

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

1. June 1, 2021- Regular Meeting of the City Council
2. May 4, 2021- Economic Development Authority Minutes
3. May 18, 2021- Economic Development Authority Special Meeting Minutes

- | | | |
|----|---|--|
| 1. | Park, Recreation, & Culture Board Meeting | Tuesday, June 22, 2021 at 6:00 p.m. |
| 2. | CITY OFFICES CLOSED | Monday, July 5, 2021
<i>(In Observance of Independence Day)</i> |
| 3. | City Council Meeting | Tuesday, July 6, 2021 at 7:00 p.m. |
| 4. | Economic Development Authority Meeting | Tuesday, July 6, 2021
<i>(Following the City Council Meeting)</i> |

- ## 1. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat

- ## **2. Resolution 2021-XXX Accepting New Liquor Store Signage**

3. Resolution 2021-XXX Awarding the Bid for the 2021 Pavement Management Project
4. Resolution 2021-XXX Awarding the Bid for the Main Street Reconstruction Project

1. Consider Payroll in the Amount of \$127,417.39 Accounts Payable in the Amount of \$717,381.94
2. Resolution 2021-XXX Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2021-XXX Accepting Quote for Fire Extinguisher and Fire Protection Services and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services
4. Resolution 2021-XXX Accepting Quote for Outsourcing the Mowing of Nuisance Weed/ Grass Abatement Lots
5. Resolution 2021-XXX Approving the Extension of Recording of the Final Plat for Fairway Greens North Phase I
6. Resolution 2021-XXX Approving the Offer for Kevin Morelli the Position of Liquor Store Manager
7. Resolution 2021-XXX Approving New Position: Part-Time Police Secretary

8. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of North Branch for the Sharing of Equipment and Personnel Resources

M. Other Communications

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

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 1, 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, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Parks, Recreation and Events Coordinator Alyssa Olson, Economic Development/ Marketing Intern Will Bucheger and City Engineer Jason Cook

Others Present: Luke Merrill, Malinda Gahm, Tony Byington, Zach Gahm, Michelle Sanders, Anthony Hanson, Steve Siedlecki, Alexander Byington, Tim Fairbanks and Josh Savageau

D. Public Comment

Zach Gahm, 1000 Wendover ST, requested a public forum and the ability to speak on item K.5.

A motion was made by Bergley, seconded by Lundeen to have a public forum in regards to K.5.
Motion passed 5-0. Motion carried.

E. Adopt Agenda

ADDENDUM:

ADD K.5 Resolution 2021-121 Approving the Development Agreement for Fairway Greens North

ADD K.6 Bluebird Park Performance Center

- a. **Resolution 2021-122** Approving Bluebird Park Lighting and Sidewalk
- b. **Resolution 2021-123** Approving Bluebird Park Performance Center

ADD L.8 Resolution 2021-130 Approving the Offer of the Position of Permit Technician to Candy Conrad

A motion was made by Lundeen, seconded by Collison to approve the agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

None

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

A motion was made by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole
2. City Council Meeting
3. Planning Commission Meeting

Tuesday, June 15, 2021 at 5:00 p.m.
Tuesday, June 15, 2021 at 7:00 p.m.
Tuesday, June 15, 2021
(Immediately following the City Council Meeting)
Monday, July 5, 2021
(In Observance of Independence Day)

4. CITY OFFICES CLOSED

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **Resolution 2021-117** Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament

City Administrator Josi Wood shared that this is a special event permit request for the Cambridge-Isanti Soccer Club for recreational soccer tournament on June 26th at the Soccer Complex. They are expecting approximately 300 people to attend along with food trucks and games. They have submitted all applicable documents and staff is recommending approval.

A motion was made by Bergley, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

2. **Resolution 2021-118** Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo

City Administrator Josi Wood shared that this is a special event permit request for the Isanti Firefighters Rodeo Association for the annual rodeo on July 7th through July 11th. They are expecting approximately 11,000 people to attend. They have submitted all applicable documents and staff is recommending approval.

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2021-119** Approving a Special Event Permit Application for the 2021 Jubilee Days
City Administrator Josi Wood shared that this is a special event permit request for the North 65 Chamber of Commerce for an event on July 8th from 3:00 p.m. to 10:00 p.m. and July 10th from 7:00 a.m. to 4:00 p.m. They are expecting approximately 10,000 people to attend the parade and approximately 3,000 people to attend for Kid's Day activities. They have submitted all applicable documents and staff is recommending approval.

Mayor Johnson asked if the fireworks will follow the parade.

Wood confirmed that the fireworks will follow the parade at 10:00 p.m. that day.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

4. **Resolution 2021-120** Approving the Preliminary and Final Plat Fairway Greens South

Community Development Director shared that this is to approve a preliminary and final plat for Fairway Greens South. The Planning Commission held a public hearing regarding this matter at the last Planning Commission meeting. In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration now. In 2017, a final plat was approved for Fairway Greens Phase Nine that platted the subject site into Outlot A Fairway Greens Phase Nine. No changes are proposed to what was previously approved. The proposal meets city code requirements and the conditions of the PUD. The County Engineer stated that this plat has restricted access along County Road 5 so a second access will not be able to be done. A petition was received from those who would like a second access for the development. 54 people signed the petition with 26 that are not in Isanti and 5 people that did not provide an address.

Mayor Johnson asked how many residents are in the development.

Sellman stated there are 24 lots.

Fairway Greens Developer Anthony Hanson shared that he purchased the site to develop as previously approved.

Luke Merrill, 223 Broadway, shared that he was in favor of a second access for the development.

Malinda Gahm, 1000 Wendover ST, shared that the development will jeopardize the wildlife she sees in her backyard, create significant amount of traffic for the street and will change the character of the development.

Anthony Byington, 912 Wendover ST, shared that the development will bring in high speeds to the area.

Councilor Collison suggested for citizens to go to the County Board meeting to address concerns to allow another access for the development onto County Road 5.

Zach Wendover, 1000 Wendover ST, shared that the development will bring in a large amount of traffic and asked Council to postpone until the concerned residents can address the County about another access for the development.

Collison asked City Engineer Jason Cook what lots he thought the County would use to make another access road.

City Engineer Jason Cook responded with lots 10, 11 and 12.

Michelle Sanders, 915 Wendover ST, shared her concerns with the potential traffic that will be brought in and safety concerns for her granddaughter when she visits.

Steve Siedlecki, 900 Wendover ST, shared that he was in favor of sectioning off the three lots for an additional access.

Tim Fairbanks, 1006 Wendover ST, shared that he bought his house because he was on a cul-de-sac and wishes to keep it that way.

Alexander Byington, 912 Wendover ST, shared his concerns regarding playing with his friends in a potentially high traffic area.

A motion was made by Mayor Johnson to postpone to the July 6th City Council meeting. There was no second.

A motion was made by Councilor Gordon to approve resolution as presented. There was no second.

A motion was made to approve resolution with a First Right Refusal with the City for lots 10, 11 and 12 for possible road connection and for staff to draft agreement between the City and the developer by Collison, seconded by Bergley. Motion passed 5-0. Motion carried.

5. Resolution 2021-121 Approving the Development Agreement for Fairway Greens North

Community Development Director Sheila Sellman shared that on April 6th, 2021 the City approved the final plat for Fairway Greens North (Phase I.) Staff is still working with the developer and City Attorney about park dedication fees. In this phase they are dedicating a 3+ acre park. Also, in the agreement staff is requesting a \$30,000.00 escrow based on the size of the development and expenditures in time that has already been spent on this development. The developer has reviewed the agreement and would like to discuss the escrow amount.

Fairway Greens North Developer Josh Savageau shared his concerns regarding the escrow amount requirement of \$30,000.00

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Parks, Recreation and Events Coordinator Alyssa Olson

6. Bluebird Park Performance Center

- a. Resolution 2021-122 Approving Bluebird Park Lighting and Sidewalk**
- b. Resolution 2021-123 Approving Bluebird Park Performance Center**

Parks, Recreation and Events Coordinator Alyssa Olson shared that staff has received revised estimates in regards to the amphitheater. The allocated budget in the CIP plan is \$248,230.00, however increased materials and labor costs will require an increased budget for this project. The unit cost will be \$159,628.00 to purchase with shipping. This cost does not include groundwork or construction. The estimate for installation by Jeff Busby Enterprises, LLC is \$74,500.00. Electrical costs are estimated at \$15,000.00. Inspection, grading and testing is estimated at \$20,500.00. The revised total estimated cost to build the Performance Center is \$269,628.00 A sidewalk will need to be installed along the perimeter of the Performance Center for ADA-accessibility. Public Works can install this sidewalk with an estimated cost of materials of \$3,300.00. The estimated costs to add two lights near the sledding hill to illuminate the basin in front of the Performance Center is \$25,956.00, bringing the total projected cost to \$298,884.00. There is an option to delay lighting and walk to next year if needed but a temporary sidewalk would need to be created for accessibility until the permanent walk can be installed. The additional funds can be allocated from Fund 920 to cover these increased costs.

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 3-2 with Bergley and Gordon voting nay. Motion carried.

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 2021-124 Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store**
- 3. Resolution 2021-125 Approving the Offer of Full-Time Police Officer for Adam Rackow**
- 4. Resolution 2021-126 Accepting Quote for Backup Building Inspection Services and Authorizing Entering into a Contract**
- 5. Resolution 2021-127 Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team**

6. **Resolution 2021-128** A Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. **Resolution 2021-129** Approving a Neighborhood Park Survey
8. **Resolution 2021-130** Approving the Offer for the Position of Permit Technician to Candy Conrad

A motion was made by Lundeen, seconded by Collison to approve consent agenda with the added modification of L.8. Motion passed 5-0. Motion carried.

M. Other Communications

None

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 9:11 p.m.

Respectfully Submitted,

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

Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
May 4, 2021

1. **Call to Order:** Meeting was called to order by Chair Johnson at 8:26pm
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Paul Bergley, Jimmy Gordon, Luke Merrill. Absent: Justin Nielson. Staff present: Sheila Sellman
 - c. **Agenda Modifications:** None
 - d. **Adopt Agenda:** Motion by Lundeen, second by Merrill to adopt agenda, motion passed 6-0.
2. **Approve Minutes of April 6, 2021 Regular Economic Development Authority Meeting and Minutes from Special Meeting of April 20, 2021:** Motion by Lundeen, second by Bergley to approve, motion passed 6-0.
3. **Closed Session**
Consider sale of EDA land pursuant to Minnesota Statutes Section 13D.05 Subd. 3 (c) PID 16.090.0140 and 161150010: The EDA went into closed session. After closed session the EDA directed staff to proceed.
4. **Call for Special EDA meeting on May 18, 2021 at 6:30pm to Award Bonds and approve Lease Agreement and Trust Indenture:** Motion by Bergley, second by Collison, motion passed 6-0.
5. **Other Business / Updates / Communications**
6. **Adjournment:** Motion by Lundeen, second by Collison, motion passed 6-0, meeting adjourned at 8:47pm.

Respectfully Submitted by Sheila Sellman, Community Development Director/EDA Secretary

Economic Development Authority
Special Meeting Minutes
May 18, 2021

1. **Call to Order:** Mayor Johnson called the meeting to order at 6:40pm
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordon, Paul Bergley, Luke Merrill and Justin Nielson. Absent Dan Collison. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Finance Director Mike Betker. Financial Advisor Jessica Green Northland Securities
 - c. **Agenda Modifications:** None
 - d. **Adopt Agenda:** Motion by Merrill, second by Lundeen motion passed 6-0
2. **Resolution (and supporting documentation) authorizing the issuance of \$3.28 Million lease revenue bonds 2021A:** Jessica Green with Northland Securities gave a summary of the Bond Sale. The sale was for \$3,165,000 in Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota Lease with Option to Purchase). The Bonds have been structured to result in relatively level annual debt service payments over 15 years. Rental Payments to be made b the City to the EDA. A debt reserve fund will also be established. The sale was negotiated and the Bonds are underwritten by Northland Securities. S&P rating of A+. Final maturity date is December 15, 2036 with option call on December 15, 2029.
3. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn, motion passed 6-0 meeting adjourned at 6:49pm

Respectfully Submitted by Sheila Sellman Community Development Director/EDA Secretary



Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Jaden Strand, City Clerk
Date: June 15, 2021
Subject: Resolution 2021-XXX Amending Resolution 2021-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Currently, there is two seat vacancies on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Zachary Gahm. The applicant lives within the City limits.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Amending Resolution 2021-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

RESOLUTION 2021-XXX
Amending Resolution 2021-001

**DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND
ADVISORY BOARDS FOR YEAR 2021**

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

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

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2021:

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

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.
3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Open Seat	<i>(term expiration 12-31-2023)</i>
Aaron Zdon	<i>(term expiration 12-31-2022)</i>
James Witte	<i>(Appointed 7-5-2016; term expiration 12-31-2021)</i>
Open Seat	<i>(term expiration 12-31-2022)</i>
James Gordon	Council Representative <i>(term expiration 12-31-2021)</i>
Open Seat	Student Representative <i>(term expiration 12-31-2021)</i>

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-5-2021; term expiration 12-31-2021)
Dan Collison (Appointed 1-5-2021; term expiration 12-31-2021)
James Gordon (Appointed 1-5-2021; term expiration 12-31-2021)
Paul Bergley (Appointed 1-5-2021; term expiration 12-31-2021)
Steve Lundeen (Appointed 1-5-2021; term expiration 12-31-2021)

Appointed Members:

Alexander Collins (Appointed 5-7-2019; term expiration 12-31-2021)
Arissya Simon (Appointed 1-7-2020; term expiration 12-31-2022)

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:

Jeffrey Johnson (Appointed 1-5-2021; term expiration 12-31-2021)
Dan Collison (Appointed 1-5-2021; term expiration 12-31-2021)
James Gordon (Appointed 1-5-2021; term expiration 12-31-2021)
Paul Bergley (Appointed 1-5-2021; term expiration 12-31-2021)
Steve Lundeen (Appointed 1-5-2021; term expiration 12-31-2021)

Appointed Members:

Justin Nielsen (Appointed 2-18-2020; term expiration 12-31-2024)
Luke Merrill (Appointed 1-5-2021; term expiration 12-31-2026)

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



City of Isanti Board Member Application

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

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

Name: Zachary Gahm

E-mail: [REDACTED]

Address: [REDACTED]

Phone Number [REDACTED]

Board Seat for which you are applying for:

☒ Parks, Recreation, and Culture Board

☐ Economic Development Authority

☐ Planning Commission

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

☒ City of Isanti Resident

☐ Non-Resident of Isanti

State:

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

I currently hold a bachelor of science - social science degree from the University of Northwestern, Roseville, MN. Upon graduation in 2004, I was hired by the Department of Corrections as a Corrections Agent. In 2010, I began a Hearing Officer with the Department of Corrections and promoted to Senior Hearing Officer in 2012 in which I still hold this current position. This education and experience have allow me to develop exceptional prioritization and organizational skills amid a change oriented, deadline driven environment which allows me to manage multiple complex projects at once. My highly developed communication skills enhance my ability to foster relationships and collaborate between internal and external stakeholders. Using creative problem solving analysis and techniques, I can trouble shoot issues as they arise while focusing on community needs and mission.

Why you are interested on being on the Board?

I am eager to be more engaged in my community and take an active role in the planning and development of our parks and local activities. The local events and parks are a pillar of our community. The parks provide a safe place for our community to congregate and play. Maintaining and enhancing these pieces are my desire for the community.

What is your vision of Isanti?

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



Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: June 15, 2021
Subject: Resolution 2021-XXX Accepting Quote for New Liquor Store Signage

Background:

Staff solicited quotes for signage of the new liquor store; two were received. The breakdown on the two quotes is provided below.

The recommendation from Committee of the whole was to have an illuminated large sign above the entrance and non-lit signs on the sides of the facility that are illuminated with sconces above. Prices for lit side signs was also included below for reference.

The cost per sconce is \$546 plus installation. Three (3) sconces would be required above each "Isanti Liquor" and "Curbside Pickup" sign which would cost a total of \$3,276.00 (not including installation).

	Scenic Sign Corp.	Crosstown Sign
Entrance: "Isanti Liquor"	\$5225.00	
North Side: "Isanti Liquor" 24"	\$1995.00 (\$4225 lit)	
South Side: "Curbside Pickup" 18"	\$1895.00 (\$4380 lit)	
TOTAL	\$9,115.00	\$9,605.00
<i>Optional</i>		
Windows: "Beer" "Wine" "Spirits"	\$6,400.00	\$2,785.000

Request:

Staff is requesting discussion to determine the following:

- Are non-lit signs with sconces still preferred on the sides of the facility?
- The recommendation for the static non-lit letters is blue (or black) due to the light color of the siding. The blue would be similar to the blue lettering on the front.
- Due to zoning sign requirements, there can only be two sides that have exterior signage. Does Council want to place illuminated signage for "Beer" "Wine" "Spirits" from the inside to caste out through the windows (optional cost above)?

Attachments:

- Resolution 2021-XXX
- Sign images

RESOLUTION 2021-XXX

ACCEPTING QUOTE FOR LIQUOR STORE SIGNAGE

WHEREAS, the Liquor Store Project will require signage to be provided by the City; and,

WHEREAS, staff solicited quotes and Scenic Sign was found to have the lowest sign costs for the exterior and is in the best interest of the City; and,

WHEREAS, the approved exterior sign designs are as follows:

- Front Sign - Back lit white letters with blue river and tree logo
- Side Signs - Blue non-lit letters lit by sconces; and,

WHEREAS, the total cost including 5% contingency is \$9,570.75 which does not include electrical;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept exterior signage by Scenic Sign in a total amount, not to exceed, \$9,570.75 with funding from the 2021A bond issue and to authorize staff to enter into an agreement for such service.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest:

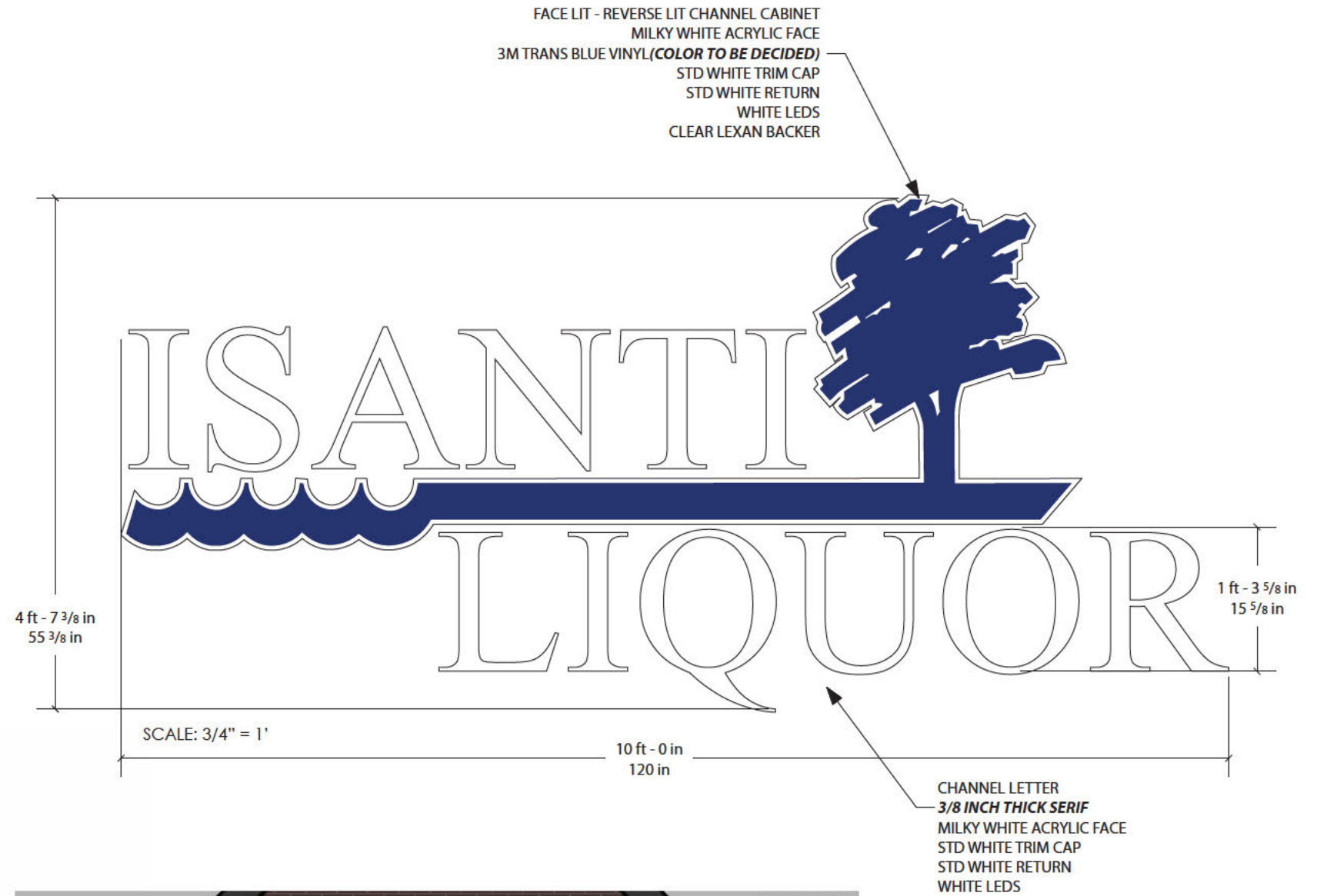
Mayor Jeff Johnson

Jaden Strand
City Clerk



The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work production of provided.

ELECTRICAL: THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.





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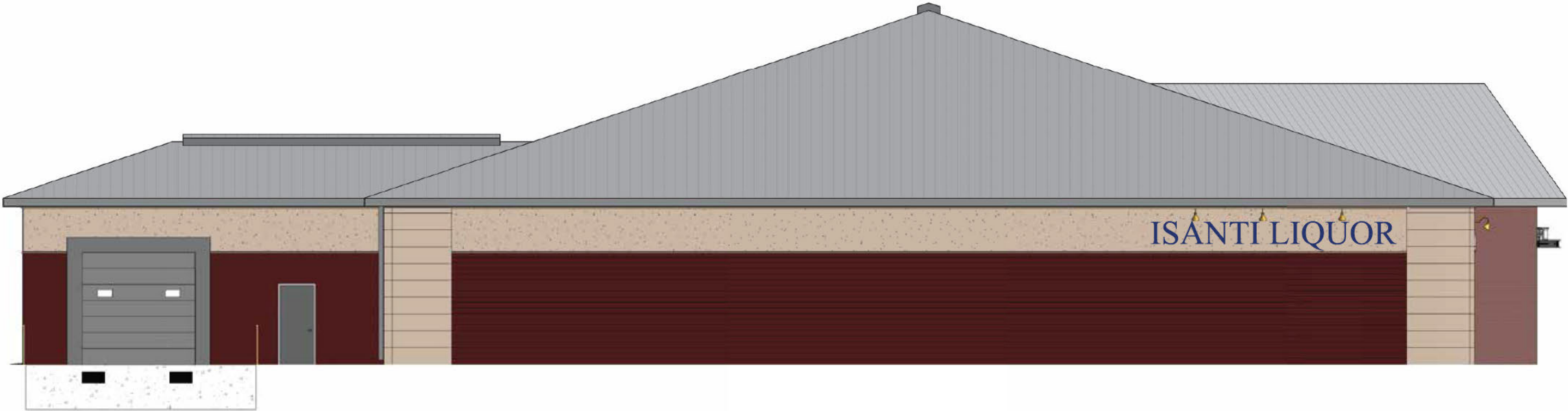


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13MM ROUTED SINTRA
PAINTED BLUE(COLOR TO BE DECIDED)
3/8 INCH THICK SERIF
FLUSH MOUNTED





**BOLTON
& MENK**

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K.3.

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

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

June 7, 2021

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

RE: Award Recommendation – 2021 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. 0R1.123133

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on June 3, 2021 for the 2021 Pavement Management Project. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH, Corp.	\$289,825.17
Allied Blacktop Co.	\$380,843.23
<i>Engineer's Estimate</i>	<i>\$300,250.00</i>

ASTECH, Corp.'s bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of \$289,825.17.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W Cook, P.E.
City Engineer

RESOLUTION 2021-XXX

AWARDING THE BID FOR THE 2021 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2021 Pavement Management Project; and,

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

WHEREAS, a public bid opening was held on June 3rd, 2021; and,

WHEREAS, two bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of \$289,825.17; and,

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

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

- 1) That the City shall award the project entitled “2021 Pavement Management Project” to ASTECH Corporation in the amount of \$289,825.17.
- 2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

K.4.

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

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

June 7, 2021

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

RE: Award Recommendation – 2021 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. 0R1.123133

Honorable Mayor Johnson and Members of the City Council:

Six bids were received on June 3, 2021 for the Main Street Reconstruction Project. This project included one base bid for the Main Street reconstruction work and two alternate bids, one for the Heritage Walk Improvements and another for the Eagle Park Improvements. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Base Bid: Main Street	Alternate 1: Heritage Walk	Alternate 2: Eagle Park	Base Bid + Alternate 1 and 2
North Valley, Inc.	\$406,786.65	\$105,790.25	\$54,991.63	\$567,568.53
Douglas-Kerr Underground, LLC.	\$414,740.77	\$120,124.75	\$45,370.00	\$580,235.52
Meyer Contracting	\$426,718.37	\$121,648.58	\$55,768.87	\$604,135.82
New Look Contracting	\$441,704.25	\$110,019.25	\$58,497.55	\$610,221.05
ASTECH Corp.	\$470,067.71	\$115,773.40	\$66,118.45	\$651,959.56
Dresel Contracting	\$472,571.03	\$127,863.44	\$71,794.03	\$672,228.50
<i>Engineer's Estimate</i>	<i>\$467,000.00</i>	<i>\$97,000.00</i>	<i>\$57,000.00</i>	<i>\$621,000.00</i>

The Main Street assessments are estimated to be reduced approximately 11% based on the low bid received.

The Council may elect to award the Base bid with any combination of the alternates. North Valley, Inc is the low responsible bidder for all combinations of bids with the exception of one scenario. If only Eagle Park is awarded with the Main Street Reconstruction, then Douglas-Kerr Underground would be the low bidder at \$460,110.77.

We recommend award of the base bid with both alternates to North Valley, Inc. in the amount of \$567,568.53.

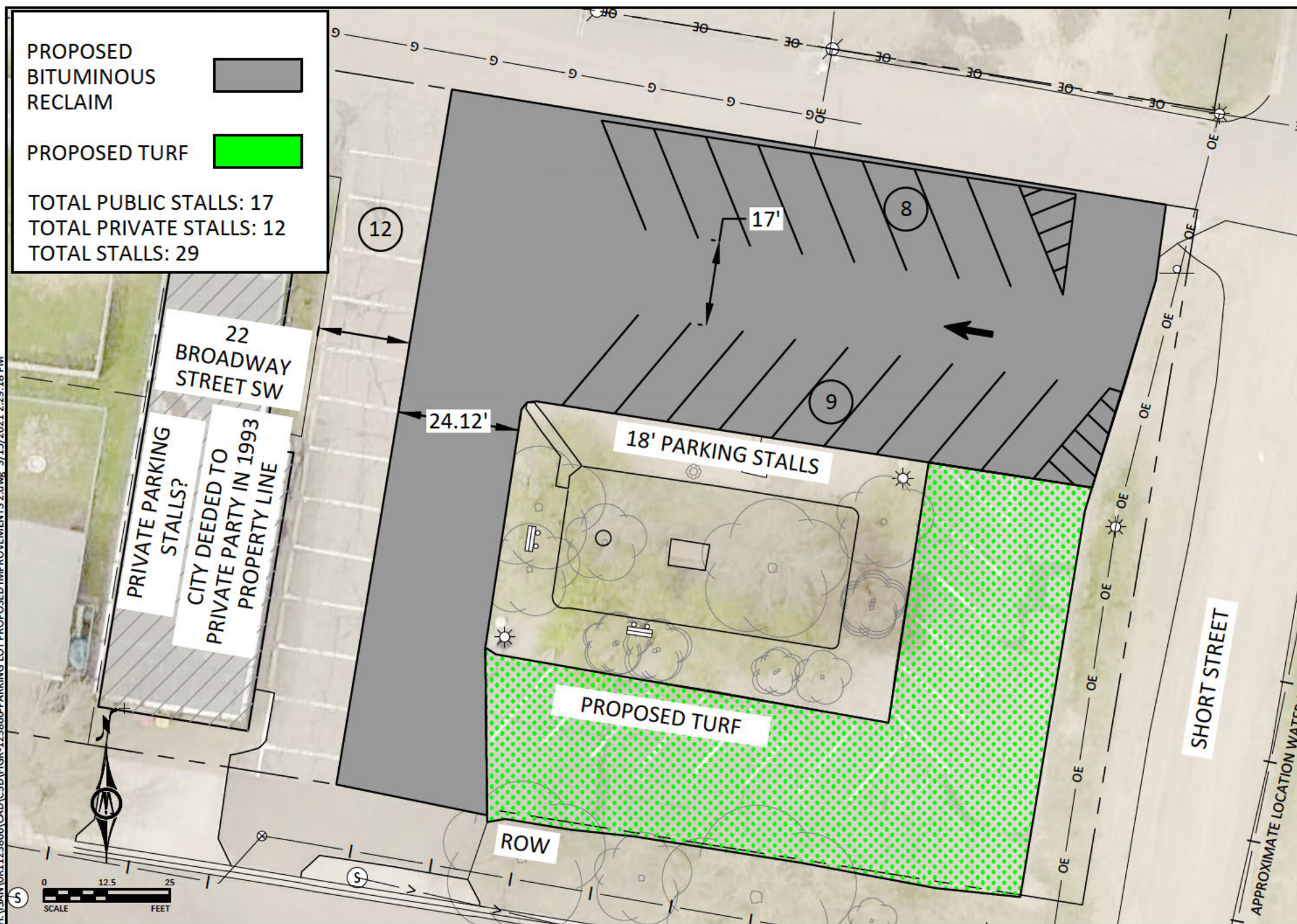
If you have any questions, please contact me.

Sincerely,

Jason W Cook, P.E.
City Engineer



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RESOLUTION 2021-XXX

AWARDING THE BID FOR THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, the City has planned for the Main Street Reconstruction Project; and,

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

WHEREAS, the funding for this project is, in part, planned to use State Aid funds, and special assessments following the MS 429 process; and,

WHEREAS, The bid documents included Heritage Boulevard Walk as Alternate No 1 and Eagle Park Parking lot as Alternate No 2; and,

WHEREAS, a public bid opening was held on June 3rd, 2021; and,

WHEREAS, six bids were received; and,

WHEREAS, The City has elected to award the Base bid + _____; and,

WHEREAS, _____ was the responsible low bidder with a bid of \$ _____; and,

WHEREAS, this bid price is within the anticipated budget;

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

- 1) That the City shall award the project entitled “Main Street Reconstruction” including Alternate _____ to _____ in the amount of _____.
- 2) Funding for the project shall come from Municipal State Aid funds, Special Assessments, and general funds.

This resolution was duly approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	110,548.53
Social Security & Medicare	6,213.62
Public Employees Retirement	10,655.24
Total City Expense	<u><u>127,417.39</u></u>

Pay Date 6/11/2021

Pay Period 12 (5/23-6/5/21)

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/28/2021	56032	120	CONNEXUS ENERGY	609-20200	750.00
Grand Totals:						750.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/02/2021	56033	2873	ADAPCO LLC	101-20200	432.50
06/21	06/02/2021	56034	3038	ALLIANCE BUILDING CORPORATION	609-20200	263,092.05
06/21	06/02/2021	56035	2030	ARTISAN BEER COMPANY	609-20200	107.00
06/21	06/02/2021	56036	53	BELLBOY CORPORATION	609-20200	3,238.95
06/21	06/02/2021	56037	9	BERNICKS PEPSI-COLA	609-20200	3,303.46
06/21	06/02/2021	56038	2020	BOYLE, EUGENE	101-20200	2,243.20
06/21	06/02/2021	56039	1629	CITY OF ISANTI	226-20200	19,282.81
06/21	06/02/2021	56040	918	CRYSTAL SPRINGS ICE	609-20200	411.98
06/21	06/02/2021	56041	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,991.25
06/21	06/02/2021	56042	2720	DEFIANT DISTRIBUTORS	609-20200	1,075.18
06/21	06/02/2021	56043	613	E H RENNER & SONS	601-20200	33,802.01
06/21	06/02/2021	56044	385	FEDERATED CO-OPS INC	101-20200	134.17
06/21	06/02/2021	56045	2028	FURTHER	861-20200	35.00
06/21	06/02/2021	56046	2830	GDO LAW	101-20200	4,083.33
06/21	06/02/2021	56047	739	HACH COMPANY	601-20200	75.24
06/21	06/02/2021	56048	1563	ISANTI ELECTRIC INC	602-20200	1,329.73
06/21	06/02/2021	56049	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,558.51
06/21	06/02/2021	56050	5	KAWALEK TRUCKING	609-20200	200.80
06/21	06/02/2021	56051	17	MCDONALD DISTRIBUTING CO	609-20200	14,416.85
06/21	06/02/2021	56052	616	MENARDS - CAMBRIDGE	226-20200	348.04
06/21	06/02/2021	56053	2080	MVTL LABORATORIES INC	602-20200	181.94
06/21	06/02/2021	56054	3051	PAUL EMMERICH CONSTRUCTION	505-20200	6,000.00
06/21	06/02/2021	56055	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,916.25
06/21	06/02/2021	56056	1113	RJM DISTRIBUTING INC	609-20200	519.60
06/21	06/02/2021	56057	2396	SOUTHERN GLAZERS OF MN	609-20200	4,488.87
06/21	06/02/2021	56058	73	STAR	101-20200	7.18
06/21	06/02/2021	56059	3050	STERNBERG LANTERNS, INC	920-20200	8,340.00
06/21	06/02/2021	56060	2614	SW WOLD CONSTRUCTION INC	505-20200	16,000.00
06/21	06/02/2021	56061	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
06/21	06/02/2021	56062	626	THE WINE COMPANY	609-20200	457.00
06/21	06/02/2021	56063	686	VERIZON WIRELESS	101-20200	1,551.07
06/21	06/02/2021	56064	42	VIKING COCA-COLA BOTTLING CO	609-20200	378.81
06/21	06/02/2021	56065	1286	VINOCOPIA INC	609-20200	277.50
06/21	06/02/2021	56066	4	WATSON CO INC	609-20200	2,852.65
06/21	06/02/2021	56067	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
06/21	06/02/2021	56068	780	WINE MERCHANTS	609-20200	680.00
Grand Totals:						413,369.93

Report Criteria:

Report type: Summary

Check.Type = {<-> } "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/09/2021	56069	1231	ACE SOLID WASTE INC	101-20200	3,166.70
06/21	06/09/2021	56070	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	125.70
06/21	06/09/2021	56071	953	ALL AMERICAN TITLE CO INC	601-20200	18.78
06/21	06/09/2021	56072	3052	ANGELAS PAINTING LLC	920-20200	2,525.00
06/21	06/09/2021	56073	692	ARC IRRIGATION LLP	101-20200	405.00
06/21	06/09/2021	56074	53	BELLBOY CORPORATION	609-20200	4,873.11
06/21	06/09/2021	56075	2853	BENEFIT EXTRAS INC	609-20200	33.00
06/21	06/09/2021	56076	9	BERNICKS PEPSI-COLA	609-20200	930.05
06/21	06/09/2021	56077	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,923.13
06/21	06/09/2021	56078	2221	C & L DISTRIBUTING	609-20200	553.95
06/21	06/09/2021	56079	1792	CARLOS CREEK WINERY	609-20200	1,386.00
06/21	06/09/2021	56080	3054	CARPENTER, BRIDGET	601-20200	73.90
06/21	06/09/2021	56081	1198	CENTER POINT ENERGY	601-20200	1,400.71
06/21	06/09/2021	56082	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.17
06/21	06/09/2021	56083	2751	CMS MONITORING	101-20200	60.00
06/21	06/09/2021	56084	918	CRYSTAL SPRINGS ICE	609-20200	565.86
06/21	06/09/2021	56085	8	DAHLHEIMER DISTRIBUTING CO	609-20200	41,523.30
06/21	06/09/2021	56086	484	EKLUND AG SERVICE	101-20200	90.00
06/21	06/09/2021	56087	2028	FURTHER	861-20200	600.00
06/21	06/09/2021	56088	134	GOPHER STATE ONE-CALL INC	601-20200	187.65
06/21	06/09/2021	56089	2761	GRATITUDE FARMS	101-20200	250.00
06/21	06/09/2021	56090	160	HAWKINS INC	602-20200	11,328.09
06/21	06/09/2021	56091	2302	HOME SECURITY ABSTRACT & TITLE CO	601-20200	22.27
06/21	06/09/2021	56092	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	148.87
06/21	06/09/2021	56093	1563	ISANTI ELECTRIC INC	920-20200	2,488.00
06/21	06/09/2021	56094	2574	ITL PATCH COMPANY INC	101-20200	111.00
06/21	06/09/2021	56095	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,969.41
06/21	06/09/2021	56096	5	KAWALEK TRUCKING	609-20200	212.40
06/21	06/09/2021	56097	1479	LOFFLER	108-20200	119.99
06/21	06/09/2021	56098	17	MCDONALD DISTRIBUTING CO	609-20200	23,718.00
06/21	06/09/2021	56099	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
06/21	06/09/2021	56100	2978	MILBANK WINWATER WORKS	601-20200	9,380.00
06/21	06/09/2021	56101	2208	MINNESOTA EQUIPMENT INC	101-20200	94.04
06/21	06/09/2021	56102	823	MINNESOTA WISCONSIN PLAYGROUND	920-20200	79,814.00
06/21	06/09/2021	56103	2992	NEXTERA COMMUNICATIONS	108-20200	496.89
06/21	06/09/2021	56104	1821	NORTH AMERICAN TITLE CO	601-20200	30.85
06/21	06/09/2021	56105	1279	NOVAK-FLECK INC	505-20200	20,000.00
06/21	06/09/2021	56106	283	OLSON POWER & EQUIPMENT	101-20200	30.33
06/21	06/09/2021	56107	2553	O'REILLY	101-20200	57.73
06/21	06/09/2021	56108	2288	PARTNERS TITLE	601-20200	68.56
06/21	06/09/2021	56109	2288	PARTNERS TITLE	601-20200	100.00
06/21	06/09/2021	56110	617	PAUSTIS & SONS	609-20200	397.42
06/21	06/09/2021	56111	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,422.37
06/21	06/09/2021	56112	2130	PROGRESSIVE BUILDERS	505-20200	30,000.00
06/21	06/09/2021	56113	1455	RAILROAD MANAGEMENT CO	601-20200	569.70
06/21	06/09/2021	56114	3055	RUM RIVER CONSTRUCTION CONSULTANTS	101-20200	3,315.00
06/21	06/09/2021	56115	2518	SEMLER HOMES	505-20200	22,000.00
06/21	06/09/2021	56116	2001	SHRED-N-GO INC	101-20200	198.29
06/21	06/09/2021	56117	1361	STAPLES ADVANTAGE	603-20200	199.99
06/21	06/09/2021	56118	73	STAR	609-20200	80.00
06/21	06/09/2021	56119	2156	SUMMIT FIRE PROTECTION	101-20200	268.25
06/21	06/09/2021	56120	2598	T.A. SCHIFSKY & SONS INC	101-20200	636.16
06/21	06/09/2021	56121	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/09/2021	56122	1503	THE AMERICAN BOTTLING COMPANY	609-20200	166.50
06/21	06/09/2021	56123	97	TOTAL CONTROL SYSTEMS INC	602-20200	20,048.69
06/21	06/09/2021	56124	1820	URBANS HARDWARE INC	602-20200	219.42
06/21	06/09/2021	56125	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/21	06/09/2021	56126	42	VIKING COCA-COLA BOTTLING CO	609-20200	454.95
06/21	06/09/2021	56127	2833	WATERMARK TITLE AGENCY	601-20200	43.68
06/21	06/09/2021	56128	4	WATSON CO INC	609-20200	1,985.90
06/21	06/09/2021	56129	780	WINE MERCHANTS	609-20200	486.00
06/21	06/09/2021	56130	1623	YERIGAN, KRISTI	603-20200	69.66
Grand Totals:						303,262.01

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
 Report type: Summary
 Check.Type = {<>} "Adjustment"

RESOLUTION 2021-XXX**APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR ST.
ELIZABETH ANN SETON**

WHEREAS, the City has received an application for exempt gambling permit from St. Elizabeth Ann Seton to hold an event on August 22, 2021 at 207 Co Rd 23 NW, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more than \$1,500.00 for the event and will require state approval; and,

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

WHEREAS, the applicant, Donald Joseph Wagner, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following date: August 22, 2021 at Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 15th 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: Jaden Strand, City Clerk
Date: June 15, 2021
Subject: Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services

Background:

Council authorized staff to advertise for proposals for cleaning services on May 18th, 2021. Staff received one proposal from Summit Fire Protection.

Recommendation:

Staff is recommending to enter into a two-year contract with Walz Enterprises for cleaning services as they are lower overall for services per the specifications outlined in the request for proposal.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services
- Quote

RESOLUTION 2021-XXX

ACCEPTING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES

WHEREAS, the City of Isanti has determined it is in the city's best interest to receive quotes for fire extinguisher and fire protection services from qualified contractors for City buildings and facilities as outlined in the attached Specifications for Services; and

WHEREAS, an ad was placed in the official newspaper requesting quotes for fire extinguisher and fire protection services; and,

WHEREAS, one quote for fire extinguisher and fire protection services from a qualified contractors were received by the due date;

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

1. The City Council hereby awards the quote to Summit Fire Protection as the lowest responsible quoter.
2. That the City Administrator is hereby authorized to enter into a contract with Summit Fire Protection for the provision of fire extinguisher and fire protection services for the City of Isanti for a six-year period starting July 1, 2021 and ending June 30, 2027, unless terminated sooner as provided in the contract.
3. That a copy of the said contract is attached to this resolution that provides for the responsibilities of both parties for the service.
5. Any issues that may arise between the Contractor and City shall be managed by the City Administrator.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



CITY OF ISANTI REQUEST FOR PROPOSAL FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES QUOTE WORKSHEET

All categories must be completed to be considered in the award of the quote per the attached specifications.

I (we) submit the following quote for fire extinguisher and fire protection services for the City of Isanti.

FIRE SPRINKLER SYSTEM INSPECTION SERVICES

Facility	Annual Cost
Isanti City Hall	\$ 236.25
Isanti Community Center	\$ 236.25
Isanti Police/ Fire Department	\$ 236.25
Isanti Indoor Arena	\$ 236.25
Isanti Liquor Store	\$ 236.25 If Applicable
Public Works Buildings	\$ 236.25 If Applicable

Fire Suppression/ Sprinkler System Repair	Hourly Rates
Regular Rate (Monday to Friday 8:00 a.m. to 4:30 p.m.)	\$ 105.00
Overtime Rate (After Hours)	\$ 150.00
Overtime Rate (Weekends/ Holidays)	\$ 170.00

Materials- System Repairs	
Materials Cost Plus Percentage Mark-Up	10 %
Annual Rate Adjustment	3 %

*An invoice that shows vendor material costs plus mark-up shall be submitted to the City.

FIRE EXTINGUISHER SERVICES

Annual Inspection Service of City Extinguishers

Annual Service:	
2.5 lb. Dry Chemical	\$ 4.25
5 lb. Dry Chemical	\$ 4.25
10 lb. Dry Chemical	\$ 4.25
6 lb. Wet Chemical	\$ 4.25

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	\$ 27.50 Includes recharge
5 lb. Dry Chemical	\$ 35.50 Includes recharge
10 lb. Dry Chemical	\$ 38.50 Includes recharge
6 lb. Wet Chemical	\$ N/A

12 Year Hydrostatic Test:	
2.5 lb. Dry Chemical	\$ 43.00 Includes recharge
5 lb. Dry Chemical	\$ 49.50 Includes recharge
10 lb. Dry Chemical	\$ 54.00 Includes recharge
6 lb. Wet Chemical	\$ 144.00 Includes chemical agent charge

Recharge:	
2.5 lb. Dry Chemical	\$ 24.50
5 lb. Dry Chemical	\$ 31.00
10 lb. Dry Chemical	\$ 35.50
6 lb. Wet Chemical	\$ 132.00 Includes chemical agent charge

Mobile Charges Per Visit/ Building/ Location	
Isanti City Hall	\$ 14.00
Isanti Community Center	\$ 14.00
Isanti Police/ Fire Department	\$ 14.00
Isanti Indoor Arena	\$ 14.00
Isanti Liquor Store	\$ 14.00
Public Works Buildings	\$ 14.00

Total Annual Inspection Quote \$ 716.00

SERVICING OF PUBLIC EXTINGUISHERS

Service:	
2.5 lb. Dry Chemical	\$ 8.00
5 lb. Dry Chemical	\$ 8.00
10 lb. Dry Chemical	\$ 8.00

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	\$ 27.50 includes recharge
5 lb. Dry Chemical	\$ 35.50 includes recharge
10 lb. Dry Chemical	\$ 38.50 includes recharge

Recharge:	
2.5 lb. Dry Chemical	\$ 24.50
5 lb. Dry Chemical	\$ 31.00
10 lb. Dry Chemical	\$ 35.50

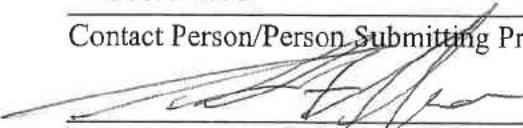
Total Public Service Quote \$ 216.50

Proposal submitted by: (Please Print)

Summit Fire Protection
Company Name

575 Minnehaha Ave West
Mailing Address

Robert Allee
Contact Person/Person Submitting Proposal


Signature of Person Submitting Proposal

651-288-0787
Phone Number

St. Paul, Minnesota 55103
City, State Zip code

rallee@summitfire.com
Email

6/8/2021
Date

REFERENCES:

Commercial References: Please print or type.

Jim Meier
Contact Name

Certainteed
Company Name

Address


Phone Number

David Galloway
Contact Name

Concordia University
Company Name

Address


Phone Number

Dan Kocher
Contact Name

Kocher Construction (BNSF)

Company Name

Address



Phone Number

RESOLUTION 2021-XXX**AWARDING QUOTE FOR OUTSOURCING THE MOWING OF
NUISANCE WEED/GRASS ABATEMENT LOTS**

WHEREAS, the City of Isanti has determined that is in the City's best interest to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and,

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and,

WHEREAS, only one quote was received;

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

1. To hereby award the low quote for mowing services for nuisance residential weed/grass abatement lots as provided within the specifications so posted and published to **First Rate Outdoors LLC** for the 2021 mowing season.
2. To hereby award the low quote for mowing services for nuisance large tract weed/grass abatement as provided within the specifications so posted and published to **First Rate Outdoors LLC** for the 2021 mowing season.
3. That **First Rate Outdoors LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **First Rate Outdoors LLC** provides a copy of their liability insurance and names the City as an 'additional insured'.
5. That the quotation as signed by the vendor for the 2021 Growing Season constitutes a contract with the City of Isanti for said services. Mowing rates are listed in Attached Quotation.
6. That City staff is authorized to charge the administrative fee for billing of properties abated as designated in the City Fee Schedule; with the administrative fee, rate charge and any applicable sales tax charged to the responsible party.

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



**2021 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property**

Company Name/Address:

First-Rate Outdoors LLC

[Redacted Address]

Phone: [Redacted] Email address: [Redacted]

Quotations will be received until 12:00 pm on Friday, MAY 28th, 2021. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2021 GROWING SEASON.

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a \$25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a \$1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing

- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.

- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. Residential Lot - Cost per Site	\$ <u>80.00</u>
2. Mobilization Fee (if owner has cut)	\$ <u>30.00</u>
3. Base Fee Plus Hourly Mowing Fee for Large Tracts*	\$ <u>150.00</u>

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. Hustler Super Z Hyperdrive 60" 35 HP
2. Husqvarna MZ 54"
3. DR All-Terrain Walk Behind Brush Cutter

Please provide 3 references that you provided commercial mowing services in 2019.
(Name/Contact Information)

1. J Bebeau LLC [REDACTED] (Platinum Land)
2. Joes Custom Cabinetry - Dory Otto [REDACTED]
3. Mark Blanketship [REDACTED]

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: Walter Allen Date: 5-27-2021

Firm Name: First-Rate outdoors LLC

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Jaden Strand, City Clerk
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 15, 2021
Subject: Resolution 2021-XXX Approving the Extension of Recording the Final Plat for Fairway Greens North Phase I

Background:

At the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The Final Plat for Phase I was approved on April 6, 2021 for 56 lots. The applicant Home Pride, Inc has requested an extension on recording the plat, as bids are hard to secure right now and they are working out some things with their Engineer. City Code required final plats to be recorded within 90-days of approval, the Council may extend that time period on request.

Request:

Consider resolution 2021- XXX approving an extension of recording the final plat for Fairway Greens North Phase I

Attachments:

- Resolution 2021-XXX

RESOLUTION 2021-XXX

**APPROVING THE EXTENSION OF RECORDING OF THE FINAL PLAT FOR
FAIRWAY GREENS NORTH PHASE I**

WHEREAS, Home Pride Inc. has an approved final plat known as Fairway Greens North Phase I consisting of 56 residential lots; and,

WHEREAS, a Development Agreement for Fairway Greens North Phase I has been approved by the City Council of the City of Isanti; and,

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 6 months to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 15th day of June 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**APPROVING THE OFFER FOR KEVIN MORELLI IN THE POSITION OF
LIQUOR STORE MANAGER**

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, exempt, Liquor Store Manager position with full benefits package; and,

WHEREAS, Kevin Morelli is selected as the most qualified candidate for the open Liquor Store Manager position and Employment Agreement is in EXHIBIT A; and,

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check;

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 Liquor Manager position to Kevin Morelli and that he is eligible to start in that position on July 6, 2021 after successfully passing a background investigation and reference check.
2. That Kevin shall start at Step 7 of the wage scale \$81,3250.50 annually, \$39.09 per hour.
3. That Kevin will start with 80 hours of banked vacation that will be ineligible for payout if separation of employment occurs in the first year by employee or employer's discretion.
4. That Kevin will accrue vacation at year two (2) in the current Personnel Policy.
5. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on July 6, 2021 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Kevin Morelli, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of July 6, 2021.

EMPLOYER desires to employ the services of Kevin Morelli as Liquor Store Manager for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Liquor Store Manager of the City of Isanti to perform the functions and duties as specified in the job description for the position of Liquor Store Manager of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from July 6, 2021 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

- A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or
- B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or
- C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) day notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of step 7 in the amount of \$81,325.50 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review and current personnel policy. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to 80 hours of vacation banked that is ineligible for payout in the event of separation in the first year of employment by either the EMPLOYEE or the EMPLOYER effective one year from the date of this agreement. The EMPLOYEE shall earn vacation at an accrual rate equivalent to 96 hours per year (two-year rate).

Sick leave, insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's current personnel policy.

6. Performance Appraisal. The City Administrator, shall review and evaluate the performance of EMPLOYEE at least once annually per current personnel policy, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the Minnesota Municipal Beverage Association as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER

City of Isanti
110 First Ave. NW
P.O. Box 428
Isanti, MN 55040

EMPLOYEE

Kevin Morelli

[REDACTED]
[REDACTED]

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

EMPLOYEE

City of Isanti, Minnesota

By: _____
Mayor Jeff Johnson
Its Mayor

Kevin Morelli

By: _____
Josi Wood
Its City Administrator

RESOLUTION 2021-XXX**APPROVING NEW POSITION: PART-TIME POLICE SECRETARY**

WHEREAS, new positions must be approved by City Council per current Personnel Policy and was adopted in the 2021 budget, and;

WHEREAS, the new position amends the City's Organization Chart to include a part-time Police Secretary within the Isanti Police Department, and;

WHEREAS, the job description attached in EXHIBIT A and wages are the same as the current Police Secretary position;

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

The new position shall consist of the follow:

- 1) Part-time - 20 hours per week
- 2) Not eligible for benefits
- 3) Non-union
- 4) Points range: Grade 9 (162)

\$21.77	\$22.42	\$23.09	\$23.78	\$24.49	\$25.22	\$25.97	\$26.75	\$27.56
Step 1								Step 9

This Resolution is hereby adopted by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti
POSITION DESCRIPTION

POLICE SECRETARY

DEPARTMENT: Police
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Chief of Police
SUPERVISES: None

DEFINITION: The Police Secretary provides clerical functions and administrative support for the Police Department to ensure operational efficiency. They perform highly responsible and confidential secretarial duties for the Police Chief and other staff of the Police Department as directed. The Police Secretary manages all Police related records in accordance to data retention.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

Greet the public as they enter the department and assist with questions or complaints.
 Assist the Chief of Police with new hires, BCA and records management and security training.
 Answer phones and assist citizens with questions or complaints.
 Type correspondence and process reports, statements, letters, memos, documentation etc.
 Process all citations to courts and prosecuting authorities.
 Process search warrants electronically.
 Process all Part A and Part B offenses to the State and Federal Bureau of Investigation.
 Code, input incident reports, transfer information to BCA (CJRS).
 Maintain police files, records, and related documents and ensure accuracy.
 Process and review requests for LE data/ reports
 Review and Process requests for discovery from prosecution and/or defense.
 Provide all services for 'Bad Checks', including paperwork and documentation.
 Provide services for 'Record Checks' – Criminal History.
 Review and make changes to the MN State ID's provided by MNCJSS daily notification.
 Process Court Dispositions received by Daily Disposition Bulletin
 Maintain dispositions for review of Squad and Body Cam video evidence
 Manage all police records including Squad and Body video evidence for retention.
 Assist Investigator with Child Maltreatment reports and MAARC reports.
 Assist Code Enforcement as needed.
 Place orders for supplies for the Police Department.
 Process and complete background investigations and record checks.
 Sorts, screens and distributes mail and emails.
 Manage the inventory of office supplies, phone system set up, speed dials and set up for new hires.

Agency TAC (Terminal Agency Coordinator); liaison between agency and BCA on matters related to FBI CJIS and BCA MNJIS access. Which includes fingerprinting all users prior to access, ensure all officers are allowed access to proper applications with BCA and have completed security training prior to access of CJIS. Ensure requirements are up to date and training is documented within the records management system.

Triennial Audit with BCA (Hot file, CCH-III, Administrative audit.

Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge and ability to operate computers and computer software and department radios.

Knowledge and ability to maintain files and records; and knowledge of record retention.

Knowledge of Data Privacy Laws.

Knowledge of city, state and federal laws and regulations.

Ability to provide excellent written and oral communication and interpersonal skills.

Ability to have respectful interaction with coworkers, supervisor, the general public.

Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with the public and employees.

Ability to represent the City in a positive and professional manner at all times.

Ability to read maps and give directions.

Ability to produce quantity, quality and accurate work with strong attention to detail.

Ability to 10- key and type efficiently.

Ability to maintain confidentiality with private data.

Ability to organize work and utilize work time productively and multi-task.

Ability to consistently have strong customer service and a positive attitude.

Ability to work independently and as a team player.

Ability to effectively solve problems and have strong analytical skills.

Ability to perform essential functions during required hours of work.

MINIMUM QUALIFICATIONS:

High school degree or equivalent.

Two (2) or more years of police secretarial or records management experience.

PREFERRED QUALIFICATIONS:

Associates degree in business or related field.

Two (2) or more years in administrative role with contact with the public.

Experience in law enforcement, military or government settings

CONDITIONS OF EMPLOYMENT:

Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.

Must represent the City in a respectful, professional manner with positive interactions with the public.

Must satisfactorily pass a criminal background examination.

Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday, hours are subject to current personnel policy. Additional hours may be required on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that **occur occasionally**, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes, loud noises.

Activities that **occur infrequently**, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date

RESOLUTION 2021-XXX**APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CITY OF NORTH BRANCH FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES**

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and the City of North Branch;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the City of North Branch attached as 'Exhibit A' is approved.
2. The fee chart provided by North Branch for the term of the agreement is approved.
3. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of North Branch and City of Isanti, Minnesota Mutual Aid Agreement

Purpose

This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

“Party” means a governmental unit as defined by Minnesota Statutes, Section 471.59, subd. 1.

“Parties” shall collectively mean more than one Party.

“Requesting Official” means the person designated by a Party who is responsible for requesting Assistance from other Parties.

“Requesting Party” means a Party that requests Assistance from other Parties.

“Responding Official” means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

“Responding Party” means a Party that provides Assistance to a Requesting Party.

“Assistance” means (Check the type of assistance that will be provided):

- ✓Public works personnel and equipment:
- ✓Law enforcement personnel and equipment:
- ✓Utility personnel and equipment:
- ✓Other personnel and equipment as listed below:
Building Inspectors, Administration, Finance, or Public Information Officer

Procedure

1. **Request for Assistance.** Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.
2. **Response to Request.** Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party’s personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation

Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment

Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.
3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.
4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.
5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.
2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____

Entity: City of Isanti

By: Jeff Johnson
Title: Mayor

By: Josi Wood
Title: City Administrator

Date: _____

Entity: City of North Branch

By: Jim Swenson
Title: Mayor

By: Renae Fry
Title: City Administrator

Appendix A – City of Isanti Fee Schedule

Response to mutual aid: First forty-eight hours are free

After the first forty-eight hours charges will be based upon equipment and personnel as follows:

Police/Equipment		Police Hourly Rate	
	Officer & Car		\$75.00
	Officer		\$50.00
Public Works Charges			
Labor Rate – Regular Time		Per hour	\$40.00
		minimum charge of ½ hour	
Labor Rate – Over Time		Per hour	\$60.00
		minimum charge of 2 hours	
Loader (with one operator)		Per hour	\$90.00
Skidsteer (with one operator)		Per hour	\$75.00
Skidsteer with attachment snow blower, brush cutter, broom, grapple bucket or other (with one operator)		Per hour	\$125.00
Dump Truck (with one operator)		Per hour	\$85.00
Street Sweeper (with one operator)		Per hour	\$85.00
Bucket Truck (two people required per OSHA included in hourly rate)		Per hour	\$175.00
Progressive Mower		Per Hour	\$65.00
One-ton truck (with one operator)		Per hour	\$65.00
Vactor Sewer Cleaning Truck (with two operators as required by OSHA)		Per hour	\$155.00
Air compressor or portable generator		Per hour	\$65.00

Appendix B - City of North Branch Fee Schedule

Police Equipment	Hourly Rate
Officer (includes Squad Car)	\$65.00
 Fire Equipment	
Response Car or Grass Fire	\$200.00
(If foam used)	\$85.00
Response Rate – Extrication	\$400.00 to Respond
Standby Emergency Rate	\$100.00
Firefighter Rate	\$12.00 per FF
 Public Works Charges	
Air Compressor Rental w/ Labor	\$100.00/Hr
Asphalt Patching	\$200.00/20 Sq Ft
Grader Rental	\$130.00 /Hr
Leaf Pick-up Rental	\$250.00 /Hr
Leaf Truck Material	\$30.00 per Load
Loader Rental	\$150.00 /Hr
Mailbox Post	\$78.00
Mowing & Sidewalk Clearing	\$100.00/Hr
Pickup Truck Rental	\$50.00/Hr
Portable Generator Rental	\$150.00/Hr
Public Works Labor	\$50.00/Hr
Salt	\$135.00/Ton
Salt Sand - 3:1 Mix	\$80.00/Ton
Septage Dumped at Sewer Plant	\$50.00 per 1,000 Gallons
Sewer Jetter Rental	\$200.00/Hr
Skid steer Rental	\$100.00/Hr
Snow Plowing	\$135.00/Hr
(Tandem Axle, Single Axle, Grader or Loader)	
Street Sign	Cost of Sign Plus 20%
Street Sign with Installation	\$65.00/Sign + Cost of Sign & Materials
 Street Sweeper Rental	\$200.00/Hr
Tractor Rental	\$125.00/Hr
Truck Rental - Single Axle	\$85.00/Hr
Truck Rental - Tandem Axle	\$95.00/Hr
Water Tanker Truck w/1,250 Gal Water plus cost of water	\$85.00/Hr



Isanti Police Department Monthly Report

May 2021

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	7	42
Assault	4	16
Vandalism/Damage to Property	0	22
Narcotics	2	20
Burglary	0	3
Domestics	6	29
Crim Sex	1	6
Robbery	0	0
Loud Party/Disturbance	9	23
Medical	28	152
Permit to Purchase	4	55
Security Check / Extra Patrol	351	1,997

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	3	29
DUI	4	8
Accidents	5	37
Hit & Run	0	0
Warrant P/U	11	25
Speed	21	66
DAR/DAS	4	19
Administrative Citations (Including Speed)	10	47

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	98,380	410	2,579
Ford Explorer 224	96,384	651	3,347
Ford F150 225	45,041	782	3,769
Chevy Impala 223	99,106	317	1,089
Dodge Durango 226	32,431	2,055	6,437
Dodge Durango 227	37,681	1,467	6,273
Dodge Durango 228	16,749	1,789	9,063
Chevy Tahoe 229	6,520	1,000	6,520

M.2.

CEZT REPORT MAY 2021

[illegible]

CITY OF ISANTI MONTHLY REPORT

May 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ROOF / SIDING	24	89	\$0.00	\$0.00	\$24.00	\$51.00	\$1,920.00	\$7,120.00		
DECK	2	12	\$0.00	\$3,000.00	\$2.00	\$10.00	\$600.00	\$3,453.45		
LL FINISH	3	15	\$0.00	\$7,000.00	\$3.00	\$6.00	\$900.00	\$3,678.88		
REMODEL / ADDITION	0	2	\$0.00	\$15,650.00	\$0.00	\$2.50	\$0.00	\$598.20		
GARAGE / SHED	0	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00		
MISCELLANEOUS	24	79	\$0.00	\$65,000.00	\$24.50	\$34.50	\$2,752.50	\$8,702.50		
SINGLE DWELLINGS	10	33	\$1,399,350.00	\$6,010,675.00	\$1,007.92	\$2,062.42	\$26,317.20	\$88,894.70		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	15	63	\$0.00	\$0.00	\$15.00	\$31.00	\$1,125.00	\$4,645.00		
PLUMBING	16	61	\$0.00	\$0.00	\$16.00	\$31.00	\$1,264.00	\$5,000.00		
RESIDENTIAL TOTAL	94	355	\$1,399,350.00	\$6,101,325.00	\$1,092.42	\$2,228.42	\$34,878.70	\$122,172.73		
COMMERCIAL										
NEW BUILDINGS	1	1	\$1,918,900.00	\$1,918,900.00	\$959.45	\$959.45	\$0.00	\$0.00		
REMODEL / ADDITION	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
PLUMBING	1	3	\$0.00	\$0.00	\$0.00	\$5.40	\$25.00	\$211.00		
MECHANICAL	1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00		
ROOF / SIDING	0	2	\$0.00	\$15,150.00	\$0.00	\$0.00	\$0.00	\$1,728.50		
MISCELLANEOUS	8	36	\$641,400.00	\$673,390.00	\$318.70	\$323.70	\$8,246.20	\$11,847.40		
COMMERCIAL TOTAL	11	43	\$2,560,300.00	\$2,607,440.00	\$1,278.15	\$1,288.55	\$8,301.20	\$13,816.90		
RESIDENTIAL/COMMERCIAL TOTAL	105	398	\$3,959,650.00	\$8,708,765.00	\$2,370.57	\$3,516.97	\$43,179.90	\$135,989.63	\$70,125.00	\$216,446.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 5/31/2021

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	166	15	0	0	\$7,722,597.00	\$83,769.60	\$47,615.00
2015	173	15	0	0	\$3,543,216.06	\$61,746.72	\$63,864.00
2016	248	38	0	3	\$13,140,698.67	\$170,424.58	\$457,904.88
2017	270	34	0	1	\$6,583,948.50	\$110,031.67	\$267,654.80
2018	262	37	0	0	\$7,265,883.45	\$123,287.28	\$191,326.00
2019	233	27	0	0	\$6,306,224.02	\$106,643.65	\$146,834.00
2020	265	35	0	0	\$4,318,586.52	\$96,993.67	\$151,598.00
2021	398	33	0	1	\$8,708,765.00	\$135,989.63	\$216,446.00

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	\$264,490.00	\$6,998.43
February	81	\$1,945,632.00	\$33,478.30
March	72	\$404,636.00	\$14,179.50
April	101	\$2,134,357.00	\$37,993.50
May	105	\$3,959,650.00	\$43,179.90
June	2	\$0.00	\$160.00
July	0	\$0.00	\$0.00
August	0	\$0.00	\$0.00
September	0	\$0.00	\$0.00
October	0	\$0.00	\$0.00
November	0	\$0.00	\$0.00
December	0	\$0.00	\$0.00
Totals	398	\$8,708,765.00	\$135,989.63



MEMORANDUM

Date: June 9, 2021
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W Cook, P.E.
City Engineer
Subject: Project Status Report
Project No.: 0R1.123130

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

1) Liquor Store Site

Sewer, water, storm sewer, and site grading are complete. Building footings are also complete. Parking lot curb & gutter are scheduled to be completed this month. Building framing is also scheduled to begin.

2) Main Street Reconstruction

The project was bid on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

3) Eagle Park Parking Lot Reconstruction

The project was bid as an alternate with the Main Street project on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

4) Heritage Walk Improvements

The project was bid as an alternate with the Main Street project on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

5) 2021 Pavement Management Project

The project was bid on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

6) 2021 Storm System Management Project

This project has been awarded to DW Companies. They are scheduled to begin work on Whiskey Road later this month.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring. Sod will be maintained by the contractor through May 15, 2021.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Final pavement surfaces will be completed this month on 3rd Addition Phases 1 & 2. 3rd Addition Phase 3 has installed utilities, curb & gutter, and first lift of pavement.

9) Fairway Greens South Development

A new development is proposed to extend Wendover Street NE. The project is planned for construction this summer/fall.

10) Fairway Greens North Development

A new development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first addition is planned for construction this summer.

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to be constructed this summer.

12) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.