plant

St. Elizabeth's Church parking lot

Mattson Park – 1 Regular, 1 Handicap Accessible (between curblin and sidewalk)

Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible

2nd and Main – parking lot or grass at 121 W. Main

1st and Main

City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible

City Hall Parking Lot East Side

SE Corner of RR Tracks at Main St.

Strike Life Tributes, parking lot - 3 Regular, 1 Handicap Accessible

July 10, 2021

Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible

2nd and Main - parking lot or grass at 121 W. Main

1st and Main

City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible

City Hall Parking Lot East Side



**SPECIAL EVENT PERMIT
APPLICATION**

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

**Special Event Equipment
Request Form**

Event Name: Isanti Rodeo Jubilee Days - Parade July 8, 2021

Date(s) of Event: Thursday, July 8, 2021

Contact Person: Dave Englund [REDACTED] Melissa Bettendorf [REDACTED]

Equipment Drop Off/Pick Up Location: multiple, see attached

Equipment Drop Off Date/Time: multiple, see attached

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

Construction Cones: 40+

Picnic Tables: 0

Barricades: 10 or all

Stage: 1

Road Closed Signs: see attached

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked in: _____ By: _____



**SPECIAL EVENT PERMIT
APPLICATION**

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

**Special Event Equipment
Request Form**

Event Name: Isanti Rodeo Jubilee Days - Kids Day Saturday, July 10, 2021

Date(s) of Event: July 10, 2021

Contact Person: Dave Englund [REDACTED] Melissa Bettendorf [REDACTED]

Equipment Drop Off/Pick Up Location: multiple, see attached

Equipment Drop Off Date/Time: multiple, see attached

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

Construction Cones: 40

Picnic Tables: 6-9 (all avail.)

Barricades: 10 (all avail)

Stage: NA

Road Closed Signs: 3

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

NORTH 65 CHAMBER OF COMMERCE INC
2 ENTERPRISE AVE NE SUITE C4
ISANTI MN 55040
763-689-2505

5/17/21

PAY TO THE
ORDER OF

City of Isanti

\$ 100.00

one hundred

DOLLARS

MEMO

Deposit

Melissa Berglund
AUTHORIZED SIGNATURE

⑆291973386⑆ 8100604159⑈ 6502

NORTH 65 CHAMBER OF COMMERCE INC

6502

NORTH 65 CHAMBER OF COMMERCE INC

6502



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Peoples State Agency 116 1st Ave E PO Box 153 Cambridge MN 55008	CONTACT NAME: Douglas Streed PHONE (A/C, No, Ext): 763-689-3100 FAX (A/C, No): 763-689-3108 E-MAIL ADDRESS: dstreedpsa@gmail.com
INSURED North 65 Chamber of Commerce Inc 2 Enterprise Ave NE, Suite C4 Isanti MN 55040	INSURER(S) AFFORDING COVERAGE INSURER A: Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 20210517114310065

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			08513222-20	07/15/2020	07/15/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	08124026	05/09/2021	05/09/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Isanti
110 First Avenue NW
PO Box 428
Isanti, Mn. 55040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

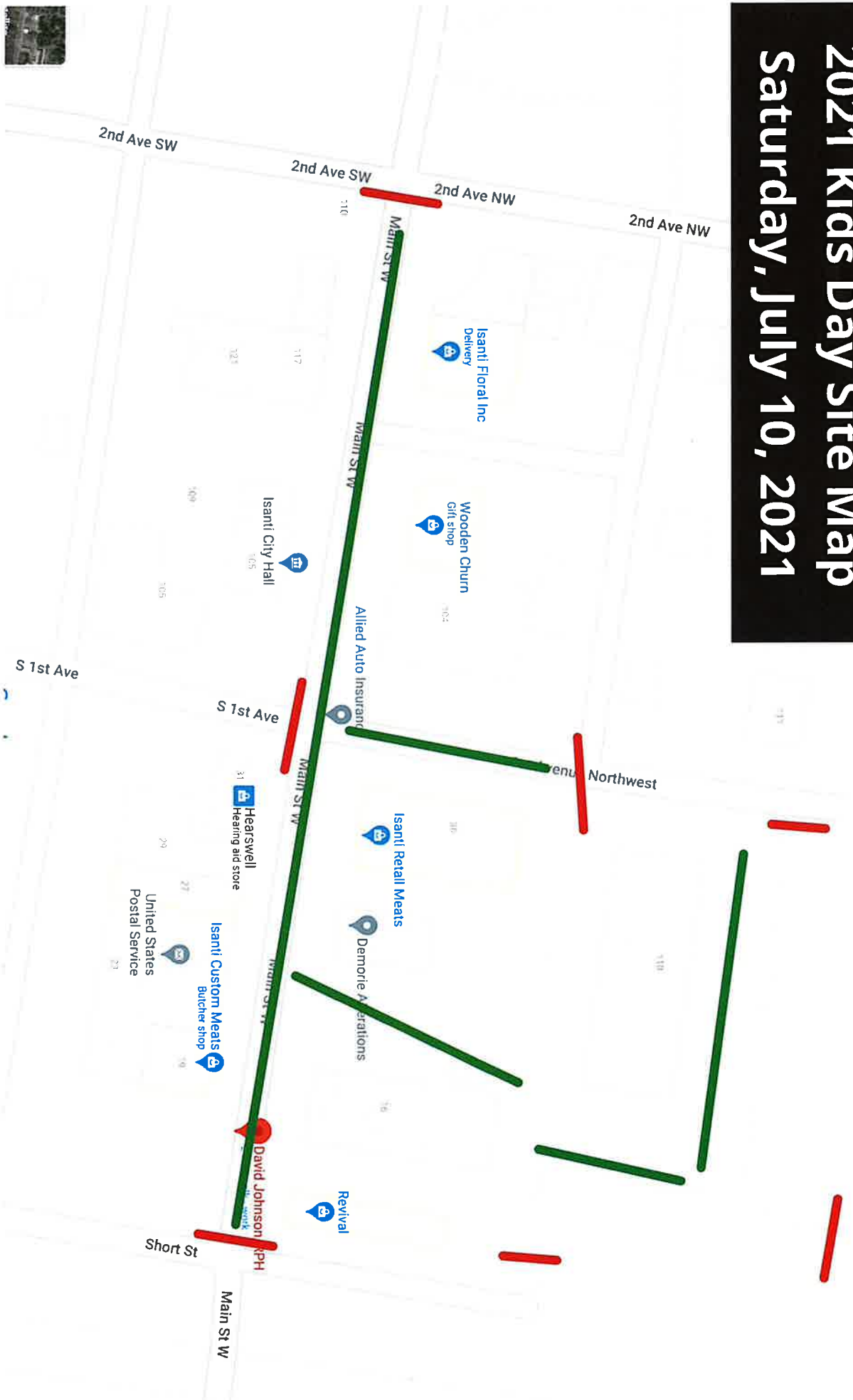
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2021 Isanti Rodeo and Jubilee Days Parade Route Thursday, July 8, 2021



2021 Kids Day Site Map

Saturday, July 10, 2021



North 65 Chamber of Commerce
Isanti Rodeo Jubilee Days – July 8- 11, 2021

Approval letters from property owners:

Strike Life Tributes - enclosed

Best Western Plus – enclosed

My Jungle Gym – ~~pending letter~~ **ENCLOSED**

LJ Level – enclosed

Isanti Middle School – ~~permit pending~~ **ENCLOSED**

Melissa Bettendorf

From: Strike Life Tributes <strike@strikelifetributes.com>
Sent: Friday, May 14, 2021 8:34 AM
To: Melissa Bettendorf
Subject: Re: request for property use

Yes, I approve.
Brian Strike

On Fri, May 14, 2021 at 8:28 AM Melissa Bettendorf <melissa@north65chamber.com> wrote:

Hi Brian,

Thank you for allowing us to use your property again for the parade. As a formality for the permit, please acknowledge your consent to this request by replying to this email.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 409 Broadway St SE

on Thursday, July 8 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.

Thank you,

Melissa

Melissa Bettendorf

Executive Director

melissa@north65chamber.com

North 65 Chamber of Commerce

www.north65chamber.com * 763-689-2505

Our Mission: North 65 Chamber of Commerce, led by its members, promotes business growth, provides resources, and enhances partnerships to support a thriving community.

Melissa Bettendorf

From: Charity Evans <cevens@golderhospitality.com>
Sent: Monday, May 17, 2021 2:50 PM
To: Melissa Bettendorf
Cc: Rob Hjort
Subject: RE: request for property use

Hi Melissa,
Best Western Plus Isanti consents to allow you to utilize a section of the parking lot (northwest side) for a food vendor on Thursday July 8th.

Let me know if there is anything else you need from me.
Have a great week!

Thank you,
Charity

Charity Evans | General Manager | cevens@golderhospitality.com
409 Main Street East | Isanti, MN 55040
P: (763) 452-0520 | F: (763) 452-0521
Reservations: 1 (800) 528-1234
Best Western Hotels & Resorts | bestwestern.com



From: Melissa Bettendorf <melissa@north65chamber.com>
Sent: Friday, May 14, 2021 8:21 AM
To: Charity Evans <cevens@golderhospitality.com>
Subject: request for property use
Importance: High

CAUTION: This is an EXTERNAL email originating from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Charity,

We are happy to be moving forward with the Isanti Rodeo Jubilee Days festivities in Isanti.

Thank you for allowing us to place a vendor in the Best Western Plus hotel parking lot. Would you please acknowledge your consent by responding to this email or attaching a letter that we will include with our special event permit? As we discussed, I will provide you with a certificate of insurance prior to the event.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 409 Main St E on Thursday, July 8 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.

Thank you,
Melissa

Melissa Bettendorf
Executive Director
melissa@north65chamber.com

North 65 Chamber of Commerce
www.north65chamber.com * 763-689-2505

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Melissa Bettendorf

From: Lon Lane <lon@ljlevel.com>
Sent: Monday, May 17, 2021 3:01 PM
To: Melissa Bettendorf
Subject: Re: request for property use

Afternoon Melissa

You have my ok to use the corner lot for your days you need it for.

Just a heads up if you would want to know our dog uses it and if you wanted someone to clean up before use that might be a good idea.

Thanks

Lon

On Fri, May 14, 2021 at 8:17 AM Melissa Bettendorf <melissa@north65chamber.com> wrote:

Hello Lon and Julie,

We are happy to be moving forward with the Isanti Rodeo Jubilee Days festivities in Downtown Isanti. Would you be willing to allow us to use your property again?

As usual, for the permit, I'll just need an acknowledgement which you could do by replying to this email.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 121 W Main on Thursday, July 8 and Saturday, July 10 for the Isanti Rodeo Jubilee Days parade and kids day activities.

Please let me know if you have any questions.

Thank you,

Melissa

Melissa Bettendorf

Executive Director

melissa@north65chamber.com

North 65 Chamber of Commerce

www.north65chamber.com * 763-689-2505

Our Mission: North 65 Chamber of Commerce, led by its members, promotes business growth, provides resources, and enhances partnerships to support a thriving community.

Sincerely,

Lon R. Lane

L J Level Construction, Inc.

Owner / CEO

612.490.5425

Find us online at: www.ljlevel.com

Facebook: <http://facebook.com/LJLevel>

Houzz: <http://houzz.com/pro/lon-ljlevel/l-j-level-construction-inc>

“Best Remodeling Company”

Isanti County News Readers' Choice Winner - 2014, 2015, 2016, 2017



NORTH 65 CHAMBER OF COMMERCE
VANESSA M HANZEL

Isanti Rodeo Jubilee Days Parade

Information

Account #: #1014 **Email:** info@north65chamber.com
Contact: Vanessa M Hanzel **Email:** vanessa@north65chamber.com
Phone: (763) 689-2505, Work **Rate Type:** Class I - Non Profit
 (763) 689-2505, Organization Work **Attendance:** 400

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Middle School (IMS)								
Wed, Jul 7 2021	6:30 PM	6:30 AM	12:00 AM	-	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	11h	\$0.00
Thu, Jul 8 2021	12:00 AM	6:30 AM	10:30 PM	12:00 AM	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	48h	\$0.00
Fri, Jul 9 2021	-	12:00 AM	10:30 PM	2:30 AM	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	5h	\$0.00

Legal Information

I have read and understand the policies and fee information associated with using Cambridge-Isanti School facilities. I agree to abide by all policies and will require all participants of this activity to also abide by the following:

No use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products on Cambridge-Isanti Schools property.

No firearms or weapons are permitted on Cambridge-Isanti Schools property.

No Latex balloons in any of the Cambridge-Isanti Schools facilities.

All groups using Cambridge-Isanti Schools facilities must assume full responsibility for personal injury to any participant and/or equipment. I understand that the use of district facilities is undertaken at my/our own risk and that Cambridge-Isanti Schools and other employees or subcontractors of Cambridge-Isanti Schools will not be held liable for any claims, injuries, damages of whatever nature sustained by me.

Subject only to the limitations of Minnesota Statutes, permit holder agrees to indemnify and hold harmless Cambridge-Isanti Schools from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the permit holder arising out of or in connection with the provisions of this agreement. Cambridge-Isanti Schools does not waive sovereign immunity except as provided by Minnesota Statutes.

Cambridge-Isanti Schools reserves the right to cancel or change any permit should the need arise, without liability. Cancellation could result if unforeseen circumstances arise or an emergency condition is declared, this includes cancellations due to weather.

May 21, 2021

To: My Jungle Gym

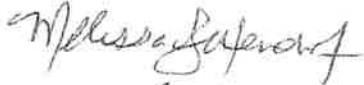
From: Melissa Bettendorf, North 65 Chamber of Commerce

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property, the grassy area adjacent to the building at 16 W Main St., Isanti on Thursday, July 8 and Saturday, July 10 for the Isanti Rodeo Jubilee Days parade and kids day activities.

Please sign below to indicate your permission to use this area. We will include this in our special event permit for the City of Isanti.

Thank you,

Melissa



Signed:



Scott Boecker, My Jungle Gym, Owner

Date: May 21, 2021



2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com * 763-689-2505

Isanti Rodeo Jubilee Days will be July 8 through July 11, 2021.

This letter is to inform you, the business owner and/or resident of the City of Isanti of the use of public streets and/or land for the events of Jubilee Days as follows:

Thursday, July 8, 2021

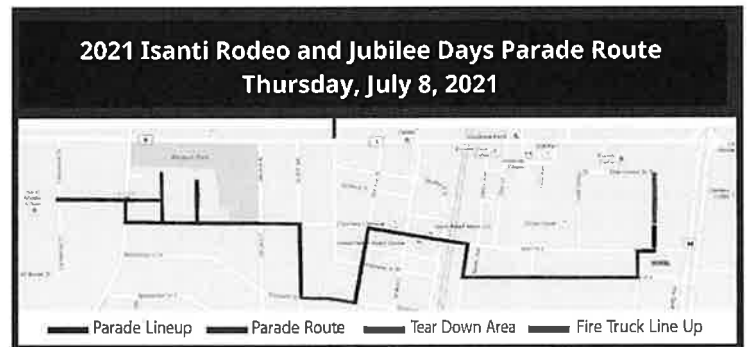
Parade beginning at Main Street and 5th Avenue, traveling east along Main Street, then south on 4th Ave, east on Elizabeth, North on 2nd Ave, east on Main Street ending at Credit Union Drive. Parade begins at 6:30pm.

The first section of the parade will line up on Main Street between 5th Ave and Whiskey rd. Also there are floats lining up on Brookview Court and on Rosewood. See map below. No parking signs will be put up in these areas the morning of the parade. Lineup will start by 5:00 P.M.

Main Street will be one way from West to East (Co Rd 23 to 5th Ave and will be closed to non-parade and non-resident traffic at 5:00 P.M. (Residents can still get through **from the West**, but as it gets closer to parade time it will be very difficult to get into this area.

Please try to have visitors come early to beat the congestion. **It will be very difficult to get into this area after 5:00 P.M. and impossible to travel Westbound past 5th Ave until the parade is over.**

Thank you for your cooperation and patience!



Saturday, July 10, 2021

Main Street from 2nd Ave east to 1st Ave will be closed from 7:00am until 4:30pm. A craft/vendor fair will be held at this location from 9am to 3pm. Main Street from 1st Ave to just west of the railroad tracks will be closed from 6:00am until 4:30pm. Numerous activities will be held such as a run /walk, presentations, turtle races, kid's games, outhouse races.

There will be no parking available in the City Hall parking lot from 7am until 4pm. The City Hall/Community Center parking lot and the area east of City Hall to the tracks, north to the Community Center and south including the alley will be utilized for kids games, food and misc. vendors, exhibits by the Fire and Police Departments, wellness screening, etc.

We invite you to join us for this annual community festival.

For more information please visit our website: www.north65chamber.com
or follow the event on Facebook: Isanti Rodeo Jubilee Days.



**SPECIAL EVENT PERMIT
APPLICATION**

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

www.cityofisanti.us

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

City of Isanti

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

In consideration for being permitted to engage in the following special event activities on property
owned by the City of Isanti:
July 8 and July 10, 2021 Isanti Rodeo Jubilee Days Parade and Kids Day

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

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

(Special Events Holder Initials Here) MB

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

Participant Release and Indemnification required? YES ☐ NO ☒

(Special Events Holder Initials Here) MB

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

(Special Events Holder Initials Here) MB

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

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) Mb

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

PRINTED NAME OF SPECIAL EVENTS HOLDER:

North 65 Chamber of Commerce


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

Name Melissa Bettendorf


Title Executive Director

Signature 

Date May 17, 2021

STAFF ONLY		<h2 style="margin:0;">SIGN PERMIT APPLICATION</h2>	<input type="checkbox"/> Site copy <input type="checkbox"/> City copy Permit # _____ - _____	
			Rcvd Date: _____	Apvd Date: _____
		Fee Rcvd Date: _____		Prmt Close Date: _____

TO BE FILLED OUT BY APPLICANT – INCOMPLETE APPS MAY NOT BE PROCESSED

PROJECT ADDRESS:	Corner of HW 65 and Heritage Blvd (Community Sign location)																				
GENERAL LOCATION OF SIGN ON THE PROPERTY:	4 x 8 sign on the posts provided. See attached.																				
APPLICANT NAME:	North 65 Chamber of Commerce	Address: 2 Enterprise Ave NE Suite C4																			
City: Isanti	State: MN	Zip: 55040	Email: melissa@north65chamber.com																		
Contact Name:	Melissa Bettendorf	Phone: 763-689-2505																			
FEE OWNER AND APPLICATION CONSENT:	same	Address: _____																			
City:	State:	Zip:	Email:																		
Contact Name:	Phone:																				
OTHER CONTACTORS:	Address: _____																				
City:	State:	Zip:	Email:																		
Contact Name:	Phone:																				
SIGNATURE OF APPLICANT:			DATE: 5/17/21																		
PRINTED NAME:	Melissa Bettendorf, Executive Director																				
SIGNATURE OF PROPERTY OWNER:			DATE: _____																		
PRINTED NAME:	Community sign location - managed by City of Isanti																				
APPLICATION FEES:	Non-refundable fees- 1) Permanent Sign: \$75 2) Temporary Sign: \$50 <i>request waiver</i>																				
<p>Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.</p> <p>Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.</p>																					
<p>Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.</p>																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">ITEM</th> <th style="width:50%;">DESCRIPTION</th> <th style="width:20%;">DATE RCVD</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Site Plan</td> <td>Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.</td> <td>(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Visuals/Detailed descriptions</td> <td>Clear and legible drawings with description of the colors, construction materials, and sign dimensions</td> <td>(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Owner's Signature</td> <td>Written authorization from the property owner for the sign to be located on the property</td> <td>(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Supplemental permit application(s)</td> <td>When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.</td> <td>(staff use)</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>Other Supplemental Information as requested by Staff</td> <td>(staff use)</td> </tr> </tbody> </table>				ITEM	DESCRIPTION	DATE RCVD	<input type="checkbox"/> Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	(staff use)	<input type="checkbox"/> Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	(staff use)	<input type="checkbox"/> Owner's Signature	Written authorization from the property owner for the sign to be located on the property	(staff use)	<input type="checkbox"/> Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	(staff use)	<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff	(staff use)
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<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff	(staff use)																			

OFFICE USE ONLY

Application certified as complete by:	DATE:
Conditions:	(may be cont'd on back)
Permit Approved By:	DATE:
Printed Name:	Dept:
Paid:	Date: Receipt No.: By:

North 65 Chamber of Commerce
Community Sign Placement Request
Additional information

The following sign will be place, with these edits (made pending approval)

- Date changed to July 8-11
- Fireworks added on Thursday
- Add Friday: Kids Activities
- Remove Sunday and Ambassador Coronation



★ **July 11-14** ★

Thursday ★ **Parade**

Friday & Saturday ★ **Firefighters Rodeo/Dance**

Saturday ★ **Walk/Run** ★ **Kids Free Fun Day**

★ **Kiddie Parade** ★ **Games** ★ **Craft Fair**

★ **Turtle Races** ★ **Outhouse Races**

Sunday ★ **Ambassador Coronation** ★

NORTH65CHAMBER.COM 763-689-2505

PROCESSING:

1. The city will try to complete processing within your time schedule; however, processing may require up to 5-10 business days.
2. We will request a background check from the police department.
3. A license is prepared with the information from the application form, and the photo is attached.
4. You or your supervisor will receive a phone call confirming (or not) an approval for the license and to pick up.

REMINDER: The license you will be given must be carried with you at all times and any individual who will be conducting the regulated activity on behalf of organization when peddling/soliciting in Isanti.



**CITY OF ISANTI
PEDDLERS & SOLICITORS AND TRANSIENT MERCHANTS
LICENSE APPLICATION**

Please select which of the following you wish to apply for:

☒ Peddler ☐ Solicitor ☐ Transient Merchant

DATE: May 17 2021

APPLICANT FULL LEGAL NAME: Melissa Ann Bettendorf
First Middle Last

DATE OF BIRTH: [REDACTED] SOCIAL SECURITY NUMBER: [REDACTED]

HAIR COLOR: [REDACTED] WEIGHT [REDACTED]

COMPLETE HOME ADDRESS: [REDACTED]
(street address, city, state, zip)

LOCAL ADDRESS (Address where you are locally staying): Suml
(street address, city, state, zip)

HOME TELEPHONE NUMBER: 763 689 2505

LOCAL TELEPHONE NUMBER: [REDACTED]

BUSINESS NAME: NORTH 65 Chamber of Commerce, Esanti MN CITY: _____

TYPE OF BUSINESS: Chamber of Commerce / organization

MINNESOTA BUSINESS/TAX ID NUMBER (Optional): _____

EMAIL ADDRESS: Melissa@north65chamber.com

DATES AND HOURS IN WHICH THE ACTIVITY WILL BE PERFORMED: _____

July 8 3pm-10pm July 10 8am-3pm

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS WHO WILL BE ASSOCIATED WITH YOU: (Use additional paper if needed)

Vendor list to be provided by June 30, 2021

PRODUCT/ SERVICES TO BE SOLD: Food, carnival goods, crafts

THE SOURCE OF SUPPLY (Where the goods are now): Various vendors

DELIVERY METHOD OF PRODUCT: Vendors will bring onsite

A COMPLETE LIST OF CITIES WHERE YOU OR YOUR COMPANY CONDUCTED BUSINESS IMMEDIATELY PRECEDING THE DATE OF THIS APPLICATION AND WHERE WITHIN THOSE AREAS THE ACTIVITY TOOK PLACE. (Maximum of 5):

N/A

***IF TRANSIENT MERCHANT, THE LOCATION SETTING UP BUSINESS:

Address or Business Name

FOR EACH MOTOR VEHICLE USED IN CONNECTION WITH THE PROPOSED ACTIVITY: (Use additional paper if needed)

MAKE _____ MODEL _____

YEAR _____ COLOR _____

STATE LICENSE NUMBER _____

MAKE _____ MODEL _____

YEAR _____ COLOR _____

STATE LICENSE NUMBER _____

WILL YOU BE ACCEPTING SAME DAY PAYMENT(S)?

YES

NO

CRIMINAL BACKGROUND:

HAVE YOU EVER BEEN CONVICTED OF A CRIME, MIDEMEANOR, OR VIOLATION OF ANY ORDINANCES?

IF SO, PROVIDE DETAILS, LOCATION AND DATE:

YES

NO

BACKGROUND INVESTIGATION

NOTICE: Under data privacy laws, certain information is classified as private and is available only to you, to City employees whose work assignments require access, and to entities or agencies authorized by statute to gain access to this information. Completion of this form will allow the person or entity below access to information in the custody of the City of Isanti that relates to you.

A COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST ACCOMPANY THIS RELEASE.

Driver's License Number: [REDACTED]

I, Melissa A Bettendorf authorize the Isanti Police Department
(Please Print Name)

release and disclose to the City of Isanti the following Information:

- * Driver's License Check
- * Criminal History

Melissa Bettendorf
Signature
May 17 2021
Date

I agree to hold harmless the City of Isanti from any liability arising from the release of the information that is in accordance with this Informed Consent to Release.

I understand that I may cancel this Informed Consent to Release at any time prior to the release of information and that, in any event, this release expires automatically 90 days after the date of signing.

The City of Isanti does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to all individuals with disabilities to participate in all City of Isanti Services, programs, and activities.

General Authorization and Release Pursuant to MN Statute Section 13.05, subd. 4, Minnesota Data Practices Act.

I hereby authorize the City of Isanti to have access to all sources of information that may be consulted to verify the information I have provided above. This includes authorization to check criminal history records if I have been asked to provide that information.

I agree to operate such business in accordance with the laws of Minnesota and the City Code of the City of Isanti. The foregoing statements are true and correct to the best of my knowledge and belief.

May 17 2021
Date of application

Melissa Bettendorf
Signature

Subscribed and sworn to before a Notary Public on this 17th day of May, 2021.

Anna Wegwerth
(Notary Signature)

My commission expires on 1/31/2023.

Notary Seal:



NORTH 65 CHAMBER OF COMMERCE INC
2 ENTERPRISE AVE NE SUITE C4
ISANTI MN 55040
763-689-2505

5/17/21

PAY TO THE
ORDER OF

City of Isanti

\$25.00

Twenty five

DOLLARS

MEMO

Redden Permit

Maureen Boyer
AUTHORIZED SIGNATURE

⑆291973386⑆ 8100604159⑈ 6503

NORTH 65 CHAMBER OF COMMERCE INC

6503

NORTH 65 CHAMBER OF COMMERCE INC

6503



**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

VENDOR LIST

Special Event Name: Isanti Rodeo Jubilee Days

Special Event Date(s): July 8 and 10, 2021

Coordinator Name: North 65 Chamber - Melissa Bettendorf, Executive Director

Coordinator Phone Number: 763-689-2505 Email: melissa@north65chamber.com

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale
---------------	--------------	----------------

list will be provided by

June 30



MINNESOTA

DRIVER'S
LICENSE

NOT FOR FEDERAL IDENTIFICATION



1 BETTENDORF
2 MELISSA ANN

3 [REDACTED]

4d DL# [REDACTED]

3 DOB [REDACTED]

9 CLASS D

9a END NONE

12 RESTR 2

Donor
DONOR

5 DD 00000000761806 [REDACTED]

Melissa Bettendorf





CLASS: D-Single Veh or combination up to 26,000 lbs. GVWR/GCWR
END: None
RESTR: Corr. Lenses



Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 25, 2021 1:03 PM
To: Isanti Parks
Subject: RE: SEP - Jubilee Days

Isanti Fire approves the Rodeo Jubilee Days SEP for July 8-10, as presented.

Thank you!

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org



From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:48 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Jubilee Days

Travis, Al,
Please see attached SEP for Jubilee Days. The app includes needs and details for the parade on Thurs, July 8 and for the family event down Main Street on Sat, July 10. Let me know if you have any questions or concerns. Otherwise, please send me approval **by June 8**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, May 26, 2021 7:58 AM
To: Isanti Parks
Subject: Re: SEP - Jubilee Days

approved

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:48 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Jubilee Days

Travis, Al,
Please see attached SEP for Jubilee Days. The app includes needs and details for the parade on Thurs, July 8 and for the family event down Main Street on Sat, July 10. Let me know if you have any questions or concerns. Otherwise, please send me approval **by June 8**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Preliminary and Final Plat Fairway Greens South

Background:

The Planning Commission held a public hearing to consider the preliminary and final plat of Fairway Greens South. In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration. In 2017 a final plat was approved for Fairway Greens Phase nine that platted the subject site into Outlot A Fairway Greens Phase Nine. The subject site is part of a Planned Unit that approved one master plan for development and permitted the plats to be done in phases. No changes are proposed to what has been previously approved. The proposal meets city code requirements and the conditions of the PUD.

At the public hearing a letter was read to the commission in opposition of the development and two people in the audience spoke on this item. They expressed concern about the additional traffic and asked that another road outlet be installed with the plat not just the stub road as shown. Staff explained that the city can't require them to develop on property they don't own. The Planning Commission had a vote of 3-3 to approve, therefore their recommendation is a tie. Staff recommends approval with the conditions listed in the resolution.

Request: Consider adopting the resolution

Attachments

- Resolution 2021-XXX
- Plat
- Planning Commission Report

RESOLUTION 2021-XXX

APPROVING THE PRELIMINARY AND PLAT FOR FAIRWAY GREENS SOUTH

WHEREAS, Anthony Hanson has made application for Preliminary and Final Plat approval for Fairway Greens South, PID 16.142.0020and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary and Final Plat on May 18, 2021; and,

WHEREAS, the Planning Commission had a split vote of 3-3 voicing concerns about an additional outlet; and,

WHEREAS, all required notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcels;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Preliminary and Final Plat of Fairway Greens South with the with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.
3. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.
4. The setback requirements are as follows:

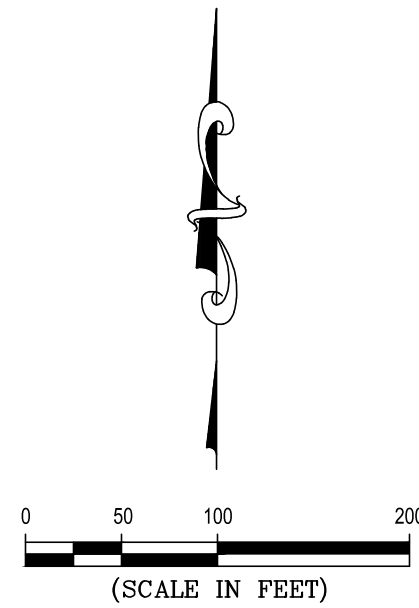
Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet
5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.
7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated May 7, 2021 to Community Development Director Sheila Sellman.

Adopted by the City of Isanti City Council this 1st day of June 2021.

Mayor Jeff Johnson

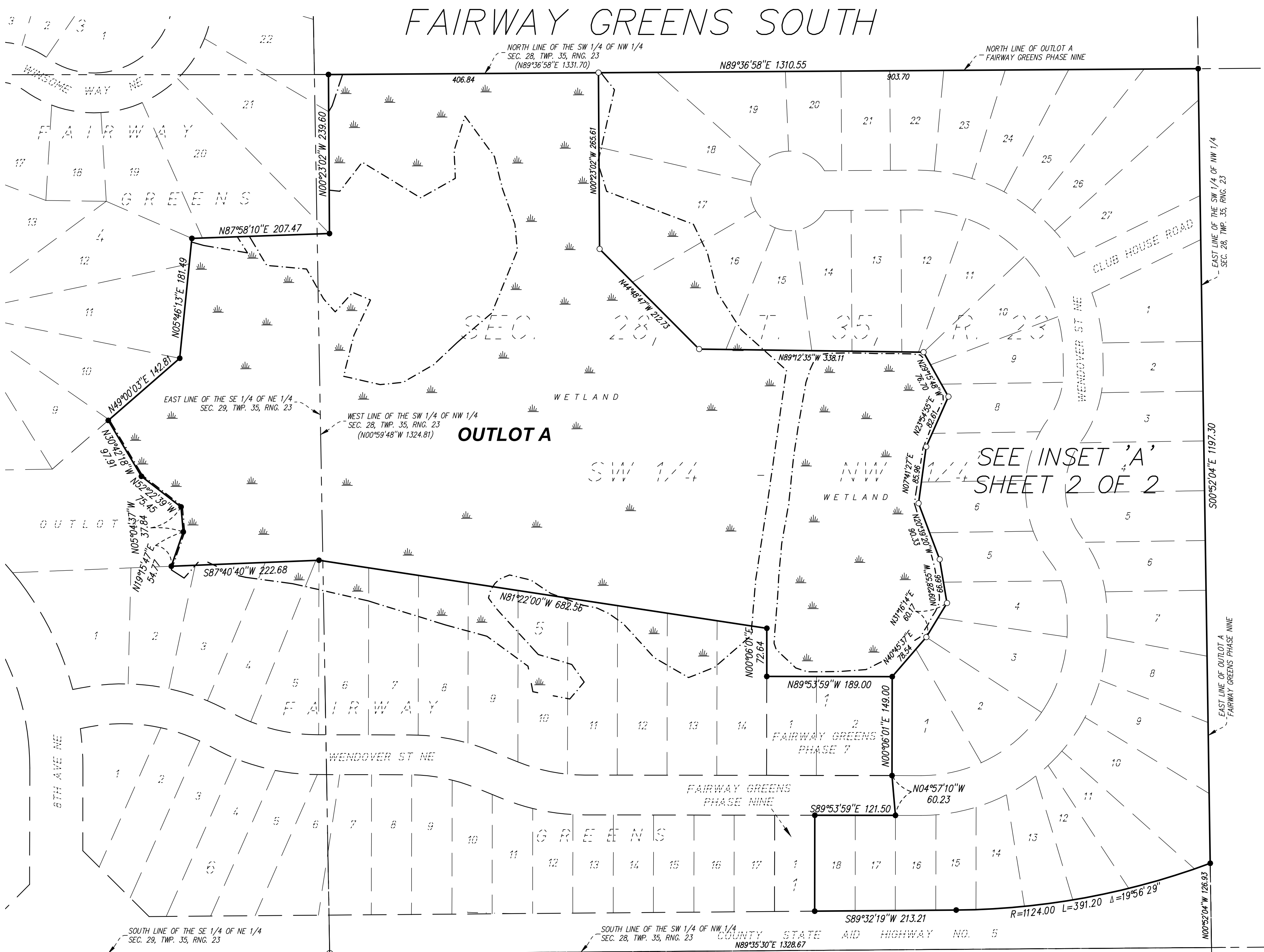
Attest:

Jaden Strand
City Clerk

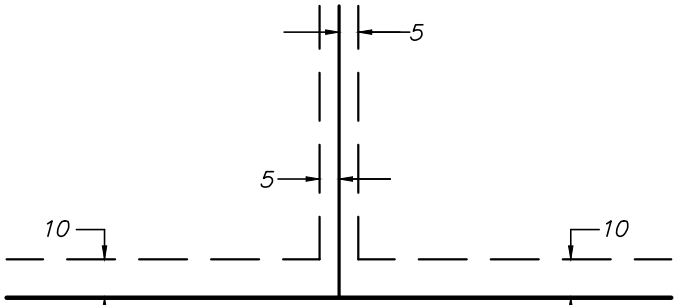


LEGEND

- DENOTES SET IRON PIPE WITH CAP MARKED RLS 42627
- DENOTES FOUND MONUMENT



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

NOTE REGARDING WETLANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, FAIRWAY GREENS PHASE NINE, IS ASSUMED TO BEAR NORTH 89 DEGREES 36 MINUTES 58 SECONDS EAST.

KNOW ALL MEN BY THESE PRESENTS: That Anthony Hanson, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot A, FAIRWAY GREENS PHASE NINE, according to the plat thereof on file and of record in the office of the County Recorder, Isanti County, Minnesota.

Subject to easements, restrictions, or reservations of record, if any.

Has caused the same to be surveyed and platted as FAIRWAY GREENS SOUTH and do hereby donate and dedicate to the public for public use forever the public ways shown on this plat and also dedicating the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof said Anthony Hanson has hereunto set his hand this ____ day of _____, 20____.

Signature
STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument by _____ of Homepride, Inc., a Minnesota corporation, on behalf of the corporation, was acknowledged before me this ____ day of _____, 20____.

SIGNATURE

PRINTED NAME (DO NOT USE STAMP)

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wetlands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than shown. (Subject to note regarding wetlands on the face of this plat.)

Kyle J. Roddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Kyle J. Roddy, Land Surveyor, Minnesota License Number 42627.

SIGNATURE

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

Isanti County Surveyor
Minn. License No. _____

Approved by the City Council of Isanti, Minnesota, this ____ Day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

Mayor

City Administrator

Approved as to form and execution this ____ day of _____, 20____. Recommended for approval this ____ day of _____, 20____.

Isanti City Attorney

Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota on this ____ day of _____, 20____.

Chairperson

Secretary

I hereby certify that the taxes for the year ____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this ____ day of _____, 20____.

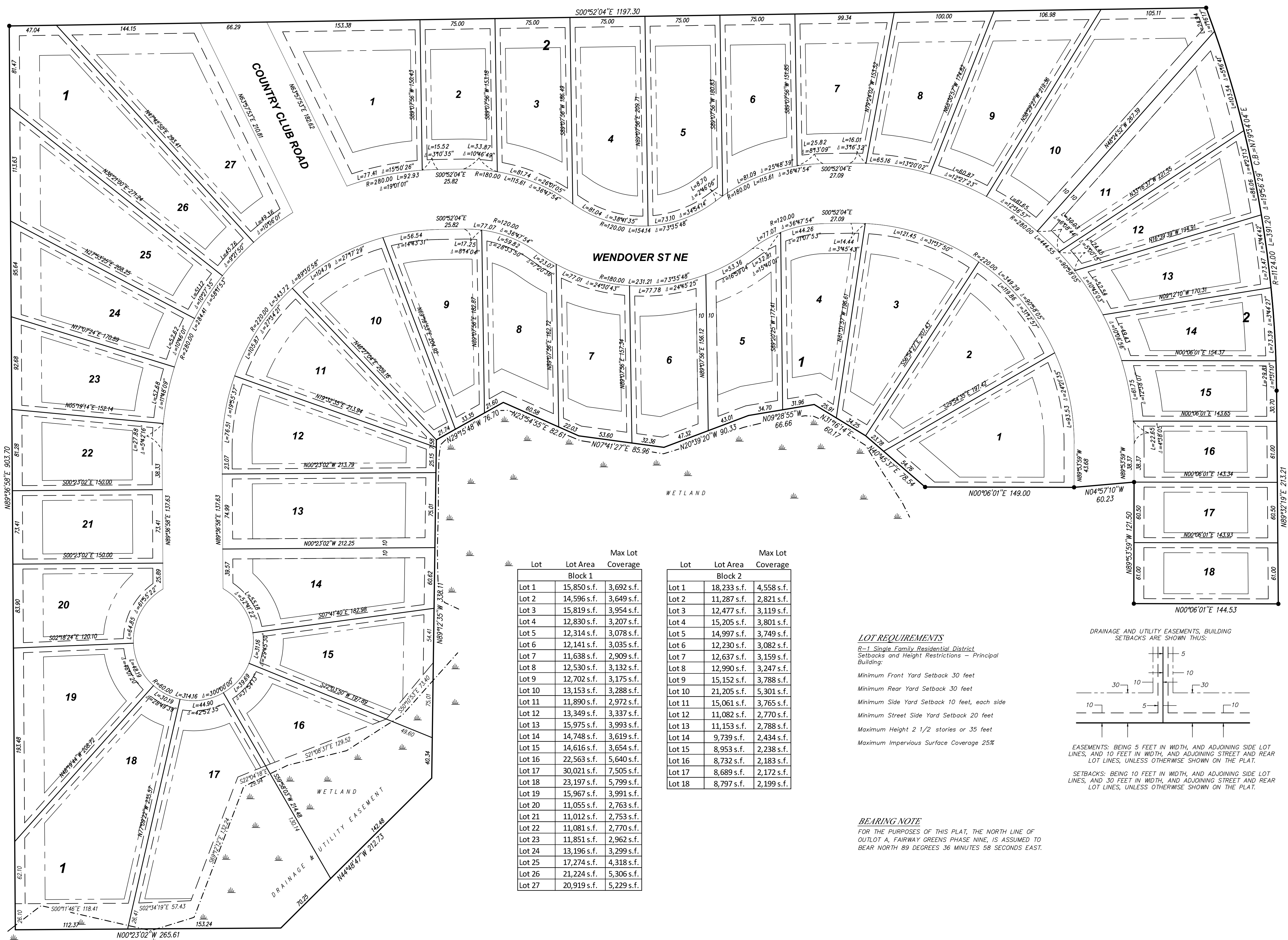
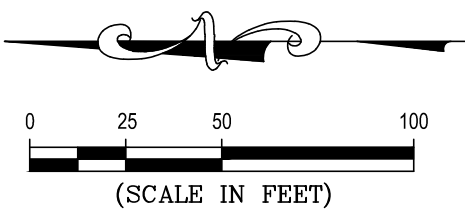
Isanti County Auditor-Treasurer
By _____, Deputy

I hereby certify that this instrument was filed in the office of the County Recorder for record on this ____ day of _____, 20____ at ____ o'clock ____M. and was duly recorded as Document No. _____.

County Recorder, Isanti County, Minnesota.

FAIRWAY GREENS SOUTH
INSET 'A'

SEC. 28 & 29, TWP. 35, RNG. 2.
CITY OF ISANTI
ISANTI COUNTY



Lot	Lot Area	Max Lot Coverage
Block 1		
Lot 1	15,850 s.f.	3,692 s.f.
Lot 2	14,596 s.f.	3,649 s.f.
Lot 3	15,819 s.f.	3,954 s.f.
Lot 4	12,830 s.f.	3,207 s.f.
Lot 5	12,314 s.f.	3,078 s.f.
Lot 6	12,141 s.f.	3,035 s.f.
Lot 7	11,638 s.f.	2,909 s.f.
Lot 8	12,530 s.f.	3,132 s.f.
Lot 9	12,702 s.f.	3,175 s.f.
Lot 10	13,153 s.f.	3,288 s.f.
Lot 11	11,890 s.f.	2,972 s.f.
Lot 12	13,349 s.f.	3,337 s.f.
Lot 13	15,975 s.f.	3,993 s.f.
Lot 14	14,748 s.f.	3,619 s.f.
Lot 15	14,616 s.f.	3,654 s.f.
Lot 16	22,563 s.f.	5,640 s.f.
Lot 17	30,021 s.f.	7,505 s.f.
Lot 18	23,197 s.f.	5,799 s.f.
Lot 19	15,967 s.f.	3,991 s.f.
Lot 20	11,055 s.f.	2,763 s.f.
Lot 21	11,012 s.f.	2,753 s.f.
Lot 22	11,081 s.f.	2,770 s.f.
Lot 23	11,851 s.f.	2,962 s.f.
Lot 24	13,196 s.f.	3,299 s.f.
Lot 25	17,274 s.f.	4,318 s.f.
Lot 26	21,224 s.f.	5,306 s.f.
Lot 27	20,919 s.f.	5,229 s.f.

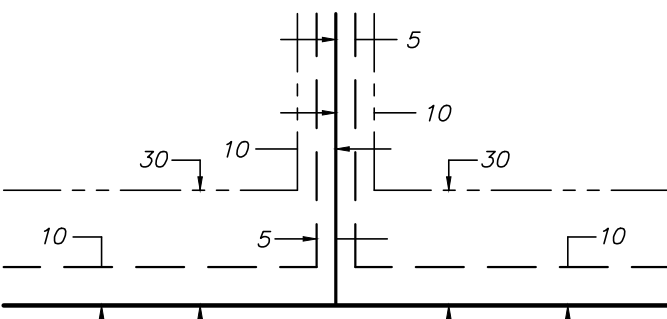
Lot	Lot Area	Max Lot Coverage
Block 2		
Lot 1	18,233 s.f.	4,558 s.f.
Lot 2	11,287 s.f.	2,821 s.f.
Lot 3	12,477 s.f.	3,119 s.f.
Lot 4	15,205 s.f.	3,801 s.f.
Lot 5	14,997 s.f.	3,749 s.f.
Lot 6	12,230 s.f.	3,082 s.f.
Lot 7	12,637 s.f.	3,159 s.f.
Lot 8	12,990 s.f.	3,247 s.f.
Lot 9	15,152 s.f.	3,788 s.f.
Lot 10	21,205 s.f.	5,301 s.f.
Lot 11	15,061 s.f.	3,765 s.f.
Lot 12	11,082 s.f.	2,770 s.f.
Lot 13	11,153 s.f.	2,788 s.f.
Lot 14	9,739 s.f.	2,434 s.f.
Lot 15	8,953 s.f.	2,238 s.f.
Lot 16	8,732 s.f.	2,183 s.f.
Lot 17	8,689 s.f.	2,172 s.f.
Lot 18	8,797 s.f.	2,199 s.f.

LOT REQUIREMENTS

R-1 Single Family Residential District
Setbacks and Height Restrictions - Principal Building:

- Minimum Front Yard Setback 30 feet
- Minimum Rear Yard Setback 30 feet
- Minimum Side Yard Setback 10 feet, each side
- Minimum Street Side Yard Setback 20 feet
- Maximum Height 2 1/2 stories or 35 feet
- Maximum Impervious Surface Coverage 25%

DRAINAGE AND UTILITY EASEMENTS, BUILDING SETBACKS ARE SHOWN THUS:



EASEMENTS: BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

SETBACKS: BEING 10 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 30 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, FAIRWAY GREENS PHASE NINE, IS ASSUMED TO BEAR NORTH 89 DEGREES 36 MINUTES 58 SECONDS EAST.



MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: May 18, 2021

SUBJECT: Request by Anthony Hanson for approval for a Preliminary and Final Plat under City Ordinance 536, said request is for a development labeled Fairway Greens South located at PID 16.142.0020.

Request: The applicant is requesting Preliminary and Final Plat for Fairway Greens South for 45 single family lots.

Overview/Background: In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration. In 2017 a final plat was approved for Fairway Greens Phase nine that platted the subject site into Outlot A Fairway Greens Phase Nine. The applicant is requesting approval of the preliminary plat that was approved in 2014 and final plat. Since this site had a preliminary plat approved in 2014 and haven't made any changes Council can consider both preliminary and final at the same time. They will still need to enter into a development agreement and receive approval of said agreement through City Council.

Analysis of Application

The subject site is part of Fairway Greens Planned Unit Development, with many phases. The PUD has allowed for varying house sizes and lot sizes.

Zoning-The subject site is zoned R-1/PUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed the plat is generally consistent with the PUD. The lot sizes range from 8,698 square feet to 30,021 square feet, these sizes are consistent with the PUD. Section 15 of the zoning code requires all residential lots to have two (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Comprehensive Plan – This proposal is consistent with the City’s 2020 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low density residential for future development.

City Engineer Comments – The City Engineer’s memo is attached. With revisions laid out in the report Engineering is recommending approval.

Staff Recommendation:

Staff recommends approval of the Preliminary and Final Plat subject to the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.
3. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.
4. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet
5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.
7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated May 7,2021 to Community Development Director Sheila Sellman.

Attachments:

Proposed Plat

City Engineer's memo

Fire Chief memo



Real People. Real Solutions.

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

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

MEMORANDUM

Date: May 7, 2021
To: Sheila Sellman, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Fairway Greens South – Site Plan Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan entitled “Fairway Greens South” with a signature date of April 13, 2021.

The site includes the construction of 45 single family lots. The submitted plan set includes the extension of city streets and utilities as well as site and storm water pond grading.

Also submitted was a stormwater management plan and modeling dated April 14, 2021.

We have reviewed the submitted documents and have the following comments:

Stormwater Management Plan:

1. Model the existing and proposed 2, 10, and 100yr pond bounce elevations and show in a table.
2. Verify the pond bounce will not rise outside the easements on the existing parcels on the south side of the pond.

Plan Set:

1. Sheet V002:
 - a. Widen utility easement between lots 10 and 11 where sewer and water will be stubbed to the County Road.
 - b. Verify the 100 yr pond elevation will stay within drainage easements along Block 1 lots.
 - c. Change Wendover Street NE name to 12th Avenue NE at midpoint of curve.
 - d. Create new street name for cul-de-sac north of Country Club Road.
 - e. Add NE to Country Club Road name.
2. Sheet C202:
 - a. 100-yr pond elevation appears to spread onto lots 2 and 3 block 1. Revise grading on all lots to hold 100-yr event in easements.
 - b. Show grading on east side of Lots 5-10 Block 2 to prevent stormwater runoff from draining directly into buildings.



Real People. Real Solutions.

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

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

3. Sheet C303:
 - a. The end sanitary manhole PSMH-14 shall have a minimum cover over the pipe of 8-feet. Lower the run from Club House Road to the end.
 - i. Verify the new sewer depth does not have sewer service conflicts with the watermain.
4. Sheet C304:
 - a. Extend the watermain to 10 feet from the property line and place temp hydrant on end.
 - b. Move proposed hydrant from STA 21+84 to intersection at approx. STA 20+30.
 - c. Install an invert to the east on SSMH 15 and stub a pipe to 10' from the property line and plug.
5. Sheet C305:
 - a. Stub the trunk 12" sanitary pipe out to the county road along the Lot 10 and 11 property line. Place a manhole in the County Road with a 12-inch plugged invert to the NE. It can reduce down to an 8-inch through the rest of the development, however, it will need to continue to maintain maximum depth to the end of Club House Road NE.
 - b. The existing watermain is a 12-inch. Extend the 12-inch size to the watermain stub out to the county road along the lot 10 and 11 property line. It can reduce down to an 8-inch through the rest of the development.
 - c. Place a hydrant on the end of the stub in the County Road ROW.
6. Sheet C402:
 - a. Add a street sign at the property line of lots 9 and 10 block 2 changing the street name from Wendover Street NE to 12th Avenue NE.
 - b. Extend the existing bituminous trail along CR 5 to the eastern limits of the plat.
7. Sheet C403:
 - a. Add ped ramp into the end cul-de-sac.
 - b. Add cross walk blocks at pedestrian crossing.
 - i. Add advanced crosswalk signage for north bound and south bound traffic for this crossing.
 - c. Add stop bar at stop sign.
 - d. Add No Outlet sign to north of Club House Road NE intersection for permanent cul-de-sac.
 - e. Add street name signs at Club House Road NE intersection as follows:
 - i. 12th Avenue NE with an arrow to the south.
 - ii. New street name to the north called XXXXX Court NE with an arrow to the north.



Real People. Real Solutions.

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

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

Additional Information Needed:

1. Submit geotechnical report and recommended pavement section based on report findings.
2. Submit lighting plan.
3. Submit specifications
4. Submit construction cost estimate
5. Submit wetland delineation and mitigation approvals. Our records indicate the last delineation evaluated by the LGU was over 5 years old and no longer valid.

We recommend requiring the additional submittal documents be submitted for review and approved prior to approval of a development agreement.

Please contact me if you have any questions.

May 3, 2021

City of Isanti
DRM Committee Sheila Sellman



FAIRWAY GREENS SOUTH PLAN REVIEW

Isanti Fire District reviewed the proposed design of Fairway Greens South, in the City of Isanti. Concerns listed below are referenced to applicable Minnesota State Fire Code (MSFC).

- 1) Fire apparatus access is currently limited to one street.
 - a. **D107.1 One- or two-family dwelling residential developments.**
Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.
 - b. **D104.3 Remoteness.**
Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

Thank you for your attention to these life safety concerns.

A handwritten signature in blue ink, appearing to read "Alan Jankovich".

Alan Jankovich | Fire Chief
Isanti Fire District

City of Isanti

Gross Payroll	101,248.86
Social Security & Medicare	5,669.21
Public Employees Retirement	10,580.64
Total City Expense	<u>117,498.71</u>

Pay Date 5/28/2021

Pay Period 11 (5/9-5/22/21)

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/19/2021	55949	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	664.12
05/21	05/19/2021	55950	53	BELLBOY CORPORATION	609-20200	8,451.79
05/21	05/19/2021	55951	9	BERNICKS PEPSI-COLA	609-20200	1,374.57
05/21	05/19/2021	55952	1500	BOLTON & MENK INC	601-20200	43,009.50
05/21	05/19/2021	55953	2319	BREAKTHRU BEVERAGE OF MN	609-20200	100.70
05/21	05/19/2021	55954	1815	CENTURYLINK	609-20200	701.99
05/21	05/19/2021	55955	2003	CLARK EQUIPMENT CO	920-20200	3,275.88
05/21	05/19/2021	55956	918	CRYSTAL SPRINGS ICE	609-20200	437.92
05/21	05/19/2021	55957	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,030.24
05/21	05/19/2021	55958	1941	DELTA DENTAL	861-20200	3,392.95
05/21	05/19/2021	55959	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/21	05/19/2021	55960	55	ECM PUBLISHERS INC	609-20200	166.25
05/21	05/19/2021	55961	385	FEDERATED CO-OPS INC	101-20200	259.86
05/21	05/19/2021	55962	1682	FERGUSON WATERWORKS	603-20200	42.12
05/21	05/19/2021	55963	739	HACH COMPANY	601-20200	144.28
05/21	05/19/2021	55964	113	ISANTI TIRE & AUTO CARE INC	101-20200	77.56
05/21	05/19/2021	55965	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,264.23
05/21	05/19/2021	55966	5	KAWALEK TRUCKING	609-20200	237.20
05/21	05/19/2021	55967	434	LITTLE FALLS MACHINE INC	101-20200	142.46
05/21	05/19/2021	55968	1479	LOFFLER COMPANIES INC	108-20200	238.45
05/21	05/19/2021	55969	17	MCDONALD DISTRIBUTING CO	609-20200	11,941.75
05/21	05/19/2021	55970	275	MCFOA	101-20200	45.00
05/21	05/19/2021	55971	1536	MINNESOTA DEED	219-20200	833.33
05/21	05/19/2021	55972	176	MN DEPT OF REVENUE	101-20200	30,767.00
05/21	05/19/2021	55973	2080	MVTL LABORATORIES INC	601-20200	45.51
05/21	05/19/2021	55974	2553	O'REILLY	101-20200	18.68
05/21	05/19/2021	55975	617	PAUSTIS & SONS	609-20200	868.75
05/21	05/19/2021	55976	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,967.85
05/21	05/19/2021	55977	2396	SOUTHERN GLAZERS OF MN	609-20200	7,697.36
05/21	05/19/2021	55978	73	STAR	609-20200	291.57
05/21	05/19/2021	55979	2834	SUN MECHANICAL INC	101-20200	180.00
05/21	05/19/2021	55980	2614	SW WOLD CONSTRUCTION INC	505-20200	6,000.00
05/21	05/19/2021	55981	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.70
05/21	05/19/2021	55982	1286	VINOCOPIA INC	609-20200	1,137.50
05/21	05/19/2021	55983	2757	WATCH GUARD INC	920-20200	7,335.00
05/21	05/19/2021	55984	4	WATSON CO INC	609-20200	2,034.70
Grand Totals:						172,454.62

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/26/2021	55989	2932	ALLIANT FINANCE LLC	601-20200	16.97
05/21	05/26/2021	55990	692	ARC IRRIGATION LLP	104-20200	440.24
05/21	05/26/2021	55991	9	BERNICKS PEPSI-COLA	609-20200	2,129.39
05/21	05/26/2021	55992	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,205.50
05/21	05/26/2021	55993	602	BURNET TITLE	601-20200	91.75
05/21	05/26/2021	55994	2221	C & L DISTRIBUTING	609-20200	870.33
05/21	05/26/2021	55995	1629	CITY OF ISANTI	609-20200	55.00
05/21	05/26/2021	55996	2759	CIVICPLUS	609-20200	2,362.50
05/21	05/26/2021	55997	120	CONNEXUS ENERGY	101-20200	20,870.11
05/21	05/26/2021	55998	918	CRYSTAL SPRINGS ICE	609-20200	288.36
05/21	05/26/2021	55999	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,835.70
05/21	05/26/2021	56000	2807	DAUDT, BRANDON	101-20200	197.98
05/21	05/26/2021	56001	2933	FALCON NATIONAL BANK	101-20200	10,334.24
05/21	05/26/2021	56002	385	FEDERATED CO-OPS INC	101-20200	24.01
05/21	05/26/2021	56003	1682	FERGUSON WATERWORKS	601-20200	110.31
05/21	05/26/2021	56004	2028	FURTHER	861-20200	70.00
05/21	05/26/2021	56005	1563	ISANTI ELECTRIC INC	226-20200	338.50
05/21	05/26/2021	56006	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,591.13
05/21	05/26/2021	56007	5	KAWALEK TRUCKING	609-20200	242.00
05/21	05/26/2021	56008	17	MCDONALD DISTRIBUTING CO	609-20200	13,839.45
05/21	05/26/2021	56009	616	MENARDS - CAMBRIDGE	226-20200	361.88
05/21	05/26/2021	56010	870	M-R SIGN CO INC	101-20200	27.40
05/21	05/26/2021	56011	2080	MVTL LABORATORIES INC	602-20200	136.43
05/21	05/26/2021	56012	2553	O'REILLY	101-20200	37.96
05/21	05/26/2021	56013	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,997.89
05/21	05/26/2021	56014	2827	RATWIK ROSZAK & MALONEY P.A.	108-20200	6,995.88
05/21	05/26/2021	56015	2341	RED BULL DISTRIBUTION CO INC	609-20200	314.00
05/21	05/26/2021	56016	2625	RESULTS TITLE	601-20200	76.07
05/21	05/26/2021	56017	2174	SCR INC ST CLOUD	609-20200	71,935.00
05/21	05/26/2021	56018	2518	SEMLER CONSTRUCTION INC	601-20200	119.28
05/21	05/26/2021	56019	1442	ST LOUIS MRO INC	603-20200	45.00
05/21	05/26/2021	56020	1361	STAPLES ADVANTAGE	609-20200	68.36
05/21	05/26/2021	56021	73	STAR	609-20200	507.70
05/21	05/26/2021	56022	2156	SUMMIT FIRE PROTECTION	920-20200	.00 V
05/21	05/26/2021	56023	669	SUNSHINE PRINTING	108-20200	75.00
05/21	05/26/2021	56024	1290	THE AMBLE GROUP	101-20200	425.16
05/21	05/26/2021	56025	2944	UNIFIRST CORPORATION	609-20200	854.11
05/21	05/26/2021	56026	3049	VASELAAR, KEN	601-20200	21.43
05/21	05/26/2021	56027	42	VIKING COCA-COLA BOTTLING CO	609-20200	177.45
05/21	05/26/2021	56028	2833	WATERMARK TITLE AGENCY	601-20200	9.90
05/21	05/26/2021	56029	4	WATSON CO INC	609-20200	2,001.33
05/21	05/26/2021	56030	2156	SUMMIT FIRE PROTECTION	920-20200	20,800.00
05/21	05/26/2021	56031	2156	SUMMIT FIRE PROTECTION	101-20200	50.50
Grand Totals:						188,951.20



Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Jaden Strand, City Clerk
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

Background:

Recommendation from Committee at the May 18th, 2021 Committee of the Whole meeting was to offer a 10% military discount for active duty and veterans of the military 7 days a week and a 10% senior citizen discount to individuals 65 years of age and older on Tuesdays.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

RESOLUTION 2021-XXX

**APPROVING A MILITARY DISCOUNT FOR ALL MILITARY PERSONNEL
AND SENIOR CITIZEN DISCOUNT AT THE ISANTI LIQUOR STORE**

WHEREAS, on May 18, 2021 Committee of the Whole recommended offering a 10% military discount for active duty and veterans of the military and 10% senior citizen discount for individuals 65 years and older; and,

WHEREAS, military discount is valid any day of the week; and,

WHEREAS, the senior citizen discount is valid on Tuesdays; and,

WHEREAS, this resolution shall supersede any previous military and senior citizen discounts;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves a 10% senior citizen discount for individuals 65 years and older on Tuesdays and a military discount for all military personnel who present a military I.D. at the Isanti Liquor Store on all items purchased unless the items are currently on sale.

This resolution was duly adopted by the Isanti City Council this 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**APPROVING THE OFFER OF FULL-TIME POLICE OFFICER FOR
ADAM RACKOW**

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 Police Officer position; and,

WHEREAS, the Chief of Police and interview panel selected Adam Rackow as the most qualified candidate for the open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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 Full-Time Police Officer position to Adam Rackow for the City of Isanti and shall be eligible to start in that position after successfully meeting all conditions of pre-employment evaluations.
2. That Adam Rackow shall start at Step 5 of the Wage Scale at \$35.5402 per hour.
3. That Adam Rackow shall be on probationary status per the Personnel Policy and current Collective Bargaining Agreement #217.
4. Adam Rackow's start date is effective after June 1, 2021, and will be determined when all above conditions have been met and paperwork is completed.
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 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 1, 2021
Subject: Resolution 2021-XXX Accepting Quote for Backup Building Inspection Services and Authorizing to Enter into a Contract.

Background:

Council authorized staff to advertise for proposals for backup building inspection services on May 4, 2021. Staff received one proposal from Rum River Construction Consultants (RRCC).

Staff is recommending to enter into a contract with Rum River Construction Consultants through 2023 with on-going annual renewal if approved by Council. As proposed the general fees are broken down as follows:

- Permits processed by RRCC will be charged at \$50 per permit, staff will likely process most permits.
- Plan review 70% of the plan review fee as established in the City's Fee Schedule (MNSPECT was 100%)
- Special investigation is 100% of the fee as established in the City's Fee Schedule
- Inspections an hourly rate of \$85 (MNSPECT was 70% of the permit fee or minimum of \$50)

Request: Consider adopting the resolution

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

**ACCEPTING QUOTE FOR BACKUP BUILDING INSPECTION SERVICES AND
AUTHORIZING TO ENTER INTO A CONTRACT**

WHEREAS, over time the City of Isanti has utilized contracted services provided by qualified professional firms as necessary; and,

WHEREAS, the City determined to hire an internal Building Official for beginning 2021; and,

WHEREAS, in the absence of a staff inspector backup building inspection services may be necessary;
and,

WHEREAS, staff has prepared Request for Proposals to procure interim building inspection services;
and,

WHEREAS, one quote/proposal was received for services by Rum River Construction Consultants;
and,

WHEREAS, the contracted services will go through 2023 with on-going annual renewal if approved by Council;

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

1. The City Council hereby to hereby approves the proposal for interim backup building inspection services with Rum River Construction Consultants.
2. The following fees are accepted
 - a. Permits Processed by Rum River Construction Consultants is charged at \$50 per permit.
 - b. Plan Review is charged at 70% of the plan review fee as established in the City's Fee Schedule.
 - c. Inspections are charged at an hourly rate of \$85
 - d. Special Investigation is 100% of the fee established in the City's Fee Schedule.
 - e. Response to emergency outside of normal business hours is charged at an hourly rate of \$120 with a 2-hour minimum.
3. That the City Administrator is hereby authorized to enter into a contract with Rum River Construction Consultants.

This Resolution is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Travis Muyres, Police Chief
Date: June 1, 2021
Subject: Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team

Background:

The City of Isanti is part of a Joint Powers Agreement for the Isanti County Special Response Team. The board recently appointed Chief Muyres as Board Chairman.

The Board has appointed Lt. McCarty to be the Commander of the SRT. The Board expressed the desire to transfer the responsibility of the fiscal agent to the same agency as the Commander. The Board approved moving the fiscal agent from the Isanti County Sheriff to the City of Isanti. The responsibility of the fiscal agent is to hold the SRT funds and disbursements.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team

RESOLUTION 2021 -XXX

**AUTHORIZING THE CITY OF ISANTI TO ACT AS THE FISCAL AGENT
ON BEHALF OF THE ISANTI COUNTY SPECIAL RESPONSE TEAM**

WHEREAS, The City of Isanti is part of a Joint Powers Agreement [JPA] for the Isanti Special Response Team [SRT] with the City of Brahm, City of Cambridge and the County of Isanti; and,

WHEREAS, The JPA board approved a motion to transfer the fiscal agent from Isanti County to the City of Isanti; and,

WHEREAS, operations are streamlined when the agency where the SRT Commander resides is also the fiscal agent; and,

WHEREAS, The JPA board approved a motion to appoint lieutenant McCarty the Commander of the SRT; and,

WHEREAS, The JPA board approved a motion to appoint Chief Muyres as the Board Chairman;

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

1. The City of Isanti to be the Fiscal Agent for the Isanti County Special Response Team JPA
2. Allow for the transfer of funds from previous fiscal agent, Isanti County
3. Authorize the Finance Director, if advised to do so by our audit firm, Abdo, Eick & Meyers, to create a new fund within the General Ledger for the purposes of fiscal transparency.
4. Authorize Lieutenant McCarty to serve as the SRT Commander
5. Authorize Chief Muyres to serve as the SRT JPA Committee Chairman

This Resolution hereby approved by the Isanti City Council this 1st day of June 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**A RESOLUTION TO DECLARE CERTAIN PROPERTY AS SURPLUS AND
AUTHORIZE ITS SALE BY PUBLIC AUCTION**

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined that the Public Works Department has sand that was removed from Well II that is of no use to the City and is considered surplus property; and,

WHEREAS, approximately 300 cubic yards of sand was removed; and,

WHEREAS, Resolution No. 2016-197 provides guidelines for the disposal of surplus property;

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

1. To declare the above item from the Public Works Facility as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Neighborhood Park Survey

Background

In the April 2021 Parks, Recreation & Culture Board meeting during a discussion on park upgrades and inspections, it was determined that a survey was needed in order to assess the usage rate and preferences of the Isanti Hills Neighborhood Park, and the Rum River Meadows Park. That survey would be provided to approximately 225 total area residents via a physical mailing and would be returned to City Hall for review. A survey notice will be posted to the City website and Facebook page for additional response.

Feedback collected will be used by the Board and staff to determine next steps and potential future updates to the parks.

The attached survey includes a letter from the PRC Board to residents and would include a postage paid mailing envelope for easy return by respondents. An online survey option will also be provided.

Surveys will be distributed the first week of June with responses requested by June 30th, giving nearly a month for residents to return their feedback.

Request

Staff is requesting approval to distribute and collect survey responses from these neighborhood residents for future planning efforts.

Attachments

- Resolution 2021-XXX
- Park Survey

RESOLUTION 2021-XXX

APPROVING A NEIGHBORHOOD PARK SURVEY

WHEREAS, the Parks, Recreation & Culture Board would like to gather data on neighborhood park use; and,

WHEREAS, a survey was created to understand resident habits and interests; and,

WHEREAS, the survey will be distributed to approximately 125 residents in a 2-block radius surrounding the Isanti Hills Neighborhood Park (518 Dogwood St SW) and approximately 100 residents in a 2-block radius surrounding Rum River Meadows Park (1108 South Passage SW); and,

WHEREAS, a survey notice will be posted to the City website and Facebook page; and,

WHEREAS, a deadline of June 30, 2021 will be given to residents to return the survey to the City; and,

WHEREAS, a pre-paid stamped envelope will be provided with the survey for easy return of the completed physical survey; and,

WHEREAS, a digital survey option will also be provided; and,

WHEREAS, collected data will help guide future park amenities and development;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorize the distribution of the park survey and collection of provided data.

This resolution was duly adopted by the Isanti City Council the 1st day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Dear Community Member,

The City of Isanti and the Parks, Recreation and Culture Board are conducting research on City parks to determine how often residents of your neighborhood utilize your local park, what features are utilized most often, and if there are features the neighborhood wishes to see incorporated into future park plans.

As an Isanti resident, your feedback is highly valuable to the development and enhancement of our parks and trails. Your input on the attached survey will help ensure that our neighborhood parks continue to serve the needs and interests of our community members.

This survey is anonymous and your remarks will be used by the Parks, Recreation and Culture Board and City staff to gain a better understanding of the needs and interests of your neighborhood as we develop future plans for community development.

If you wish to provide additional feedback or be a part of future focus groups, please include your contact information at the end of the survey. Additionally, you can contact IsantiParks@CityofIsanti.us at any time with questions or to provide additional feedback regarding community parks, trails, programs and events.

We appreciate you taking the time to complete this brief survey and for supporting our efforts to create a desirable neighborhood for you and your family!

Thank you!

Parks, Recreation & Culture Board
City of Isanti

763-762-5754
IsantiParks@CityofIsanti.us

Once completed, simply place your survey in the postage-paid envelope and drop off at City Hall or mail **by June 30, 2021**. Postage is prepaid and no additional stamps are needed.

You may also complete this survey online at bit.ly/3eIPfpd



Isanti Hills Neighborhood Park Survey



Thank you for taking part in our park survey! We appreciate your feedback as it will help us create a neighborhood that you and your family will continue to enjoy!

1. How many residents currently reside in your home?

- ☐ 1-2
- ☐ 3-5
- ☐ 6 or more

2. Do you have children under the age of 19 that currently live at home with you?

- ☐ Yes
- ☐ No

If yes, how old are your children? (Select all that apply)

- ☐ Infant - 3 yrs
- ☐ 4 - 6 yrs
- ☐ 7 - 10 yrs
- ☐ 11 - 14 yrs
- ☐ 15 - 18 yrs

3. How often does your household use the Isanti Hills Neighborhood Park?

- ☐ Daily
- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Monthly
- ☐ Bi-Monthly
- ☐ Yearly
- ☐ Never

4. What are the primary reasons your household uses this park? (Select all that apply)

- ☐ Proximity
- ☐ Accessibility
- ☐ Playground Features
- ☐ Exercise Needs
- ☐ Leisure
- ☐ Other:

5. What park equipment does your household typically use? (Select all that apply)

- ☐ Slide Unit
- ☐ Swingset
- ☐ Jungle Gym
- ☐ Bouncing Characters
- ☐ Dirt Diggers
- ☐ Park Benches
- ☐ Picnic Shelter
- ☐ Open Recreational Space
- ☐ Other:

6. What about this park does your household enjoy?

7. What about this park does your household dislike?

8. What features would make your household use this park more often? (Select all that apply)

- ☐ Sports Equipment (i.e. basketball hoop, volleyball net, disc golf basket, etc)
- ☐ Fitness Equipment
- ☐ Recreational Elements (i.e. ice rink, bike path, etc)
- ☐ Natural Elements
- ☐ Early Childhood Learning Features
- ☐ ADA Accessible Elements
- ☐ Other:

If you would like to be a part of future discussions regarding this park or are available to share further insights or feedback, please include your contact information below.

Name: _____

Phone: _____

Email: _____



To return this completed survey, place in postage-paid envelope and drop at City Hall or mail **by June 30, 2021**.