

**AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, JUNE 16, 2020 – 7:00 P.M.  
CITY HALL**

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at [kbrooks@cityofisanti.us](mailto:kbrooks@cityofisanti.us) or 763-444-5512.

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

- F. Proclamations/ Commendations/ Certificate Awards**
  - 1. Presentation of 2020 Isanti Ambassadors and Candidates
  - 2. 2019 Waste Water Treatment Award

- G. Approve City Council Minutes**
  - 1. June 2, 2020- Regular Meeting of the City Council
  - 2. April 21, 2020- Planning Commission Meeting

- H. Announcements**
  - 1. Park, Recreation, & Culture Board Meeting      Tuesday, June 23, 2020 at 6:00 p.m.
  - 2. CITY OFFICES CLOSED      Friday, July 3, 2020  
*(In Observance of Independence Day)*
  - 3. City Council Meeting      Tuesday, July 7, 2020 at 7:00 p.m.
  - 4. EDA Meeting      Tuesday, July 7, 2020  
*(Following the City Council Meeting)*

- I. Council Committee Reports**

- J. Public Hearings**

- K. Business Items**

- 1. Resolution 2020-XXX Approving Special Event Street Dances for June 20 and September 12, 2020

**City Administrator Josi Wood**

2. Resolution 2020-XXX Approving a Liquor License Renewal for Patlok Design Inc. DBA Sanbrook Golf Course
3. Approving COVID-19 Preparedness Plan

**Community Development Director Sheila Sellman**

4. Call for Public Hearing -nuisance abatement 105 Railroad Ave

**Public Services Director Matt Sylvester**

5. Resolution 2020-XXX Authorizing the Purchase of Generators for City Facilities

**L. Consent Agenda**

1. Consider Accounts Payable in the Amount of \$822,763.83 Payroll in the Amount of \$103,856.76
2. Resolution 2020-XXX Approving an Agreement for Services for Position Classification and Compensation Study
3. Resolution 2020-XXX Accepting Resignation of PT Liquor Clerk Scott Norsworthy
4. Resolution 2020-XXX Accepting Donations for the 2020 Medallion Hunt and Family Day Event

**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 2, 2020 – 7:00 P.M.  
CITY HALL**

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

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

<https://global.gotomeeting.com/join/644533685>

**or by calling into this number +1 (786) 535-3211 with this meeting ID 644-533-685**

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

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Liquor Store Manager John Jacobi and Chief of Police Travis Muyres

**D. Public Comment**

None

**E. Adopt Agenda**

Addendum:

**Add K.9. Resolution 2020-111** Allowing In-Person Meetings of the City Council and Other City Meetings to Resume While Observing 6' Distancing

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

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

1. Mayoral Proclamation for High School Class of 2020

Mayor Johnson shared the proclamation by reading it aloud.

**G. Approve City Council Minutes**

1. May 19, 2020- Regular Meeting of the City Council
2. May 19, 2020- Committee of the Whole Meeting
3. May 19, 2020- Planning Commission Meeting

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

**H. Announcements**

- |                                       |  |
|---------------------------------------|--|
| 1. Committee of the Whole             | Tuesday, June 16, 2020 at 5:00 p.m.  |
| 2. City Council Meeting               | Tuesday, June 16, 2020 at 7:00 p.m.  |
| 3. Planning Commission Meeting        | Tuesday, June 16, 2020<br>(Immediately following the City Council Meeting) |
| 4. Park Rec and Culture Board Meeting | Tuesday, June 23, 2020 at 6:00 p.m.  |

**I. Council Committee Reports**

Councilmember Steve Lundeen shared that the Joint Powers Agreement has not proceeded.

Councilmember Dan Collison shared that Rum River BMX is now opening the doors for limited practice and by appointment.

**J. Public Hearings**

None

**K. Business Items**

**1. Resolution 2020-109 Declaring Isanti a Business Friendly Community**

City Administrator Josi Wood shared that she had received a request from Councilmember Gordon to include a resolution for discussion for the possible approval which is to state that the City of Isanti is a business friendly community and encourages Governor Walz to allow for the safe opening of all Minnesota businesses which include Isanti businesses.

Mayor Jeff Johnson shared that this was a serious pandemic and that all could agree that opening the city and defying the governors order would not be a good idea but sending this proclamation encouraging the governor to open would be a good idea.

Councilmember Gordon stated that he agreed that the proclamation was a step in the right direction.

Councilmember Dan Collison asked if there are any restaurants utilizing outdoor seating.

Johnson stated that the city has lost the Creamery Crossing and possibly Great Clips within the city however, yet to be confirmed. Johnson continued to share that he does not want to see anymore businesses lost within the city.

Community Development Director Sheila Sellman shared that she has seen one business utilizing outdoor seating. Sellman continued to share that they are not in the parking lot as they have enough space so the business did not have to do anything additional. Sellman went on to share that Great Clips is unconfirmed on closing but there have been stylists that have confirmed it but corporate has yet to confirm. Sellman further shared that she spoke with the owner of the Creamery Crossing and the closing is due to rent increase.

Councilor Steve Lundeen stated that the governor has had his hands full the past week.

Councilor Paul Bergley stated that if we do not open up the city will be losing more and more businesses.

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

**2. Resolution 2020-XXX Off-Sale 3.2 Liquor License Application for Coborn's (*Mary Kruck*)**

Mary Kruck shared that what they are asking for is the 3.2 license and the approval of the application. Kruck continued to share that this is one of the locations in the organization that does not sell 3.2 liquor and to this point is an option that Coborn's would like to offer their guests.

Liquor Store Manager John Jacobi shared that he has the gross profit and dollars that are made at the liquor store between two vendors showing 3.2 and NA profit. Jacobi continued to share that if this resolution is passed the city is giving up profit that goes back to the community and that is what the liquor store is all



about. Jacobi further shared that he has another vendor that has about \$10,000 more of the profit so the city would be giving up a percentage of \$45,000 profit.

Councilmember Dan Collison stated that a lot of Kwik Trips are equipped with 3.2 beer in their cooler as well.

Jacobi stated that city code does not allow for gas stations to sell 3.2 which is why Kwik Trip does not have it.

Councilmember Steve Lundeen stated that Cub Foods and Wal-Mart in Cambridge sell 3.2 liquor and he does not see it hurting the liquor store. Lundeen continued to share that

Councilmember Jimmy Gordon stated that he would be behind Coborn's to obtain a 3.2 liquor license and that it would be the right thing to do.

Motion by Gordon, second by Bergley to approve resolution as presented.

Collison that the liquor store earns money so taxes do not have to be raised that is why the city has a municipal liquor store. Collison further stated he is against anyone else having a 3.2 liquor license.

City Administrator Josi Wood shared that \$350,000 per year gets transferred from the profits from the liquor store to the general fund which directly offsets tax increases.

Motion failed 2-3 with Collison, Lundeen and Mayor Johnson voting nay.

### 3. Summer Events Discussion

City Administrator Josi Wood shared that Governor Walz shared that there will be multiple phases throughout the stay safe plan. Wood continued to share that in the governors list of what will be allowed in the phases, outdoor entertainment such as movies in the park and concerts which is where the street dances would fit. In phase 2, which was in effect on June 1<sup>st</sup>, it was only allowed to have drive-in events. Phase 3 would be for potential for phased opening with capacity restrictions and social distancing requirements. Wood went on to share that the phase after that would be increase capacity. Staff would like to city council to discuss if June 20<sup>th</sup> street dance will be held with the guidelines. Wood further shared that there is no date on when the governor will be releasing phase 3 to start. Wood stated that the vendors would need to know by June 11<sup>th</sup> so they could plan for food, beer, etc. Staff has still not heard back from the band if they are calling it yes or themselves. Staff is looking for direction from city council.

Councilmember Bergley stated to cancel June and keep July and August.

Councilmember Collison asked if phase 2 started yesterday, June 1<sup>st</sup>.

Wood confirmed that phase 2 began June 1<sup>st</sup>.

Councilmember Steve Lundeen suggested moving June's street dance to August.

Wood stated that staff can asked the vendors but they need to know a decision by June 11<sup>th</sup>.

Motion Lundeen, second by Bergley to postpone the June street dance to August. Motion passed 4-1 with Gordon voting nay.

### **Liquor Store Manager John Jacobi**

#### 4. Discussion for Accepting Cash and Liquor Store Hours for June

Liquor Store Manager John Jacobi shared that during the Committee of the Whole meeting and inquiry was made to go back to accepting cash on June 1<sup>st</sup>. Jacobi continued to share that discussion with staff has determined they are comfortable with doing so with the current hand sanitizing practices in place. Jacobi further shared that it was also discussed at Committee of the Whole to return to regular store hours on June 1<sup>st</sup>. Regular store hours are Monday through Thursday 9 a.m. to 9 p.m., Friday and Saturday 9 a.m. to 10 p.m. and

Sunday 11 a.m. to 6 p.m. Jacobi stated that discussion with staff and communicating with other municipal liquor stores the best option is to change the hours to Monday through Saturday 9 a.m. to 9 p.m. and Sunday 11 a.m. to 4 p.m. Jacobi further stated that Cambridge is still closed on Sunday and St. Francis is closed on Sundays. The store sees the heaviest amount of traffic between 2 p.m. and 6 p.m. Monday through Saturday and three to four times the number of customers in the store on Sundays since the beginning of the pandemic.

Motion by Lundeen, second by Collison to approve liquor store hours to Monday through Saturday 9 a.m. to 9 p.m. and Sunday 11 a.m. to 4 p.m. Motion passed 4-1 with Gordon voting nay.

**Community Development Director Sheila Sellman**

- 5. Ordinance-731** Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use.

Community Development Director Sheila Sellman shared that in February an ordinance was passed updating the peddlers, solicitors and transient merchants code to include food trucks so now zoning code needs to be updated to include food trucks to provide a definition and allow as a permitted use in commercial districts. Sellman continued to share that a public hearing at the last Planning Commission meeting and Planning Commission recommends approval.

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

- 6. Ordinance-732** Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use.

Community Development Director Sheila Sellman shared that in February an ordinance was adopted regulating the possession and sales of alcoholic beverages and added micro distillery cocktail room so now the definition needs to be added to zoning code and added as a use in the zoning code. It is recommended as a conditional use in the business district. Sellman further shared that Planning Commission held a public hearing in May and recommended approval.

Councilmember Gordon asked if the liquor store has had any drop in sales since the distillery opened.

Liquor Store Manager John Jacobi stated he does not believe any sales have been lost.

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

- 7. Ordinance-733** Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage.

Community Development Director shared that in the past few months there have been complaints from builders and developers about the city's impervious surface maximum coverage and right now it is 25%. Planning Commission discussed raising this and staff has suggested 30% and Planning Commission recommends increasing to 40% which aligns more with the size of the houses Isanti is getting. Staff recommends approval with the Planning Commission recommendation.

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

- 8. Resolution 2020-110** Adoption of Comprehensive Land Use Plan Update

Community Development Director Sheila Sellman shared that Planning Commission held a public hearing for the Comprehensive Land Use Plan update and this is the final update for adoption.

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

**9. Resolution 2020-111** Allowing In-Person Meetings of the City Council and Other City Meetings to Resume While Observing 6' Distancing

City Administrator Josi Wood shared that on March 25<sup>th</sup> of the city council meeting due to the unprecedented uncertain times of COVID-19 a local emergency was declared and per state statute it was impractical to hold meetings in person and meetings had gone virtually. Wood further shared that passing this resolution is to open meetings back up and no longer have virtual meetings however, will ensure 6' distancing where the public will be able to come in but on a first come basis.

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

**L. Consent Agenda**

1. Accounts Payable in the Amount of \$240,454.52 Payroll in the Amount of \$116,767.37

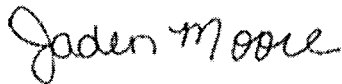
**M. Other Communications**

None

**Adjournment**

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,



Jaden Moore

Deputy City Clerk/ Human Resources

**CITY OF ISANTI  
PLANNING COMMISSION MEETING  
TUESDAY, APRIL 21, 2020**

**1. Meeting Opening**

- A. Call to Order: Chair Johnson called the meeting to order at 7:42
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Paul Bergley, Jimmy Gordan, Steve Lundeen, Aryssa Simon via telephone.  
Members Absent Alexander Collins.  
Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
- D. Agenda Modifications: None

**2. Meeting Minutes**

- A. Approval of Minutes from March 17, 2020 Planning Commission Meeting : Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

**3. Public Hearing**

- A. Request Tibetan American Foundation of Minnesota for a Conditional Use Permit under City Ordinance 445, Section 7, Article 2, Subd.3 said request is for a Religious Institution at 1321 spoke on this item. Lundeen asked about updating the parking lot, the commission agreed and made it a condition. Motion by Bergley to approve the CUP with the condition that the parking lot be improved within one year. Second by Lundeen, motion passed 6-0.
- B. Request from Deanna Bunes for Rezoning property located at 201 Main Street from R3-A low density multiple family residential to B-1, Central Business District with D-1 Downtown overlay for an office use under City Ordinance 445, Section 23., Article 1, PID 16.050.0770: Sellman gave the staff report. One member of the public spoke during the public hearing and asked if all the properties were being rezoned. Staff clarified the rezoning was only for the property at 201 Main Street. Motion by Lundeen to approve, second by Collison, motion passed 6-0.
- C. Request from Scott Boecker to amend the City Zoning Code, Ordinance 445, Section 7, Article 1 to include commercial recreation as a permitted use, under City Ordinance 445, Section 23., Article 1.: Sellman gave the staff report and explained that this amendment is only for the CBD district and not site specific. No one from the public spoke on this item. Motion by Lundeen to approve, second by Collison, motion passed 6-0.

**4. Other Business: None**

**5. Discussion Item**

- A. Impervious Surface Maximum: Sellman explained that complaints have been coming in about impervious surface maximums. This is an item that will be brought to the next Planning Commission meeting for consideration.

**6. Adjournment:** Motion by Lundeen, second by Bergley to adjourn at 8:19pm. Motion passed 6-0.

Respectfully Submitted – Sheila Sellman Community Development

## RESOLUTION 2020-XXX

### APPROVING DOWNTOWN STREET DANCES FOR JUNE 20 AND SEPTEMBER 12, 2020

**WHEREAS**, City Council voted to postpone the original June 20 street dance due to the uncertainty of the Governor's Orders; and,

**WHEREAS**, the original June 20 street dance with The Farmer's Daughters will be held on Saturday, September 12, 2020; and,

**WHEREAS**, the Governor's Orders have been modified to allow for outdoor entertainment; and,

**WHEREAS**, the Council has determined that the City will hold a street dance for June 20 with the Bad Jacks band in the amount of \$1,100.00; and,

**WHEREAS**, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1<sup>st</sup> Avenue and Main Street within downtown Isanti on June 20, July 18, August 8, and September 12, 2020 from 7:00 pm to 11:00 pm; and,

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

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

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

**WHEREAS**, the vendor fee will be waived for the June 20 street dance as limited attendees may be required; and,

**WHEREAS**, the City will encourage social distancing and attendees to follow Orders set by the Governor;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota**, to hereby waive the \$100.00 clean up deposit and \$50.00 temporary sign permit fee and approve assistance and authority in the areas as provided below for the Street Dances to be held on June 20, July 18, August 8, and September 12, 2020:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2<sup>nd</sup> Ave NW. Closure of 1<sup>st</sup> Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, public parking areas behind Isanti Custom Meats and the Post Office, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands.
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.
9. The vendor fee be waived for the June 20 street dance.
10. Social distancing and other guidance by the Governor's Orders will be encouraged.

11. Funding for the \$1,100.00 will be from 101-45300-499.

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

This Resolution hereby approved by the Isanti City Council this 16<sup>th</sup> day of June 2020

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Mayor Jeff Johnson

Attest:

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Katie Brooks  
Human Resources/City Clerk



## Request for City Council Action- MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Katie Brooks, Human Resources/ City Clerk  
**Date:** June 16, 2020  
**Subject:** 3.2 Beer (Malt) On-Sale Liquor License Renewal for Patlok Design, Inc DBA Sanbrook Golf Course.

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**Background:**

Patlok Design, Inc DBA Sanbrook Golf Course has submitted an application for a 3.2 Off-Sale Liquor License Renewal.

The liquor license renewal application has been reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

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

The effective date of the 3.2 Off-Sale Liquor License if approved shall be April 1, 2020 through March 31, 2021.

**Action:**

Staff is requesting City Council action on this item.

**Attachment:**

- Resolution 2020-XXX Approving an On-Sale 3.2 Percent Malt Liquor License to Patlok Design, Inc. DBA Sanbrook Golf Course

**RESOLUTION NO. 2020-XXX**

**AUTHORIZING AN ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE TO  
PATLOK DESIGN, INC. DBA SANBROOK GOLF COURSE**

**WHEREAS**, Minnesota Statute provides for the licensing of 3.2 Percent Malt Liquor Licenses; and,

**WHEREAS**, City Code Chapter 76, Article IV provides for the licensing of 3.2 Percent Malt Liquor; and,

**WHEREAS**, said license would be considered a renewal of their 3.2 Percent Malt Liquor License which is valid for all days of the week and does not require a separate license for Sunday sales; and,

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

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

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

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

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

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

1. The renewal of a 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays for the period from April 1, 2020 to March 31, 2021 to Patlok Design, Inc. doing business under the assumed trade name of Sanbrook Golf Course, located at 1260 County Road 5 NE, Isanti Minnesota 55040, is hereby approved.
2. An on-sale 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays is hereby granted, subject to and condition upon compliance by the licensee with all conditions applicable to such licensees under the laws of the State of Minnesota and City Ordinance.
3. Staff shall forward all necessary information to the State of Minnesota to complete the 3.2 Percent Malt Liquor On-Sale



license process.

4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the on-sale 3.2 Percent Malt Liquor On-Sale license in accordance with the provisions hereof.

This Resolution is hereby approved by the Isanti City Council this 16<sup>th</sup> day of June 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** June 16, 2020  
**Subject:** Approving a COVID-19 Preparedness Plan

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Per Executive Order 20-74, issued on June 5<sup>th</sup>, all critical sector businesses including municipalities are required to have an approved Preparedness Plan for the City. Staff has reviewed the requirements and to the best of their knowledge believe the attached plan meets all the requirements and guidance suggested.

**Recommendation:**

Staff is recommending approval of the attached Preparedness Plan.

**Attachment:**

- Preparedness Plan

# **COVID-19 Preparedness Plan for the City of Isanti**

## **I. Overall General City Plan**

Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires critical sector businesses establish a “COVID-19 Preparedness Plan”

The City of Isanti is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

City of Isanti department heads and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important asset. We are serious about safety and health and keeping our workers working at the City of Isanti. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves, masks and hand sanitizer upon request to all employees. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to self-determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? 6. Do you have new loss of taste and smell? 7. Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.



The City of Isanti has implemented “Covid leave” that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave (“Covid Leave”). If qualified leave is approved, the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. When requested by an employee and documentation from a medical professional considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures. Options considered will be dependent by position type and essential functions of the position.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or take a leave of absence per the City’s Personnel Policy.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Isanti will inform workers via email notification if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

## **Respiratory etiquette: Cover your cough or sneeze**

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)



## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers.

## **Communications and training**

This Preparedness Plan was communicated verbally and a copy given to all workers by June 19, 2020 and necessary training was provided upon request. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Isanti City Council and was posted throughout the workplace June 19, 2020. It will be updated as necessary.



## **II. Community Center Rental Preparedness Plan**

The City of Isanti is committed to providing a safe and healthy venue space for all renters and visitors to the Isanti Community Center. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Renters must ensure the people within their group are informed of the guidelines that are in place for the Isanti Community Center. A copy is sent to the renter.

### **Renters/visitors exhibiting signs and symptoms of COVID-19**

CDC guidance posters stating to not attend the event if you exhibit symptoms has been placed on the entrance door of the facility. All people entering the ICC should do a self-check and if anyone is showing signs of COVID-19, please do not enter the facility for the safety of all.

### **Handwashing**

CDC guidance posters are placed throughout the facility instructing people to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, has been installed throughout the facility.

### **Respiratory etiquette: Cover your cough or sneeze**

CDC guidance posters are placed throughout the facility instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

### **Social distancing and Food**

Social distancing has been communicated to all renters and guidance posters placed throughout the facility. Non family groups should be spaced 6' apart. The maximum capacity for the facility is 215 people. The City will modify what is allowed based on Governor's Orders. For events limited to 25% capacity, no event will be rented for more than 53 persons. For events limited to 50% capacity, no event will be rented for more than 107 persons.

Reserved and assigned seating is encouraged to limit interactions. Families should be grouped together.

Masks are encouraged to be worn for any person that serves food for the event. Communal serving of food (e.g. buffet-style, self service) is not permitted. If providing food, we recommend following safety guidelines as provided by the Minnesota Department of Health.



## **Housekeeping**

Frequent cleaning and disinfecting protocols are being implemented at the facility. The renter is responsible for cleaning and disinfecting the facility once they are done. This includes the sanitizing of door handles, sink handles, all tables and chairs used and before being put away in storage. If you did not use any additional tables or chairs, please note that for us as a courtesy. If the kitchen area is used, it must be clearly communicated to the PRC Manager and before vacating the facility it must be sanitized after use which includes all handles, counters, sink, refrigerator, etc.

There will be a checklist provided that must be returned to receive your full deposit.

The City will do their best to provide ample amounts hand sanitizer, disinfectant cleaner, disposable towels and gloves for renters/visitors to use at the facility, however, renters are encouraged to bring their own cleaning supplies as amounts may get low and the City is not required to have all types of cleaning supplies provided at all times.

The City custodian will also clean between each event to ensure all surfaces have been disinfected.

## **Communication**

This Preparedness Plan is communicated verbally and a copy given to all renters at the time they reserve the facility. A reminder is also given at the time they pick up their key.



### **III. City Events & Programs Preparedness Plan**

The City of Isanti is committed to providing a safe and healthy event/program for all attendees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

#### **Attendees exhibiting signs and symptoms of COVID-19**

CDC guidance posters stating to not attend the event/program if you exhibit symptoms will be placed on the City website and Facebook page advertising for the events. It will also be shared with all attendees for events that have registration. Attendees should do a self-check and if anyone is showing signs of COVID-19, please do not attend the event.

#### **Handwashing**

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided in the portable restrooms, at each of the vendor food establishments, and at any communal program table(s).

#### **Respiratory etiquette: Cover your cough or sneeze**

CDC guidance posters instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands will be placed on the City website and Facebook advertising for the events. Masks are encouraged to be worn by attendees and for any person that serves food at the event.

#### **Social distancing**

Attendees are encouraged to follow all guidance and recommendations regarding social distancing. Social distancing of 6' between families will be encouraged to all attendees. The City will modify what is allowed for attendance based on Governor's Orders at the time of the event/program.

For events that allow for viewing from their vehicle (i.e. fireworks display), attendees are encouraged to remain in their vehicle to allow for safe social distancing.

Staff will wear a mask when performing programs indoors. Attendees are encouraged but not required.

#### **Housekeeping**

Program supplies will be sanitized between family groups and regularly during the program.

Frequent cleaning and disinfecting protocols will be required at the food vendor booths who attend the events. They are responsible to have a preparedness plan in place for their food establishment as required by the Governor's Order(s).



Picnic tables, tables, and program supplies will be sanitized throughout the event/program. Program supplies will not be shared between family groups. Attendees are encouraged to bring their own chairs to use. Food will not be provided to youth programming; families may bring their own if there is snack time.

## **Communication**

This Preparedness Plan will be placed on the City website under the emergency preparedness and events page.

This City of Isanti Preparedness Plan was duly adopted by the Isanti City Council this 16<sup>th</sup> day of June, 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk



## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

<https://www.youtube.com/watch?v=3PmVJQUcm4E>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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 16, 2020  
**Subject:** Call for Public Hearing -nuisance abatement 105 Railroad Ave

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### **Background:**

In Spring 2019 the exterior wall at 105 Railroad Ave collapsed. The owner pulled a building permit to fix the wall in August 2019, the roof sustained some damage as well and is required to be repaired. Permits are valid for 180 days, which stay valid as long as you are making visible progress. The owner's of the building have been working on these repairs for 10 months. MNSPECT has had several conversations and written correspondence with the owner about the repairs and the timing. The wall has been repaired, but is not complete the outside still needs weather barrier and siding (that is consistent with code requirements) and the re-roof is not complete. The last written correspondence from the owner when asked when it would be complete was in January and they stated that the roof would be completed weather permitting. That was six months ago and the weather has been nice enough to complete this project.

Staff has sent the owner a final letter indicating that if the roof is not complete by June 15, 2020 the City Council may take action. There are a couple different actions the council can take to gain compliance. This building has become a public nuisance and is potentially unsafe. Staff is presenting the council with the following options:

1. The City Council can call for a public hearing to do a nuisance abatement per city code 216-2 which would allow the City to complete the project and assess back to the property owner.
- 1) The Building Official can declare the building unsafe/public nuisance. Once that is declared, the Council can order repairs to be done or order the building to be demolished. There are more legal steps with this process which will take longer than what is outlined above.

### **Request:**

City Council call for a Public Hearing at the next City Council meeting for an immediate nuisance abatement.

### **Attachments:**

- None

A Community For Generations.



## Request for City Council Action

**To:** Mayor Johnson and Members City Council  
**From:** Matt Sylvester, Public Services Director  
**Date:** June 16, 2020  
**Subject:** Resolution Authorizing Purchase of Generators for City Facilities

**Background:**

Generators are necessary at our facilities to prevent power outages during an emergency situation. Generators at our lift stations would prevent backups of sewage into homes and businesses. Generators at the Public Works Shop as well as the Police Department would be a necessity for staff to continue working during a complete power outage. Without power at these facilities staff would not be able to manage the situation and could cause it to escalate. A Generator at the Isanti Community Center would be needed as part of our Emergency Operations Plan and would be utilized as a shelter. The portable generator would be used at City Hall and a transfer switch would need to be added to make that feasible. The 2020 Capital Improvement Plan (CIP) included funds to add generators to these facilities. Staff reached out to vendors for quotes and was able to receive one quote. The Quote was from Advanced Power Systems totaling \$293,253.00 which includes state bid pricing. Public Works will be pouring the concrete pads for the generators to sit on totaling \$5,000.00. The budgeted amount in the Capital Improvement Plan for all the generators is \$324,450.00

Location	Quote
ICC	\$22,945.00
PD / Well I	\$38,100.00
PW Shop	\$36,900.00
8 <sup>th</sup> Ave LS	\$23,900.00
City Hall Transfer Switch	\$11,848.00
Rum River, Carlson, Deer Haven, Palomino, Subway, BMX, East Dual, Unity Lift Stations	\$19,945.00 each

**Recommendation:**

Staff is recommending that we accept the quote from Advanced Power Systems for the purchase of generators for City facilities.

**Request:**

Staff is requesting action on this item.

**Attachments:**

Quotes from Advanced Power Systems  
 Resolution 2020-XXX Authorizing the Purchase of Generators for City Facilities  
 Example of what the Generators look like

**RESOLUTION 2020-XXX**

**RESOLUTION AUTHORIZING THE PURCHASE OF GENERATORS FOR CITY FACILITIES**

**WHEREAS**, the 2020 Capital Improvement Plan has \$324,450.00 for the purchase of generators for the Police Dept., PW Shop, ICC, and nine remaining Lift Stations; and,

**WHEREAS**, the generators are a necessity in an emergency situation where power is lost; and,

**WHEREAS**, City Hall would have a transfer switch installed so that the portable generator could be utilized; and

**WHEREAS**, staff solicited quotes and received one quote from Advanced Power Systems in the amount of \$293,253.00; and,

**WHEREAS**, the quote received will utilize state bid pricing; and,

**WHEREAS**, Public Works will pour the concrete pads at a cost of \$5,000.00; and,

**WHEREAS**, the total project cost will include a 5% contingency; and,

**WHEREAS**, funding sources would be Streets 920-43100-500, Municipal Building 920-41941-500, Police 920-42110-500, Sewer 602-49450-500, Water 601-49400-500;

**WHEREAS**, the budget shall be amended to reflect the shared use of the generator to be located near the Police Station and Well 1. The Budget shall be amended to reduce expenditures in 920-42110-500 by \$19,050.00 and increase expenditures in 601-49400-500 by \$19,050.00;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to accept the quote from Advanced Power Systems in the amount of \$293,253.00 with a total project cost of \$313,165.65 including the 5% contingency with the funding source identified as Streets, Police, Water, Municipal Building (500) and amend the budget. Authorize the City Administrator to sign for acceptance of quotes. Authorize staff to direct installation at the specified locations. Authorize staff to include the generators on the City's liability policy.

This resolution was duly adopted by the Isanti City Council this 16<sup>th</sup> day of June, 2020.

ATTEST:

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

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



P.O. Box 738  
Hopkins, MN 55343  
Phone: 952-465-9959  
Email: lbraun@advancedpowerservice.com

## Quotation

DATE 6/9/2020  
Quotation # 042820-01-LB  
Customer ID ISAN

**Quotation For:**  
City of Isanti  
Matt Sylvester  
City Hall Manual Transfer Switch  
Connection Hub

Quotation valid until: 8/8/2020  
Prepared by: LPB

**Comments or Special Instructions:** Service Needs/ Includes Parts/Install NOT Included.

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
LB					Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE	AMOUNT
1	Arctic Quick Connection Docking Station 400A 277/480V			\$ 8,598.00
1	Ronk Manual Transfer Switch 120/208V 3 Phase 600A Nema 1			\$ 3,250.00
SUBTOTAL				
TAX RATE				
SALES TAX				
OTHER				-
TOTAL				\$11,848.00

If you have any questions concerning this quotation, contact Lucas Braun at 952-465-9959

THANK YOU FOR YOUR BUSINESS!





Lucas Braun  
Sales Manager  
952-465-9959

**Quote Date:** 04/13/2020

**Project Title:** 8<sup>th</sup> Ave Lift Station

**Prepared for:** City of Isanti (Matt Sylvester)

---

**Engine Model:** John Deere 1104D-44TG1 50kW Standby Power Rating at 1800 RPM

**Gen Model:** Blue Star/Marathon 50KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

**Fuel:** Diesel

**CSA Approved:** Yes/ UL2200

**Voltage:** 277/480V 3 Phase 60Hz

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

**Enclosure:** Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

**Sound Attenuation:** Sound Attenuation Installed in Enclosure and Exhaust Hood

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Mainline Breaker:** Optional Breaker Required OPTIONS: (1) 80A 3P 480V with Auxiliary Contact and Shunt Trip.

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired

**Fuel Tank:** 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

**ATS #1:** Asco 300 Series. 480V. 100A. 3 Pole Nema 3R

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**Factory Test:** Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

**Owner's Manual:** Print Copy (Qty 2)

**Warranty:** 2 Year / 2000 Hour

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**Freight:** Included

**Installation:** Electrical Installation Included

**Startup:** Training Included

**Price Total:** \$23,900

**Sales Tax:** TBD

**Payment Terms:** Net 30

**Lead Time:** 12 Weeks

**Terms & Conditions:**

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- This quote is valid for a period of 30 days.



- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

**Signature below signifies approval and authorization to proceed.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Lucas Braun  
Sales Manager  
952-465-9959

**Quote Date:** 04/13/2020

**Project Title:** Rum River, Arabian, East Duel, BMX, Carlson, Unity, Deer Haven Lift Stations

**Prepared for:** City of Isanti (Matt Sylvester)

---

**Engine Model:** John Deere 4048D 30kW Standby Power Rating at 1800 RPM

**Gen Model:** Blue Star/Marathon 30KW 12 Lead Wired 120/208V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

**Fuel:** Diesel

**CSA Approved:** Yes/ UL2200

**Voltage:** 120/208V 3 Phase 60Hz

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

**Enclosure:** Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

**Sound Attenuation:** Sound Attenuation Installed in Enclosure

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Mainline Breaker:** Optional Breaker Required OPTIONS: (1) 100A 3P 480V with Auxiliary Contact and Shunt Trip.

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired

**Fuel Tank:** 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

**ATS #1:** Asco 300 Series. 120/208V. 100A. 3 Pole Nema 3R

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**Factory Test:** Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

**Owner's Manual:** Print Copy (Qty 2)

**Warranty:** 2 Year / 2000 Hour

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**Freight:** Included

**Installation:** Electrical Installation Included

**Startup:** Training Included

**Price Total:** \$19,945.00

**Sales Tax:** TBD

**Payment Terms:** Net 30

**Lead Time:** 12 Weeks

---

**Terms & Conditions:**

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

**Signature below signifies approval and authorization to proceed.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Lucas Braun  
Sales Manager  
952-465-9959

**Quote Date:** 04/13/2020

**Project Title:** Well#1 & Police Station

**Prepared for:** City of Isanti (Matt Sylvester)

---

**Engine Model:** John Deere 1104D-E44TAG2 60kW Standby Power Rating at 1800 RPM  
Governor - Electronic Isochronous

**Gen Model:** Blue Star/Marathon 60KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise  
Over 27°C Ambient

**Fuel:** Diesel

**CSA Approved:** Yes/ UL2200

**Voltage:** 277/480V 3 Phase 60Hz

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation  
Automatic Voltage Regulator

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing  
Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure,  
High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible  
Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection  
(Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

**Enclosure:** Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged  
and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and  
Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike  
Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5"  
Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting  
Holes. Includes Vibration Mount

**Sound Attenuation:** Sound Attenuation Installed in Enclosure and Exhaust Hood

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Mainline Breaker:** Optional Breaker Required OPTIONS: (1) 350A 3P 480V with Auxiliary Contact and Shunt Trip.

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired

**Fuel Tank:** 24 Hour / 150 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

**ATS #1:** Asco 300 Series. 480V. 600A. 3 Pole Nema 1

**ATS #2:** Asco 300 Series. 120/240V. 200A. 3 Pole Nema 3R

**Also Included In Price:** Transformer to step down the voltage from the generator for the Police Station.

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**Factory Test:** Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

**Owner's Manual:** Print Copy (Qty 2)

**Warranty:** 2 Year / 2000 Hour

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**Freight:** Included

**Installation:** Electrical Installation Included

**Startup:** Training Included

**Price Total:** \$38,100

**Sales Tax:** TBD

**Payment Terms:** Net 30

**Lead Time:** 12 Weeks

**Terms & Conditions:**

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- This quote is valid for a period of 30 days.
  - This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

**Signature below signifies approval and authorization to proceed.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Lucas Braun  
Sales Manager  
952-465-9959

**Quote Date:** 04/13/2020

**Project Title:** Community Center

**Prepared for:** City of Isanti (Matt Sylvester)

---

**Engine Model:** John Deere 4048D 25kW Standby Power Rating at 1800 RPM

**Gen Model:** Blue Star/Marathon 25KW 12 Lead Wired 120/240V Low Wye 130°C Rise Over 27°C Ambient

**Fuel:** Diesel

**CSA Approved:** Yes/ UL2200

**Voltage:** 120/240V Single Phase 60Hz

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

**Enclosure:** Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

**Sound Attenuation:** Sound Attenuation Installed in Enclosure

**Cooling:** Unit Mounted Radiator (50°C Ambient)



**Mainline Breaker:** Optional Breaker Required OPTIONS: (1) 200A 3P 480V with Auxiliary Contact and Shunt Trip.

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired

**Fuel Tank:** 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

**ATS #1:** Asco 300 Series. 120/240V. 400A. 2 Pole Nema 3R

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**Factory Test:** Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

**Owner's Manual:** Print Copy (Qty 2)

**Warranty:** 2 Year / 2000 Hour

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**Freight:** Included

**Installation:** Electrical Installation Included

**Startup:** Training Included

**Price Total:** \$22,945.00

**Sales Tax:** TBD

**Payment Terms:** Net 30

**Lead Time:** 12 Weeks

**Terms & Conditions:**

---

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

**Signature below signifies approval and authorization to proceed.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Lucas Braun  
Sales Manager  
952-465-9959

**Quote Date:** 04/13/2020

**Project Title:** Subway Lift Station

**Prepared for:** City of Isanti (Matt Sylvester)

---

**Engine Model:** John Deere 4048D 30kW Standby Power Rating at 1800 RPM

**Gen Model:** Blue Star/Marathon 30KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

**Fuel:** Diesel

**CSA Approved:** Yes/ UL2200

**Voltage:** 277/480V 3 Phase 60Hz

**Voltage Regulator:** Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

**Control Panel:** Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

**Enclosure:** Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

**Sound Attenuation:** Sound Attenuation Installed in Enclosure

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Mainline Breaker:** Optional Breaker Required OPTIONS: (1) 80A 3P 480V with Auxiliary Contact and Shunt Trip.

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** 12 Volt 6 Amp Mounted and Wired

**Fuel Tank:** 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

**ATS #1:** Asco 300 Series. 480V. 100A. 3 Pole Nema 3R

---

**Factory Test:** Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

**Owner's Manual:** Print Copy (Qty 2)

**Warranty:** 2 Year / 2000 Hour

---

**Freight:** Included

**Installation:** Electrical Installation Included

**Startup:** Training Included

**Price Total:** \$19,945.00

**Sales Tax:** TBD

**Payment Terms:** Net 30

**Lead Time:** 12 Weeks

**Terms & Conditions:**

---

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

**Signature below signifies approval and authorization to proceed.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**BLUE STAR**  
Power Systems Inc.





City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 6/3/2020 - 6/3/2020

Jun 03, 2020 11:59AM

## Report Criteria:

Report type: Summary

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

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06/20	06/03/2020	53691	53	BELLBOY CORPORATION	609-20200	4,574.84
06/20	06/03/2020	53692	9	BERNICKS PEPSI-COLA	609-20200	1,707.40
06/20	06/03/2020	53693	2221	C & L DISTRIBUTING	609-20200	234.80
06/20	06/03/2020	53694	2321	C EMERY NELSON INC	602-20200	485.82
06/20	06/03/2020	53695	1474	CDW GOVERNMENT INC	614-20200	42.48
06/20	06/03/2020	53696	120	CONNEXUS ENERGY	101-20200	16,730.19
06/20	06/03/2020	53697	918	CRYSTAL SPRINGS ICE	609-20200	556.72
06/20	06/03/2020	53698	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,089.45
06/20	06/03/2020	53699	2720	DEFIANT DISTRIBUTORS	609-20200	1,007.72
06/20	06/03/2020	53700	1682	FERGUSON WATERWORKS	603-20200	382.47
06/20	06/03/2020	53701	2830	GDO Law	101-20200	4,083.33
06/20	06/03/2020	53702	2916	HAIN, ALBERTA	101-20200	107.38
06/20	06/03/2020	53703	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	221.38
06/20	06/03/2020	53704	2611	J ROBINSON CONSTRUCTION	505-20200	18,000.00
06/20	06/03/2020	53705	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,801.20
06/20	06/03/2020	53706	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,294.80
06/20	06/03/2020	53707	5	KAWALEK TRUCKING	609-20200	301.60
06/20	06/03/2020	53708	2915	MARSH HEATING & AIR CONDITIONING	101-20200	75.00
06/20	06/03/2020	53709	17	MCDONALD DISTRIBUTING CO	609-20200	33,633.29
06/20	06/03/2020	53710	616	MENARDS - CAMBRIDGE	601-20200	351.67
06/20	06/03/2020	53711	2080	MVTL LABORATORIES INC	601-20200	43.20
06/20	06/03/2020	53712	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,073.75
06/20	06/03/2020	53713	2917	PYROTECHNIC DISPLAY, INC.	101-20200	6,000.00
06/20	06/03/2020	53714	1834	RIVARD COMPANIES	101-20200	1,535.50
06/20	06/03/2020	53715	1113	RJM DISTRIBUTING INC	609-20200	324.75
06/20	06/03/2020	53716	2518	SEMLER CONSTRUCTION	505-20200	8,000.00
06/20	06/03/2020	53717	1493	SHERWIN-WILLIAMS CO	101-20200	1,653.75
06/20	06/03/2020	53718	2614	SW Wold Construction	505-20200	17,000.00
06/20	06/03/2020	53719	1290	THE AMBLE GROUP	101-20200	72.12
06/20	06/03/2020	53720	686	VERIZON WIRELESS	609-20200	1,251.45
06/20	06/03/2020	53721	42	VIKING COCA-COLA BOTTLING CO	609-20200	426.20
06/20	06/03/2020	53722	1286	VINOPIA INC	609-20200	768.92
06/20	06/03/2020	53723	2757	WATCH GUARD INC	920-20200	6,230.00
06/20	06/03/2020	53724	4	WATSON CO INC	609-20200	1,970.11
06/20	06/03/2020	53725	1922	WEX BANK	101-20200	1,858.17
06/20	06/03/2020	53726	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
Grand Totals:						179,488.40

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 6/10/2020 - 6/10/2020

Jun 10, 2020 02:42PM

## Report Criteria:

Report type: Summary

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06/20	06/10/2020	53732	1503	7-UP BOTTLING	609-20200	27.20
06/20	06/10/2020	53733	1549	ASTECH CORP INC	440-20200	464,436.59
06/20	06/10/2020	53734	53	BELLBOY CORPORATION	609-20200	129.60
06/20	06/10/2020	53735	9	BERNICKS PEPSI-COLA	609-20200	4,550.76
06/20	06/10/2020	53736	368	BILLS QUALITY CLEANING	101-20200	546.00
06/20	06/10/2020	53737	1198	CENTER POINT ENERGY	601-20200	1,424.63
06/20	06/10/2020	53738	1822	CENTURYLINK BUSINESS SERVICES	101-20200	29.49
06/20	06/10/2020	53739	2610	CINTAS	609-20200	215.76
06/20	06/10/2020	53740	1629	CITY OF ISANTI	101-20200	19,897.48
06/20	06/10/2020	53741	918	CRYSTAL SPRINGS ICE	609-20200	399.06
06/20	06/10/2020	53742	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,642.50
06/20	06/10/2020	53743	2244	DEZURIK INC	601-20200	2,223.00
06/20	06/10/2020	53744	1682	FERGUSON WATERWORKS	601-20200	635.06
06/20	06/10/2020	53745	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
06/20	06/10/2020	53746	2028	FURTHER	101-20200	31.40
06/20	06/10/2020	53747	2918	GOLDEN, GERALD	101-20200	25.00
06/20	06/10/2020	53748	134	GOPHER STATE ONE-CALL INC	601-20200	255.15
06/20	06/10/2020	53749	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	117.30
06/20	06/10/2020	53750	114	ISANTI COUNTY RECORDER	505-20200	138.00
06/20	06/10/2020	53751	496	JOHN HIRSCHS	101-20200	637.64
06/20	06/10/2020	53752	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,275.55
06/20	06/10/2020	53753	5	KAWALEK TRUCKING	609-20200	166.00
06/20	06/10/2020	53754	2648	LEPAGE & SONS	101-20200	3,146.03
06/20	06/10/2020	53755	394	LMCIT	609-20200	1,891.00
06/20	06/10/2020	53756	17	MCDONALD DISTRIBUTING CO	609-20200	13,038.95
06/20	06/10/2020	53757	616	MENARDS - CAMBRIDGE	101-20200	37.59
06/20	06/10/2020	53758	2208	MINNESOTA EQUIPMENT INC	602-20200	343.80
06/20	06/10/2020	53759	2116	MINUTEMAN PRESS	101-20200	1,987.34
06/20	06/10/2020	53760	176	MN DEPT OF REVENUE	609-20200	39,577.00
06/20	06/10/2020	53761	2080	MVTL LABORATORIES INC	601-20200	130.96
06/20	06/10/2020	53762	617	PAUSTIS & SONS	609-20200	443.25
06/20	06/10/2020	53763	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,580.79
06/20	06/10/2020	53764	1205	PLANT & FLANGED	601-20200	621.10
06/20	06/10/2020	53765	1414	READY WATT ELECTRIC	101-20200	2,140.00
06/20	06/10/2020	53766	2341	RED BULL DISTRIBUTION	609-20200	225.50
06/20	06/10/2020	53767	2614	S. W. WOLD CONSTRUCTION INC	505-20200	12,000.00
06/20	06/10/2020	53768	2518	SEMLER CONSTRUCTION	505-20200	8,000.00
06/20	06/10/2020	53769	2396	SOUTHERN GLAZERS OF MN	609-20200	26,074.80
06/20	06/10/2020	53770	315	ST.PAUL STAMP WORKS	101-20200	60.29
06/20	06/10/2020	53771	73	STAR	101-20200	67.00
06/20	06/10/2020	53772	1354	TAPES PLUS ADVERTISING	609-20200	295.00
06/20	06/10/2020	53773	1820	URBANS HARDWARE INC	101-20200	172.21
06/20	06/10/2020	53774	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/20	06/10/2020	53775	42	VIKING COCA-COLA BOTTLING CO	609-20200	132.43
06/20	06/10/2020	53776	4	WATSON CO INC	609-20200	2,323.37

Grand Totals:

643,275.43

M = Manual Check, V = Void Check



## City of Isanti

Gross Payroll	89,913.38
Social Security & Medicare	5,084.65
Public Employees Retirement	8,858.73
Total City Expense	<u>103,856.76</u>

Pay Date          6/12/2020

Pay Period        12 (5/24-6/6/20)



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** June 16, 2020  
**Subject:** Approving an Agreement for Services for Position Classification and Compensation Study

Council approved a position classification and compensation study titled "comparative worth study" in the 2020 Budget in the amount of \$25,000. On May 26, Council authorized Staff to advertise the request for proposals for such study. Eight proposals were received. Staff reviewed the proposals and spoke to the finalist they felt met all the criteria and also outlined how the City could save money by indicating what services staff could do internally.

### **Recommendation:**

Staff is recommending to enter into an agreement with Abdo, Eick & Meyer in an amount, not to exceed, \$25,000 for the position classification and compensation study.

### **Attachments:**

- Resolution 2020-XXX
- Proposals received

## RESOLUTION 2020-XXX

### APPROVING AN AGREEMENT FOR SERVICES FOR POSITION CLASSIFICATION AND COMPENSATION STUDY WITH ABDO, EICK & MEYER

**WHEREAS**, the 2020 budget includes funds for a classification and compensation study in the amount of \$25,000 to develop a complete and equitable compensation structure, ensure MN Pay Equity compliance, develop knowledge for recruitment and retention and to assess the overall compensation of all City employees; and,

**WHEREAS**, the City of Isanti advertised, in the official newspaper, for requests for proposals from qualified service consultant for a position classification and compensation study on May 26, 2020; and,

**WHEREAS**, eight proposals were received and are attached:

Consultant	Base Quotation not including optional/additional expenses
<b>Abdo, Eick &amp; Meyer</b>	<b>\$17,600</b>
Bakertilly	\$14,500
David Drown	\$17,000
Flaherty Hood	\$21,500
Gallagher	\$35,750
GovHR	\$21,250
MGT Consulting	\$19,430
Segal	\$37,500

**WHEREAS**, after a thorough review and careful consideration for services offered, including information on how staff can reduce costs by working with the service consultant, staff recommends entering into an agreement with Abdo, Eick & Meyer;

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

1. Authorize the City Administrator to sign an agreement with Abdo, Eick & Meyer for position classification and compensation study services in an amount, not to exceed, \$25,000.
2. Authorize the City Administrator to execute necessary steps to achieve success for the study including collaboration with all City Staff to evaluate each position duties and revise/update job descriptions to ensure accuracy and compliance with Federal and State regulations.
3. Authorize the City Administrator to work with the consultant to develop an implementation plan for recommended changes and final report to be shared with Council.

This resolution was duly adopted by the Isanti City Council this 16<sup>th</sup> day of June, 2020.

Attest:

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

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



# Value

## Position Classification and Compensation Study

Project Phase – to be billed as completed	Proposed Investment
<b>Job Description Assessment and Updates – approx. 45 positions</b>	
<i>OPTION #1 - Assuming AEM Workforce Solutions performs all job questionnaires, description updates, and regulatory review</i>	<b>\$ 10,800.00</b>
<i>OPTION #2 - Assuming City of Isanti performs all job questionnaires and updates, providing AEMWS with current and updated job descriptions for regulatory review</i>	<b>\$ 5,050.00</b>
<i>OPTION #3 - Assumes City of Isanti completes all job description updates using templates provided by AEMWS. AEMWS will simply analyze FLSA compliance for each position.</i>	<b>\$ 1,100.00</b>
<b>Market Wage and Benefit Analysis</b>	<b>4,000.00</b>
<b>Job Classification and Compensation Plan Development</b>	<b>7,500.00</b>
<b>Pay Equity Reporting and Testing</b>	<b>1,500.00</b>
<b>Presentation of Findings and Communication Plan</b>	<b>3,500.00</b>
<b>Implementation and Plan Administration Staff Training – OPTIONAL – includes meetings, mileage, and travel time for on-site training.</b>	<b><u>3,000.00</u></b>
<b>TOTAL PROJECT INVESTMENT (Lump sum not to exceed)</b>	<b><u>\$ 30,300.00</u></b>

**ABDO  
EICK &  
MEYERS** L.L.P.

*AEM Workforce Solutions™*

## 5. Project fees

### Professional fee

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee \$14,500, including expenses. This fee is based on 32 positions, two employee orientation sessions as well as required meetings with administration, three implementation options and associated work outlined in this proposal. This proposal includes up to three on-site visits by the project manager.

Baker Tilly would invoice the City for work completed based on the following schedule:

	Percentage of Work Completed	Percentage of Fee
Completion of Project Initiation (or Employee Orientation)	25%	25%
Completion of Position Analysis Questionnaires	25%	50%
Completion of Draft Pay Structure(s) or Pay Structure Updates	40%	90%
Completion of Final Report	10%	100%

### Additional work

Should the City of Isanti request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of \$750/plan. In addition, we would charge, at cost, for any related out-of-pocket expenses.

	Hourly Rate
Principal, Partner, Firm Director	\$300
Senior Manager, Director	\$260
Manager, Senior Staff	\$215
Staff	\$160
Support	\$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request

### Engagement

We will provide the City of Isanti with our standard engagement terms. Should the City of Isanti provide alternate terms or proceed on the basis of its own format agreement, we will reserve the ability to negotiate mutually acceptable terms and conditions prior to entering into a contract.

## PROPOSED FEE FOR SERVICES

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Our fees below are based on a compensation plan with 30 job descriptions.

### Fee Proposal Options

	<u>Market Study Only</u>	<u>Full Study</u>
• General Project Setup and Administration	\$ 2,000	\$ 2,000
• Classify Job Descriptions	--	3,750
• Complete Market Study	7,000	7,000
• Plan Design and Budget Implementation	2,250	2,250
• Report & Presentation		<u>2,000</u>
<b>Totals</b>	<b>\$ 11,250</b>	<b>\$ 17,000</b>

If the City decides to include re-writing job descriptions, which includes employee and manager surveys and re-write job descriptions, it will be an additional \$5,000 or \$150 per job position.

*These fees provide for the consultant to attend one (1) on-site meeting each for an employee kickoff meeting, the presentation of a final report, and performance evaluation training. We are able to attend unlimited meetings via skype and teleconference at no additional cost.*

### Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Services include:

- We review, update and reclassify as necessary one-third of job descriptions annually. (rotating cycle, starting year 2)
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market.
- We will periodically provide the City with market data on benefits offered by comparable communities and suggest changes as warranted.
- For any new jobs or changed jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system
- We will provide budget support by:
  - Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
  - Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or Board on the status of your compensation system.

Flaherty & Hood, P.A. will draft the following communication to incumbent employees explaining the job evaluation points review process:

- Timeline outline
- Forms
- Execution guide
- Notification for employees
- Template responses for City management

### **Proposed Timeline, Optional Services, And Cost Proposal**


Flaherty & Hood, P.A.'s Position Classification and Compensation Study for the City of Isanti will include the following services billed to the City at the hourly rate of \$145 per hour plus expenses incurred, subject to the not-to-exceed total lump sum fee referenced in the request for proposal (RFP), for the approximately 45 classifications referenced in the RFP. Services highlighted in yellow are those that in which the City of Isanti can assist with that may mitigate the costs of the study.

<b>Phase</b>	<b>Services</b>	<b>Timeline after Start</b>	<b>Est. Cost</b>
1.	<p>Introduction and Project Orientation</p> <ul style="list-style-type: none"> <li>• Review the City of Isanti 's current classification and compensation system, which includes: <ul style="list-style-type: none"> <li>○ Classification and compensation-related policies and plans</li> <li>○ Job descriptions</li> <li>○ Job evaluation system and ratings</li> <li>○ Organizational chart</li> <li>○ Compensation and structure</li> <li>○ Pay equity report</li> </ul> </li> <li>• Draft communication to incumbent employees explaining the Position Classification and Compensation Study, execution guides and responses to FAQs for City of Isanti's management</li> </ul>	0 - 4 Weeks	\$750
2.	<p>Position Analysis</p> <ul style="list-style-type: none"> <li>• Draft and distribute job questionnaires to specified incumbent employees addressing the skill, effort, responsibility and working conditions of the job</li> <li>• Management reviews and comments on completed questionnaires</li> <li>• Review and analyze completed questionnaires and management comments</li> </ul>	4 - 12 Weeks	\$1,250

Phase	Services	Timeline after Start	Est. Cost
3.	<p>Updates to Position Description</p> <ul style="list-style-type: none"> <li>Evaluate existing job descriptions to ensure they are current, accurate and complete and provide written evaluation to management</li> <li>Draft a uniform job description template and Position Description Drafting Guide</li> <li>Analyze descriptions to ensure compliance with Federal and State regulations pertaining to compensation standards, including but not limited to Americans with Disabilities Act (ADA), FLSA, and pay equity law</li> </ul>	24 – 28 Weeks	\$1,250
4.	<p>Position Classification/Ranking/Grade/Job Evaluation</p> <ul style="list-style-type: none"> <li> <p>[REDACTED]</p> </li> <li>General <ul style="list-style-type: none"> <li>Using City's current job evaluation system or Flaherty &amp; Hood's Job Evaluation System: <ul style="list-style-type: none"> <li>Define uniform compensable factors and subfactors</li> <li>Establish points for factors and subfactors</li> <li>Draft internal outline and external summary for City of Isanti on communicating and/or presenting in person proposed job evaluation system with/to employees and State of Minnesota Management and Budget (MMB)</li> </ul> </li> </ul> </li> <li>Job specific <ul style="list-style-type: none"> <li>Establish and draft spreadsheet that systematically and objectively assigns points for each job using factors and subfactors</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>Determine Equal Labor Standards Act exempt status of jobs</li> </ul> </li> </ul>	12 – 18 Weeks	\$3,000



Phase	Services	Timeline after Start	Est. Cost
5.	<p>Wage/Labor Benchmarks/Market Pricing</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>Determine benchmark jobs to compare</li> <li>[REDACTED]</li> <li>Draft market comparison data spreadsheets and discuss with City of Isanti's management</li> </ul>	4 – 12 Weeks	\$6,000
6.	<p>System Structure Development</p> <ul style="list-style-type: none"> <li>Utilizing statistical analysis and Base Pay Development Questionnaire submitted to City of Isanti, analyze internal job evaluation points compared to external market survey data to develop basis on which to update or build pay structure</li> <li>Draft proposed modifications to pay structure and schedule that include pay ranges based on job points</li> <li>[REDACTED]</li> </ul>	20-22 Weeks	\$3,000
7.	<p>System Testing for Internal Equity and External Marketplace Fairness</p> <ul style="list-style-type: none"> <li>Utilizing statistical analysis, ensure proposed job points and pay are internally and externally equitable and legally compliant</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>Provide any additional required communications and reports as needed</li> </ul>	22-24 Weeks	\$500

Phase	Services	Timeline after Start	Est. Cost
8.	<p>Preparation of Final Documents</p> <ul style="list-style-type: none"> <li>• Prepare a final report describing the study results and implementation recommendations</li> <li>• Present on one-day findings and recommendations, including written and/or oral reports to City of Isanti Council, employee groups, and/or unions</li> <li>• Draft <ul style="list-style-type: none"> <li>○ Recommended revisions to policies</li> <li>○ Compensation plan to clearly, effectively, consistently and efficiently manage compensation</li> <li>○ How-to and execution guides and usable electronic spreadsheets for updating job descriptions, job evaluation ratings, and compensation, including methodology for determining the validity for requests for reclassification and/or compensation changes</li> </ul> </li> </ul>	24-28 Weeks	\$3,000
9.	<p>Training on System Maintenance and Updating</p>  <ul style="list-style-type: none"> <li>• Provide recommendation on a system for determining the validity for requests for reclassification and/or compensation changes</li> <li>• Identify additional post contract services available to review new positions or requests for reclassification</li> </ul>	24-28 Weeks	\$1,000
10.	<p>System Implementation</p> <ul style="list-style-type: none"> <li>• Recommend the best possible approach to coordinating the recommended pay plan with current collective bargaining agreements and wage plans, including timelines for implementation, and communicating it with employees and unions</li> </ul>	24-28 Weeks	\$750

Phase	Services	Timeline after Start	Est. Cost
11.	Job Evaluation Point Review Process <ul style="list-style-type: none"> <li>Draft a process, forms, execution guide, and template responses for requested reviews by employees of job descriptions and/or job evaluation ratings.</li> <li>Advise the City of Isanti on handling specific requested reviews.</li> </ul>	24-28	\$1,000
		<b>Lump Sum Not To Exceed</b>	\$21,500

- Additional and Further Services and Costs**

The services that follow are additional related services Flaherty & Hood could provide to City of Isanti billed to the City at the hourly rate of \$145 per hour plus expenses with a cost not to exceed amount as specified:

- Additional Optional Services**

<u>Service</u>	<u>Total Cost</u>
Prepare PowerPoint and present to incumbent employees explaining the Position Classification and Compensation Study.	\$1,000
Interview using position questionnaires for incumbent employees addressing the skill, effort, responsibility and working conditions of their position	\$4,500
Draft updated job descriptions for all job classifications	\$4,750
Establish supplemental variable pay system, such as performance pay, merit pay, and/or skills or competency pay	\$2,000
Compile, review and analyze market compensation data other than wages, wage structure, and health insurance contributions	\$500 per category

- Additional Job Classifications or Same Job Classifications after Study is Complete**

<u>Service</u>	<u>Total Cost</u>
Draft, review, and analyze position questionnaires for incumbent employee, if any, and management addressing the skill, effort, responsibility and working conditions of the position, and draft new or updated job description and establish points after initial job classification pointed	\$800



Insurance | Risk Management | Consulting

## COST OF SERVICES

We understand the importance of this study and realize the delicate nature of local government spending. Therefore, we are proposing a fee schedule that is fair, sensible and that generates project results in conformance with the City's RFP. It will ensure that the City has the ability to attract, retain, and motivate employees in providing quality services to its citizens and ensure the system is not an administrative and/or costly burden. Thus, the following are estimates of our fees to conduct services for the City:

PHASE	DESCRIPTION	FEES
I	<b>Study Initiation</b> <ul style="list-style-type: none"><li>Includes potential on-site or virtual meetings and employee presentations</li></ul>	\$3,000
II	<b>Classification Study</b> <ul style="list-style-type: none"><li>Option 1 – Use of current job descriptions only</li><li>Option 2 – supplement job descriptions with employee PDQs</li><li>Does not include pricing for writing new job descriptions.</li></ul>	Option 1 \$6,750 Option 2 \$9,000
III	<b>Job Evaluation Study</b> <ul style="list-style-type: none"><li>Includes on-site training on job evaluation method</li></ul>	\$3,500
IV	<b>Compensation Study</b> <ul style="list-style-type: none"><li>Cost estimate is based on a survey sent to up to 15 participants with 20 benchmark jobs, and use of published survey sources</li></ul>	\$19,500
V	<b>Project Management and Finalization</b> <ul style="list-style-type: none"><li>Includes one day of final on-site presentations</li></ul>	\$3,000
<b>Total Professional Fees</b>		<b>\$35,750 – \$38,000</b>

For work *beyond that specified in this proposal*, additional fees and out of pocket expenses will be involved. We are available for discussion if the study requires additional services beyond the scope contained in the proposal.

<b>Study Phase Breakdown</b>	<b>Hour Breakdown</b>	<b>Cost</b>
<b>I. Meetings, Salary and Benefit Survey, Job Analysis</b>		
Study preparation and project meeting (via video conference call)	4 hours	\$500
Establishing comparables <ul style="list-style-type: none"> <li>Public Sector</li> <li>Private Sector</li> </ul> (deduct this time if City provides the comps)	8 hours 2 hours	\$1,000 \$250
Employee kickoff meetings (1 <sup>st</sup> trip/Project Manager)	12 hours	\$1,500
Prepare and send out salary and benefits surveys <ul style="list-style-type: none"> <li>Public Sector</li> <li>Private Sector</li> </ul>	12 hours 4 hours	\$1,500 \$500
Job evaluation analysis and establishment of job classification system <ul style="list-style-type: none"> <li>➤ reading of up to 55 JAQs/45 JDs</li> <li>➤ employee interviews (2<sup>nd</sup> trip/Consultant Team)</li> <li>➤ analyzing data and establishing classes</li> <li>➤ assigning of skill levels</li> <li>➤ review and evaluation of preliminary analysis with City representatives (via email and conference calls)</li> <li>➤ FLSA review and recommendations</li> </ul>	4 hours 36 hours 8 hours 6 hours 4 hours 4 hours	\$500 \$4,500 \$1,000 \$750 \$500 \$500
<b>II. Salary and Benefits Survey Analysis</b>		
Analyzing salary and benefits survey data <ul style="list-style-type: none"> <li>Public Sector</li> <li>Private Sector</li> </ul>	16 hours 4 hours	\$2,000 \$500
Establishing new salary schedules	8 hours	\$1,000
<b>III. Meet with City representatives and Department Heads to Review Data and Job Classifications</b> (via video conference calls)	4 hours	\$500
<b>IV. Draft and Final Report Preparation</b>		
Writing draft report	12 hours	\$1,500
Final report	4 hours	\$500
Assist with Pay Equity Report	2 hours	\$250
<b>V. Presentation of Findings (3<sup>rd</sup> trip)</b>	12 hours	\$1,500
<b>VI. Training City Staff on Use of System</b>	4 hours	\$500
<b>VII. Appeal Process – see Optional Services below</b>		
<b>VIII. Job Descriptions – see Optional Services below</b>		
<b>PROJECT HOUR AND COST TOTAL</b>	<b>170 Hours</b>	<b>\$21,250 plus expenses</b>

## H. COST

MGT proposes to complete the City's project for a total cost of **\$19,430**. **Exhibit 3** details the cost by each work task in our work plan. This includes professional fees and other costs (travel, surveys, postage, etc.).

*Exhibit 3. Proposed Cost by Task*  
**City of Isanti**  
**Position Classification and Compensation Study**  
**PROPOSED PROJECT BUDGET**

	Milestones and Tasks	Professional Hours	Total Fees	Direct Expenses	GRAND TOTAL
1	Conduct Initial Meeting and Finalize Project Work Plan	9	1,245	-	1,245
2	Develop and Implement a Communications Strategy; Hold Onsite Orientation Sessions	14	2,010	-	2,010
3	Review Existing Classification and Compensation System	7	920	-	920
4	Gather and Evaluate Current Organizational and Employee Job Data	19	2,030	150	2,180
5	Identify Relevant Recruitment Market(s)	4	585	-	585
6	Conduct Market Surveys & Benchmark Position(s)	27	2,750	500	3,250
7	Revise and Prepare Job Descriptions as Needed	49	4,610	-	4,610
8	Develop Compensation and Classification System; Present Report	18	2,690	-	2,690
9	Develop Implementation Strategies	14	1,940	-	1,940
10	Provide Ongoing Assistance	0	-	-	-
<b>TOTAL</b>		<b>151</b>	<b>\$19,430</b>	<b>\$650</b>	<b>\$20,080</b>

# Cost Proposal

Segal is fully aware of the sensitivity of budget allocations for public sector employers. We believe that you will find our approach focused toward achieving the City's objectives in the most cost-effective manner consistent with quality, accuracy, and timeliness.

<b>Step 1: Project Initiation</b> Assumes we will be on-site one (1) day to meet (or meet via video-conference) with the City's Project Team, as well as time associated with learning about the City's current compensation and classification structures, policies, and practices. Develop communication plan.	\$2,500
<b>Step 2: Classification Analysis</b> Assumes the following: <ul style="list-style-type: none"> <li>• Develop one customized Job Description Questionnaire</li> <li>• Analyze 45 current job titles covering 33 full-time (9 are exempt), 19 part-time, 3 interns and 3 seasonal employees</li> <li>• Develop a recommended classification structure (one draft, one final)</li> <li>• Recommend assignments of individual positions to job titles</li> <li>• Conduct FLSA Exemption Analysis</li> <li>• Review Internal Equity Approach</li> <li>• Review and Recommend Updates to Job Descriptions</li> </ul>	\$10,000
<b>Step 3: Salary Market Assessment</b> Assumes the following: <ul style="list-style-type: none"> <li>• Develop a customized salary compensation salary market survey document with up to 30 benchmark job titles, to be distributed to no more than 10 public sector peer employers, as well as the use of up to three (3) published data sources to represent the private sector market</li> <li>• One draft and one final report of the market study findings</li> </ul>	\$15,000
<b>Step 4: Recommendations Development</b> Assumes the following: <ul style="list-style-type: none"> <li>• Develop pay schedule(s) to cover all jobs covered by the study</li> <li>• Recommend grade assignments for all job titles covered by the study</li> <li>• Draft language for recommended compensation policies</li> <li>• Estimate the cost of implementing the recommended pay schedule, including recommendations regarding placement of each employee within the pay ranges, as well as one revised estimate based on Project Team's review and revisions</li> <li>• Assist with implementation and conduct training session with Human Resources staff*</li> <li>• Training and Knowledge Transfer*</li> </ul> (*assumes up to eight (8) hours of consulting time)	\$5,000
<b>Step 5: Develop Recommendations for a Performance Management System</b> Assumes the following: <ul style="list-style-type: none"> <li>• Develop recommendations for implementing a performance management system</li> </ul>	Included in Step 4
<b>Step 6: Pay Equity Analysis</b>	\$2,500

Assumes the following:	
<ul style="list-style-type: none"> <li>Analyze census data, job description questionnaires, other materials</li> <li>Identify whether any pay disparities exist among employees performing similar work</li> </ul>	
<b>Step 7: Present Final Results to the City</b> Assumes we develop and deliver one presentation, either on-site or via video conference, to senior management or elected officials	\$2,500
<b>Optional Service 1: Conduct Employee Presentations</b> Assumes we conduct one (1) day of employee presentations	\$2,500 per day
<b>Optional Service 2: Conduct Employee Interviews</b> Assumes we conduct one (1) day of employee interviews	\$2,500 per day
<b>Optional Service 3: Implement Segal Evaluator™ Job Evaluation Approach</b> Assumes we apply the <b>Segal Evaluator™</b> job evaluation approach to 45 job titles to establish internal equity	\$5,000

The proposed fee includes charges for all professional, analytic, and administrative services, as well as all expenses associated with materials, supplies, overhead, and travel for all tasks outlined in this proposal except as otherwise noted.

Our total fixed fee (without optional services) will be billed at the end of each month in 3 equal invoices for \$12,500.

Please note: if the information in the census file is inaccurate additional hourly fees may be charged for data correction and preparation.

**Travel expenses for meetings scheduled less than one week in advance will be charged additionally. If a scheduled meeting is cancelled by the client, any non-refundable travel expenses will be billed to the client at cost.**

To the extent our proposed scope and fees differ from your needs or the level of effort described in other proposals you may receive, Segal is prepared to discuss alternatives to the fees stipulated in our proposal.



## RESOLUTION 2020-XXX

### ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR STEPHEN SCOTT NORSWORTHY

**WHEREAS**, part-time Liquor Store Clerk, Stephen Scott Norsworthy has submitted a letter of resignation to the to Liquor Store Manager, John Jacobi on June 8, 2020; and,

**WHEREAS**, the effective date of this resignation is June 8, 2020; and,

**WHEREAS**, Stephen Scott Norsworthy is leaving employment not in good standing;

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

1. That the resignation of Stephen Scott Norsworthy is hereby accepted effective June 8<sup>th</sup>, 2020.
2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 16<sup>th</sup> day of June, 2020.

Attest:

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

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



## Request for City Council Action - MEMO

**To:** Mayor Johnson and Members of City Council

**From:** Jenny Garvey - Parks, Recreation, and Culture Manager

**Date:** June 16, 2020

**Subject:** Resolution 2020-XXX Accepting Donations for the 2020 Medallion Hunt and Family Day Event

### Background

Staff have requested donations from area businesses for a Medallion Hunt winner and for Family Day prize drawings. Donations from the following businesses/organizations have been offered for these events:

<b>Medallion Hunt</b>	<b>Family Day</b>
Fusion Nails -gift certificate - \$50	CMK Financial Services – prize pack – value \$50
Isanti Tire and Auto Care Inc. - alignment, tire rotation, safety inspection – value \$135	Rockstad and Co Relics & Wares – prize pack – value \$30
Falcon National Bank – drawstring Falcon backpack prize -value \$100	Connexus Energy – Gift basket – value \$100
North 65 Chamber of Commerce – chamber bucks – value \$50	Coborn’s Marketplace – Gift Certificate – \$50
Strike Life Tributes – Cash \$100	C-I Hockey Association – 3 gift certificates – (\$50 each) \$150
Best Western Plus Isanti – one free night stay – value \$100	Isanti Physical Therapy – 1 hour massage – value \$60
North American Title Company – prize pack – value \$30	

### Medallion Hunt

The search begins July 6 and ends no later than July 10.

### Family Day

Drawings will occur throughout the event on Sunday September 27. Participants must be present to win.

### Staff Request

Staff is requesting that the City Council formally accept these donations.

### Attachments

- Resolution 2020-XXX

## RESOLUTION 2020-XXX

### ACCEPTING DONATIONS FOR THE 2020 MEDALLION HUNT AND FAMILY DAY EVENT

**WHEREAS**, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

**WHEREAS**, the City of Isanti is hosting a Medallion Hunt with one winner to start on July 6, 2020 and to end no later than July 10, 2020; and,

**WHEREAS**, the City of Isanti is hosting a Family Day event with prize drawings to be held September 27, 2020; and,

**WHEREAS**, the City has received the following donations for the hunt and drawings, which will be divided as follows:

#### Medallion Hunt Winner

- |  |                |
|--|----------------|
| 1. Fusion Nails -Gift Certificate  | \$50.00        |
| 2. Isanti Tire and Auto Care Inc. –<br>Alignment, tire rotation, safety inspection | \$135.00       |
| 3. Falcon National Bank –<br>Drawstring Falcon Backpack Prize                      | \$100.00 value |
| 4. North 65 Chamber of Commerce – Chamber Bucks                                    | \$50.00        |
| 5. Strike Life Tributes – Cash Prize   | \$100.00       |
| 6. Best Western Plus Isanti – One free night stay                                  | \$100.00 value |
| 7. North American Title Company – Prize Pack                                       | \$30.00 value  |

#### Family Day – Prize Drawings

- |  |                |
|--|----------------|
| 1. Coborn's Marketplace – Gift Card                  | \$50.00        |
| 2. Rockstad and Co Relics & Wares – Prize            | \$30.00 value  |
| 3. Connexus Energy – Gift Basket                     | \$100.00 value |
| 4. C-I Hockey Association – 3 \$50 Gift Certificates | \$150.00       |
| 5. Isanti Physical Therapy – 1 hour Massage          | \$60.00 value  |
| 6. CMK Financial Services – Prize                    | \$50.00 value  |

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota** to accept the above donations in the total amount of \$1005.00 for the 2020 Medallion hunt and Family Day events by the Isanti City Council this 16<sup>th</sup> day of June, 2020.

Attest:

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

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



## Isanti Police Department Monthly Report

May 2020

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	3	42
Assault	0	9
Vandalism/Damage to Property	4	12
Narcotics	5	16
Burglary	1	1
Domestics	8	37
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	23	57
Medical	32	170
Permit to Purchase	5	43
Security Check / Extra Patrol	510	1,872

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	6	20
DUI	1	6
Accidents	2	31
Hit & Run	1	3
Warrant P/U	0	10
Speed	40	80
DAR/DAS	6	20
Administrative Citations (Including Speed)	9	36

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	90,555	585	4,357
Ford Explorer 224	83,692	2,095	10,400
Ford F150 225	33,891	921	6,091
Chevy Impala 223	96,697	242	1,658
Dodge Durango 226	14,444	1,178	5,249
Dodge Durango 227	17,759	2,100	10,593

## M.2.

## CEZT REPORT MAY 2020

[illegible]

CITY OF ISANTI MONTHLY REPORT

May 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ROOF / SIDING	2	4	\$0.00	\$0.00	\$2.00	\$2.00	\$160.00	\$320.00		
DECK	11	17	\$59,681.72	\$70,381.72	\$44.92	\$44.92	\$3,073.05	\$3,424.50		
LL FINISH	0	11	\$0.00	\$144,205.13	\$0.00	\$14.78	\$0.00	\$4,446.10		
REMODEL / ADDITION	2	9	\$1,800.00	\$1,800.00	\$1.90	\$3.90	\$196.33	\$596.33		
GARAGE / SHED	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MISCELLANEOUS	11	65	\$5,000.00	\$5,000.00	\$9.50	\$26.50	\$1,343.83	\$7,093.83		
SINGLE DWELLINGS	5	35	\$890,175.32	\$3,794,999.67	\$488.27	\$1,241.27	\$13,127.20	\$65,363.25		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	7	51	\$0.00	\$0.00	\$6.00	\$18.00	\$450.00	\$3,675.00		
PLUMBING	5	46	\$0.00	\$0.00	\$5.00	\$18.00	\$350.00	\$3,148.00		
RESIDENTIAL TOTAL	43	238	\$956,657.04	\$4,016,386.52	\$557.59	\$1,369.37	\$18,700.41	\$88,067.01		
COMMERCIAL										
NEW BUILDINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
REMODEL / ADDITION	0	3	\$0.00	\$265,000.00	\$0.00	\$25.76	\$0.00	\$5,454.90		
PLUMBING	0	2	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$165.00		
MECHANICAL	0	5	\$0.00	\$21,700.00	\$0.00	\$24.39	\$0.00	\$1,744.26		
ROOF / SIDING	0	1	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$227.70		
MISCELLANEOUS	2	16	\$0.00	\$9,500.00	\$2.45	\$6.45	\$203.45	\$1,334.80		
COMMERCIAL TOTAL	2	27	\$0.00	\$302,200.00	\$2.45	\$58.60	\$203.45	\$8,926.66		
RESIDENTIAL/COMMERCIAL TOTAL	45	265	\$956,657.04	\$4,318,586.52	\$560.04	\$1,427.97	\$18,903.86	\$96,993.67	\$30,355.00	\$151,598.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 5/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	173	15	0	0	\$3,543,216.06	\$61,796.72	\$111,762.00
2016	248	38	0	3	\$13,140,698.67	\$170,424.58	\$457,904.88
2017	270	33	0	1	\$6,583,948.50	\$110,255.67	\$275,876.80
2018	262	37	0	0	\$7,265,883.25	\$123,393.28	\$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

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	\$487,175.68	\$10,152.70
February	41	\$1,200,928.35	\$21,432.50
March	45	\$904,927.41	\$15,902.28
April	67	\$768,898.04	\$30,602.33
May	45	\$956,657.04	\$18,903.86
June	0	\$0.00	\$0.00
July	0	\$0.00	\$0.00
August	0	\$0.00	\$0.00
September	0	\$0.00	\$0.00
October	0	\$0.00	\$0.00
November	0	\$0.00	\$0.00
December	0	\$0.00	\$0.00
Totals	237	\$4,318,586.52	\$96,993.67





Real People. Real Solutions.

**M.4.**

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

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

## MEMORANDUM

**Date:** June 10, 2020  
**To:** Honorable Mayor Johnson and Members of the City Council  
**From:** Jason W. Cook, P.E.  
City Engineer  
**Subject:** Project Status Report  
Isanti, MN  
Project No.: R13.120117

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

**1) TH 65 & Cajima Street RCUT Improvements**

This project is scheduled to be completed by the end of this month. The intersection will remain closed through the end of the month as well.

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

The contractor plans to begin work on this project in late August 2020 with work planned to be completed in mid to late October 2020.

**3) 2020 Pavement Management Project**

The contractor has completed all spot repairs and patches proposed for this project. They will return within the following month to complete the sealcoat and striping work.

**4) 2020 Storm System Management Project**

The majority of this project has been completed. Minor remaining items will be completed when the pond water level goes down.

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

All utilities are installed, all curb & gutter has been placed, and the first lift of pavement is scheduled for June 11, 2020. The sidewalk and final lift of pavement are scheduled to be completed later this fall once private utilities are installed, and home building has commenced. The parking lot to Legacy Pines should be open to the public in the coming week.

**6) MS4 Implementation**

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.