

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, JUNE 7, 2022 – 7:00 P.M.
CITY HALL**



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

- F. Proclamations/Commendations/Certificate Award**
 - 1. Mayor's Employer Celebration Day- June 29, 2022

- G. Approve City Council Minutes**
 - 1. May 17, 2022- Regular Meeting of the City Council
 - 2. May 17, 2022- Committee of the Whole Meeting

- H. Announcements**
 - 1. Committee of the Whole
 - 2. City Council Meeting
 - 3. Planning Commission Meeting

Tuesday, June 21, 2022 at 5:00 p.m.
Tuesday, June 21, 2022 at 7:00 p.m.
Tuesday, June 21, 2022
(Immediately following the City Council Meeting)

- I. Council Committee Reports**

- J. Public Hearing**

- K. Business Items**

- Community Development Director Stephanie Hillesheim**

- 1. Resolution 2022-XXX Vacating Certain Drainage and Utility Easement Dedicated to the City of Isanti
 - 2. Resolution 2022-XXX Approving the Final Plat for Isanti Railview North Industrial Park
 - 3. Resolution 2022-XXX Approving the Preliminary Plat for a Planned Unit Development Labeled Rum River Villas Located at PID 16.111.0600
 - 4. Resolution 2022-XXX Approving a Special Event Permit Application for Cambridge-Soccer Rec Tournament
 - 5. Resolution 2022-XXX Approving a Special Event Permit Application for 2022 Jubilee Days
 - 6. Resolution 2022-XXX Approving an Interim Use Permit for a Tattoo Parlor Located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo
 - 7. Resolution 2022-XXX Approving an Interim Use Permit for a Tattoo Parlor Located at 401 E Dual Blvd NE, Ste 122 for Black Moon Tattoo

- L. Approve Consent Agenda**

- 1. Payroll in the Amount of \$125,353.21 and Accounts Payable in the Amount of \$723,864.71

2. Resolution 2022-XXX Accepting Resignation of Liquor Store Clerk II Jennafer Horgen
3. Resolution 2022-XXX Approving Sale of Forfeited Property at Public Auction
4. Resolution 2022-XXX Declaring Election Judge Wages for 2022 Elections
5. Approval for Advertising for Crop Lease Bids for EDA/City Owned Land

M. Other Communications

Adjournment

Mayor's Proclamation



City of Isanti

- Whereas** Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,
- Whereas** The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,
- Whereas** All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,
- Whereas** The City of Isanti has approximately 1,950 people that are employed within its corporate limits; and,
- Whereas** Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,
- Whereas** The City is sponsoring an appreciation luncheon to the Employers and their Employees on June 29th, 2022 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that the day of June 29th, 2022 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 7th day of June, Two Thousand Twenty-two.

Jeff Johnson, Mayor

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**



**TUESDAY, MAY 17, 2022 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (arrived at 7:01 p.m.), Paul Bergley, Steve Lundeen (arrived at 7:01 p.m.) and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Community Development Director Stephanie Hillesheim, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

D. Public Comment

None

E. Adopt Agenda

ADDENDUM:

Add L.9. Resolution 2022-111 Approving Application For An Exempt Gambling Permit For Rum River BMX 50/50 Raffle For June 12th, 2022

Motion by Collison, seconded by Bergley to approve agenda with the modification listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. VFW “Buddy” Poppy

Mayor Johnson read the proclamation.

City Administrator Josi Wood shared the Buddy Poppy Game will be held on Friday, May 20th at 7:30 p.m. between the Isanti Redbirds and the East Bethel Bandits

2. National Police Week May 15, 2022 – May 21, 2022

Mayor Johnson recognized law enforcement for their service and sacrifices and thanked them for their service.

3. National Public Works Week May 15, 2022 – May 21, 2022

Mayor Johnson recognized the Public Works department for their dedicated efforts on infrastructure, facilities maintenance, safe drinking water, distribution systems and many other services that are vital to a City.

G. Approve City Council Minutes

1. May 3, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion carried unanimously.

H. Announcements

1. City Council Meeting Tuesday, June 7, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting Tuesday, June 7, 2022
(Immediately following the City Council Meeting)
3. Park, Recreation and Culture Board Tuesday, May 24, 2022 at 6:00 p.m.
4. **CITY OFFICES CLOSED** Monday, May 30, 2022
(In Observance of Memorial Day)

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **ORD-769** Amending Chapter 76; Alcoholic Beverages

City Administrator Josi Wood shared this was discussed at the April 19th Committee of the Whole meeting. There was no definition within City Code that called out for the number of days that a temporary 3.2 license should be issued for. There was practice however, it should be stated within City Code. The drafted Ordinance has been posted for the required ten days.

The drafted Ordinance includes the following language, “The City may not issue more than three four-day, four-three day, six two-day or one 12-day temporary 3.2% malt liquor licenses (in any combination), not to exceed 12 days in any one location within a twelve-month period, to any one organization.”

Motion by Lundeen, seconded by Collison to approve Ordinance as presented. Motion carried unanimously.

2. Consideration of An Agreement Between the City of Isanti and Petersons Promotions for Community Bulletin Board at Isanti Liquor Store

City Administrator Josi Wood shared there was also discussion on April 19th Committee of the Whole about drafting an agreement with Petersons Promotions for a Community Board. Per discussion it was determined that \$150.00 or 10% of the proceeds whichever is greater would be rendered to the City. However, Mr. Peterson is requesting to not have the 10% in the agreement and instead be a flat \$150.00 fee.

Motion by Lundeen to include in the agreement a flat \$150.00 rate rendered to the City, seconded by Bergley. Motion carried unanimously.

Community Development Director Stephanie Hillesheim

3. Resolution 2022-102 Resolution to Approve Special Event Permit for Rum River BMX 2022 State Qualifier

Community Development Director Stephanie Hillesheim shared Rum River BMX submitted a special event application for the State Qualifier to be held at the Isanti Indoor Arena on June 10th through the 12th. No road closures are being requested however; additional parking will be required in the available Bluebird Parking space that are designated as non-dog park parking spots. No additional outdoor audio system or live entertainment will be used only the current PA system at the track and 6 additional restrooms will be brought in. Camping and parking will be available in the grass lot South of the Arena. Rum River BMX submitted a special event equipment request which includes barricades and 25 no parking signs. Staff, department heads and the fire department recommended approval.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion carried unanimously.

4. Resolution 2022-103 Resolution to Approve Special Event Permit for the Spring into Summer Car Show

Community Development Director Stephanie Hillesheim shared BMC British Auto submitted a special event permit application to host a one-day car show to be held 444 East Dual Blvd on June 4th from 10:00 a.m. to 3:00 p.m. No road closures or parking restrictions are being requested as the event will be held on private property with an estimated 75 people in attendance. City staff contacted them to request a temporary sign permit for any signs posted. Staff, department heads and the fire department recommended approval.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of \$122,763.75 and Accounts Payable in the Amount of \$352,643.90.
2. **Resolution 2022-104** Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. **Resolution 2022-105** Approving Agreement for Document Imaging Support With Momentum ECM, LLC
4. **Resolution 2022-106** Approving MnDOT Master Partnership Agreement
5. **Resolution 2022-107** Approving the Hire of Park, Recreation and Events Coordinator
6. **Resolution 2022-108** Approving the Hire of Liquor Store Clerk II Kenneth Frost
7. **Resolution 2022-109** Approving the Hire of Liquor Store Clerk II Melanie Castellano
8. **Resolution 2022-110** Amending the Development Agreement for Isanti Family Dental
9. **Resolution 2022-111** Approving Application For An Exempt Gambling Permit For Rum River BMX 50/50 Raffle For June 12th, 2022

A motion was made by Lundeen, seconded by Bergley to approve the consent agenda as presented. Motion carried unanimously.

M. Other Communications

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

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion carried unanimously.

Meeting adjourned at 7:13 p.m.

Respectfully Submitted,

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

Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING**



**TUESDAY, MAY 17, 2022 – 5:00 P.M.
CITY HALL**

Mayor Johnson called the meeting to order at 5:02 p.m.

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

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Liquor Store Manager Keith Lusk, Community Development Director Stephanie Hillesheim and Chief of Police Travis Muyres

D. Public Comment

None

E. Committee Meeting Items

1. Liquor Updates

The liquor store is averaging 23% sales increase per month vs 2021.

\$246,000.00 for Gross Sales this month so far. Last year's Gross Sales was \$395,000.00

Average profit margin is 27.74%.

Sales by Category for January through April:

- 46% Beer
- 37% Liquor
- 12% Wine

Transaction count year to date through April is 50,940.

Lamar sold the City a billboard that was not actually available. The billboard was only up for a month and then had to be taken down. The City will not have to pay the cost. Another location was found and due to the circumstances, the City received a reduced cost for the billboard at the new location.

Committee recognized liquor store staff for their hard work and great customer service.

Liquor store staff recently completed Alcohol Training.

2. Benches for Bluebird Park Amphitheater

The Isanti Lions Club is wondering if Committee would like the benches that they are considering to donate installed into the ground or mobile. Staff recommends they be installed permanently into the ground.

Consensus from Committee is to install benches permanently into the ground.

Staff also requested direction for the color of the benches.

Consensus from Committee for the color of benches is up to staff's discretion.

3. Parking on 1st Ave NW

1st Ave NW is not signed "no parking" which can cause congestion during events.

Individuals park on 1st Ave making it difficult for traffic to drive on the roadway.

Staff requested discussion on proposed designation of no parking on the narrow portion of 1st Ave.

This would be an Ordinance amendment to City Code Chapter 227 if Committee concurs.

Recommendation from Committee is to move forward with no parking on both sides of the street.

4. Planning Commission Update and Roles

City Administrator Josi Wood shared that the Community Development department will share an additional document for Planning Commission items to be helpful to the Planning Commission and Council as things are being reviewed whether they meet Zoning Code or not.

Wood further shared additional information regarding considering requests between their Planning Commission and Council roles.

F. Adjournment

Meeting was adjourned at 5:37 p.m.

Respectfully Submitted.

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

Jaden Strand
City Clerk



MEMORANDUM

TO: City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: June 7, 2022

SUBJECT: Resolution 2022-XXX Vacation of certain drainage and utility easement dedicated to the City of Isanti

Overview/Background

The City of Isanti Economic Development Authority requests the vacation of the drainage and utility easement described herein:

The drainage and utility easement, as dedicated and delineated within Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota.

This vacation will allow the City of Isanti to plat the industrial lots identified in the following Final Subdivision Plat with new drainage and utility easements to better meet the needs of the new layout.

The Planning Commission held a Public Hearing on May 17, 2022 and recommended approval of the vacation to the City Council.

Staff Recommendation

Staff recommends approval of the vacation of the aforementioned easement.

Attachments

Map of Outlot H

RESOLUTION 2022-XXX
VACATING CERTAIN DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE
CITY OF ISANTI

WHEREAS, the Economic Development Authority of the City of Isanti has made application for Final Plat Approval for PID 16.090.0140; and,

WHEREAS, easements remain in place according to the Isanti Centennial Complex plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota; and,

WHEREAS, the City Engineer surveyed the property and has recommended we clear up the easements for the future Isanti Railview North Industrial Park; and,

WHEREAS, the Final Plat includes updated easements that will be clearly defined; and,

WHEREAS, the Planning Commission held a public hearing to consider the vacation of the easements on Outlot H of Isanti Centennial Complex on May 17, 2022; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the vacation of certain drainage and utility easement dedicated to the City of Isanti on Outlot H of Isanti Centennial Complex.

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This resolution was duly approved by the Isanti City Council this 7th of June 2022.

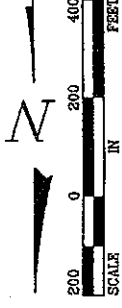
Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

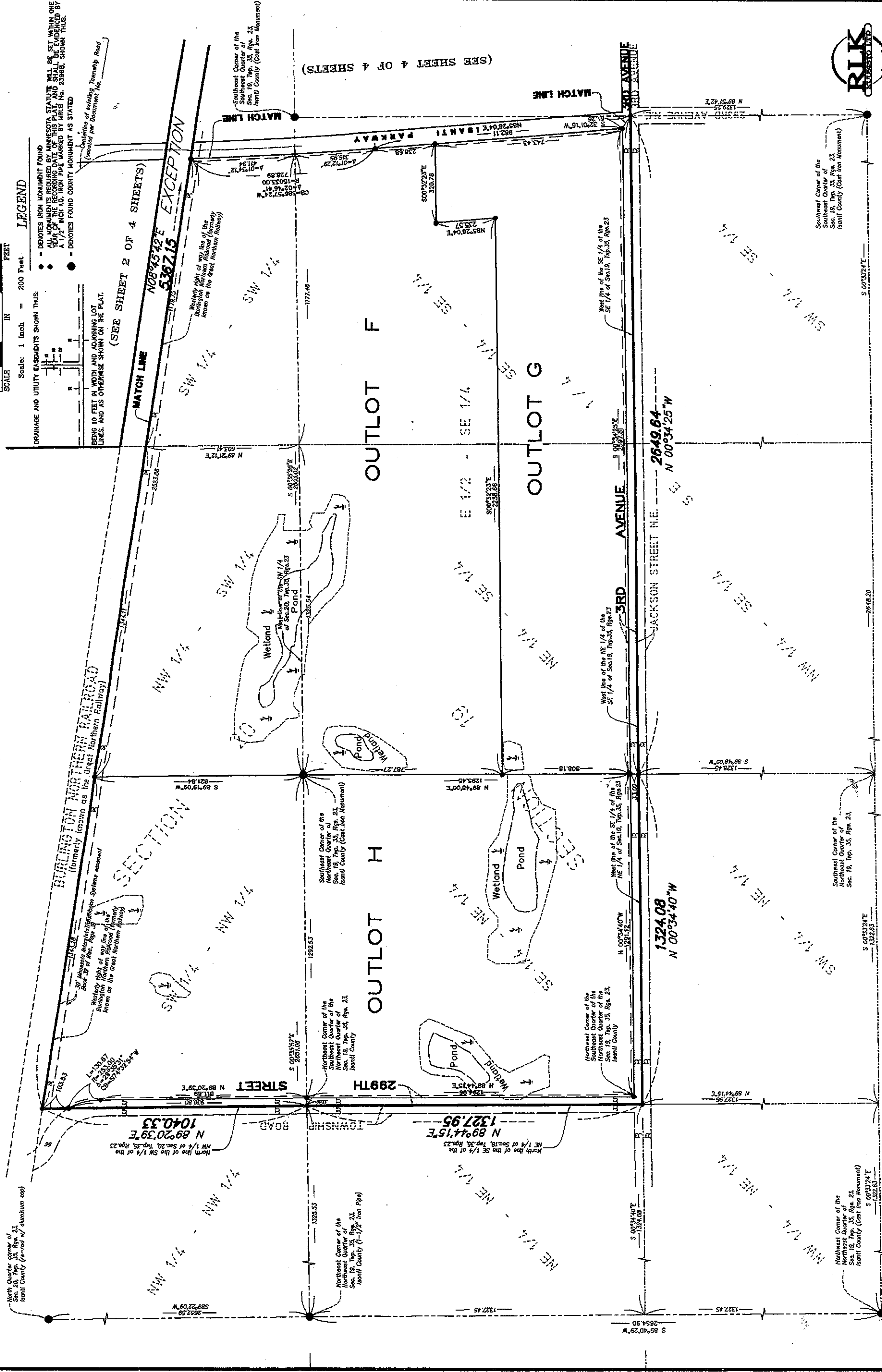
ISANTI CENTENNIAL COMPLEX

For the purposes of this survey the West line of the Southwest 1/4, Sec. 20, Twp. 35, Rge. 23, is assumed to bear N 00°35'26"E.



LEGEND

- Scale: 1 inch = 200 Feet.
- DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:
- DENOTES IRON MONUMENT FOUND
 - ALL MONUMENTS REQUIRED BY MINNESOTA STATUTE WILL BE SET WITHIN ONE YEAR OF THE RECORDING DATE OF THIS PLAT AND SHALL BE EVIDENCED BY A 1/2" DIA. IRON PIPE MARKED BY PLATE NO. 25868, SHOWN THUS.
 - DENOTES FOUND COUNTY MONUMENT AS SITED
- BEING 10 FEET IN WIDTH AND ADJOINING LOT LINES, AND AS OTHERWISE SHOWN ON THE PLAT.





MEMORANDUM

TO: City Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: June 7, 2022

SUBJECT: Resolution 2022 – XXX Approving the Final Plat for Isanti Railview North Industrial Park

Overview/Background

The City of Isanti Economic Development Authority owns 66 acres of industrial property north of the Wastewater Treatment Plant. Due to the increased demand for industrial properties within the community the Economic Development Authority has decided to plat 4 parcels for industrial sale. The preliminary plat was prepared by the City Engineer and meets all current zoning requirements of the I-1 Industrial Park District.

You will also see the documents for the updated easements on the parcel to be included in the approval of the Final Plat.

The Planning Commission held a Public Hearing on May 17, 2022 and passed a motion to recommend the approval of the Final Plat to the City Council.

Staff Recommendation

Staff Recommends approval of Resolution 2022-XXX Approving the Final Plat for Isanti Railview North Industrial Park including the proposed trail easement.

Attachments

Resolution 2022-XXX
Final Plat of Isanti Railview North Industrial Park
Perpetual Easement Exhibit
Perpetual Easement Description

RESOLUTION 2022-XXX

APPROVING THE FINAL PLAT FOR ISANTI RAILVIEW NORTH INDUSTRIAL PARK

WHEREAS, the Economic Development Authority of the City of Isanti has made application for Final Plat Approval for PID 16.090.0140; and,

WHEREAS, the Planning Commission held a public hearing to consider the preliminary plat of Isanti Railview North Industrial Park on May 17, 2022; and,

WHEREAS, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota; and,

WHEREAS, the City Engineer surveyed the property to now be recorded as five (5) parcels listed as Lots 1, 2, 3 and 4 and Outlot A of Block 1 Isanti Railview North Industrial Park; and,

WHEREAS, the Final Plat includes the trail easement for the Cambridge-Isanti Bike/Walk Trail; and

WHEREAS, the intended land use shall remain the same as identified in the Comprehensive Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Final Plat of Isanti Railview North Industrial Park.

This resolution was duly approved by the Isanti City Council this 7th of June 2022.

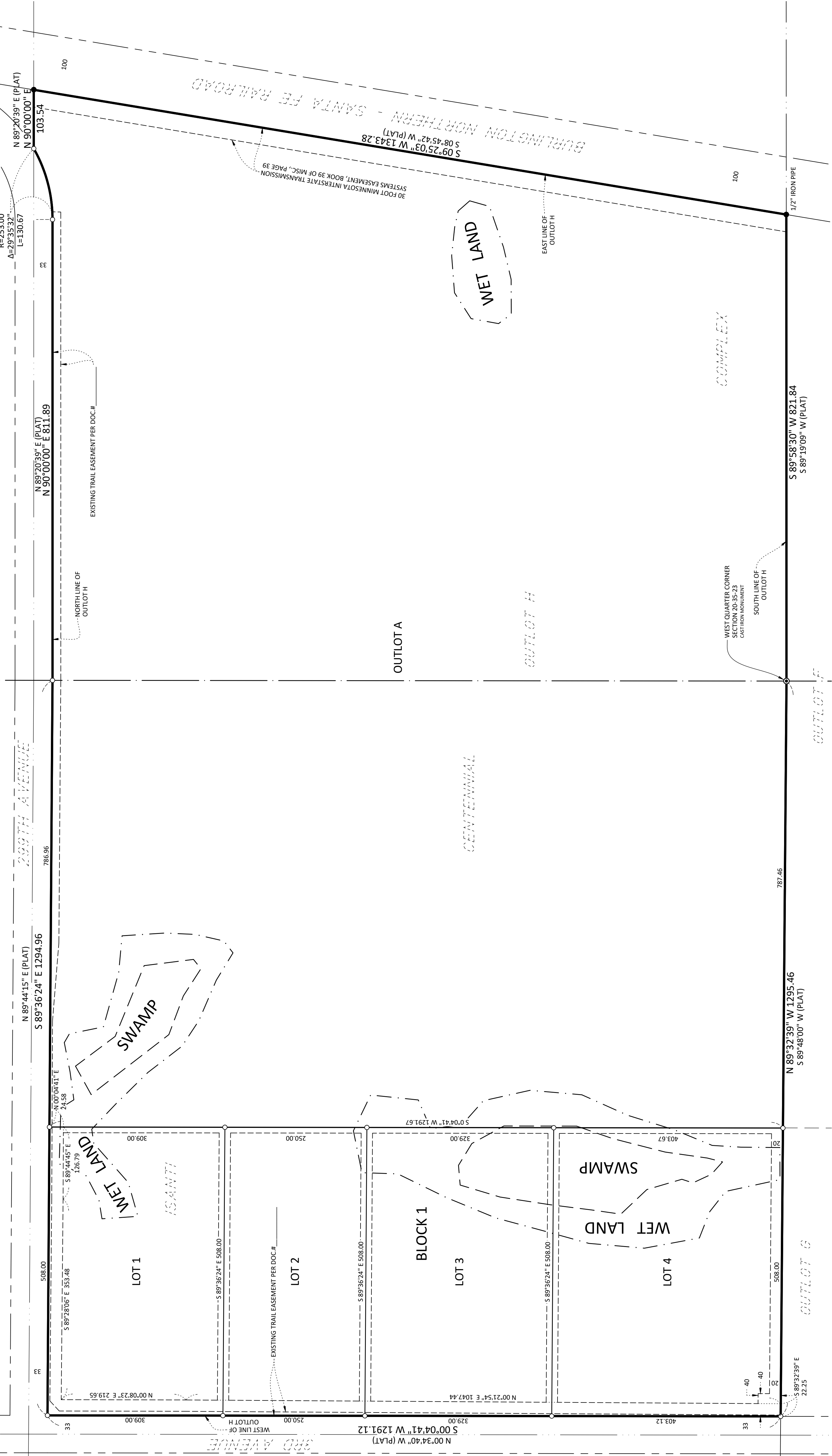
Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

ISANTI RAILVIEW NORTH INDUSTRIAL PARK

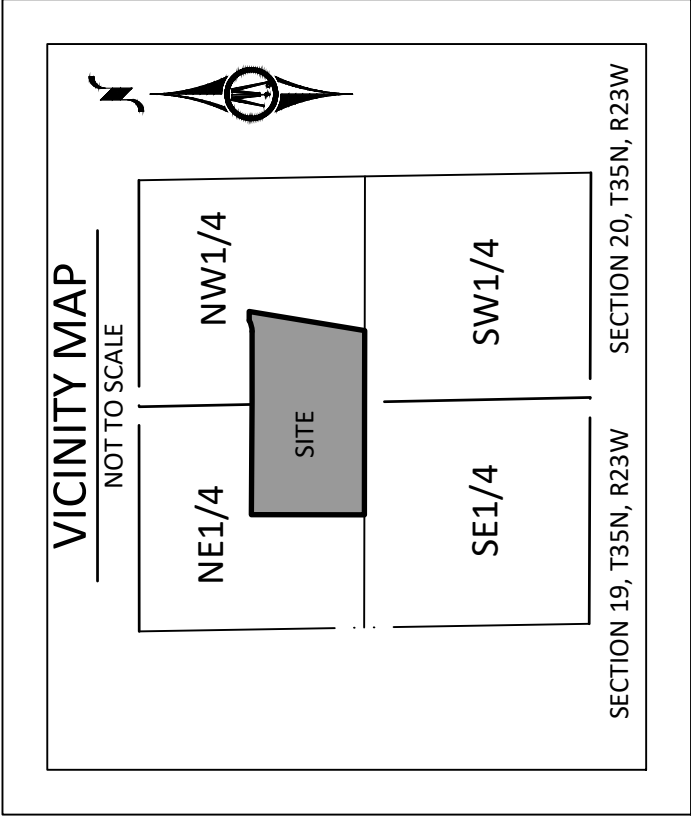
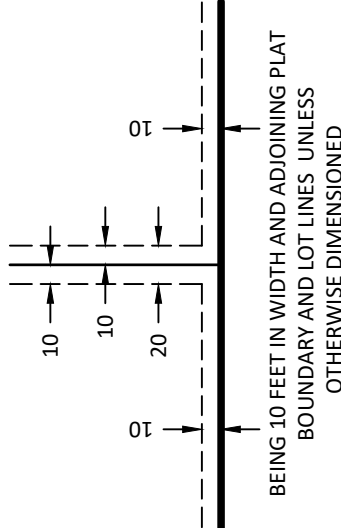
SECTIONS 19 AND 20, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA



LEGEND

- DENOTES 1/2" INCH BY 1/4" INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 57632
- DENOTES 1/2" INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 12261, UNLESS OTHERWISE NOTED
- (PLAT) BEARINGS FROM THE UNDERLYING PLAT OF ISANTI CENTENNIAL COMPLEX

PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



CITY PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA

Recommended for Approval by the Planning Commission of City of Isanti, Minnesota, this ____ day of ____, 20__.

Jeff Johnson, Chairperson

Stephanie Hillesheim, Secretary

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

Approved by the City Council of Isanti, Minnesota, this ____ day of ____, 20__, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Jeff Johnson, Mayor

Jos Wood, City Administrator

COUNTY SURVEYOR, ISANTI COUNTY, MINNESOTA

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

Isanti County Surveyor, Minn. License No. ____

CITY ENGINEER, CITY OF ISANTI, MINNESOTA

This plat was recommended for approval this ____ day of ____, 20__.

City of Isanti Engineer

CITY ATTORNEY, CITY OF ISANTI, MINNESOTA

This plat was approved as to form and execution this ____ day of ____, 20__.

City of Isanti Attorney

COUNTY AUDITOR/TREASURER, ISANTI COUNTY, MINNESOTA

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

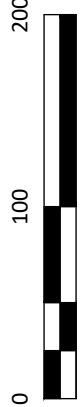
Isanti County Auditor - Treasurer

By: _____ Deputy

COUNTY RECORDER, ISANTI COUNTY, MINNESOTA

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of ____, 20__, at ____ o'clock ____ M., and was duly recorded in the Isanti County Records as Document No. ____.

Isanti County Recorder



1 INCH = 100 FEET
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ISANTI COUNTY COORDINATE SYSTEM NAD 83 (1996 ADJUSTMENT)

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Isanti Economic Development Authority, a public body corporate under the laws of the State of Minnesota, fee owner of the following described property:

Outlot H, ISANTI CENTENNIAL COMPLEX, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as ISANTI RAILVIEW NORTH INDUSTRIAL PARK and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Economic Development Authority of the City of Isanti, a public body corporate under the laws of the State of Minnesota, have caused these presents to be signed by its proper officers this ____ day of ____, 20__.

CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY

Jeff Johnson, President of the City of Isanti Economic Development Authority

Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__, by Jeff Johnson, President and Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority, on behalf of the City of Isanti Economic Development Authority.

Notary Public, _____ County, Minnesota

My Commission Expires _____

I Andrew Hill do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water courses shown on this plat have been, or will be correctly shown; that all easements shown on this plat are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of ____, 20__.

Andrew Hill, Licensed Land Surveyor
Minnesota License No. 57632

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20__, by Andrew Hill.

Notary Public, _____ County, Minnesota

My Commission Expires _____



EASEMENT EXHIBIT
SANTI. MINNESOTA 55040



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

JOB NUMBER: 0R1.127176 FIELD BOOK:

DRAWN BY: FRD

PROPOSED DESCRIPTION:

A perpetual easement for trail purposes over, under and across that part of Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota, lying west, northwest, north of the following described line:

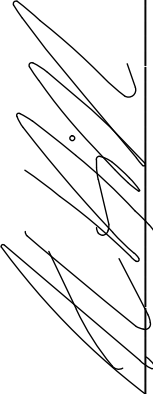
Commencing at the southwest corner of said Outlot H; thence on an assumed bearing of South 89 degrees 32 minutes 39 seconds East, along the south line of said Outlot H, a distance of 2.25 feet to the point of beginning of the line to be described; thence North 00 degrees 21 minutes 54 seconds East, a distance of 1047.37 feet; thence North 00 degrees 08 minutes 23 seconds East, a distance of 223.04 feet; thence North 47 degrees 12 minutes 17 seconds East, a distance of 24.36 feet; thence South 89 degrees 28 minutes 06 seconds East, a distance of 355.74 feet; thence South 89 degrees 44 minutes 45 seconds East, a distance of 313.71 feet; thence South 85 degrees 20 minutes 40 seconds East, a distance of 138.02 feet; thence South 89 degrees 34 minutes 46 seconds East, a distance of 462.36 feet; thence North 89 degrees 59 minutes 48 seconds East, a distance of 825.04 feet; thence North 01 degrees 36 minutes 37 seconds East, a distance of 14.92 feet, to the north line of said Outlot H and said line there terminating.

SURVEYOR'S NOTES:

1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.
2. Distances are in feet.
3. Bearings shown on this survey are assume the west line of Outlot H bears South 00 degrees 04 minutes 41 seconds West.
4. Field survey was completed April 20th, 2022.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.



Andrew Hill

License Number 57632

05/06/2022

Date

© Bolton & Menk, Inc. 2022, All Rights Reserved

EASEMENT EXHIBIT
ISANTI, MINNESOTA 55040



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

OUTLOT H, ISANTI CENTENNIAL COMPLEX,
ISANTI COUNTY, MINNESOTA

FOR: CITY OF ISANTI

JOB NUMBER: OR1.127176

FIELD BOOK:

DRAWN BY: FRD

CITY OF ISANTI

ISANT CENTENNIAL COMPLEX

PROPOSED TRAIL EASEMENT

PROPOSED DESCRIPTION:

A perpetual easement for trail purposes over, under and across that part of Outlot H, ISANTI CENTENNIAL COMPLEX, according to the recorded plat thereof, Isanti County, Minnesota, lying west, northwest, north of the following described line:

Commencing at the southwest corner of said Outlot H; thence on an assumed bearing of South 89 degrees 32 minutes 39 seconds East, along the south line of said Outlot H, a distance of 2.25 feet to the point of beginning of the line to be described; thence North 00 degrees 21 minutes 54 seconds East, a distance of 1047.37 feet; thence North 00 degrees 08 minutes 23 seconds East, a distance of 223.04 feet; thence North 47 degrees 12 minutes 17 seconds East, a distance of 24.36 feet; thence South 89 degrees 28 minutes 06 seconds East, a distance of 355.74 feet; thence South 89 degrees 44 minutes 45 seconds East, a distance of 313.71 feet; thence South 85 degrees 20 minutes 40 seconds East, a distance of 138.02 feet; thence South 89 degrees 34 minutes 46 seconds East, a distance of 462.36 feet; thence North 89 degrees 59 minutes 48 seconds East, a distance of 825.04 feet; thence North 01 degrees 36 minutes 37 seconds East, a distance of 14.92 feet, to the north line of said Outlot H and said line there terminating.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: June 7, 2022
Subject: Request by Semler Construction Inc. for approval for a Preliminary Plat under City Ordinance 740, said request is for a development labeled Rum River Villas located at PID 16.111.0600

Overview/Background:

The applicants, Semler Construction Inc, submitted plans for a Preliminary Plat application and the topic was brought to the April 19th Planning Commission Meeting for a public hearing. At the public hearing several nearby property owners voiced concern for the development, specifically regarding increased traffic levels, lot sizes and setbacks, the number of houses proposed and the change of the original preliminary plat that was approved in 2004. Representatives from Semler Construction and Carlson McCain Engineering were present at the meeting and available for comments and questions from the Planning Commission and public. The applicant's representatives pointed out that the housing market is demanding the smaller lots and cheaper houses for this area, and the feasibility of the project relies on a higher density of lots (proposed 53 lots) on the available 15 acres of land.

The Planning Commission discussed the current zoning of the parcel (R-1 Single Family Residential) in which the proposed preliminary plat did not fit for density calculations. The Planning Commission voted to postpone the development and requested the developers to modify the number of lots proposed to fit the current "R-1" Single Family Residential zoning district density standards of 0-3 units per acre.

A special Planning Commission Meeting was held for the proposed Rum River Villas development on May 17th, 2022. The developer and representative engineers modified the preliminary plans by reducing the number of lots from 53 down to 44. The Planning Commission commented that they believe this updated plan would better fit the zoning district.

The Planning Commission made a motion to approve the Rum River Villas preliminary plat with conditions listed in the April 19, 2022 staff report, the motion passed 4-2 with Simon and Lundeen abstaining from the vote.

Request:

Approval of a Preliminary Plat for Rum River Villas located at PID 16.111.0600 for Semler Construction Inc.

Attachments:

- Planning Commission Memo dated 4/19/2022
- Resolution

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR A PLANNED UNIT DEVELOPMENT LABELED RUM RIVER VILLAS LOCATED AT PID 16.111.0600

WHEREAS, Semler Construction Inc (applicant) has requested approval for a Preliminary Plat for a Planned Unit Development labeled Rum River Villas located at PID 16.111.0600 in the City of Isanti; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on April 19, 2022; and

WHEREAS, Notice of the Preliminary Plat application was published with the *County Star* on April 8, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address; and,

WHEREAS, the property is located in the “R-1” Single Family Residential Zoning District in which a Planned Unit Development is a permitted use; and,

WHEREAS, Section 10, Article 3: “PUD” Planned Unit Development District of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Planned Unit Development request; and

WHEREAS, the City of Isanti Planning Commission postponed the approval of the Preliminary Plat at the April 19th Planning Commission Meeting and requested that the number of lots be reduced to fit the R-1 Zoning District density standards; and

WHEREAS, the City of Isanti Planning Commission recommended approval of the Preliminary Plat for the PUD on May 17, 2022 during a special meeting; and,

WHEREAS, the City of Isanti City Council reviewed the requested Preliminary Plat at its regularly scheduled meeting on June 7, 2022; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, that it hereby approves the requested PUD Preliminary Plat approval for Rum River Villas with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.
4. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet
Side yard setback:	7.5 feet, each side
Garage setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.
7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances and extend the bike trail.
8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7, 2022 to Community Development Director Stephanie Hillesheim

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand

City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: April 19, 2022

SUBJECT: Request by Semler Construction Inc. for approval for a Preliminary Plat under City Ordinance 740, said request is for a development labeled Rum River Villas located at PID 16.111.0600

Request: The applicant is requesting Preliminary Plat Planned Unit Development approval for Rum River Villas for 53 single family lots on PID 16.111.0600.

Overview/Background:

In 2004, a preliminary plat for the Rum River Meadows development was approved which included future single-family housing lots on the subject site: PID 16.111.0600. When the Rum River Meadows 2nd Addition Final Plat was submitted, the subject site was platted into Outlot C of the development. Preliminary plat approval is needed again due to added lots from the original approved preliminary plat and the timeline has surpassed where the original preliminary plat has now expired. Semler Construction Inc, the applicants of this proposed project, have purchased the vacant land to develop 53 single family lots.

Analysis of Application

The development is intended to extend Rum River Drive SW and Maplewood Ave SW to the south. The preliminary plat submitted has varying house sizes and lot sizes across a total of 14.94 acres for the vacant parcel. The smallest lot in the development is proposed to be 7,188 square ft and the largest lot is proposed at 12,025 square ft. The average lot size is 8,600 square ft. Two outlots are proposed in the southwest corner of the site. Staff recommends turning portions of these outlots into dedicated right of way to plan for future connections of roadways of surrounding properties.

Zoning

The subject site is currently zoned “R-1” Single Family Residential and is proposed by the applicants as a PUD. City staff recommends that the underlying district for this proposed development should be rezoned to “R-3A” Low Density Multiple Family Residential based on the intended lot sizes and housing types of the PUD. Minimum requirements not mentioned in this PUD Master Plan submittal would then follow the Zoning Ordinance requirements for the R-3A Zoning District.

According to the City’s Subdivision Ordinance if any zoning changes are contemplated, a proposed rezoning of the property can be reviewed and approved at the time of the Preliminary Plat Approval. The Planning Commission should discuss whether the underlying zoning district of R-1 Single Family Residential should be changed to the R-3A Low Density Multiple Family Residential Zoning District in order to better fit the lot sizes and housing types proposed for the development.

Comprehensive Plan

According to the Future Land Use Map found in the City’s 2020 Comprehensive Plan, this parcel is guided as Low Density Residential. Housing Density in this classification is 0-3 units per acre. The proposed development calls for 3.55 units per acre (53 lots / 14.94 acres). This development falls outside of the Low-Density Residential housing density of 0-3 units per acre, however the next step of Medium Density Residential housing density accommodates for 4-8 units per acre. The proposed density of 3.55 units per acre would be most consistent with the Low-Density Residential category by definition.

Grading Plan/Utilities Plan/ Stormwater Plan

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

Staff Recommendation:

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

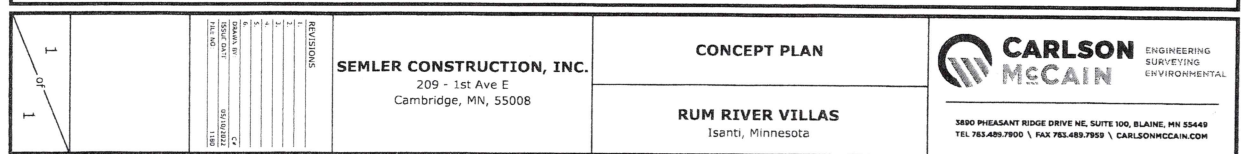
1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that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

4. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet
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5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
6. Dedication, if required, of utility and access easements are granted to the City of Isanti.
7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances and extend the bike trail.
8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated April 7, 2022 to Community Development Director Stephanie Hillesheim

Attachments:

- Proposed Plat
- City Engineer's memo
- Fire Chief memo





Real People. Real Solutions.

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

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

MEMORANDUM

Date: April 7, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Rum River Villas – Site Plan, Stormwater Management Plan & Preliminary Plat Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan, Preliminary Plat, and Hydraulics Report all entitled “Rum River Villas” with a plan set signature date of March 11, 2022 and received at the City on March 25, 2022.

The plat includes the construction of 53 single family lots. The submitted plan set includes the extension of city streets and utilities as well as site and storm water pond grading.

Also submitted was a stormwater management plan and modeling dated March 11, 2022.

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

Stormwater Management Plan:

1. What are the building low opening elevations for the 3 structures on the property south of this site? They will need to be above the proposed B-B 100yr event.
2. Confirm 279th gravel driveway will not be flooded in the 100-yr event. It appears there is a 0.5’ buffer.
3. Verify ground water elevation and percolation rate of pond and update model accordingly.

Geotechnical Evaluation:

1. Complete soil borings and provide pavement design, ground water table, and percolation rate at the pond.

Plan Set:

1. Sheet 3 of 8: Preliminary Plat
 - a. Change Outlot B and the 30’ roadway easement along the south side of Outlot A into 30’ wide Right-of Way. Label each ROW with street names following the naming convention in the area (alphabetical tree names)
 - i. Get signed document from resident to the south stating they have a private driveway in the City ROW that the resident is solely responsible to maintain until it is removed when the future roadway is constructed.
 - b. Change Maplewood Avenue street name to Juniper Avenue SW starting at the intersection of Ironwood Ave SW continuing south. There is already a Maplewood & Rum River drive intersection north of this site.
 - c. Submit temporary cul-de-sac easement for west end stub street.



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2. Sheet 4 of 8:
 - a. Add call outs for watermain fittings, valves, hydrants etc.
 - i. Add valves at intersections one less valve per leg of watermain pipe.
 - b. Add profiles showing watermain, sanitary, and storm sewer sizes, depths and grades.
 - c. Add proposed street profiles grades and vertical curve call outs.
 - d. Add intersection details showing grade through curb radii.
 - e. Add storm leads sheets showing all proposed pipes and structures
 - f. Add all sanitary sewer services and water services to plans, call out invert at ROW and grade of service pipe.
 - g. Extend 10" watermain to the west dead end.
 - h. Sidewalk should run 6' from back of curb.
 - i. Remove ped ramp to south in the NW quadrant of Maplewood & Rum River Drive.
 - i. Trail should run 2' from ROW line.
3. Sheet 5 of 8:
 - a. Trail should run 2' off the ROW line.
 - b. Add concrete pedestrian ramp with truncated domes at the South Passage Intersection. Add cross walk blocks and stop bar as well. Relocate stop sign to the west side of the new crosswalk.
4. Sheet 6 of 8:
 - a. Will the existing storm apron that catches the county ditch at the SE corner of the site have adequate cover to the trail, and fit the trail side slope as to not drop off at the trail edge?
 - b. Will the pond be a wet pond with a NWL as called out on plan? Or an infiltration basin? Get soil boring to determine groundwater level. If wet pond, will need to have 10' bench and dead storage per design requirements.
5. Sheet 7 of 8:
 - a. Add the following details:
 - i. Proposed structures, hydrant with gate valve, sewer and water service leads, surmountable curb ("Edina style")
 - ii. Trail section shall be 2.5" SPWEA240B with 4" CI 5 base.
 - iii. Revise typical sections to show walk 6' from back of curb.
6. Sheet 8 of 8:
 - a. Provide wall anchor design and detail of wall type, footing and drain layout.



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7. Sheet L1 of 2:
 - a. Verify no trees will be planted within 10 feet of proposed pipes or in easements.
8. Add the following table to the plan set:
 - a. Show elevation of proposed low floor and low opening if each lot.
 - b. Show sewer service invert at right of way. Verify all 4-inch services can be installed at 1.5% minimum grade and still service all proposed building elevations.
 - c. Show elevation of 2-feet above the B-B 100-year event at each parcel along pond. Verify low opening elevation is at least 2-feet above the B-B 100-year flood elevation.
 - d. Show elevation of 1-foot above the emergency overflow at each parcel including back yard inlets. Verify low opening elevation is at least 1 foot above emergency overflow elevation.
9. Add a signage and striping plan. Show cross walks at all ped ramp crossings with stop bar. Show cross walk sign with arrow at the non-stop condition crossing.
 - a. Show two permanent type-III barricades at the west end of stub street.
 - b. Show street name signs at intersection and at Maplewood street name change near trail crosswalk.
10. Add lighting plan.
11. Fill out SWPPP checklist (attached)
12. Submit specifications.
13. Submit construction cost estimate.

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

Please contact me if you have any questions.

March 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040



RE: Rum River Villas

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed Rum River Villas plat, PID 16.111.0600.

Isanti Fire supports the continuation as presented in the March 29, 2022 development review meeting providing that all State and City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code.*

Sincerely,

A handwritten signature in blue ink, appearing to be "Alan Jankovich", is written over a light blue circular stamp.

Alan Jankovich | Fire Chief
Isanti Fire District



MEMO for Council Action

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: June 7, 2022
Subject: Resolution to Approve Special Event Permit Cambridge-Isanti Soccer Rec Tournament

Background

Cambridge-Isanti Soccer Rec has submitted a special event permit application to host a one-day recreational soccer event to be held at the Isanti Soccer Complex on June 25, 2022: Saturday 8:00am-5:00pm.

No road closures are being requested; parking will be available in all 3 onsite lots plus the overflow lot.

No outdoor audio system or live entertainment will be used.

Up to two (2) additional restrooms will be brought in.

The complete application is attached. All departments have reviewed and approved of the event.

Submitted with the Special Event Permit Application was a vendor list for vendors providing food for the event.

Staff Request

City staff is requesting approval of the Cambridge-Isanti Soccer Rec Tournament Event Permit application and attachments.

Attachments

- Resolution No. 2022-XXX
- Special Event Application - Cambridge-Isanti Soccer Rec Tournament Event Permit
- Vendor List

RESOLUTION 2022-XXX

**APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR CAMBRIDGE-SOCCER REC
TOURNAMENT**

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

WHEREAS, a one (1) day event is scheduled to take place at the Isanti Soccer Complex, June 25, 2022 from 8:00am -5:00pm; and,

WHEREAS, the estimated number of people to be in attendance is 300; and,

WHEREAS, the applicant will provide up to 2 additional restrooms for the event; and,

WHEREAS, parking during the event will be located on-site; and,

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

WHEREAS, a Vendor List was provided allowing food trucks to provide food at the event; and,

WHEREAS, a Release and Indemnification Agreement is required for the event held on City of Isanti owned property; and,

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

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

This Resolution is hereby approved by the Isanti City Council this June 7, 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

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

Check all that apply:

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

Supplemental information may be required by City staff.

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

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

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

Contact Person: Erika Knight

Address: [REDACTED]

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

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

E-mail: erika.knight@cisoccer.org

Secondary Contact Person: Jeni Christensen

Address: [REDACTED]

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

Phone: [REDACTED] Cell: [REDACTED] E-mail: jeni.christensen@cisoccer.org

EVENT INFORMATION

Event Name: Recreational Soccer Tournament

Date(s) of Event: June 25, 2022

Hours of Event: 8am-5pm

Type of Event: ☐ Open to the Public ☐ Private ☒ Other: players, parents, e

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

soccer games, food trucks, concessions, individual games, photo opp area

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

Cambridge-Isanti Soccer Complex

950 3rd Ave NW

Isanti, MN 55040

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

300

Parking Impact – Describe in detail:

parking available in on site lots, soccer complex has 3 lots, plus an overflow lot

Tents, equipment, amusement rides, etc.

Type: _____

Size: _____

Location: _____

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

No

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

No

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

Soccer Complex has 3 regular and 1 handicap portable toilets via Jimmy Johnnys all summer. Additional 1-2 portable toilets will be added for the tournament.

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

Soccer Club board members and volunteers

Clean-up Plans – Describe in detail:

Soccer Club board and volunteers will be responsible for clean up. Clean up will happen immediately following the tournament.

We will provide our own trash pick up

Live entertainment – Describe in detail:

kids soccer games

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

No

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

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

APPLICANT SIGNATURE

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

Applicant Signature: _____

Euler Knight

OFFICE USE ONLY

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

Fire Chief

_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief

_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director

_____ Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager

_____ Approved _____ Denied _____ N/A Signature: _____

Community Development Director

_____ Approved _____ Denied _____ N/A Signature: _____

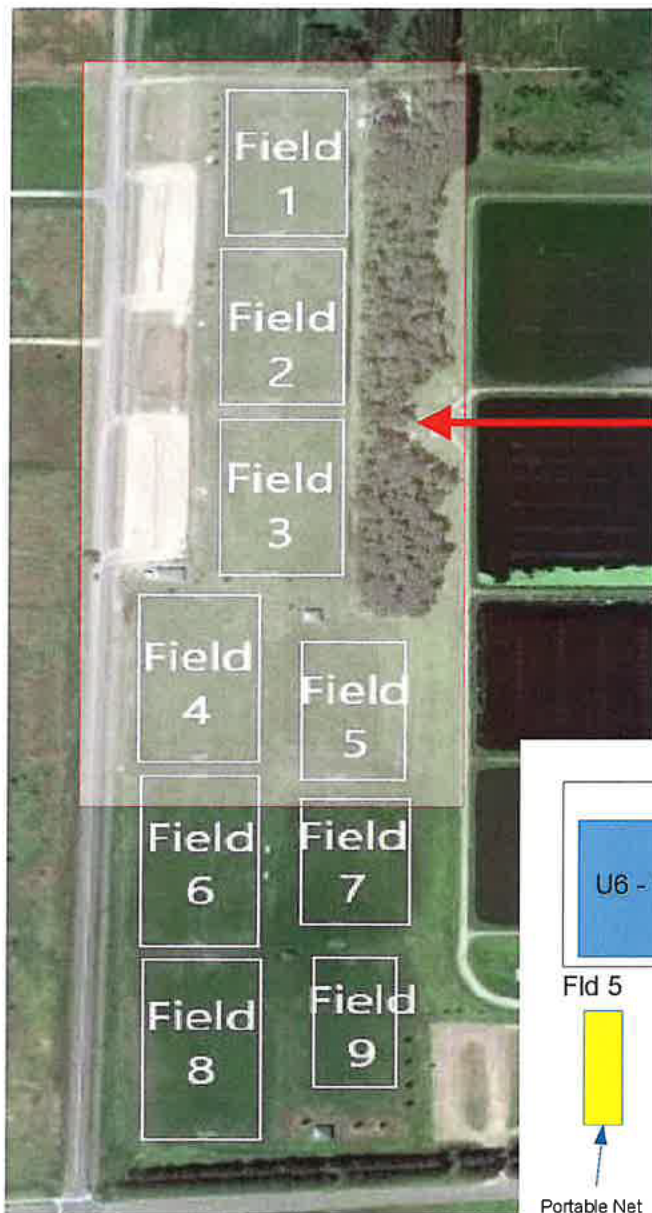
City Administrator

_____ Approved _____ Denied _____ N/A Signature: _____

City Council

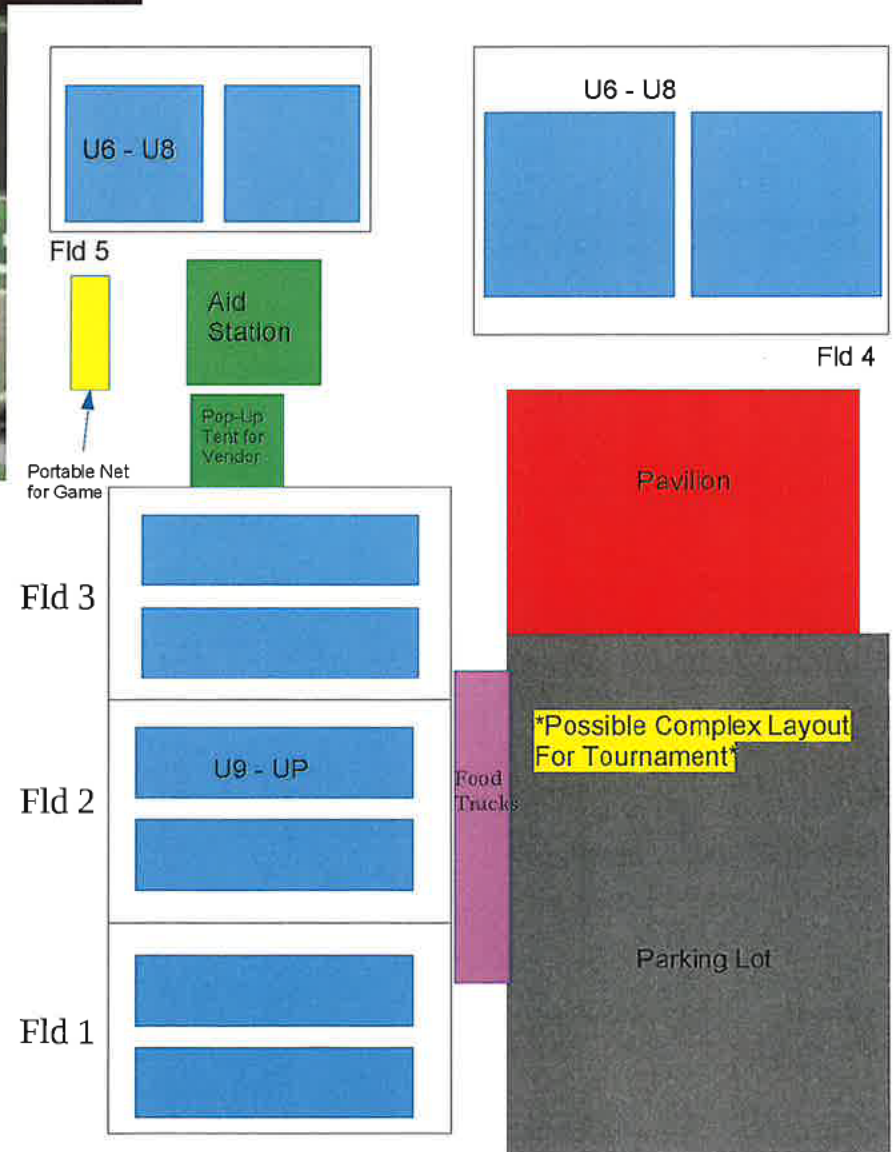
_____ Approved _____ Denied

Date of Review: _____



← CISC Complex

Transparency
Area is the Area
being Used



CISC Complex
Tournament
Layout →

A soccer ball is positioned in the upper center of the frame, resting on a green grassy field. The entire image has a green color overlay. At the bottom of the image, there is a white semi-circular arc.

REC SOCCER TOURNAMENT

**All Rec Teams
Saturday, June 25, 2022
Games start at 10am
Food Trucks, carnival games & prizes!**

[illegible]



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: June 7, 2022
Subject: Resolution 2022-XXX Approving a Special Event Permit Application for Isanti Rodeo Jubilee Days

Background

The North 65 Chamber of Commerce has submitted an application requesting a Special Event Permit for the 2022 Isanti Rodeo Jubilee Days. The event is scheduled for July 7, 2022 from 3-10pm and July 9, 2022 from 7am-4pm and will take place on City property throughout downtown Isanti. The parade, being held on July 7, 2022, will utilize City streets and require multiple approved road closures between Centennial Dr and Hwy 65. A map of the proposed route and the requested closures is included in the Special Event Permit application. The Kids Day event on July 9, 2022 will run along Main Street and use both public and private property. Permission has been granted from all private properties and are enclosed in the Special Event Permit application packet.

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

A few comments from the Police Chief regarding the application include notifying the North 65 Chamber of Commerce Isanti Police will have a presence at the event, but will have to tend to other duties and matters within the City as well and may be called offsite in the event of emergencies elsewhere.

The City has approximately 12 barricades they can offer for the event for road closures. The North 65 Chamber of Commerce will have to rent additional barricades for closures if needed as cones are not sufficient enough for the high level of traffic anticipated during the event.

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

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

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

All City Department Heads, along with the Fire Department have reviewed and recommend approval with the aforementioned comments being considered.

Staff Request

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

Attachments

- Resolution 2022-XXX
- Special Event Permit Application

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2022 JUBILEE DAYS

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

WHEREAS, a parade is scheduled to take place Thursday, July 7 from 3:00 pm to 10:00 pm and will use a route through Downtown Isanti neighborhoods; and,

WHEREAS, Kids Day is scheduled for Saturday, July 9 from 6:00 am to 4:00 pm in Downtown Isanti; and,

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

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

WHEREAS, parking during the event will be restricted as follows: no parking along the parade route on July 7, or on Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:00 pm on July 9; and,

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

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

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit application for Jubilee Days with the following condition(s):

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

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

This Resolution is hereby approved by the Isanti City Council this 7th day of June 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

If you are planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☐ Complete application form
- ☐ Cleanup deposit fee - \$100
- ☐ Proof of insurance or certificate of insurance —
- ☐ Site Map
- ☐ Approval letter from the property owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
 - ☐ Temporary Sign Permit Application required
 - ☐ \$50 fee
- ☐ Alcohol will be served and/or sold at event:
 - ☐ License (may take up to 60 days to process)
 - ☐ Fees apply, amounts vary by license type
- ☐ Vendors will be present:
 - ☐ Mobile Food Unit App. (If not assuming vendor liability. Background check required)
 - ☐ Vendor List
- ☐ Event will occur on City Property:
 - ☐ Release and Indemnification Agreement

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

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: May 26, 2022

APPLICANT INFORMATION

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

Contact Person: Melissa Bettendorf

Address: 2 Enterprise Ave NE, Suite C4

City: Isanti State: MN Zip: 55040

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

E-mail: melissa@north65chamber.com

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

Address: David Englund [REDACTED]

City: _____ State: _____ Zip: _____

Phone _____ Cell _____ E-mail: _____

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday July 7 and Saturday July 9

Hours of Event: 3:00 - 10:00pm and 6:00am - 4:00pm, respectively

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

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

A parade with 100 - 200 entries, 10,000 people in attendance on July 7 (see attached)

Kids day and other community activities on Saturday, July 9 (see attached)

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

July 7 Parade - see route attached

July 9 Kids Day - downtown Isanti, see site map attached

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

July 7 Parade - 10,000 July 9 Kids Day - 3,000

Parking Impact – Describe in detail:

July 7 - No parking along the parade route and in the line up area.

July 9 - No parking in city hall or ICC parking lots, or on Main St. from 2nd Ave E to just west of the railroad tracks AND 1st Ave North of Main to city hall parking lot entrance.

Tents, equipment, amusement rides, etc.

Type: _____

Size: _____

Location: _____

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

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

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

July 7 - See site map and addendum. The entire parade route will be closed to traffic during the parade.

Main St from 2nd Ave E to just west of the railroad tracks will be closed beginning at 4pm

July 9 - See site map. Main St. from 2nd Ave E to just west of the railroad tracks AND 1st Ave North of Main to city hall parking lot entrance

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

Absolute Portable Restrooms - see attachment for number and locations

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

We request that Isanti Police Department be on call

Clean-up Plans – Describe in detail:

July 7 - after the parade volunteers and public works department.

July 9 - volunteers will clean area

Live entertainment – Describe in detail:

July 7 - The parade features many live performers. Live music and announcing at 1st and Main St.

July 9 - Kids day will feature games, music, outhouse races, and more.

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

July 7 - MC and parade judges will be using sound amplification equipment and a mic.

July 9 - Stage and activities on Main Street.

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

1. No

2. Required no, appreciated yes

3. Cover event expenses

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

APPLICANT SIGNATURE

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

Applicant Signature: Melissa Berland as Executive Director of Ragn 65 Charter

OFFICE USE ONLY

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

Fire Chief

_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief

_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director

_____ Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager

_____ Approved _____ Denied _____ N/A Signature: _____

Community Development Director

_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator

_____ Approved _____ Denied _____ N/A Signature: _____

City Council

_____ Approved _____ Denied

Date of Review: _____

<p style="text-align: center;">Data Practices Advisory Tennessen Warning – Special Event Permit</p>

You are being asked to answer questions and provide information pursuant to the special event permit application process that is required by the City of Isanti, Minnesota city code. The purpose and intended use of the requested data is to verify that each applicant meets the requirements for state statutes and city code provisions and, if the license or permit is approved, to verify that all required data remains current. The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (other than names and designated addresses)
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action
3. Entire record concerning any disciplinary proceeding
4. License numbers
5. License status

The following data collected, created, or maintained is classified under the Act as private data (Minn. Stat. § 13.41, subd. 2):

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action
3. Inactive investigative data relating to violations of statutes or rules
4. Record of disciplinary proceedings, except as limited by the provisions above

The following data collected, created, or maintained is classified under the Act as confidential data ((Minn. Stat. § 13.41, subd. 4) :

1. Active investigative data relating to complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, city officials who have a bona fide need for it, or as required by court order. The City of Isanti may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

**North 65 Chamber of Commerce
Continued from Special Event Permit
Isanti Rodeo Jubilee Days – July 7,9 2022**

EVENT INFORMATION - CONTINUED

Describe Event:

...continued:

July 9 Kids Day - kids games, activities, turtle races, kiddie parade, craft and vendor fair, vendor booths, food for sale and outhouse races.

Proposed Location of the Event:

...continued:

July 9 Kids Day - Main St from 2nd Ave E to just west of the railroad tracks, 1st Ave north of Main to city hall parking lot entrance, city hall and ICC parking lots and area adjacent to the east toward the RR right of way, community center land and building.

(reservation attached for use of Isanti Community Center)

Site Map Notes

July 7 – Parade

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

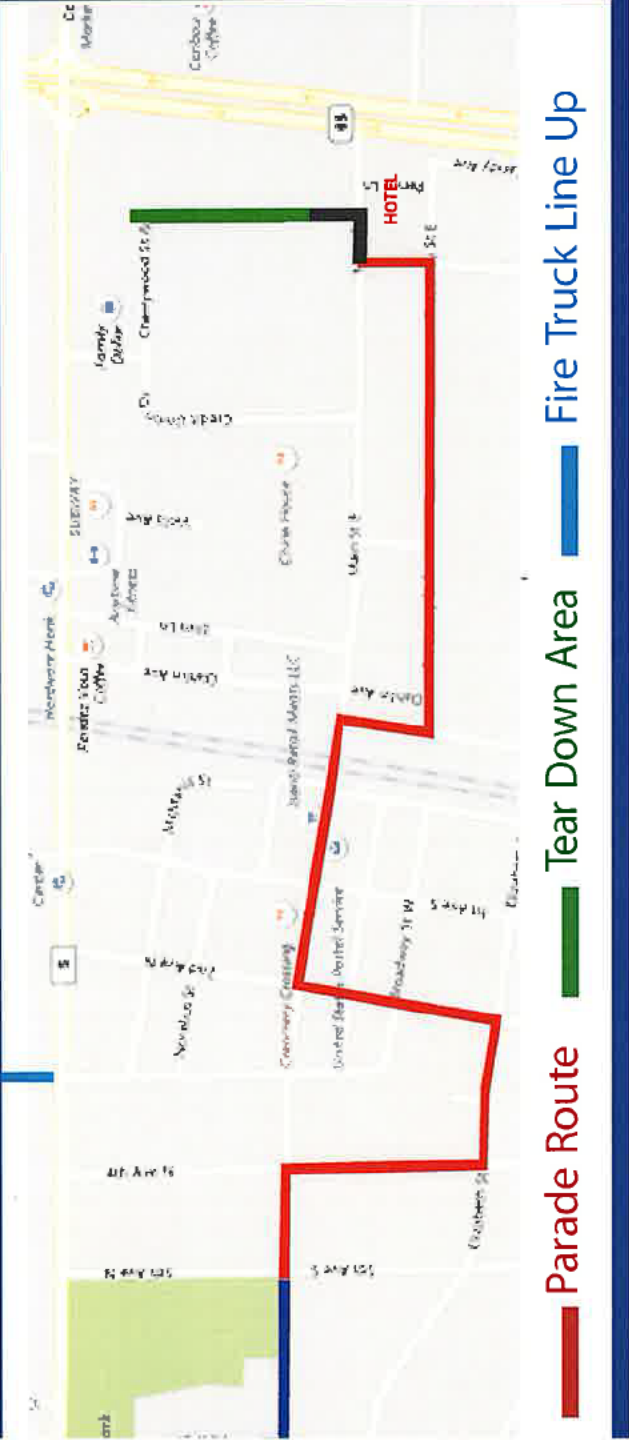
July 9 - Kids Day

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

- Red – road closed
- Green – area of activities

nti Rodeo & Jubilee Days Parade
URSDAY - JULY 7 - 6:30PM
Details at north65chamber.com

Details at north65chamber.com

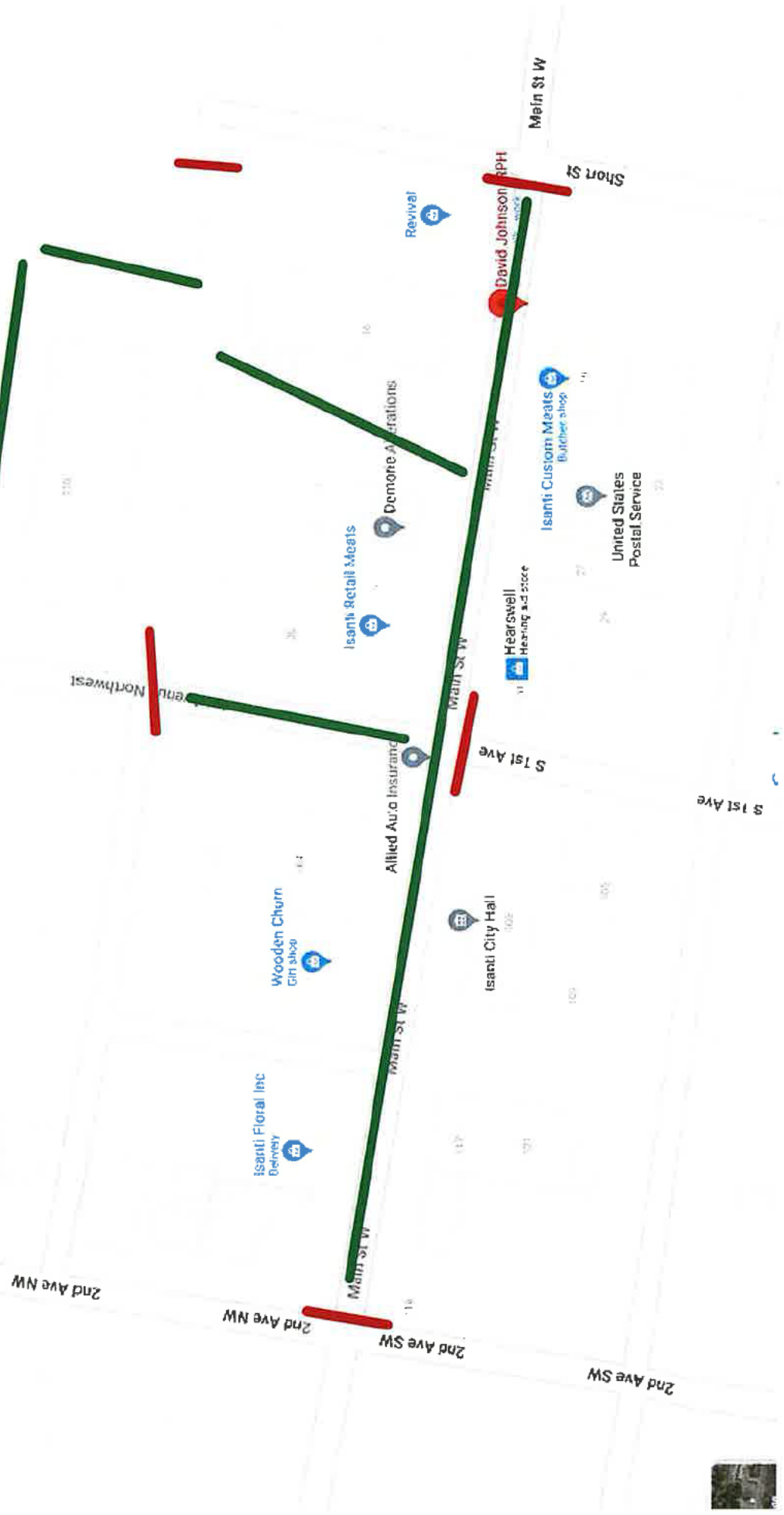
 Parade Route

Tear Down Area

Fire Truck Line Up

2022 Kids Day Site Map

Saturday, July 9, 2022



The North 65 Chamber of Commerce respectfully requests the following:

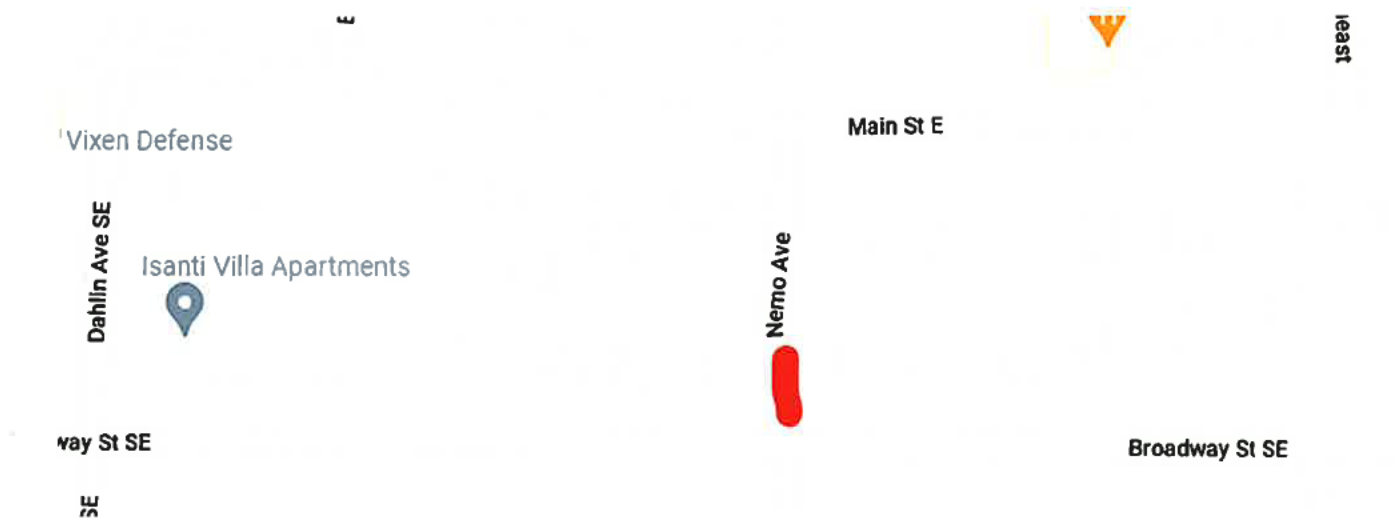
July 7, 2022 – Parade Day

- Delivery of the big stage to SW corner of 1st and Main just west of the bump out on the day prior (Wednesday, July 6, end of business.)
- Police (and reserves) traffic control for attached parade route.
- Assistance with the closure of 2 blocks of Main St from 2nd Ave E to just west of the railroad tracks at 4pm
- Assistance with closure of Main St at Whiskey and at 5th Avenue at 5pm with enforcement until the parade begins at 6:30pm. Main Street is open ONE WAY (east) for residents only after 5pm, except for the 2 blocks downtown.
- Orange cones for street closures, marking vendor areas and parade entry line up
Deliver 40 to the South End of the field at IMS Thursday morning by 8:30am and 15 to Strike Funeral Home parking lot.
- No parking signs installed along parade route and line up areas. See map enclosed.
Starting at IMS back field area of Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas north off Main St. (Rosewood and Brookview) to 5th St South to Broadway E, to 2nd North to Main East to the Railroad Ave, South to Broadway, East to Richard Ave, North to Main St.
At Main Street no parking east to HW 65 AND west to Credit Union Drive North.
No parking on Credit Union Drive to Cherrywood.
No parking on 5th Ave NE to Cherrywood and Cherrywood to Credit Union Drive.
Southbound side along Isanti Primary School from just North of creek to Heritage Blvd for fire trucks
- No parking signs installed on the west side of 5th Ave (marching band line up) adjacent to Mattson Park
- Use of land from SE corner of Mattson Park going north and west 50' by 30' deep for placement of food vendors
- Use of street along the curb out 10 feet along 5th north of Main (along Mattson Park) for ~100 feet.
- Request to place a food truck on the street at Nemo Ave.

Addendum to Special Event Permit for July 7 and 9 2022 Isanti Rodeo Jubilee Days

The North 65 Chamber of Commerce respectfully requests the following for July 7 and 9 2022:

Request to place a food truck on the street at Nemo Ave.



The North 65 Chamber of Commerce respectfully requests the following:

July 9, 2022 – Kids Day

- Street closure of Main Street from 1st Avenue to driveway entrance west of railroad tracks from 6:00am to 4:30pm
- Street closure of Main Street from 2nd Avenue to 1st Avenue from 6:00am to 4:30pm
- Temporary Main St. closure of 2nd Ave from church driveway to Main St. and temporary closures of the 2nd Ave and Main St and the 1st Ave and Main St. intersections for the Kiddie Parade (approximately ½ hour at 11am)
- Police officer assistance with crossing Heritage Blvd at 3rd Ave during the fun run (approx. 8-9am)
- Use of City Hall and Isanti Community Center parking lot for food vendors (please move city vehicles out of the lot)
- Use of City property east of City Hall to railroad right of way for Kids Day
- Use of City picnic tables and delivery of tables to City Hall by public works and return of picnic tables by public works
- City to call in utility locations around retaining pond adjacent to the city hall parking lot with direction to be marked by Tuesday, July 5, 2022. Temporary fencing will be placed around retaining pond using metal stakes and snow-fence by event volunteers as needed to restrict access.
- Permit placement of temporary signs on the corner of Heritage Blvd and 1st Ave

Overall

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



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

Addendum to Special Event Permit for July 7 and 9, 2022 Isanti Rodeo Jubilee Days

Portable Restroom Locations

No restrooms placed on sidewalks

July 7, 2022

Middle School East Parking Lot

Old Waste Water Plant

St. Elizabeth's Church parking lot

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

Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible

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

1st and Main

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

City Hall Parking Lot East Side

SE Corner of RR Tracks at Main St.

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

July 9, 2022

Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible

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

1st and Main

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

City Hall Parking Lot East Side



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

Special Event Equipment Request Form

Event Name: Isanti Rodeo Jubilee Days - Parade July 7, 2022

Date(s) of Event: Thursday, July 7, 2022

Contact Person: Dave Englund Melissa Bettendorf

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

Equipment Drop Off Date/Time: multiple, see attached

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

Construction Cones: 40+

Picnic Tables: 0

Barricades: 10 or all

Stage: 1

Road Closed Signs: see attached

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____



APPLICATION

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

Special Event Equipment
Request Form

Event Name: Isanti Rodeo Jubilee Days - Kids Day Saturday, July 9, 2022

Date(s) of Event: July 9, 2022

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

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

Equipment Drop Off Date/Time: multiple, see attached

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

Construction Cones: 40

Picnic Tables: 6-9 (all avail.)

Barricades: 10 (all avail)

Stage: NA

Road Closed Signs: 3

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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

5/26/22

PAY TO THE ORDER OF City of Isanti \$ 100.00
one hundred DOLLARS

MEMO Deposit

Christopher Beckendorf
AUTHORIZED SIGNATURE



NORTH 65 CHAMBER OF COMMERCE INC

6598

Isanti Rodeo Jubilee Days – July 7,9 2022

Approval letters from property owners:

Strike Life Tributes - enclosed

Best Western Plus – enclosed

My Jungle Gym – permitted, pending letter

LJ Level – enclosed

Faith Lutheran Church - enclosed

St Elizabeth Ann Seton Church - enclosed

Isanti Middle School – permit enclosed

Melissa Bettendorf

From: Strike Life Tributes <strike@strikelifetributes.com>
Sent: Friday, May 13, 2022 3:31 PM
To: Melissa Bettendorf
Subject: Re: Request to use property

Yes, you have our permission to use our property for the Isanti Rodeo Jubilee Days parade.
Thanks,
Brian Strike

On Fri, May 13, 2022 at 3:27 PM Melissa Bettendorf <melissa@north65chamber.com> wrote:

Hello Brian,

For our city of Isanti special event permit, I will need an acknowledgement that we are able to use your property for the parade.

You can provide your authorization by replying to this email or issuing a letter, whichever you choose.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 409 Broadway St SE, Isanti, MN 55040 on Thursday, July 7 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.

Thank you,

Melissa

Melissa Bettendorf

Executive Director

melissa@north65chamber.com

North 65 Chamber of Commerce

www.north65chamber.com * 763-689-2505

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

Melissa Bettendorf

From: Katie Hinrichs <khinrichs@golderhospitality.com>
Sent: Monday, May 23, 2022 4:21 PM
To: Melissa Bettendorf
Subject: RE: Request to use property for Isanti Parade

Yes, you may use the property for a food truck. Please let me know which one as soon as you know. 😊

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



From: Melissa Bettendorf <melissa@north65chamber.com>
Sent: Friday, May 13, 2022 3:32 PM
To: Katie Hinrichs <khinrichs@golderhospitality.com>
Subject: Request to use property for Isanti Parade

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

Hi Katie,

When we spoke a few weeks ago, I mentioned our request to use the NE corner of the Best Western Plus parking lot for a food truck during the parade on July 7.

For our city of Isanti special event permit, I will need an acknowledgement that we are able to use your property for this purpose.

You can provide your authorization by replying to this email or issuing a letter, whichever you choose.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 409 Main St E, Isanti, MN 55040 on Thursday, July 7 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.

Thank you,
Melissa

Melissa Bettendorf

Melissa Bettendorf

From: Lon Lane <lon@ljlevel.com>
Sent: Friday, May 13, 2022 3:51 PM
To: Melissa Bettendorf
Cc: julie@ljlevel.com
Subject: Re: Request to use your property during Isanti Rodeo Jubilee Days

Yes, I approve.

On Fri, May 13, 2022 at 3:21 PM Melissa Bettendorf <melissa@north65chamber.com> wrote:

Hello Lon and Julie,

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

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

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 121 W Main on Thursday, July 7 and Saturday, July 9 for the Isanti Rodeo Jubilee Days parade and kids' day activities.

Please let me know if you have any questions.

Thank you,

Melissa

Melissa Bettendorf

Executive Director

melissa@north65chamber.com

North 65 Chamber of Commerce

www.north65chamber.com * 763-689-2505

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

Melissa Bettendorf

From: Kathryn Smith <[REDACTED]>
Sent: Sunday, May 22, 2022 4:53 PM
To: Melissa Bettendorf
Subject: Re: Isanti Rodeo & Jubilee Days Festival - Schedule of Events Review
Categories: follow up, JUBILEE

Melissa,

On behalf of Faith Lutheran Church in Isanti, I am verifying that the Isanti Rodeo Jubilee Days Committee and North 65 Chamber of Commerce has permission to use the church property located at 121 W. Main Street on Thursday, July 7 and Saturday, July 9 for the Isanti Rodeo Jubilee Days parade and Kids' Day activities.

Best wishes for another successful event!

Sincerely,

Kathy Smith, Council Secretary
and Chair of the Social Ministry Committee
Faith Lutheran Church
763-444-9201

On Fri, May 20, 2022 at 3:28 PM Melissa Bettendorf <melissa@north65chamber.com> wrote:

Thank you all for your consideration.

I'll work with our insurance to provide the certificate. Please provide the letter at your earliest convenience. An email will work as well. Here is the language we've used for others, but you are welcome to edit as you feel appropriate. They just send an email in response stating that they approve of the use.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 121 W Main on Thursday, July 7 and Saturday, July 9 for the Isanti Rodeo Jubilee Days parade and kids' day activities.

I'll be sure your information is listed as shown.

Again, thank you,

Melissa

Melissa Bettendorf

Melissa Bettendorf

From: Elizabeth Ann Seton <annseton76@gmail.com>
Sent: Friday, May 27, 2022 9:59 AM
To: Melissa Bettendorf
Subject: Rodeo Parade

Hi Melissa,

Yes, It is all good to use the parking lot for the parade line up, and to put up port a potties.

Yes our group is planning on selling hamburgers and bratts if that works for you.

Blessings

Brigitte



"Faith lifts the soul, hope supports it, experience says it must, and love says.... let it be!"

St. Elizabeth Ann Seton

St. Elizabeth Ann Seton

207 Whiskey Road NW
Isanti, MN 55040
763.444.4035
763.444.6019 fax



NORTH 65 CHAMBER OF COMMERCE
VANESSA (WORK) HANZEL

Isanti Jubilee Days Parade Line-Up

Information

Account #: #1014
Contact: Vanessa (work) Hanzel
Phone: (763) 689-2505, Work
(763) 689-2505, Organization Work
Email: info@north65chamber.com
vanessa@north65chamber.com
Rate Type: Class I - Non Profit
Attendance: 300

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Middle School (IMS)								
Wed, Jul 6 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	\$0.00
Thu, Jul 7 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	\$0.00
Fri, Jul 8 2022	-	6:30 AM	11:59 PM	-	IMS/MNC Parking Lot, IMS/MNC Ball Field #3, IMS/MNC Football Field - NE, IMS/MNC Football/Soccer Field - NW, IMS/MNC Grassy Area South of Existing Parking Lot, IMS/MNC Outdoor Basketball Court, IMS/MNC Softball Field #1, IMS/MNC Softball Field #2, IMS/MNC Volleyball Court (Sand)	none	157h 21m	\$0.00

Setup Notes

We will need all of the parking lot space and all of the grassy area South of IMS for the annual Isanti Rodeo Jubilee Days parade line-up.
Use request as follows: Wednesday, July 6, 2022 beginning at 5:00pm - area noted above: set up of parade line up area (3-5 people)
Thursday, July 7, 2022: space reserved all day for set up of parade, line-up, and parade. Parade entries will enter from County Rd. 5(Heritage Blvd) and there will be heavy parade traffic on Centennial Dr. SW and Oakwood Street NW.
Friday, July 8, 2022: clean up of parade line up area until 12:00pm.

Legal Information

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

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

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

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

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

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

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

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

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

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

Approved By: _____ 05/04/2022

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

Thursday, July 7, 2022

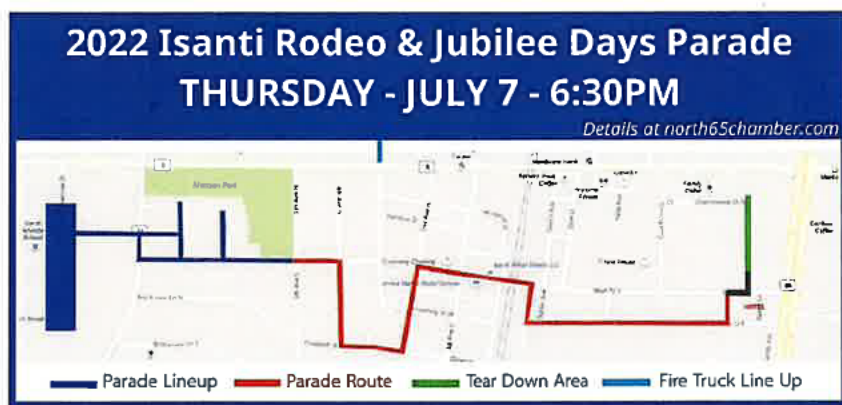
Please refer to the map shown. No parking signs will be put up in these areas the morning of the parade.

At 4:00pm, Main Street in downtown Isanti between 2nd Ave and the railroad tracks will be closed to vehicles.

At 5:00pm, parade floats will begin to line up. These areas are shown in blue on the map and includes Main Street between 5th Ave and Whiskey Rd, Oakwood St, Brookview Court and Rosewood Ave.

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

At 6:30pm, the parade will begin at Main Street and 5th Avenue and travel east along Main Street, then south on 4th Ave, east on Elizabeth, north on 2nd Ave, east on Main Street, south on Railroad Ave, east on Broadway, north on Richard and then conclude. Floats will move toward the tear down area on 5th Ave NE.



It will be very difficult to get into this area after 5:00 P.M. and impossible to travel Westbound past 5th Ave until the parade is over.

Thank you for your cooperation and patience!

Saturday, July 9, 2022

Main Street from 2nd Ave east to just west of the railroad tracks, and 1st Ave just north of Main Street will be closed from 6:00am until 4:00pm. There will be no parking available in the City Hall/Community Center parking lot. Numerous activities will be held such as a run /walk, presentations, turtle races, kid's games, outhouse races, Artisan Market, BMX strider race, live music, vendor booths, food trucks and more.

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

For more information, including a complete schedule of events, please visit our website: www.north65chamber.com or follow the event on Facebook: Isanti Rodeo Jubilee Days.

EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:

July 7 and July 9 Isanti Rodeo Jubilee Days Parade and Kids Day

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

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

(Special Events Holder Initials Here) MB

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

Participant Release and Indemnification required? YES ☐ NO ☒

(Special Events Holder Initials Here) MB

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

(Special Events Holder Initials Here) MB

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

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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


PRINTED NAME OF SPECIAL EVENTS HOLDER:

Melissa Bettendorf, Executive Director

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

Name Melissa Bettendorf as

Title Executive Director, North 65 Chamber of Commerce

Signature 

Date May 26, 2022



City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: (763) 762-5754
Fax: (763) 444-5560
www.cityofisanti.us

Community Center Rental Application Form

Date of Application: May 26, 2022 **Date of Event:** July 7 and 9, 2022
Time of Event: 5-10pm and 6am to 4pm

Applicant Name: North 65 Chamber of Commerce
Phone Number: 763-689-2505
E-mail Address: info@north65chamber.com
Address: 2 Enterprise Ave NE Suite C4
City: Isanti **State:** MN **Zip Code:** 55040

Type of Event: Community event - Lions club corn feed. Shelter in case of storms. Isanti ambassador event.
Alcoholic Beverages Present: Yes ☒ No **# in Attendance** 25 est.

LIBILITY REQUIREMENT

I understand that I may have to provide proof of liability insurance in the amount noted within the Rental Information for the Isanti Community Center 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at the Isanti Community Center.

In addition, if said event or function is sponsored by any organization, I hereby represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation/Application, that said organization will indemnify and hold harmless the City of Isanti, its employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

CLEANING/DAMAGE DEPOSIT

The damage deposit of \$250.00 is due at the date of application.

RENTAL FEES

To reserve your date, the rental fee is due upon approval of the application.

NO GUARANTY OF AVAILABILITY

I understand that even though I have reserved the Community Center for the date and time specified in this application, it is possible that the Community Center may be unavailable for my use on that date if any major component necessary for the comfortable or safe accommodation of those intending to use the facility should fail or become non-functional prior to the date and time of my planned event. Therefore the City of Isanti cannot and does not guarantee the availability of the facility for my event. In the event of a component failure the rental and deposit fees will be returned to the renter.

Component failures that could cause cancellation of my event include but are not necessarily limited to the heating, ventilation, air conditioning or fire sprinkler systems and major kitchen appliances and equipment.

I, as applicant, assume all risk that my event may have to be cancelled with or without prior notice in case of any such component failure which in the sole judgment of the City of Isanti makes it unsafe, impractical or economically non-feasible to accommodate my event as scheduled. I hereby waive any potential claim of liability against the City of Isanti resulting from any such cancellation and further hereby agree to hold the City of Isanti, its employees, agents and officers harmless from any and all claims or liability for any damages resulting or allegedly resulting to any person or entity as a consequence of the cancellation of my planned event due to the failure or non-functioning of any such component.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide to the Regulations and Terms as provided on the Rental Agreement sheet.


Applicant Signature

North 65 Chamber of Commerce
Name of Organization/Group

May 26, 2022

Date

Please Make Checks Payable To: City of Isanti

Mail To: City of Isanti

Attn: Parks, Recreation and Events Coordinator
PO Box 428
Isanti, MN 55040

For Office Use Only:

Rental Fee:

Rental (7/702) _____

Tax (7/701) _____

Total _____

Check No. _____

Date Received _____

Damage Deposit:

Amount _____

Cash/Cashier's Check _____

Date Received _____

Certificate of Insurance:

Date Received _____

Checkout Form:

Date Received _____

Final Inspection Date _____

Authorize Return of Deposit _____

(Date & Initial) _____



City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: (763) 762-5754
Fax: (763) 444-5560
www.cityofisanti.us

Community Center Rental Application Form

Date of Application: 5/23/22 Date of Event: 7/7/22
3:00pm-10:00pm
Time of Event: _____

Isanti Ambassador Program

Applicant Name: _____
6123100521

Phone Number: _____
isantiambassador@gmail.com

E-mail Address: _____
2 Enterprise Ave NE c4

Address: _____

Isanti MN 55040
City: _____ State: _____ Zip Code: _____

Type of Event: Hoedown X 30
Alcoholic Beverages Present: _____ Yes _____ No # in Attendance _____

LIBILITY REQUIREMENT

I understand that I may have to provide proof of liability insurance in the amount noted within the Rental Information for the Isanti Community Center 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at the Isanti Community Center.

In addition, if said event or function is sponsored by any organization, I hereby represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation/Application, that said organization will indemnify and hold harmless the City of Isanti, its employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

CLEANING/DAMAGE DEPOSIT

The damage deposit of \$250.00 is due at the date of application.

RENTAL FEES

To reserve your date, the rental fee is due upon approval of the application.

NO GUARANTY OF AVAILABILITY

I understand that even though I have reserved the Community Center for the date and time specified in this application, it is possible that the Community Center may be unavailable for my use on that date if any major component necessary for the comfortable or safe accommodation of those intending to use the facility should fail or become non-functional prior to the date and time of my planned event. Therefore the City of Isanti cannot and does not guarantee the availability of the facility for my event. In the event of a component failure the rental and deposit fees will be returned to the renter.

Component failures that could cause cancellation of my event include but are not necessarily limited to the heating, ventilation, air conditioning or fire sprinkler systems and major kitchen appliances and equipment.

I, as applicant, assume all risk that my event may have to be cancelled with or without prior notice in case of any such component failure which in the sole judgment of the City of Isanti makes it unsafe, impractical or economically non-feasible to accommodate my event as scheduled. I hereby waive any potential claim of liability against the City of Isanti resulting from any such cancellation and further hereby agree to hold the City of Isanti, its employees, agents and officers harmless from any and all claims or liability for any damages resulting or allegedly resulting to any person or entity as a consequence of the cancellation of my planned event due to the failure or non-functioning of any such component.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide to the Regulations and Terms as provided on the Rental Agreement sheet.

Bridget Broda

Applicant Signature

5/25/22

Date

Isanti Ambassador Program

Name of Organization/Group

Please Make Checks Payable To: City of Isanti

Mail To: City of Isanti

Attn: Parks, Recreation and Events Coordinator
PO Box 428
Isanti, MN 55040

For Office Use Only:

Rental Fee:

Rental (7/702) _____

Tax (7/701) _____

Total _____

Check No. _____

Date Received _____

Damage Deposit:

Amount _____

Cash/Cashier's Check _____

Date Received _____

Certificate of Insurance:

Date Received _____


Checkout Form:

Date Received _____

Final Inspection Date _____

Authorize Return of Deposit _____

(Date & Initial) _____

STAFF ONLY		SIGN PERMIT APPLICATION		<input type="checkbox"/> Site copy <input type="checkbox"/> City copy Permit # _____ - _____	
		Rcvd Date: _____		Apvd Date: _____	
		Fee Rcvd Date: _____		Prmt Close Date: _____	
TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED	PROJECT ADDRESS: Corner of HW 65 and Heritage Blvd (Community Sign location)				
	GENERAL LOCATION OF SIGN ON THE PROPERTY: 4 x 8 sign on the posts provided. See attached.				
	APPLICANT NAME: North 65 Chamber of Commerce			Address: 2 Enterprise Ave NE Suite C4	
	City: Isanti		State: MN	Zip: 55040	Email: melissa@north65chamber.com
	Contact Name: Melissa Bettendorf			Phone: 763-689-2505	
	FEE OWNER AND APPLICATION CONSENT: same			Address:	
	City:		State:	Zip:	Email:
	Contact Name:			Phone:	
	OTHER CONTACTORS:			Address:	
	City:		State:	Zip:	Email:
	Contact Name:			Phone:	
	SIGNATURE OF APPLICANT:				DATE:
	PRINTED NAME: Melissa Bettendorf, Executive Director				
	SIGNATURE OF PROPERTY OWNER:				DATE:
	PRINTED NAME: Community sign location - managed by City of Isanti				
APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: \$75 2) Temporary Sign: \$50					
Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.					
Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.					
Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.					
APPLICANTS PLEASE REVIEW	ITEM	DESCRIPTION			DATE RCVD
	<input type="checkbox"/> Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.			(staff use)
	<input type="checkbox"/> Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions			(staff use)
	<input type="checkbox"/> Owner's Signature	Written authorization from the property owner for the sign to be located on the property			(staff use)
	<input type="checkbox"/> Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.			(staff use)
	<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff			(staff use)
OFFICE USE ONLY	Application certified as complete by:				DATE:
	Conditions:				(may be cont'd on back)
	Permit Approved By:				DATE:
	Printed Name:			Dept:	
	Paid:	Date:	Receipt No.:	By:	

ISANTI

RODEO



Jubilee Days

★ **July 11-14** ★

Thursday ★ Parade

★ Fireworks

Friday & Saturday

★ Firefighters Rodeo/Dance

Saturday

★ Walk/Run ★ Kids Free Fun Day

★ Kiddie Parade ★ Games ★ Craft Fair

★ Turtle Races ★ Outhouse Races

Sunday

★ Ambassador Coronation ★

NORTH65CHAMBER.COM 763-689-2505

FOR
Community Sign Location

2022

7-10

SPECIAL EVENT PERMIT APPLICATION

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

www.cityofisanti.us

VENDOR LIST

Special Event Name: Isanti Rodeo Jubilee Days Parade and Kids Day

Special Event Date(s): July 7 and 9, 2022

Coordinator Name: Melissa Bettendorf

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

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

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

Vendor list will be provided after June 15



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: June 7, 2022
Subject: Resolution 2022-XXX approving the Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5

Overview/Background:

An Interim Use Permit application was submitted for a Tattoo Parlor at 303 Credit Union Dr NE for Idle Hands Tattoo. The previous IUP for Idle Hands Tattoo was given a 3-year term back in 2019 and will expire in June of 2022. This item was discussed at the May 17, 2022 Planning Commission Meeting and was open for a Public Hearing. Representatives for Idle Hands Tattoo attended the meeting and were available for questions from the Planning Commission. There was no public comment on the topic of the Interim Use Permit. The Planning Commission commended the owners of Idle Hands Tattoo for turning in their resubmittal prior to the deadline and following the ordinances. City staff pointed out that the term length of the previous IUP was three years and that this could be extended or shortened upon request of the Planning Commission and Council. The Planning Commission thought that the term length of 3 years made sense for this business and that extending it might be too long in between needing the permit.

The Planning Commission made a motion to approve the Interim Use Permit for a Tattoo Parlor with conditions listed in the May 17, 2022 staff report, the motion passed 7-0.

Request:

Approval of an Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo.

Attachments:

- Resolution
- Findings of fact
- Planning Commission Memo dated 5/17/2022

RESOLUTION 2022-XXX

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A TATTOO PARLOR LOCATED AT 303 CREDIT UNION DR NE, STE 5

WHEREAS, Idle Hands Tattoo (applicant) has requested approval for an Interim Use Permit for a Tattoo Parlor at 303 Credit Union Dr NE, Ste 5 in the City of Isanti (PID 16.029.0500); and,

WHEREAS, Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address; and,

WHEREAS, the property is located in the “B-2” General Business District and is subject to these zoning district requirements in which a *Tattoo Parlor* is an interim use; and,

WHEREAS, Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request; and

WHEREAS, the proposed use for a Tattoo Parlor meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on June 7, 2022; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Interim Use Permit for a Tattoo Parlor on May 17, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Interim Use Permit for a Tattoo Parlor at 303 Credit Union Dr NE, Ste 5;

BE IT FURTHER RESOLVED that the requested Interim Use Permit be hereby APPROVED subject to the following conditions:

- 1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
- 2) Any other recommendations from the Planning Commission
- 3) Signed permission of lease from Property Owner shall be provided to City Staff for review

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION

Interim Use Permit for a Tattoo Parlor – 303 Credit Union Dr NE, Ste 5

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Idle Hands Tattoo for an Interim Use Permit for a Tattoo Parlor located at 303 Credit Union Dr NE, Ste 5

Findings of Fact

1. The applicant is requesting approval of an Interim Use Permit for the property located at 303 Credit Union Dr NE, Ste 5.
2. The property is zoned “B-2” General Business District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 17, 2022 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 3, Interim Use Permits Subdivision 5; the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed use shall meet the applicable zoning regulations
The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.
 - B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.
 - C. The proposed use will terminate upon a date or event that can be identified with certainty
The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.
 - D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and

The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.

- E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and *Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.*
- F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

- 2. Section 21, Article 3, Subd. 6 addresses conditions for approval for an Interim Use Permit. The standards and staff responses (*italicized*) are below:

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;
- L. Controlling architectural appearance and functional design of the building or site;
- M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 17, 2022. Planning Commission Recommendation: Motion by Collison seconded by Simon to recommend approval of the Interim Use Permit for a Tattoo Parlor located in the B-2 Zoning District at 303 Credit Union Dr NE, Motion passed 7-0.

The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: May 17, 2022

SUBJECT: Interim Use Permit to operate a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5

Overview/Background

The applicant, Idle Hands Tattoo was approved for an Interim Use Permit (IUP) in June of 2019, for a Tattoo Parlor at this proposed location within the B-2 General Business zoning district. A Tattoo Parlor is considered an Interim Use within this zoning district, meaning that the use is permitted in this location given that the use is approved by the City Council within a specified time frame and given conditions of approval. The approved Interim Use Permit had been granted for a period of three years, and expires on June 30th, 2022. Idle Hands Tattoo has resubmitted an Interim Use Permit application to extend their eligibility for a Tattoo Parlor at this location.

Analysis of Application

Zoning: The subject property is located at 303 Credit Union Dr NE, and is part of the Isanti Mall. This property falls within the “B-2” General Business District. Within the zoning ordinances for this zoning district, a ‘Tattoo Parlor’ is considered an Interim Use.

Section 21, Article 3, Subd. 5 addresses criteria for granting an Interim Use Permit. The standards for an IUP are listed below with staff comments *Italicized*:

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

- A. The proposed use shall meet the applicable zoning regulations
The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.
- B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.

- C. The proposed use will terminate upon a date or event that can be identified with certainty *The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.*
- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and *The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.*
- E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and *Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.*
- F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

Subdivision 6: Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;
- L. Controlling architectural appearance and functional design of the building or site;

- M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Staff Recommendation

Staff recommends approval with the following conditions:

- 1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
- 2) Any other recommendations from the Planning Commission
- 3) Signed permission of lease from Property Owner shall be provided to City Staff for review

Attachments

None

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
INTERIM USE PROCEEDINGS

In the matter of “Idle Hands Tattoo”, 303 Credit Union Dr NE, Ste 5, Isanti Minnesota

Request: An Interim Use Permit for a Tattoo Parlor in the B-2 Zoning District.

INTERIM USE PERMIT

The above referenced application for an Interim Use Permit was heard before the City of Isanti Planning Commission on May 17, 2022 and the Isanti City Council on June 7, 2022 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 303 Credit Union Dr NE, Ste 5

IT IS HEREBY approved that an Interim Use Permit be granted at the above-described property for a term of 3 years, expiring on June 30th, 2025, subject to the following conditions:

1. Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
2. Any other recommendations from the Planning Commission
3. Signed permission of lease from Property Owner shall be provided to City Staff for review

Mayor Jeff Johnson

Date:_____

Attest:

City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: June 7, 2022
Subject: Resolution 2022-XXX approving the Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 401 E Dual Blvd NE, Ste 122

Overview/Background:

An Interim Use Permit application was submitted for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122 for Black Moon Tattoo. City Staff was notified that there was a tattoo shop operating within the Dual Square Mall without an Interim Use Permit and notified the owners.

During the May 17, 2022 Planning Commission Meeting, the topic was discussed during the public hearing. The applicant was present at the public hearing and was available for questioning from the Planning Commission. Mayor Johnson read aloud a letter that was submitted to him on behalf of Idle Hands Tattoo, located at 303 Credit Union Dr NE, Ste 5. The letter expressed concern for Black Moon Tattoo operating without the Interim Use Permit and without obtaining other licensing from the state that is necessary for operating a tattoo shop. The letter stated that the owner of Black Moon Tattoo did not do their due diligence when researching proper permitting and licensing. Staff pointed out that one of the conditions of approval for granting the IUP would be for the applicant to obtain the proper state licensing. Staff also mentioned that the length of the terms of the Interim Use Permit can be determined by the Planning Commission and City Council, and that if they feel that there is cause for concern, that they can shorten the length granted in the IUP. The Planning Commission recommended that the business will be given a 1-year term for the permit, and that the tattoo shop will have to stop business operations in this location until the Interim Use Permit is passed at the June 7th City Council Meeting. A cease-and-desist letter has been sent to the applicant and is attached to this memo.

The Planning Commission made a motion to approve the Interim Use Permit for a Tattoo Parlor with conditions listed in the May 17, 2022 staff report, the motion passed 7-0.

Request:

Approval of an Interim Use Permit for a Tattoo Parlor in the B-2 General Business District located at 303 Credit Union Dr NE, Ste 5 for Idle Hands Tattoo.

Attachments:

- Resolution
- Findings of fact
- Interim Use Permit

- Cease and Desist Letter
- Planning Commission Memo dated 5/17/2022

RESOLUTION 2022-XXX

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A TATTOO PARLOR LOCATED AT 401 E DUAL BLVD NE, STE 122

WHEREAS, Black Moon Tattoo (applicant) has requested approval for an Interim Use Permit for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122 in the City of Isanti (PID 16.029.0500); and,

WHEREAS, Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address; and,

WHEREAS, the property is located in the “B-2” General Business District and is subject to these zoning district requirements in which a *Tattoo Parlor* is an interim use; and,

WHEREAS, Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request; and

WHEREAS, the proposed use for a Tattoo Parlor meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti City Council reviewed the requested Interim Use Permit at its regularly scheduled meeting on June 7, 2022; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Interim Use Permit for a Tattoo Parlor on May 17, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Interim Use Permit for a Tattoo Parlor at 401 E Dual Blvd NE, Ste 122;

BE IT FURTHER RESOLVED that the requested Interim Use Permit be hereby APPROVED subject to the following conditions:

- 1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
- 2) Signage to be applied for and reviewed by the city prior to installation.
- 3) Any other recommendations from the Planning Commission

This Resolution is hereby approved by the Isanti City Council this 7th day of June, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION

Interim Use Permit for a Tattoo Parlor – 303 Credit Union Dr NE, Ste 5

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Idle Hands Tattoo for an Interim Use Permit for a Tattoo Parlor located at 303 Credit Union Dr NE, Ste 5

Findings of Fact

1. The applicant is requesting approval of an Interim Use Permit for the property located at 303 Credit Union Dr NE, Ste 5.
2. The property is zoned “B-2” General Business District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 17, 2022 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 3: Interim Use Permits, Subdivision 5 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing an Interim Use Permit request as well as Section 21, Article 3: Interim Use Permits, Subdivision 6 establishes additional conditions of approval that shall be used to evaluate any proposed Interim Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 3, Interim Use Permits Subdivision 5; the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed use shall meet the applicable zoning regulations
The existing Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.
 - B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall has not limited or adversely impacted the implementation of the Comprehensive Plan.
 - C. The proposed use will terminate upon a date or event that can be identified with certainty
The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with the previous term of the IUP for this business.
 - D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and

The Tattoo Parlor will not impose additional future costs on the public since it is within the Isanti Mall.

- E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and *Idle Hands Tattoo has a signed lease with the owners of the Isanti Mall. City staff suggests that the applicant provides proof of a signed lease with the property owners as part of the IUP submittal requirements.*
- F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Idle Hands Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

- 2. Section 21, Article 3, Subd. 6 addresses conditions for approval for an Interim Use Permit. The standards and staff responses (*italicized*) are below:

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;
- L. Controlling architectural appearance and functional design of the building or site;
- M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's continued business operations since it is located within the Isanti Mall and the site has been previously designed to accommodate for tenants in this building.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 17, 2022. Planning Commission Recommendation: Motion by Collison seconded by Simon to recommend approval of the Interim Use Permit for a Tattoo Parlor located in the B-2 Zoning District at 303 Credit Union Dr NE, Motion passed 7-0.

The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
INTERIM USE PROCEEDINGS

In the matter of “Black Moon Tattoo”, 401 E Dual Blvd NE, Ste 122, Isanti Minnesota

Request: An Interim Use Permit for a Tattoo Parlor in the B-2 Zoning District.

INTERIM USE PERMIT

The above referenced application for an Interim Use Permit was heard before the City of Isanti Planning Commission on May 17, 2022 and the Isanti City Council on June 7, 2022 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 401 E Dual Blvd NE, Ste 122

IT IS HEREBY approved that an Interim Use Permit be granted at the above-described property for a term of 1 year, expiring on June 30th, 2023, subject to the following conditions:

- 1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
- 2) Signage to be applied for and reviewed by the city prior to installation.
- 3) Any other recommendations from the Planning Commission

Mayor Jeff Johnson

Date: _____

Attest:

City Clerk



May 23, 2022

Black Moon Tattoo
401 E Dual Blvd NE
Isanti, MN 55040

Re: Cease and Desist Tattoo Parlor Operations

Dear Mr. Morton,

On May 17, 2022 the Planning Commission reviewed the Interim Use Permit for Black Moon Tattoo located at 401 E Dual Blvd NE in Isanti, Minnesota.

The Planning Commission discussed the issue of Black Moon Tattoo operating without proper permitting within the City of Isanti, including the required Interim Use Permit from the City of Isanti, as well as an establishment license from the State of Minnesota Department of Health. The Planning Commission determined, with unanimous vote, to require Black Moon Tattoo to stop all operations until proper permitting and licensing has been received and confirmed.

The Planning Commission has recommended the approval of the Interim Use Permit to the City Council. The City Council will make a decision regarding the Interim Use Permit at the City Council meeting to be held on June 7, 2022 at 7:00pm located at Isanti City Hall. If approved, the applicant can forward documentation of the resolution confirming local zoning approval to the Minnesota Department of Health, as required by their establishment licensing as outlined in Minnesota State Statute Chapter 14B. Body Art. Once all required establishment licensing from the State of Minnesota (including a provisional license) has been presented to Community Development staff, Black Moon Tattoo will be able to resume operations as allowed under the Interim Use Permit described in the Zoning Ordinance (Isanti City Ordinance 445) Section 7: Article 2: Subdivision 4.

The Planning Commission has also recommended to Council that the Interim Use Permit expire in one (1) year from the date of approval if approved. At which time the applicant will be required to reapply for an Interim Use Permit from the City of Isanti.

Please let me know if you have any further questions or comments regarding this letter. I can be reached at shillesheim@cityofisanti.us or 763-444-5512.

Sincerely,

Stephanie Hillesheim

Stephanie Hillesheim
Community Development Director

110 1st Ave NW, PO Box 428 * Isanti, MN 55040
763-444-5512 * fax 763-444-5560
www.cityofisanti.us



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: May 17, 2022

SUBJECT: Interim Use Permit to operate a Tattoo Parlor in the B-2 General Business District located at 401 E Dual Blvd NE, Ste 122

Overview/Background

City staff was notified of a tattoo shop operating inside the Dual Square Mall located at 401 E Dual Blvd NE. Staff was able to get ahold of the owners of the shop, and notify them that they will need an interim use permit to operate a tattoo parlor in this location.

The owners of Black Moon Tattoo cooperated with City Staff and submitted an Interim Use Permit in order to be compliant with City Zoning Ordinances. The applicant also submitted a letter to the city which is attached to this memo as an exhibit.

Analysis of Application

Zoning: The subject property is located at 401 E Dual Blvd NE, and is part of the Dual Square Mall. This property falls within the “B-2” General Business District. Within the zoning ordinances for this zoning district, a ‘Tattoo Parlor’ is considered an Interim Use.

Section 21, Article 3, Subd. 5 addresses criteria for granting an Interim Use Permit. The standards for an IUP are listed below with staff comments *Italicized*:

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

- A. The proposed use shall meet the applicable zoning regulations
The proposed Tattoo Parlor is not expected to negatively impact the health, safety, and general welfare of occupants of surrounding properties.
- B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The inclusion of a Tattoo Parlor within the Dual Square Mall does not limit or adversely impact the implementation of the Comprehensive Plan.

- C. The proposed use will terminate upon a date or event that can be identified with certainty *The Planning Commission and City Council shall set a reasonable timeline in which the proposed Interim Use Permit would expire. Staff suggests that the Interim Use Permit will expire in 3 years, which is consistent with other Tattoo Parlor IUP's in the city.*
- D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and *The Tattoo Parlor will not impose additional future costs on the public since it is within the Dual Square Mall.*
- E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and *Black Moon Tattoo has signed a lease with the owners of the Dual Square Mall which will expire at the end of 2022. Black Moon Tattoo will have to renew the lease with the Dual Square Mall in order to keep the proposed Interim Use Permit, IUP's don't transfer with the business if they were to move locations.*
- F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Black Moon Tattoo will be expected to meet any conditions set by the property owner, Planning Commission and City Council in order to operate their business in this location.

Subdivision 6: Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size, or location of buildings;
- C. Controlling the location and number of vehicles access points;
- D. Increasing the street width;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location or lighting of signs;
- G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
- H. Designation of open space;
- I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
- J. Restrictions on the hours of operation;
- K. Exterior lighting is limited to protect adjacent or nearby property;

- L. Controlling architectural appearance and functional design of the building or site;
- M. Applicable performance standards of the zoning district in which such use is located are met and nonconformities are eliminated;
- N. Annual review, if deemed appropriate by the City Council.
- O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

City staff does not expect there to be site issues resulting in the Tattoo Parlor's business operations since it is located within the Dual Square Mall and the site has been previously designed to accommodate for tenants in this building. The floor plans show two procedure rooms, a lobby and an office and is not intended to hold many occupants at once, as most clients are encouraged to schedule appointments online or over the phone. The only expected changes to the building or site would be potential signs that are on the building or within the windows of the business. City Staff suggests that the applicant submit a sign permit and follow City Zoning Ordinances Section 16: Signs, if there is any proposed signage added for advertisement of the business.

Staff Recommendation

Staff recommends approval with the following conditions:

- 1) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
- 2) Signage to be applied for and reviewed by the city prior to installation.
- 3) Any other recommendations from the Planning Commission

Attachments

- Applicant Letter
- Floor Plans

I am entirely new to owning a business. I was initially unaware that body art establishments needed a city permit in district B2. I thought I had checked the zoning laws. But, when I submitted my State Establishment License Application, I quickly learned that I was mistaken, and that I needed an interim usage permit from the city. I apologize for doing this in the incorrect order. I want to make sure I'm doing everything properly.

My interest is to operate a "Tattoo Parlor" in suite 122 of the Dual Square Mall, as semi-private tattoo studio, and art studio. That means we would be a small studio that will be open to the public, but we prefer all client inquires and appointments be made online or over the phone. It will only be myself and one other technician. We don't do piercings, or any other body modifications. We will also have our paintings and other artwork on display inside the shop, such as realistic wildlife art that my relatives paint.

My family and I reside locally and have lived in this area most our lives. Hannah, the other artist that will work here, is also an Isanti local as well. I have been tattooing 12 years and have worked in many high-end tattoo studios around the Northern Metro. I've won numerous awards for my art. I have a long list of clients that travel from all over the state, and some from out of state. The other artist that will work along with me will be handling most the requests from new, local patrons.

I am married and have 3 children. I don't fit the negative stereotype that is sometimes associated with tattoo artists, nor will my shop resemble that in any way. My clients are all respectable adults. My focus is on art and professionalism. I believe I will bring a positive business presence to Isanti. I would be happy and willing to participate in any local business events or organizations. I've met many of the nearby business owners and employees. They are all very friendly people, and say they're excited to see a tattoo shop in the building.

My lease for this space with Bullseye Properties expires on 12-31-2022. I haven't decided whether I would want to stay here or move to a bigger space at that time, so I believe it would make sense to request an interim permit until that date. If I wish to stay in this location past that date, I can reapply prior to that time.

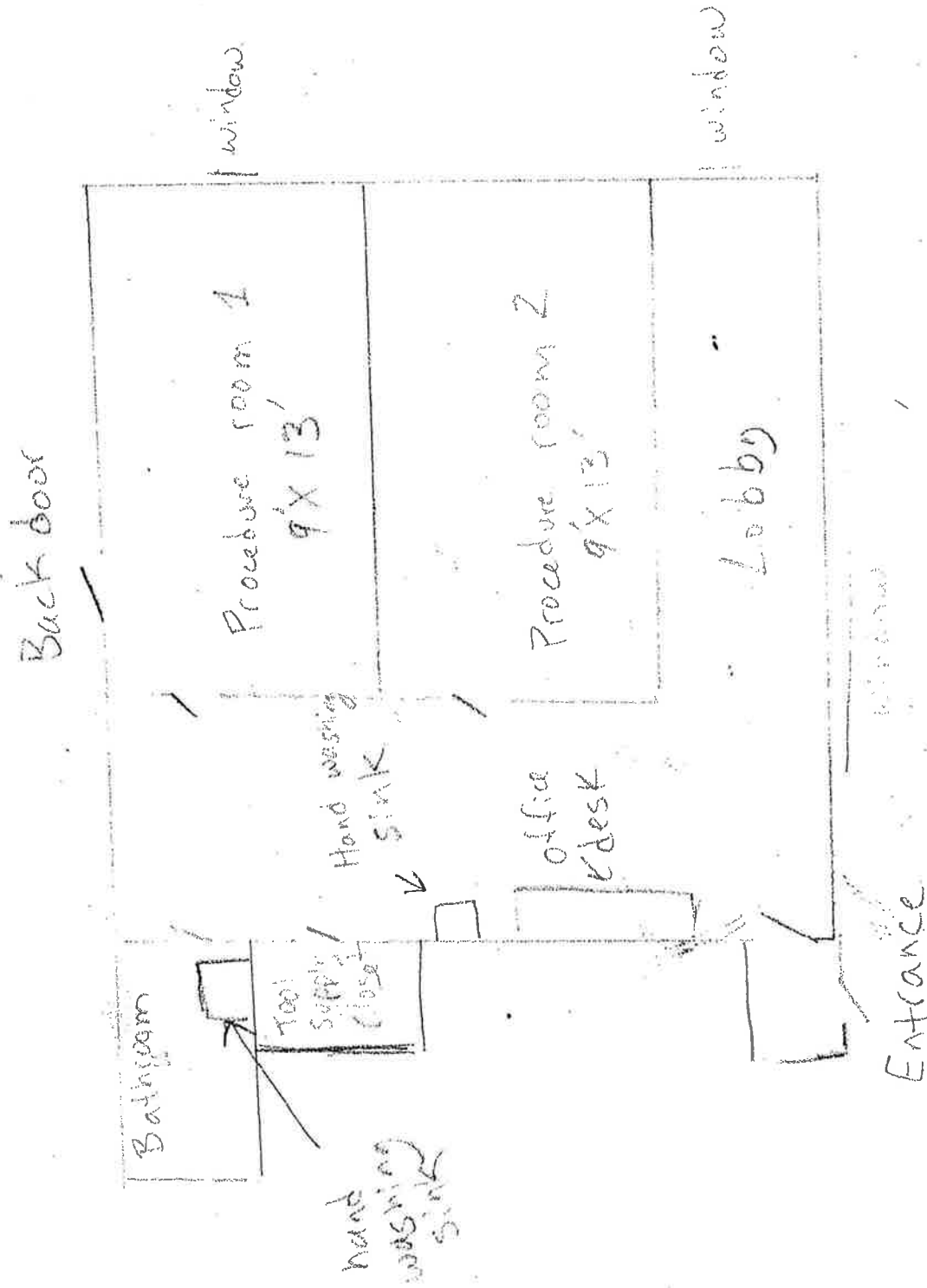
Thank you!

Gabriel Morton



Floor Plan

401 E Wm Ave
Isant: MN 55040, suite 122



* This is a copy of the floor plan I submitted to the MN Dept of Health

- * All walls are semi-gloss washable paint
- * Floors are carpeted, except Bathroom and procedure rooms are rolled vinyl flooring

City of Isanti

Gross Payroll	108,217.67
Social Security & Medicare	6,177.43
Public Employees Retirement	10,958.11
Total City Expense	<u>125,353.21</u>

Pay Date 5/27/2022

Pay Period 11 (5/8-5/21/22)

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 5/18/2022 - 5/18/2022

May 18, 2022 11:49AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/22	05/18/2022	58368	494	ALLINA HEALTH SYSTEM	603-20200	65.00
05/22	05/18/2022	58369	2030	ARTISAN BEER COMPANY	609-20200	110.70
05/22	05/18/2022	58370	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	519.75
05/22	05/18/2022	58371	53	BELLBOY CORPORATION	609-20200	5,558.15
05/22	05/18/2022	58372	9	BERNICKS PEPSI-COLA	609-20200	2,936.91
05/22	05/18/2022	58373	2319	BREAKTHRU BEVERAGE OF MN	609-20200	29,371.85
05/22	05/18/2022	58374	2487	CAPITOL BEVERAGE SALES	609-20200	865.00
05/22	05/18/2022	58375	1815	CENTURYLINK	609-20200	614.56
05/22	05/18/2022	58376	918	CRYSTAL SPRINGS ICE	609-20200	199.38
05/22	05/18/2022	58377	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,048.19
05/22	05/18/2022	58378	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/22	05/18/2022	58379	3159	ELM CREEK BREWING	609-20200	150.00
05/22	05/18/2022	58380	3140	GARPHISH BREWING COMPANY	609-20200	324.00
05/22	05/18/2022	58381	739	HACH COMPANY	601-20200	1,561.98
05/22	05/18/2022	58382	2697	HILDI INC	609-20200	2,500.00
05/22	05/18/2022	58383	113	ISANTI TIRE & AUTO CARE INC	101-20200	22.00
05/22	05/18/2022	58384	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	936.78
05/22	05/18/2022	58385	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,738.65
05/22	05/18/2022	58386	5	KAWALEK TRUCKING	609-20200	538.40
05/22	05/18/2022	58387	1479	LOFFLER COMPANIES INC	108-20200	238.45
05/22	05/18/2022	58388	2815	LUSK, KEITH	609-20200	147.42
05/22	05/18/2022	58389	17	MCDONALD DISTRIBUTING CO	609-20200	9,286.43
05/22	05/18/2022	58390	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.30
05/22	05/18/2022	58391	1536	MINNESOTA DEED	219-20200	833.33
05/22	05/18/2022	58392	3173	MN DEPT OF ADMINISTRATION	101-20200	125.00
05/22	05/18/2022	58393	2080	MVTL LABORATORIES INC	602-20200	245.35
05/22	05/18/2022	58394	3122	NEW FRANCE WINE COMPANY	609-20200	1,095.00
05/22	05/18/2022	58395	2992	NEXTERA COMMUNICATIONS	609-20200	306.98
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05/22	05/18/2022	58397	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,625.70
05/22	05/18/2022	58398	3197	RUUD, JOYCE	101-20200	5.00
05/22	05/18/2022	58399	3199	SHENZHEN EUROASIA CREATIVE DECORATIONS	228-20200	14,040.00
05/22	05/18/2022	58400	2396	SOUTHERN GLAZERS OF MN	609-20200	12,143.33
05/22	05/18/2022	58401	3196	SUN CONTROL OF MINNESOTA INC	920-20200	1,146.00
05/22	05/18/2022	58402	2834	SUN MECHANICAL INC	601-20200	1,680.00
05/22	05/18/2022	58403	1290	THE AMBLE GROUP	101-20200	88.87
05/22	05/18/2022	58404	3125	UNCOMMON LOON BREWING CO	609-20200	588.00
05/22	05/18/2022	58405	42	VIKING COCA-COLA BOTTLING CO	609-20200	413.35
05/22	05/18/2022	58406	1286	VINOCOPIA INC	609-20200	1,361.28
05/22	05/18/2022	58407	4	WATSON CO INC	609-20200	2,617.00
05/22	05/18/2022	58408	3198	WERLEIN, CAROL	101-20200	10.00
05/22	05/18/2022	58409	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,844.00
Grand Totals:						138,462.94

Report Criteria:

Report type: Summary

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05/22	05/26/2022	58415	2020	BOYLE, EUGENE	101-20200	2,906.40
05/22	05/26/2022	58416	2487	CAPITOL BEVERAGE SALES	609-20200	163.10
05/22	05/26/2022	58417	1474	CDW GOVERNMENT INC	614-20200	379.98
05/22	05/26/2022	58418	2759	CIVICPLUS	609-20200	2,480.63
05/22	05/26/2022	58419	120	CONNEXUS ENERGY	101-20200	19,331.19
05/22	05/26/2022	58420	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,907.70
05/22	05/26/2022	58421	1941	DELTA DENTAL	861-20200	3,356.40
05/22	05/26/2022	58422	3159	ELM CREEK BREWING	609-20200	412.00
05/22	05/26/2022	58423	1741	FSA TITLE SERVICES	603-20200	47.28
05/22	05/26/2022	58424	162	ISANTI RENTAL INC	101-20200	91.57
05/22	05/26/2022	58425	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,927.09
05/22	05/26/2022	58426	2232	JONAH & THE WHALES	101-20200	3,000.00
05/22	05/26/2022	58427	5	KAWALEK TRUCKING	609-20200	284.60
05/22	05/26/2022	58428	1170	LAND TITLE INC	601-20200	32.74
05/22	05/26/2022	58429	2435	LINDBERG LAW OFFICE PA	601-20200	49.86
05/22	05/26/2022	58430	434	LITTLE FALLS MACHINE INC	101-20200	601.41
05/22	05/26/2022	58431	1479	LOFFLER -131511	108-20200	84.47
05/22	05/26/2022	58432	2208	MINNESOTA EQUIPMENT INC	101-20200	309.52
05/22	05/26/2022	58433	1628	MINNESOTA HOUSING FINANCE	222-20200	6,754.42
05/22	05/26/2022	58434	310	MMBA	609-20200	150.00
05/22	05/26/2022	58435	2080	MVTL LABORATORIES INC	602-20200	480.15
05/22	05/26/2022	58436	3201	NETWORK TITLE	601-20200	21.69
05/22	05/26/2022	58437	3200	OLSON, ALYSSA	101-20200	1,100.00
05/22	05/26/2022	58438	617	PAUSTIS & SONS	609-20200	731.50
05/22	05/26/2022	58439	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,095.70
05/22	05/26/2022	58440	2130	PROGRESSIVE BUILDERS INC	505-20200	6,000.00
05/22	05/26/2022	58441	2625	RESULTS TITLE	601-20200	59.18
05/22	05/26/2022	58442	2518	SEMLER CONSTRUCTION INC	603-20200	3.79
05/22	05/26/2022	58443	2554	SPECIALTY SOLUTIONS	101-20200	1,359.50
05/22	05/26/2022	58444	1361	STAPLES ADVANTAGE	603-20200	96.65
05/22	05/26/2022	58445	73	STAR	609-20200	267.23
05/22	05/26/2022	58446	2156	SUMMIT FIRE PROTECTION	101-20200	24.00
05/22	05/26/2022	58447	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	681.50
05/22	05/26/2022	58448	1290	THE AMBLE GROUP	603-20200	146.23
05/22	05/26/2022	58449	2098	TRADEMARK TITLE SERVICES	601-20200	19.30
05/22	05/26/2022	58450	2944	UNIFIRST CORPORATION	609-20200	705.37
05/22	05/26/2022	58451	42	VIKING COCA-COLA BOTTLING CO	609-20200	543.85
05/22	05/26/2022	58452	4	WATSON CO INC	609-20200	4,383.81
05/22	05/26/2022	58453	2009	WOOD, JOSEPHINE	101-20200	40.95
Grand Totals:						138,278.23

Report Criteria:

Report type: Summary

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/22	06/01/2022	58454	3202	A TOUCH OF MAGIC	101-20200	895.50
06/22	06/01/2022	58455	692	ARC IRRIGATION LLP	104-20200	543.20
06/22	06/01/2022	58456	2030	ARTISAN BEER COMPANY	609-20200	148.90
06/22	06/01/2022	58457	9	BERNICKS PEPSI-COLA	609-20200	15,231.60
06/22	06/01/2022	58458	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,072.08
06/22	06/01/2022	58459	602	BURNET TITLE	603-20200	64.75
06/22	06/01/2022	58460	1629	CITY OF ISANTI	226-20200	20,204.58
06/22	06/01/2022	58461	918	CRYSTAL SPRINGS ICE	609-20200	498.42
06/22	06/01/2022	58462	8	DAHLHEIMER DISTRIBUTING CO	609-20200	30,981.65
06/22	06/01/2022	58463	3204	DAMAN, LORI	505-20200	250.00
06/22	06/01/2022	58464	2720	DEFIANT DISTRIBUTORS	609-20200	839.50
06/22	06/01/2022	58465	1320	EXECUTIVE TITLE INC	602-20200	13.36
06/22	06/01/2022	58466	2937	EXECUTIVE TITLE SERVICES	601-20200	83.27
06/22	06/01/2022	58467	2933	FALCON NATIONAL BANK	101-20200	2,158.34
06/22	06/01/2022	58468	3140	GARPHISH BREWING COMPANY	609-20200	504.00
06/22	06/01/2022	58469	2830	GDO LAW	101-20200	4,083.33
06/22	06/01/2022	58470	3205	HANSEN, JOSEPH & ROSEANN	603-20200	16.86
06/22	06/01/2022	58471	7	JOHNSON BROTHERS LIQUOR CO	609-20200	31,008.16
06/22	06/01/2022	58472	5	KAWALEK TRUCKING	609-20200	511.80
06/22	06/01/2022	58473	17	MCDONALD DISTRIBUTING CO	609-20200	43,120.00
06/22	06/01/2022	58474	616	MENARDS - CAMBRIDGE	101-20200	531.84
06/22	06/01/2022	58475	2080	MVTL LABORATORIES INC	602-20200	389.53
06/22	06/01/2022	58476	3094	NORTH VALLEY INC	425-20200	245,281.30
06/22	06/01/2022	58477	3149	ORIGIN WINE & SPIRITS	609-20200	486.00
06/22	06/01/2022	58478	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,072.29
06/22	06/01/2022	58479	1455	RAILROAD MANAGEMENT CO	601-20200	626.68
06/22	06/01/2022	58480	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,702.76
06/22	06/01/2022	58481	2341	RED BULL DISTRIBUTION CO INC	609-20200	231.05
06/22	06/01/2022	58482	3120	ROOTSTOCK WINE COMPANY	609-20200	550.08
06/22	06/01/2022	58483	2518	SEMLER CONSTRUCTION INC	505-20200	6,000.00
06/22	06/01/2022	58484	2396	SOUTHERN GLAZERS OF MN	609-20200	17,366.76
06/22	06/01/2022	58485	1361	STAPLES ADVANTAGE	101-20200	106.65
06/22	06/01/2022	58486	73	STAR	101-20200	56.70
06/22	06/01/2022	58487	3144	TAFT STETTINIUS & HOLLISTER LLP	101-20200	2,000.00
06/22	06/01/2022	58488	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	676.50
06/22	06/01/2022	58489	1290	THE AMBLE GROUP	101-20200	10.04
06/22	06/01/2022	58490	42	VIKING COCA-COLA BOTTLING CO	609-20200	341.85
06/22	06/01/2022	58491	1286	VINOCOPIA INC	609-20200	2,430.55
06/22	06/01/2022	58492	4	WATSON CO INC	609-20200	1,725.87
06/22	06/01/2022	58493	3203	WELINSKI, AMANDA	101-20200	53.69
06/22	06/01/2022	58494	780	WINE MERCHANTS	609-20200	1,951.35
06/22	06/01/2022	58495	2872	WINEBOW	609-20200	1,302.75
Grand Totals:						447,123.54

RESOLUTION 2022-XXX

ACCEPTING RESIGNATION FOR PT LIQUOR STORE CLERK II JENNAFER HORGEN

WHEREAS, Liquor Store Clerk II, Jennafer Horgen resigned from employment May 18, 2022; and,

WHEREAS, the effective date of the resignation is May 28, 2022; and,

WHEREAS, Jennafer Horgen is leaving employment in good standing as she did resign per current personnel policy;

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 Jennafer Horgen is hereby effective May 28, 2022.
2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of June 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department

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



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: June 7, 2022
Subject: Sale of Forfeiture Property

Background:

The Isanti Police Department has lawfully seized and forfeited the following firearms:

<u>Handguns</u>		
Make	Model	Serial #
Sturm, Ruger & CO	.22 cal Pistol	170804
Taurus	44 Magnum	01332128
Ruger	LC9	320-93695
Springfield	XD 9mm	US977666
Iver Johnsons Arm & Cycle Works	25 cal	80943
Taurus	44 Magnum	OG299669
Keltec CNC Inc.	P-32	107817
Browning Buck Mark	.22 cal	515MM03693
Springfield	XD9	MG745264
FIE	.22 Revolver	A11353
Premier	22 RF Revolver	163562
Iver Johnsons Arm & Cycle Works	.32 cal Revolver	5231
Smith & Wesson	M&P40	MEP7023
Glock	22	FPH785
Smith & Wesson	.38 Special	DAT1223
<u>Rifles/Shotguns</u>		
Winchester	1300 Defender 12 gauge	L2777861
Harrington & Richardson Inc	32 gauge special	AJ303154
Remington	870 12 gauge	A633270M
Savage	110 7mm Rem.	39003
Remington	1100 12 gauge	N611392M

The mission of the Isanti Police Department is to work in collaboration with the citizens of Isanti to enhance the quality of life by engaging, protecting, and serving the community with respect integrity and professionalism

Isanti Police Department

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



Mossberg	500A	P845312
Glenfield	75 22cal.	71433029
Maverick	88 12 gauge	MV97387K
Unknown	SB 410 gauge	336649
Marlin	60 22cal.	14375080
MAR	12 gauge	2185
Mossberg	500A 12 gauge	R434210
Springfield	15 22cal.	Unknown
New Haven	283 410 gauge	Unknown
Jay Stevens Arms	12 gauge	Unknown
Benelli	Nova 12 gauge	V245390
Remington	110 22cal.	None
Russia	7.62x54R	9130287045
Mosberg	500E 410	R487936
Marlin	336	7074687
Remington	870 20 gauge	AB504569U
Remington	121 22cal.	100546
Citadel	Boss-25 12 gauge	21-50320
KSG	12 gauge	XX4C19
KSG	12 gauge	XX3W66
KSG	12 gauge	XX1938
Mossberg	590	L193312
Mossberg	500A	R203459

Request:

Staff is requesting action on this item.

Action Required:

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

1. Approve sale of forfeited firearms
2. Approve the sale to be made at public auction: K-Bid online
3. Approve proceeds to be deposited in the Isanti Police Department Forfeiture Fund
2. Approve Resolution as written.

Attachments:

- Res 2022-XXX

The mission of the Isanti Police Department is to work in collaboration with the citizens of Isanti to enhance the quality of life by engaging, protecting, and serving the community with respect integrity and professionalism

RESOLUTION 2022-XXX

APPROVING SALE OF FORFIETED PROPERTY AT PUBLIC AUCTION

WHEREAS, The Isanti Police Department lawfully seized and forfeited the following firearms;

<u>Handguns</u>		
Make	Model	Serial #
Sturm, Ruger & CO	.22 cal Pistol	170804
Taurus	44 Magnum	01332128
Ruger	LC9	320-93695
Springfield	XD 9mm	US977666
Iver Johnsons Arm & Cycle Works	25 cal	80943
Taurus	44 Magnum	OG299669
Keltec CNC Inc.	P-32	107817
Browning Buck Mark	.22 cal	515MM03693
Springfield	XD9	MG745264
FIE	.22 Revolver	A11353
Premier	22 RF Revolver	163562
Iver Johnsons Arm & Cycle Works	.32 cal Revolver	5231
Smith & Wesson	M&P40	MEP7023
Glock	22	FPH785
Smith & Wesson	.38 Special	DAT1223
<u>Rifles/Shotguns</u>		
Winchester	1300 Defender 12 gauge	L2777861
Harrington & Richardson Inc	32 gauge special	AJ303154
Remington	870 12 gauge	A633270M
Savage	110 7mm Rem.	39003
Remington	1100 12 gauge	N611392M
Mossberg	500A	P845312
Glenfield	75 22cal.	71433029
Maverick	88 12 gauge	MV97387K
Unknown	SB 410 gauge	336649
Marlin	60 22cal.	14375080
MAR	12 gauge	2185
Mossberg	500A 12 gauge	R434210
Springfield	15 22cal.	Unknown
New Haven	283 410 gauge	Unknown
Jay Stevens Arms	12 gauge	Unknown
Benelli	Nova 12 gauge	V245390

Remington	110 22cal.	None
Russia	7.62x54R	9130287045
Mosberg	500E 410	R487936
Marlin	336	7074687
Remington	870 20 gauge	AB504569U
Remington	121 22cal.	100546
Citadel	Boss-25 12 gauge	21-50320
KSG	12 gauge	XX4C19
KSG	12 gauge	XX3W66
KSG	12 gauge	XX1938
Mossberg	590	L193312
Mossberg	500A	R203459

And,

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and,

WHEREAS, the vehicles will be sold on public online auction thru K-Bid; and,

WHEREAS, the public notice of sale will be completed to comply with statute; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the sale of such property at public auction and proceeds to be deposited into the Isanti Police Forfeiture Fund [101-42110-442].

This resolution was duly adopted by the Isanti City Council this 7th day of June, 2022.

ATTEST:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

DECLARING ELECTION JUDGE WAGES FOR 2022 ELECTIONS

WHEREAS, a Primary Election shall be held on August 9, 2022 and a General Election on November 8, 2022, and;

WHEREAS, the City of Isanti must appoint election judges for two precincts for the upcoming elections with a declared wage;

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

1. The Head Judge (non-staff) shall be compensated at a rate of \$15.00/hr and Election Judges (non-staff) shall be compensated at \$14.00/hr.
2. City Staff is authorized to provide snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.

This Resolution is hereby approved by the Isanti City Council this 7th day of June 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand, City Clerk



MEMO

To: City Council
From: Stephanie Hillesheim, Community Development Director
Date: June 1, 2022
Subject: Advertising for Crop Lease Bids for the EDA/City owned land

The current leases expire at the end of the 2022 growing season. Staff is requesting permission to advertise for quotes for the remaining EDA/City Owned parcels. Attached is the bid advertisement for the newly platted Isanti Railview North Industrial Park Outlot A and the land adjacent to the WWTP.

Request:

Staff is requesting action on this item.

Attachments:

Advertisement for Request for Lease Bids for EDA/City Owned Land
Map of the Crop Land

CITY OF ISANTI
REQUEST FOR QUOTES FOR LEASE OF EDA/CITY OWNED CROP LAND

The EDA/City of Isanti is accepting quotes for leasing EDA/City owned property for crop farming for the 2023 crop year. Specifications are available upon request from the Community Development Director's Office at Isanti City Hall, 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. 763-444-5512. The City of Isanti Economic Development Authority reserves the authority to waive irregularities and award in the best interest of the City of Isanti. Bids shall be submitted in sealed envelopes addressed to the Community Development Director at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All bids submitted must be clearly marked as "Quote for Leasing EDA/City Crop Land". Bids will be accepted until 11:00 a.m. Wednesday July 20, 2022. The EDA/City reserves the right to accept or reject any and/or all quotes.

Stephanie Hillesheim
Community Development Director

