

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

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

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

- 1. June 16, 2020- Regular Meeting of the City Council
- 2. June 16, 2020- Committee of the Whole Meeting
- 3. May 19, 2020- Planning Commission Meeting
- 4. February 25, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

- 1. Committee of the Whole Tuesday, July 21, 2020 at 5:00 p.m.
- 2. City Council Meeting Tuesday, July 21, 2020 at 7:00 p.m.
- 3. Planning Commission Meeting Tuesday, July 21, 2020
(Immediately following the City Council Meeting)

I. Council Committee Reports

J. Public Hearings

- 1. Resolution 2020-XXX To Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

K. Business Items

City Administrator Josi Wood

- 1. Resolution 2020-XXX Approving a Special Event Permit for the 2020 Summer Spectacular Car Show *(Amy Davis)*
- 2. Resolution 2020-XXX Expenditure Policy for Coronavirus Relief Funds

Community Development Director Sheila Sellman

- 3. Resolution 2020-XXX Approving a Conditional Use Permit for 2 Drive-thru's at 801 Highway 65 PID 16.020.1100
- 4. Resolution 2020-XXX Approving Conditional Use Permit for Commercial Recreation at 16 Main Street W PID 16.050.0490
- 5. Resolution 2020-XXX Approving a Variance for Falcon National Bank for an Additional Freestanding Sign at 905 6th Ave Ct NE PID 16.113.0010

6. Resolution 2020-XXX Approving a Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota
7. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 13, Article 4 Subd 1(d) Accessory Structure Location
8. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 Zoning Districts and Section 6 Adding R-1 A Rural Residential Zoning District
9. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 15 Subd E Fence Setbacks

L. Approve Consent Agenda

1. Accounts Payable in the Amount of \$503,597.10 Payroll in the Amount of \$99,051.55 and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of \$8,175.21
2. Resolution 2020-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
3. Resignation 2020-XXX Accepting Cassondra Emmel Letter of Resignation
4. Approving Request for Proposals for Codification Services
5. Resolution 2020-XXX to Declare Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction
6. Resolution 2020-XXX Appointing Election Judges for the 2020 Primary Election
7. Resolution 2020-XXX Release of Development Agreement for Dollar General
8. Resolution 2020-XXX Amending a Donation from the Rotary Club of Cambridge & Isanti
9. Resolution 2020-XXX Approving Installation of CCTC Security Camera System at City Hall, Water Treatment Facility and Police Department
10. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Krista Milne
11. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Courtney Welfring
12. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Hailee Elmer-Nelson

M. Other Communications

1. Draft Minutes from the June 23, 2020 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Discussion regarding consideration to purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.0292.100 and 16.5020.050.

Adjournment

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

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at kbrooks@cityofisanti.us or 763-444-5512.
Mayor Johnson called the meeting to order at 7:00 p.m.

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

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

D. Public Comment

None

E. Adopt Agenda

Addendum:

K.3 Revision Covid-19 Preparedness Plan

Add K.7 Resolution 2020-116 Authorizing Payment up to 50% for Appraisal of the Police Department/ Fire Station facility

Move L.2 to K.8 Resolution 2020-117 Approving an Agreement for Services for Position Classification and Compensation Study

Add L.4 Resolution 2020-120 Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

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

F. Proclamations/ Commendations/ Certificate Awards

1. Presentation of 2020 Isanti Ambassadors and Candidates
The current Isanti Ambassadors introduced themselves and shared their favorite memory from their service year.
2. 2019 Waste Water Treatment Award
City Administrator Josi Wood shared that Isanti has been awarded the Waste Water Treatment award for a number of years and it is a great testament of the great staff in the Public Works department. Wood continued to share that the award is achieved by having great testing results and Public Works does a lot of testing and mandated required reporting that needs to be done for the Waste Water facility.

G. Approve City Council Minutes

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

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

H. Announcements

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

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

1. **Resolution 2020-112** Approving Special Event Street Dances for June 20 and September 12, 2020
Mayor Jeff Johnson shared the Farmers Daughters has been rescheduled for September 12th and June 20th Bad Jack will be performing along with 7 other vendors.

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

City Administrator Josi Wood

2. **Resolution 2020-113** Approving a Liquor License Renewal for Patlok Design Inc. DBA Sanbrook Golf Course

City Administrator Josi Wood shared that Sanbrook Golf Course has submitted the renewal application and staff is recommending renewal of the liquor license and a representative is in attendance.

Sheryl Harker, Sanbrook Golf Course, shared that normally Sanbrook applies for renewal in March but were unable to make the deadline. Harker continued to share that Sanbrook owner Lyle and herself were still in Arizona because of COVID-19 they were unable to travel which is why it is being requested now.

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

3. Approving COVID-19 Preparedness Plan

City Administrator Josi Wood explained that this is a revised Preparedness Plan for the City of Isanti and the Governor's orders required businesses to reopen safely with a Preparedness Plan. Wood continued to share that it did not originally include the critical sector businesses who were already allowed to be open until June 5th. Then later, it was required that critical sector businesses must have a preparedness plan. Wood went on to share that the reason there is an addendum on this is because it is required by law and this plan must to be adopted by June 29th, however, new

revisions were sent out yesterday and staff made the adjustments that morning. Wood further shared what the plan entails to have the workplace be safe for staff, patrons and residents.

Gordon asked if it was a requirement to offer COVID-19 sick leave.

Wood stated that COVID-19 leave is required from the government by the Cares Act to allow 80 hours for people to use for specific reasons for COVID-19 leave. It's for full-time employees who have been exposed to it, they are required and mandated to stay home. Wood further shared that it was also used for reasons that if people had child care issues they were allowed to take off to stay with their children because of social distancing school as well as distance learning.

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

Community Development Director Sheila Sellman

5. Call for Public Hearing -Nuisance Abatement 105 Railroad Ave

Community Development Director Sheila Sellman shared that in Spring of 2019 the interior wall of 105 Railroad Ave had collapsed. The owner had pulled a building permit to fix the wall in August of 2019 and the roof also sustained damage as well and needs to be repaired. Permits are valid for 180 days and stay valid as long as there's visible progress. The owner of the building has been working on repairs for 10 months and MNSPECT has had several conversations and written correspondence with the owner. The wall has been repaired, but has not been complete where the outside needs to be weathertight and sided. Sellman further shared that the roof is not complete yet as well. The last written correspondence was asking the owner, back in November, to provide a written timeline of when the repairs were going to be made by December 10th. The written timeline was received on January 1st and the work would be completed as weather permitting. A final letter was sent to the owner indicating the repairs needed to be completed by June 15th or the council may take action. An inspection was done on June 12th and it was not completed. MNSPECT spoke with the owner and the owner said that he will begin repairing the rear wall and roof soon.

Motion by Lundeen, second by Collison to call for a public hearing at the next city council meeting for an immediate nuisance abatement. Motion passed 5-0. Motion carried.

Public Services Director Matt Sylvester

5. Resolution 2020-114 Authorizing the Purchase of Generators for City Facilities

City Administrator Josi Wood shared that in the Capital Improvements Plan this is something that had been talked about before the plan was being developed. These generators are for emergency. Wood further shared that these are new generators; not replacements; as Isanti has not had generators at the following facilities Isanti Community Center, Police Department/ Well I, Public Works Shop, 8th Ave LS, City Hall Transfer Switch, Rum River, Carlson, Deer Haven, Palomino, Subway, BMX, East Dual and Unity Lift Stations. Wood further shared that there is a generator at the Water Treatment Plant that was installed in 2008 and runs Wellhouse III as well as a generator

at the main lift station as there is no place for it to go if there way a power outage and has had a generator for over a decade.

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

6. Resolution 2020-115 Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same

City Administrator Josi Wood shared that this is authorizing Isanti Redbirds to conduct baseball games within the City of Isanti and authorize staff to formalize by resolution said action. Wood further shared that the Minnesota Baseball Association is seeking that Redbirds have approval because their entity is within the City of Isanti.

Motion by Lundeen, second by Collison to authorize Isanti Redbirds to conduct baseball games within the City of Isanti and authorize staff to formalize by resolution. Motion passed 5-0. Motion carried.

7. Resolution 2020-116 Authorizing Payment up to 50% for Appraisal of the Police Department/ Fire Station Facility

City Administrator Josi Wood shared that this resolution is offering to pay up to 50% for an appraisal of the Police Department/ Fire Station facility. Staff drafted this as it was previously discussed earlier in the evening at the Committee of the Whole meeting with a max cost for the City of Isanti of \$1500.

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

8. Resolution 2020-117 Approving an Agreement for Services for Position Classification and Compensation Study

Councilmember Gordon stated that he knows this is in the budget but paying \$17,000 to do a study to see if the City needs to hire more help or pay more where he trusts staff to make those decisions.

Wood stated that this study does not indicate if more employees need to be hired or if people need to be let go. This study is recommended by the League of Minnesota Cities every 10 years to ensure compliance with federal regulations and pay equity compliance. Wood continued to share that has never been one conducted in the City of Isanti. Wood further shared that what this study is going to do is look at job descriptions and ensure they are up to date and in compliance with federal and state regulations. The study also looks at classification which is assigning points and right now the City uses a point system however, there is more than one used. Wood stated the last part of the study is a compensation analysis where it compares other positions to ensure the City is competitive for recruiting purposes. Wood went on to share that there have been a lot of recruiting challenges that have happened in the City and the current staff now is a great group of people and this will help retain them. A way to save costs is to take a company that will give the City

templates to make sure certain elements are added into the job descriptions and then staff is doing the work of typing up the new job descriptions.

Motion by Lundeen, second to approve resolution as presented. Motion passed 4-1 with Gordon voting nay. Motion carried.

L. Consent Agenda

1. Consider Accounts Payable in the Amount of \$822,763.83 Payroll in the Amount of \$103,856.76
2. ~~Resolution 2020-XXX Approving an Agreement for Services for Position Classification and Compensation Study~~
2. **Resolution 2020-118** Accepting Resignation of PT Liquor Clerk Scott Norsworthy
3. **Resolution 2020-119** Accepting Donations for the 2020 Medallion Hunt and Family Day Event
4. **Resolution 2020-120** Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

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

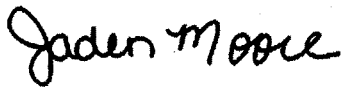
M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,



Jaden Moore

Deputy City Clerk/ Human Resources

**MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JUNE 16, 2020 – 5:00 P.M.
CITY HALL**

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

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

D. Public Comment

None

E. Committee Meeting Items

1. PW Updates

- Public Works crew took advantage of an early spring and has been out patching potholes. Public Works has applied over 36 tons of hot patch to potholes this spring.
- Public Works crew has completed the spring cleanup of sweeping streets and will be sweeping as needed throughout the summer.
- The filter underdrain work at the WWTF was completed. The nozzle, media and piping from the blower building were all replaced. The filters are back in process and working great.
- Public Works replaced one air release valve to the force main from the 8th Ave LS.
- Air release valves have also been flushed on all force mains. Air release valves are installed at the high points in the force main to allow air out when the pumps start in when the pumps shut off to not surge in the line itself. They periodically need to be flushed of grease and grit to keep them functioning properly.
- Wellhouse II had a check valve that was not sealing. The leaking valve was causing influent pressure to drop at the WTP which in turn causing alarms when the well would start up. Public Works has since replaced the valve and some piping.
- Public Works crews have started fogging for mosquitos and will continue throughout the summer.
- Spraying for dandelions was completed in the city parks.
- The compost site is open and continues to be busy.

- The Farmers Market has opened up. As of now, there are 10 returning vendors and 5 new vendors with a different number that come weekly.
- The Community Garden opened up on May 21st.

2. Housing Study Update

- At the 2020 goal setting meeting the City Council directed staff to look into updating the City's housing study. Through GPS:45:93 a Humphrey School student group is researching housing in East Central MN and this includes Isanti. At the March 17, 2020 Committee of the Whole meeting, staff suggested waiting to do an update to the housing study until the City sees what the group produces and if it is sufficient enough to use.
- Recommendation from Committee is to go with current study and not perform a study in-house.

3. Liquor Store Market Study

- Committee of the Whole discussed various options of the liquor store market study and for a new liquor store and the future of the Fire Station as well as the Police Station.

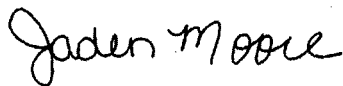
4. Public Safety Building

- Three options were provided to the Committee for consideration of acquiring a new safety building:
 1. Save and pay cash for new building
 2. Issue debt for new building
 3. Issue debt for new liquor store and renovate current liquor store for police department
- Recommendation from Committee is to explore plan #3 further to and build for a new liquor store and move the Police Department to Isanti's current liquor store.
- Recommendation from Committee is to put on City Council meeting agenda that followed the Committee of the Whole meeting to split costs 50% with Fire District for appraisal of current Fire Station/ Police Department.

F. Adjournment

Meeting was adjourned at 6:26 p.m.

Respectfully Submitted,



Jaden Moore
Deputy City Clerk/ Human Resources

**CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, MAY 19, 2020
at 7:45 P.M. virtually* through gotomeeting.com;**

1. Meeting Opening

- A. Call to Order: Chair Johnson called the meeting to order at 7:45pm
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon (phone).
Members Absent: Alexander Collins
Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
- D. Agenda Modifications: None

2. Meeting Minutes

- A. Approval of Minutes from April 21, 2020 Planning Commission Meeting motion by Bergley, second by Lundeen motion passes 6-0.

3. Public Hearing

- A. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use. Sellman explained that the city recently updated the city code to include mobile food units therefore the zoning code had to be updated to determine zoning districts for this use. No one from the public spoke at the public hearing. Motion by Lundeen, second by Collison to approve the amendment, motion passed 6-0.
- B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use. Sellman explained that the city recently updated city code to include micro distillery cocktail room and therefore the zoning code had to be updated to determine the zoning district for this use as well as the definition. No one from the public spoke on this item at the public hearing. Motion by Lundeen, second by Collison to approve, motion passed 6-0.
- C. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage. Sellman explained that there have been complaints/concerns expressed from the development community on impervious surface. With the smaller lots being accepted for development, 25% impervious is just not enough. No one from the public spoke on this item at the public hearing. Staff recommended increasing the impervious to 35%, The Commission recommended increasing to 40%. Motion by Lundeen to increase the impervious surface to 40% and amend the ordinance accordingly, second by Bergley, motion passed 6-0.

4. Other Business: None

5. Discussion Item: None

6. Adjournment: Motion by Bergley, 2nd by Collision to adjourn, motion passed 6-0 meeting adjourned at 8:02pm.

Respectfully submitted Sheila Sellman Community Development Director

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
February 25, 2020**

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

3. Discussion Items presented by PRC Board Member Thum: Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about \$2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.


The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

4. Department Updates:

Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

Adjournment: Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.



Respectfully Submitted

Jenny Garvey

Parks, Recreation, and Culture Manager



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Call for Public Hearing -nuisance abatement 105 Railroad Ave

Background:

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

Staff has sent the owner a final letter indicating that is the roof is not complete by June 15, 2020 the City Council will take action. The owner did not contact staff regarding this matter nor did he attend the June 15th meeting. A certified letter has been sent to the owner notifying him of the public hearing for abatement. At the time of this memo the owner has not contacted staff. The estimate to finish the work is \$16,343.00

Request:

Consider resolution to abate.

Attachments:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 105 RAIL ROAD AVE

WHEREAS, the property owner of 105 Rail Road Ave is in violation of City Code 216-2 affecting health and safety; and,

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and,

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and,

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code;

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

1. The property owner shall be given until Thursday, July 9, 2020 to come into compliance.
2. Staff shall inspect the property on Thursday, July 9, 2019 and if the property is found not to be in compliance, the property located at 105 Rail Road Ave shall be hereby abated.
3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.101.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Request for City Council Action - MEMO

To: Mayor Johnson and Members of City Council
From: Jenny Garvey - Parks, Recreation & Culture Manager
Date: July 7, 2020
Subject: 2020-XXX Approving a Special Event Permit Application for the 2020 Summer Spectacular Car Show

Background

The City of Isanti received a special event application from Rum River Rods to host the Summer Spectacular classic car show on August 8th from 7:00 am – 3:30 pm on Main Street in downtown Isanti. Attendance for this event is estimated at 300-400 people. Parking will be along City streets and within city owned parking lot. Because the event is running in conjunction with the City of Isanti street dance, Rum River Rods will not need to provide separate portable restrooms for their event.

A section of Main Street will need to be closed from the railroad tracks to its intersection with 4th Avenue, as well as 1st and 2nd Avenues north and south of Main Street to the alleys starting at 8am. The applicant will make arrangements to close off the road with barricades. The classic cars will be parked on Main Street and in the grass lot across from Faith Lutheran Church, and has approval from the church. Volunteers from the car club will assist with clean-up after the show.

Pop-up canopies will be placed on Main Street and 1st Avenue. Rum River Rods will be responsible for moving picnic tables in place for the Street Dance following the car show. A public address system and music will be utilized during the events. The Summer Spectacular event will include a \$10.00 participant registration fee; money collected will go toward covering expenses. Spectators are free.

A \$100 clean-up deposit fee, proof of insurance, and signed Release and Indemnification Form are on file.

The August 8th Summer Spectacular will also include a vendor fair, and swap meet. These activities require a background check form, which has been submitted by the organizer.

With the current national health pandemic that is occurring around us, this will need to comply with any Governors Executive orders that are in effect at the time of the event.

A copy of the application, department review, event map, and event flyer have been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution 2020-XXX
- Special Event Permit Application
 - Departmental Review Sheet
 - Site Map
 - Event flyer
 - Release & Indemnification Agreement

RESOLUTION 2020-XXX
APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2020 SUMMER
SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event Permit application requesting approval to host the Summer Spectacular Car Show in Downtown Isanti; and,

WHEREAS, Summer Spectacular is scheduled for Saturday, August 8 from 7:00 am to 3:30 pm; and,

WHEREAS, the estimated number of people to be in attendance is anticipated to be 300-400; and,

WHEREAS, parking for the event will be at the public lot north of Main Street (City Hall) and along City streets where parking is allowed; and,

WHEREAS, a PA system will be used for announcements and music; and,

WHEREAS, barricades will be placed by the applicant on Main Street from the Railroad tracks to 4th Avenue and to the alleys north and south of Main Street, along 1st and 2nd Ave; and,

WHEREAS, the event will include a vendor fair and swap meet, and organizer has submitted the required background check form; and,

WHEREAS, the event will need to comply with any Governors Executive orders that are in effect at the time of the event; and,

WHEREAS, the Special Event Permit clean up deposit of \$100 has also been submitted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2020 Summer Spectacular Car Show to be held as specified above with the following conditions:

- Special Event Application submitted on behalf of the Rum River Rods, which include:
 - Rum River Rods will close the portions of Main Street needed for the event; City staff will reopen the portion from 3rd Ave to 2nd Ave after the Car Show.
 - Coordinate August 8 event details (electricity, vendors, stage placement and timing of placement, etc.) with the Parks, Recreation & Culture Manager prior to the day of the event.
 - A complete list of vendors must be submitted prior to the event.
- Closure of Main Street from the Railroad tracks to 4th Ave.
- Closure of 1st Ave and 2nd Ave for one block North and South of Main Street to the alleys on either side

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020.

Attest:

Jeff Johnson
Mayor

Katie Brooks
Human Resources/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: 3/12/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Amy Campbell-Davis

Address: _____

City: _____ State: MN Zip: 55040

Phone: _____ Fax: _____ Cell: _____

E-mail: _____

Secondary Contact Person: Lee Kreyer

Address: _____

City: _____ State: MN Zip: 55080

Phone: _____ Cell: _____ E-mail: _____

EVENT INFORMATION

Event Name: 10th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 8th

Hours of Event: 7am - 3:30 pm

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

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

Car show w/ crafters and vendors.
Muffler rap contest, pie eating contest 50/50 raffle.

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

Main Street in Down town Isanti - from Short Street to 4th Ave NW 3 1 block North 3 South of Main Street.

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

300 - 400

Parking Impact - Describe in detail:

public parking available on short 3 behind businesses along main Street.

Tents, equipment, amusement rides, etc.

Type: Tent

Size: 2 - 12x12

Location: 1 - on corner of Short 3 main 3 1 - on corner of main and 1st Ave S.

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

NA

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

Main Street from Short to 4th Avenue NW 3 1 block North 3 South of Main Street between Short 3 3rd.

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.

Using same ones that will be used for Street dances.

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).

NA

Clean-up Plans - Describe in detail:

Club will clean-up trash after event.

Live entertainment – Describe in detail:

N/A

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

club will use PA 3 Speakers during event
for music & announcements.

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?

Open to public for free - fee for cars is \$10 - /car
money goes to club for insurance, trophies, door
prizes, things to run a show.

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: _____

Aug Capbell Jr

OFFICE USE ONLY

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

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: per email

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: per gun order

Public Services Director

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

Parks, Recreation and Culture Manager

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

Community Development Director

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

City Administrator

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

City Council

☐ Approved ☐ Denied

Date of Review: _____

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, March 19, 2020 9:07 AM
To: Isanti Parks
Subject: RE: Special Event Application

Isanti Fire has reviewed and approves the special event permit application as presented for the Rum River Rods 8/8/20 car show.

...sorry for the late response.

ALAN JANKOVICH | FIRE CHIEF

ISANTI FIRE DISTRICT

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

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



-----Original Message-----

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Friday, March 13, 2020 11:55 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: Special Event Application

Please review the attached (Rum River Rods Car Show) and get back to me with approval/denial by Tuesday 9:00am

Thanks
Jenny

Matt Sylvester

From: Isanti Parks
Sent: Thursday, June 11, 2020 9:22 AM
To: Matt Sylvester
Subject: FW: Special Event Application - Rum River Rods

Can you print this for me and include in the SE app I just gave you. I can't print it.

-----Original Message-----

From: Travis Muyres <tmuyres@cityofisanti.us>
Sent: Wednesday, June 10, 2020 1:09 PM
To: Isanti Parks <IsantiParks@cityofisanti.us>
Subject: Re: Special Event Application - Rum River Rods

Approved with advisory they need to comply with governors executive order

Sent from my iPhone

> On Jun 10, 2020, at 10:33 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

>

> Travis,

> Can you review the attached application, I am going to continue to route. I have not heard a confirmation if they will move forward with this but I want to have it ready to go on our end for July 7 council meeting. Thanks

>

> -----Original Message-----

> From: Isanti Parks

> Sent: Friday, March 13, 2020 11:55 AM

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

> Subject: Special Event Application

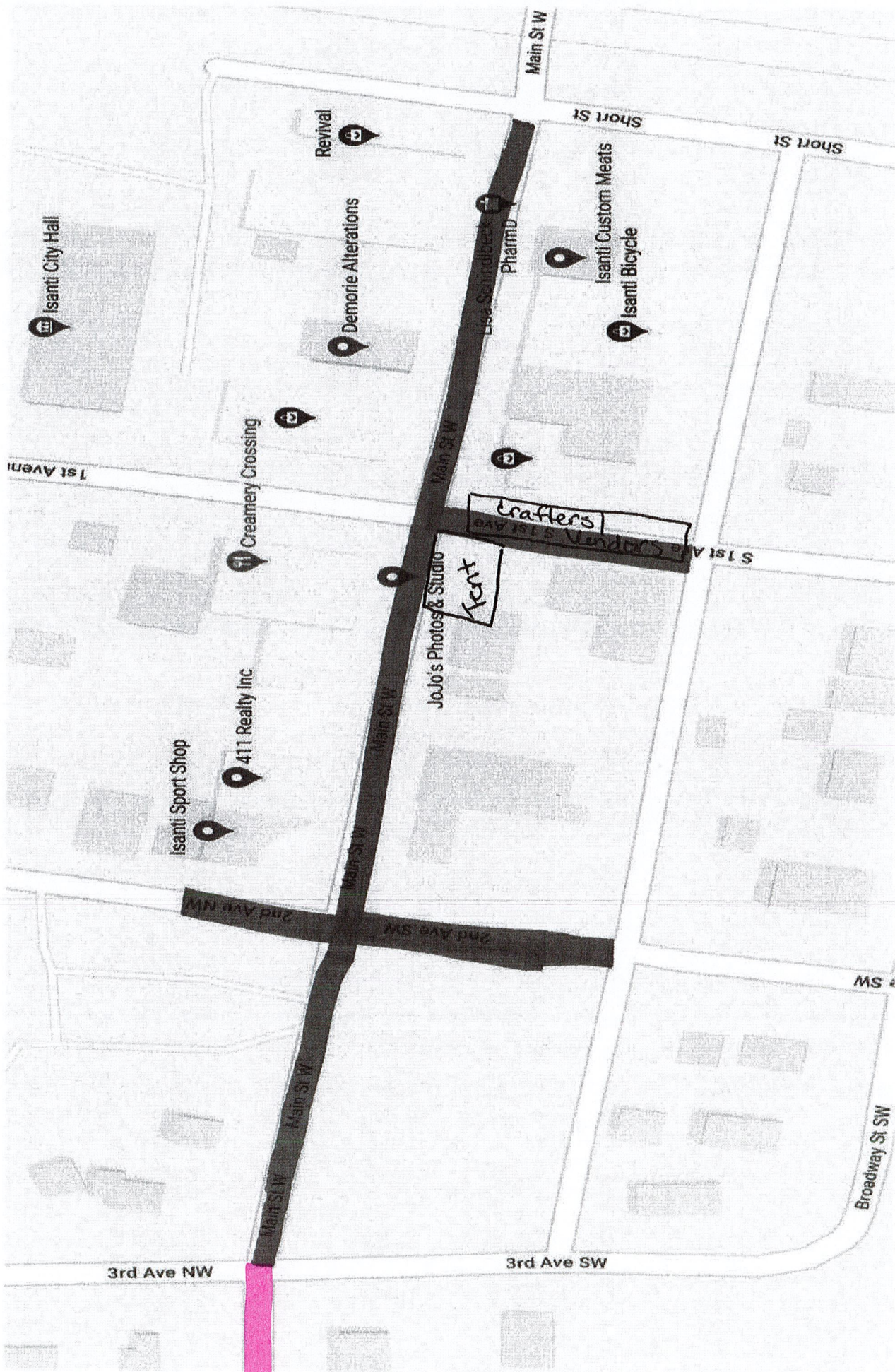
>

> Please review the attached (Rum River Rods Car Show) and get back to me with approval/denial by Tuesday 9:00am

>

> Thanks

> Jenny



- car show

to 4th Ave

TRUM RIVER RODS

ISAT 11/24/2001

A Community For Generations.



**SPECIAL EVENT PERMIT
APPLICATION**

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

www.cityofisanti.us

**Special Event Equipment
Request Form**

Event Name: 10th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 8th

Contact Person: Amy Campbell-Davis

Equipment Drop Off/Pick Up Location: Down town Isanti - Main / 18th Ave.

Equipment Drop Off Date/Time: Saturday August 8th @ 7am

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: _____

Picnic Tables: _____

Barricades: 10

Stage: _____

Road Closed Signs: 4

No Parking Signs: _____

[This section contains a large, dark, illegible area, likely a redacted signature or stamp.]



**SPECIAL EVENT PERMIT
APPLICATION**

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

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

City of Isanti

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

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

Car Show w/ Crafters and vendors
in Downtown Isanti

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:

N/A

(Special Events Holder Initials Here) CR

- 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) CR

- 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) CR

- 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) CR

- 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) CR

- 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) CR

- 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) CR

- 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) (N)

- 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) (N)

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:

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

Name Amy Campbell Davis

Title Rum River Roos Secretary

Signature Amy Campbell Davis

Date 3/6/2020



K.2

MEMO for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: July 7, 2020
Subject: Approving an Expenditure Policy for Coronavirus Relief Funds

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act contains a component known as the Coronavirus Relief Fund (CRF) that allocated \$454,377.00 in monies to the City of Isanti. Funds may be used for eligible COVID-19 related expenses outlined in the CARES Act that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

A policy has been drafted for Staff to determine and submit eligible expenses to be reimbursed by Coronavirus Relief Funds.

Request:

Staff is requesting discussion and action on this item

Attachment:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

EXPENDITURE POLICY FOR CORONAVIRUS RELIEF FUNDS

WHEREAS, the City of Isanti is expected to receive \$454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

WHEREAS, COVID-19 eligible expenses will be expended from the General Fund Fund and be reimbursed with CRF; and,

WHEREAS, eligible expenses are outlined in the CARES Act and include, but are not limited to: technology, testing, disinfection supplies, telework capabilities, and medical supplies; and,

WHEREAS, the City Administrator and Finance Director or designee will file proper documentation for eligible expenditures to be reimbursed by the CRF; and,

WHEREAS, unused CRF monies will be returned to the County per procedures outlined in the CARES Act;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the following policy and guidance on Coronavirus Relief Funds:

1. The City Administrator or designee will complete necessary paperwork related to Coronavirus Relief Funds and CARES Act.
2. The City Administrator and Finance Director, or designee, will initiate and approve eligible expenses to be reimbursed by Coronavirus Relief Funds which will be within the accounts payable listing reviewed by Council.
3. Eligible COVID-19 related expenditures will not exceed the Coronavirus Relief Funds in the amount of \$454,377.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Request by Dylan Investments LLC for a Conditional Use Permit under City Ordinance 445, Section 11, Article 5, Subd 4. said request is for a Drive-thru at 801 Highway 65 PID 16.020.1100

Request

Request by Dylan Investments LLC for a Conditional Use Permit for two Drive-thru windows at 801 Highway 65.

Overview/Background

The subject site is zoned B-2 General Business with the Highway 65 Overlay. In the Highway 65 Overlay district a drive-thru requires a Conditional Use Permit (CUP). As proposed, there will be two drive thru windows one on the east side of the building and one on the northwest corner of the building. The one on the northwest corner of the building will serve the existing CBD Joint retail space and the one on the east side is for a future tenant.

Section 13 Article two, subdivision 4 Subdivision 4: Drive-Thru Facilities

Are permitted by a Conditional Use Permit only as an accessory use to a business or restaurant, as identified within this Ordinance, providing the following requirements are met:

- A. No drive-thru window shall be adjacent to a public street. *The drive-thru facilities are within the parking lot of the subject site.*
- B. Drive-thru facilities shall be limited to one (1) service window which is part of the principal structure and not more than two queuing lanes, unless approved along with additional landscaping, screening, or other pedestrian amenities such as fencing, seating, raised pedestrian crossings, etc. *Each location has one service window.*
- C. There shall not be any additional curb cuts on a public right-of-way exclusively for the use of drive-thru queuing or exit lanes. Drive-thru traffic shall enter and exit from internal circulation drives. *There are no additional curb cuts proposed.*
- D. Queuing space for at least four (4) cars or seventy (70) feet shall be provided per drive-thru service land as measured from but, not including the first drive-thru window or teller station. *This requirement is met.*
- E. Queuing space shall not interfere with parking spaces or traffic circulation with the parking lot or upon the public right-of-way. *This requirement is met.*
- F. Alcoholic beverages shall not be served.

- G. Exterior loud speakers shall be located a minimum of one hundred fifty (150) feet from any parcel containing a residential use and such speakers shall comply with the noise regulations as provided within Isanti City Code of Ordinances.
- H. A by-pass lane shall be provided, allowing autos to exit the drive-thru lane from the stacking lane. *This requirement is met.*
- I. Screening of automobile headlights must be provided. Screening shall be at least three (3) feet in height and fully opaque. Screening shall consist of a wall, fence, dense vegetation, berm or grade change or similar screening as determined to be acceptable by the City Council.

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

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The property is guided commercial and is in line with the Comp Plan.
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *The overlay district allows for drive thru facilities and the requirements are met as proposed.*
3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The drive-thru will not be detrimental or endanger the public.*
4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*
5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*
6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *A drive-thru does not require additional public facilities.*
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*
8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

Planning Commission Recommendation:

The Planning Commission held a public hearing at their June 16, 2020 meeting. The applicant was available for questions. No one from the public spoke on this item. The Planning Commission recommends approval with conditions.

Staff Recommendation:

Staff recommends approval with the following conditions:

1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

Attachments

- Resolution
- Site plan
- City Engineer Memo
- Findings of Fact
- CUP

RESOLUTION 2020-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR TWO DRIVE-THRU'S AT 801 HIGHWAY 65

WHEREAS, the applicant has requested a Conditional Use Permit approval for Commercial Recreation at 801 Highway 65 in the City of Isanti (PID 16.020.1100); and,

WHEREAS, the property is located within the Highway 65 Overlay District, of which requires a Conditional Use Permit for drive-thru; and,

WHEREAS, Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request; and,

WHEREAS, both proposed drive-thru's meet all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for two drive-thru's located at 801 Highway 65, is hereby approved with the following conditions:

1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



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: June 11, 2020
To: Sheila Sellman, Community Development Director
From: Jason W. Cook, P.E.
City Engineer
Subject: Highlands Shopping Mall – Drive Through - Submittal Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the plan entitled “Highlands Shopping Mall” with a signature date of 5/7/2020.

The plan includes the addition of a drive through lane on the east side of the existing building as well as a striped drive through on the north side of the building.

We have reviewed the submitted documents and require the following additional information:

1. Provide a pavement typical section and proposed curb type.
2. Provide proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area.

We recommend approval of the project once the above items are submitted and approved.

Please contact me if you have any questions.

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Drive Thru – 801 Highway 65

Prepared by Community Development Director Sheila Sellman

Request

Request by Dylan Investments LLC for a Conditional Use Permit Two Drive-thru windows at 801 Highway 65 PID 16.020.1100

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property located at 801 Highway 65.
2. The property is zoned “B-2” General Business District with Highway 65 Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 16, 2020 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 28, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The property is guided commercial and is in line with the Comp Plan.
 - B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The overlay district allows for drive thru facilities and the requirements are met as proposed.
 - C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The drive-thru will not be detrimental or endanger the public.*

- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*
- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property*
- 1. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *A drive-thru does not require additional public facilities.*
- F. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*
- G. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*
- 2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses (*italicized*) are below:
 - A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
The site is served by Highway 65 which is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.
 - B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
All parking is met under Section 17 of this Ordinance. The City Engineer has approved the circulation.
 - C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles. *NA*
 - D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.
 - E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts

on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

This section is met.

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

This area is surrounded by commercial and not residential uses.

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

The site is already developed. This section is met.

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

The site is already developed, no additional lighting is proposed.

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

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

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

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

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

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

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

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

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

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

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

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

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on June 16, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Gordon seconded by Lundeen to recommend approval, motion passed 7-0

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of two drive -thru windows, 801 Highway 65, Isanti Minnesota

Request: A Conditional Use Permit for two drive-thru windows in the Highway 65 Overlay Zoning District.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on June 16, 2020 and the Isanti City Council on July 7, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 801 Highway 65 Isanti Minnesota. PID 16.020.1100

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

1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

Mayor Jeff Johnson

Date: _____

Attest:

Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Request by Scott Boecker for a Conditional Use Permit under City Ordinance 445, Section 7, Article 1, Subd 3. said request is for Commercial Recreation in a B-1, Central Business Zoning District.

Request:

Request by Scott Boecker for a Conditional Use Permit for Commercial Recreation in a B-1, Central Business Zoning District.

Overview/Background:

The applicant, Scott Boecker, would like to use the former Family Pathways building located at 16 Main St W for an indoor playground and fitness center for kids. In order to be compliant with B-1 Central Business District standards, a Conditional Use Permit is needed for commercial recreation. The indoor playground, named "My Jungle Gym" is proposed to include playground structures, inflatables, climbing wall, obstacle course, and a toddler area. My Jungle Gym will host birthday parties and fitness classes, up to 15 kids in the building at one time. Business hours will vary by day and activity but will not open earlier than 8 A.M or later than 9 P.M. Vehicle access for the building will use the existing city lot and Main St. The applicant believes that this would be an appropriate use of the building, given its 12 ft ceilings and 6000 square foot open space, and would provide a unique opportunity for a business to draw families to the community.

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

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The nature of the business is consistent with the goals and objectives of Isanti's Comprehensive Plan to redevelop the City's downtown commercial core. The subject property is serviced by city sewer and water.
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
Commercial Recreation is a Conditional Use in the B-1 zoning district, applying for the CUP meets the purpose and intent.

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

The establishment will not be detrimental or endanger the public.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

The conditional use will not diminish or impair surrounding property values.

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

The conditional use will not impede on the normal and orderly development and improvement of surrounding property.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for commercial recreation.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The conditional use meets this requirement.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.

The use meets this requirement.

Planning Commission Recommendation:

The Planning Commission held a public hearing regarding this matter on June 16, 2020. The applicant was available for questions. The Planning Commission recommends approval of the Conditional Use Permit with conditions listed in the Staff Memo dated June 16, 2020.

Staff Recommendation:

Staff recommends approval with the following conditions:

1. Hours of operation are 8am – 9 pm.
2. The Conditional Use Permit shall be recorded by the applicant.

Attachments:

- Applicant Letter
- Conditional Use Permit
- Findings of Fact
- Resolution

Welcome to My Jungle Gym

Indoor Playground & Fitness for kids

Our indoor playground facility offers a safe, clean, jungle of fun space to celebrate your child's birthday or achieve their fitness goals. Play area will offer playground structure, inflatables, climbing wall, obstacle course, toddler area and much more. I believe that adults play a critical role in a child's life and with that understanding I believe our indoor playground will create an environment that invites both child & parent to spend "Quality" time together. Our playground will have open play, birthday party's and fitness kid's classes. Birthday party's and fitness classes will be limited to 10 to 15 kids. Families will park in city lot across the street from business and on Main St. Parents and guardians must always supervise their children to ensure their safety at My Jungle Gym. Open play will be Tuesday-Friday 10am-2pm and Saturday 9am-12noon. Fitness classes will be Tuesday-Friday 4pm to 9pm and Saturday at 8am. Birthday parties will be Friday, Saturday and Sunday.

I chose the City of Isanti because there is not a lot of places for kids to go play indoors or celebrate their birthday. The building would be a great fit because of the high ceilings and open area. I've been looking in this area for a building for over a year and no other buildings have 12ft ceilings and 6,000 sq ft of open area for kids to play like this building. Also having a business like this in Isanti would bring in families from other surrounding communities to see what Isanti has to offer.

Thank You for your Time

Scott Boecker

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of “My Jungle Gym”, 16 Main St W, Isanti Minnesota

Request: A Conditional Use Permit for Commercial Recreation in the B-1 Zoning District within the Downtown Overlay.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on June 16, 2020 and the Isanti City Council on July 7, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 16 Main St W PID: 16.050.0490

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

Mayor Jeff Johnson

Date: _____

Attest:

Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Commercial Recreation – 16 Main St W

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Scott Boecker for a Conditional Use Permit for Commercial Recreation located at 16 Main St W.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Commercial Recreation for the property located at 16 Main St W.
2. The Property is zoned B-1, Central Business District within the Downtown Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 16, 2020 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 28, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans. *The nature of the business is consistent with the goals and objectives of Isanti's Comprehensive Plan to redevelop the City's downtown commercial core. The subject property is serviced by city sewer and water.*
 - B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Commercial Recreation is a Conditional Use in the B-1 zoning district, applying for the CUP meets the purpose and intent.*

- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public.*
 - D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The conditional use will not diminish or impair surrounding property values.*
 - E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*
 - F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for commercial recreation.*
 - G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The conditional use meets this requirement.*
 - H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement.*
2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses (*italicized*) are below:
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided. *Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.*
 - B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance. *The proposed CUP will be in an existing building that already is designed for access and parking in downtown overlay district. All parking is met under Section 17 of this Ordinance.*
 - C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles. *Parking for this development does not impact pedestrian circulation.*

- D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance. *Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.*
- E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance. *This section is met.*
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance. *The site is surrounded by other B-1 properties and is not adjacent to a residential district.*
- G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance. *The site is already developed. This section is met.*
- H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance. *Existing lighting complies with our zoning code. This section is met.*
- I. The site drainage system shall be subject to the review and approval of the City Engineer. *This is an already developed site, existing stormwater management has been reviewed and approved.*
- J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment. *The building already exists, and as such, is compliant with our zoning code.*
- K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance. *Existing garbage facilities will be used for trash and recycling purposes.*
- L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance. *The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.*
- M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City. *The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.*

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

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on June 16, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Collins to recommend approval of the Conditional Use Permit.

RESOLUTION 2020-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR COMMERCIAL RECREATION AT 16 MAIN ST W

WHEREAS, Scott Boecker (applicant) has requested a Conditional Use Permit approval for Commercial Recreation at 16 Main St W in the City of Isanti (PID 16.050.0490); and,

WHEREAS, the property is located within the “B-1” Central Business District, of which requires a Conditional Use Permit to operate for commercial recreation; and,

WHEREAS, Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request; and

WHEREAS, the proposed use for commercial recreation meets all of the General Performance Standards of the Zoning Ordinance; and

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for Commercial Recreation located at 16 Main St W, is hereby approved with the following conditions:

- 1) Hours of operation are 8am – 9pm.
- 2) The Conditional Use Permit shall be recorded by the applicant.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Request from Falcon National Bank for a variance to the sign standards section 16 subd 5 c for an additional freestanding sign at 905 6th Ave Ct NE PID 16.113.0010

Background/overview

Falcon National Bank is requesting a variance to allow an additional freestanding sign at 905 6th Ave Ct.

The bank is located in the B-2 General Business District with the Highway 65 Overlay. The Highway 65 Overlay district has its own overlay in the sign code. The Highway 65 sign overlay allows one freestanding sign of 200 square feet. The bank has been previously approved for the freestanding sign along highway 65 which is 90.5 square feet.

The bank is requesting an additional sign at the corner of Cajima and 6th Ave Ct NE. The proposed sign is for name and address purposes and is 12 square feet. The bank is requesting the additional sign because the current sign along highway 65 is not visible on the entrance side of the property and it is confusing to users as to where the bank actually is. The proposed sign would serve as an identifier for the entrance.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics*):

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
The property owner will continue to use the property as a bank and the additional sign is reasonable due to the location.
- B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
The subject lot essentially has three frontages, Highway 65, Cajima, and 6th Ave Ct NE this is unique for signage requirements as signage is not per frontage resulting in one sign for the site and that sign can't be seen from the entrance making it difficult for patrons to find the bank.

- C. A variance, if granted, will not alter the essential character of the locality.
Granting a variance for an additional sign that is only 12 square feet will not alter the essential character of the locality.
- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.
- 5. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Planning Commission Recommendation:

The Planning Commission held a public hearing at their June 16, 2020 Planning Commission meeting. No one from the public spoke on this item, the Planning Commission recommends approval.

Staff Recommendation:

Staff recommends approval with the following conditions:

1. The sign is limited to 12 square feet as shown on the attached sign plan.
2. The sign shall be set back 10 feet from the property line.
3. A sign permit is required before sign installation.

Request:

Consider resolution

Attachments

- Resolution 2020-XXX
- Letter from applicant
- Sign graphic
- Sign location depiction

RESOLUTION 2020-XXX

**APPROVING A VARIANCE FOR FALCON NATIONAL BANK FOR AN
ADDITIONAL FREESTANDING SIGN AT 905 6TH AVE CT 16.113.0010**

WHEREAS, the applicant has requested a variance to sign standards to allow for an additional freestanding sign at 905 6th Ave Ct; and,

WHEREAS, the property is located within B-2 zoning district and is allowed one freestanding sign; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota approves an additional freestanding sign for Falcon National Bank not to exceed 12 square feet for property located at 905 6th Ave Ct, is hereby approved with the following conditions:

1. The sign is limited to 12 square feet as shown on the attached sign plan.
2. The sign shall be set back 10 feet from the property line.
3. A sign permit is required before sign installation.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

Item # 6

Falcon National Bank is requesting a variance to install an additional sign on the corner of 6th Avenue Ct NE and Cajima. The current sign that Falcon National Bank on Highway 65 is not visible from the East side of the bank. If you are driving West on Cajima Street there is nothing indicating the bank's name or address on that side of the property, which is a hardship for the bank. We are requesting a variance to allow us to have a sign installed that notes the bank's name and address and is visible from both 6th Avenue Ct NE and Cajima on the NE corner of the lot. The sign would be a PVC corner frame with a 4 foot by 3 foot sign on each side noting both the bank name and address.

905 6th Ave Court NE



Falcon

NATIONAL BANK

Member FDIC

www.FalconNational.com

4'

3'

905 6th Ave Court NE



Member FDIC

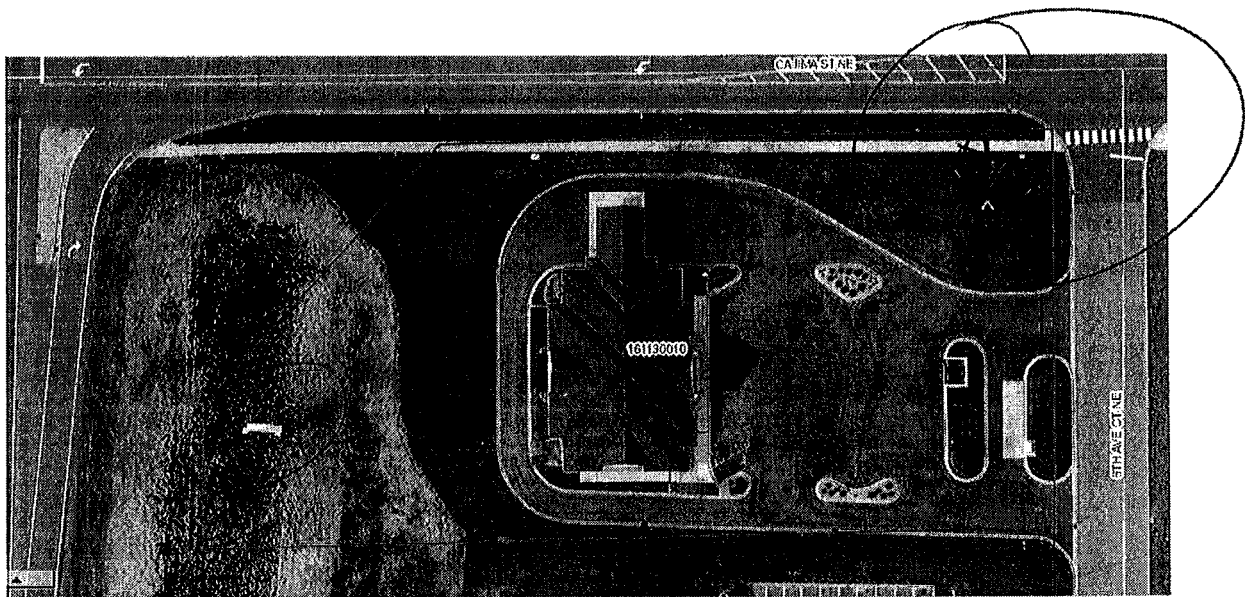
www.FalconNational.com

905 6th Ave Court NE



Member FDIC

www.FalconNational.com



The sign will be set back 10 feet from the
property lines & sidewalk.

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Resolution 2020-XXX approving Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota

Background/Overview:

The Applicant, Everpine Land Holdings is requesting a Preliminary Plat, Final Plat and PUD Amendment for Legacy Pines 3rd Addition, Phases 1-3. The proposed final addition contains 96 single family lots.

In 2018 Odyssey Homes Inc received approval of a Preliminary Plat for Legacy Pines Addition. The Preliminary plat showed the entire site developed in phases to include 178 lots. The first addition is platted with 49 lots. The second addition is platted with 33 lots. The final addition is comprised of 94 lots broken into three development phases. As proposed the lots would be developed in phases and the breakdown is as follows: Phase one 28 lots, Phase two 32 lots and Phase three 34

Typically, a development plats the phases when they are ready to be developed, however the applicant is requesting preliminary and final plat approval for the remainder of the lots in this development, but not to develop them at the same time. This saves time for when they are ready to develop. This can be done through a development agreement. Staff suggests one master agreement for the 3rd addition and then each phase have their own development agreement. In addition to the platting the applicant is requesting a PUD amendment to allow for different setbacks and an increase in impervious surface coverage. The Council recently passed an ordinance amendment that allows the maximum impervious surface of 40%. At the time of application this ordinance was under consideration and the maximum was 25%, the applicant has requested an increase to 30%. Staff suggests the increase be to 40% to be in line with the recently passed ordinance. The setbacks that are requested in the amendment to change the house setback from 10 feet to 7.5 feet on both sides. According to the applicant this will allow for a 55-foot-wide home and provide proper front elevation of the home and a 3-car garage to be situated appropriately on the lot.

Analysis of Application

The subject site was originally part of the Villages on the Rum Planned Unit Development. Legacy Pines development is a “re-plat” of this development. Lot sizes, setbacks and other development parameters were established with the replat. The PUD allows for varying lot sizes and setbacks.

Zoning-The subject site is zoned R-1/PUD, R-2/PUD and R-3APUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed Phase 3 is generally consistent

with the PUD, however the setbacks are proposed to be 7.5 feet instead of 10. The lot sizes range from 8,158 square feet to 23,676 square feet, these sizes are consistent with the PUD. Section 15 of the zoning code requires all residential lots to have two (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Legacy Park-the park is in its final stages of “development” the parking lot has been established and is being prepared for paving at the time of this staff report. Temporary pedestrian access should be installed until sidewalks are installed and accepted.

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

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

Planning Commission Recommendation

The Planning Commission held a public hearing at the June 16, 2020 meeting. No one from the public spoke on this item. The Planning Commission recommends approval.

Staff Recommendation

Staff recommends approval of the Preliminary Plat, Final Plat and PUD Amendment for Legacy Pines 3rd Addition with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the 3rd addition. Each phase of the 3rd additional will require their own Development Agreements. Development fees will be charged to the developer at the time of each development agreement and 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 each agreement and Plat shall be assumed by the developer.
4. The home sizes shall be a mixture with a minimum of 1,000 square feet above grade with an attached garage with a minimum of 400 square feet.
5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
7. Dedication, if required, of utility and access easements are granted to the City of Isanti.
8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
9. Access to Legacy Park shall be maintained during construction including temporary pedestrian access shall be provided in a form acceptable to the City Engineer.
10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 10, 2020 to Community Development Director Sheila Sellman.

Request:

Consider resolution

Attachments

- Resolution 2020-XXX
- Proposed Plat
- City Engineer Memo
- Findings of Fact

RESOLUTION 2020-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT, FINAL PLAT AND PUD AMENDMENT FOR LEGACY PINES 3rd ADDITION

WHEREAS, Everpine Land Holdings LLC, has applied for Preliminary Plat, Final Plat and PUD Amendment approval for Legacy Pines 3rd Addition, a 96-lot residential subdivision for the property legally described as Outlot A, Legacy Pined 2nd Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the lots will be developed into three phases, each phase will have their own development agreement; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed Preliminary Plat, Final Plat and PUD amendment of Legacy Pines 3rd Addition during the regular Planning Commission meeting held on June 16, 2020; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat, Final Plat and PUD Amendment of Legacy Pines 3rd Addition based upon the Findings of Fact and Conclusion as presented;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat, Final Plat and PUD Amendment of Legacy Pines 3rd Addition and **BE IT FURTHER RESOLVED** that the requested Preliminary, Final Plat and PUD Amendment of Legacy Pines 3rd Addition be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the 3rd addition. Each phase of the 3rd additional will require their own Development Agreements. Development fees will be charged to the developer at the time of each development agreement and 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 each agreement and Plat shall be assumed by the developer.
4. The home sizes shall be a mixture with a minimum of 1,000 square feet above grade with an attached garage with a minimum of 400 square feet.
5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.
7. Dedication, if required, of utility and access easements are granted to the City of Isanti.
8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
9. Access to Legacy Park shall be maintained during construction including temporary pedestrian access shall be provided in a form acceptable to the City Engineer.
10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 10, 2020 to Community Development Director Sheila Sellman.

Adopted by the City of Isanti City Council on this 7th day of July, 2020.

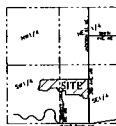
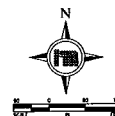
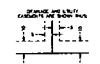
Attest:

Mayor Jeff Johnson

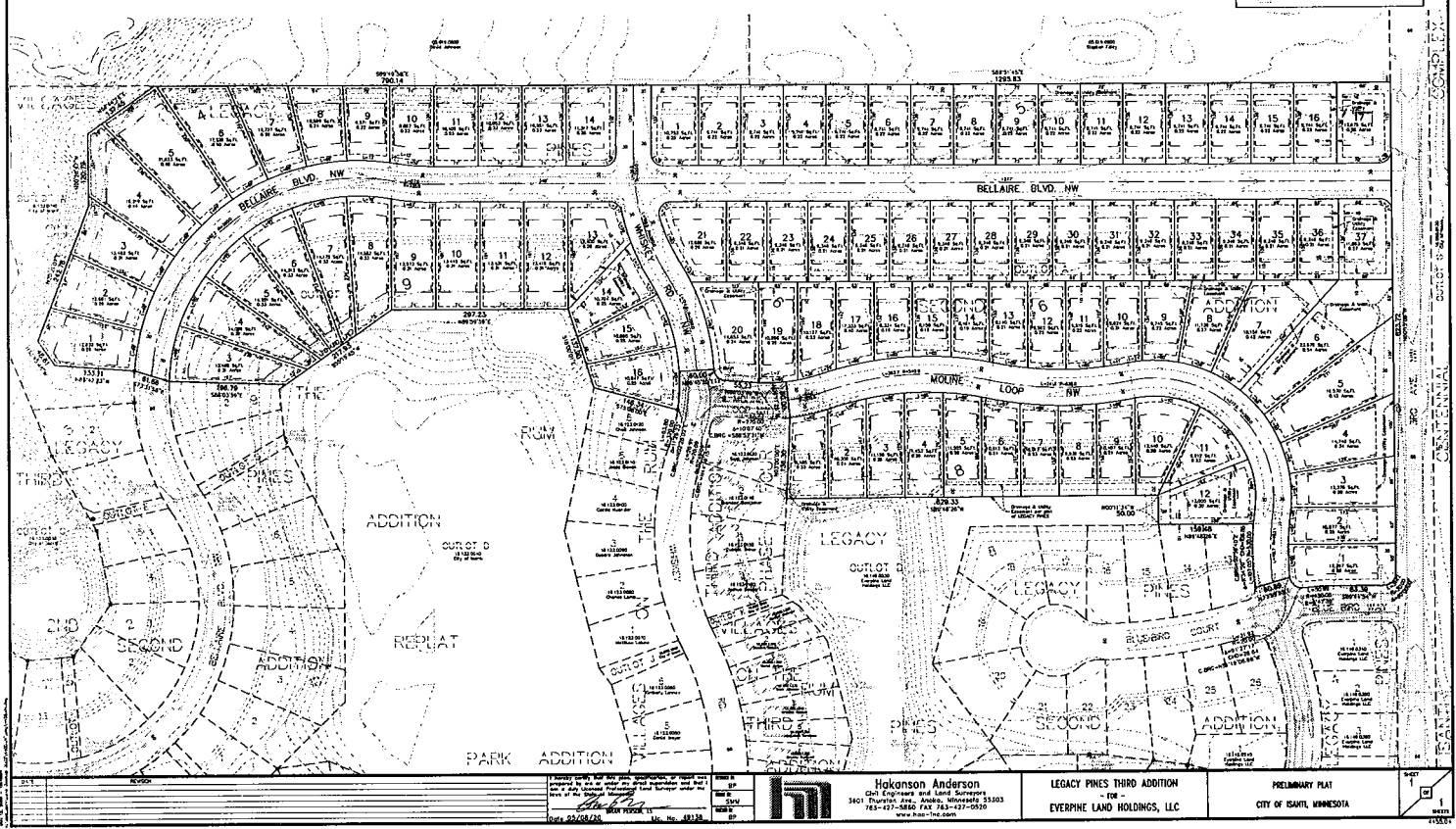
Katie Brooks
City Clerk/Human Resources



DATA A. LEGAL: PHS SECOND ADDITION, Isopi County, Minnesota

VICINITY MAP

[illegible]

- [illegible]



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Mississippi.  DEAN PARKER, LS	DRAWN BY GP	
	CHECK BY SMW	
	CHECK BY GP	
	Date 05/08/20 Lic. No. 48158	

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.haa-inc.com

LEGACY PINES THIRD ADDITION
- FOR -
EVERPINE LAND HOLDINGS, LLC

PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA



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: June 10, 2020
To: Sheila Sellman, Community Development Director
From: Jason W. Cook, P.E.
City Engineer
Subject: Legacy Pines 3rd Addition – Phases 1, 2 & 3 - Submittal Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the Preliminary Plat, Final Plat, storm water report, and site plan entitled "Legacy Pines Third Addition" with a signature date of 5/8/2020.

The plat includes 96 parcels with construction plans proposed to break the improvements into 3 phases.

- Phase 1 would extend Bellaire Boulevard to Whiskey Road to complete this street connection.
- Phase 2 would extend Moline Loop to Whiskey Road.
- Phase 3 would extend Bellaire Boulevard from Whiskey Road to 3rd Avenue.

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

Preliminary & Final Plat:

1. No Comment

Phase 1 Construction Plans:

1. Sheet 11 & 14:
 - a. Verify CBs will not be in driveways. (CB 135 & CB 104) If they may be in future driveways, change casting to surmountable R-3501-TR, R-3501-TL, or R-3501-TB as needed.
 - i. If casting is changed, verify spread calcs still meet requirements.
2. Sheet 13:
 - a. Add a ped ramp in the SE quadrant of Whiskey Road & Bellaire Boulevard, heading west.
3. Street lighting will be required.

Phase 2 Construction Plans:

1. Sheet 9:
 - a. A pipe conflict appears to occur at approx. STA 12+50 where the sanitary sewer crosses the storm sewer pipe.
 - b. Move hydrant at approx. STA 13+35 to approx. STA 13+75 to line up with the property line.



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2. Sheet 10:
 - a. Move hydrant at approx. STA 16+00 to approx. STA 16+50 to line up with the property line.
 - b. Move hydrant at approx. STA 19+80 to approx. STA 19+70 to line up with the property line.
3. Sheet 12 & 15:
 - a. Verify all CBs will not be in driveways including the existing structure at STA 12+50. If they may be in future driveways, change casting to surmountable R-3501-TR, R-3501-TL, or R-3501-TB as needed.
 - i. If casting is changed, verify spread calcs still meet requirements.
4. Sheet 14:
 - b. Replace both existing castings with new R-3501-TR & R-3501-TL castings.
5. Street lighting will be required.

Phase 3 Construction Plans:

1. Sheet 10:
 - a. Shift the hydrants to property lines.
 - i. Move hydrant at approx. STA 31+60 to approx. STA 32+10. Also create a highpoint in the watermain line at the hydrant location.
 - ii. Move hydrant at approx. STA 35+50 to approx. STA 35+70.
2. Sheet 11:
 - a. Extend a watermain stub east from the end hydrant 10' east of the hydrant.
3. Street lighting will be required.

We recommend approval of the submitted documents once the above items are addressed.

Please contact me if you have any questions.

FINDINGS OF FACT AND CONCLUSION

Request

Request from Everpine Land Holdings, for Preliminary Plat, Final Plat, PUD Amendment Approval of Legacy Pines 3rd Addition, legally described as Outlot A of Legacy Pines 2nd Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The property is legally described as Outlot A of Legacy Pines 2nd Addition, Isanti County, Isanti, Minnesota.
2. The Applicant is requesting Preliminary Plat, Final Plat and PUD Amendment Approval in an effort to create 94 lots in the 3rd Addition of the development and to develop in phases.
3. The property is zoned "R-1" and "R-2" Single-Family Residential/Planned Unit Development, and "R-3A" Low Density Multiple Family District/Planned Unit Development.
4. A public hearing of the proposal took place before the Planning Commission on Tuesday, June 16, 2020 at 7:00 p.m. at City Hall within the Council Chambers.
5. The applicant has addressed or is in the process of addressing the conditions imposed by the City during the Plat review.

Conclusions

1. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation:

The Planning Commission held a public hearing on June 16, 2020 and Recommends approval.

City Council:

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Ordinance XXX An ordinance Amending Ordinance 445, Section 13, Article 4, Subd. 1(d) Accessory Structure Location

Background:

The City of Isanti has seen an increasing demand for accessory structures on properties for additional storage space. With new developments providing small lot sizes and unique lot configurations, many residents are finding it hard to meet requirements for setbacks of accessory structures. Currently the Zoning Code for Accessory Structure Location states that accessory structures must be located at least 10 feet from the principal structure on the property. This requirement, along with the requirement for 5-foot side and rear setbacks for accessory structures make it difficult to construct even a basic size storage shed, or it limits the area in which it can be placed. Corner lots are losing precious yard space, as they are in limited locations that meet all setback requirements. The inability to follow these setback requirements also limits the size of accessory structures that can be built on lots in new developments.

City Staff believes that by removing the 10 ft requirement and replacing it to refer the setback location to the State Building Code (which is currently 3 ft), it will reduce the need for future amendments from the city, and ease the restrictions for where an accessory structure can be located on a property.

The Planning Commission held a public hearing regarding this matter on June 16, 2020. No one from the public spoke on this item at the public hearing. The Planning Commission recommends approval of the ordinance as written.

Request:

Consider attached Ordinance Amendment.

Attachments:

- Ordinance XXX

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 13 USE REGULATIONS, ARTICLE 4 ACCESSORY BUILDINGS, STRUCTURES AND USES, SUBDIVISION 1A ACCESSORY BUILDINGS, 2(d) LOCATION

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Section 13: Use Regulations, Article Four Accessory Buildings, Subdivision 2(d) Location shall be hereby amended to add/delete the following:

2. Location.

~~(d) No accessory building shall be located closer than ten (10) feet to the principal structure.~~

(d) Separation between the accessory structure and the principal building (if detached) shall meet building code requirements.

II. EFFECTIVE DATE

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

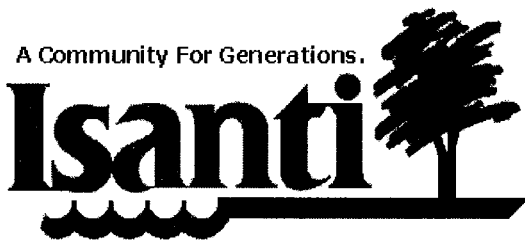
Adopted by the City Council this ____ day of _____, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 zoning districts and Section 6 adding R-1A Rural Residential zoning district.

Background/Overview

As directed by the City Council staff has prepared a zoning district "R-1A Rural Residential" for annexed properties and properties in town south of Palomino that are over 1-acre.

At the December 2019 COW meeting the Council discussed general code enforcement on parcels recently annexed into the City. The focus was mostly on parking and vehicles. It was agreed that any outside storage of rubbish, junk, inoperable vehicles, miscellaneous refuse or garbage will be enforced immediately.

At the February COW meeting a rough draft of an ordinance amendment was presented. The draft included limits on size of vehicles and number of vehicles for parcels over 1-acre. The COW openly discussed these items. One member of the public that spoke at the meeting suggested that the current code be enforced when property ownership changed and until the people that live there are allowed to have what they currently have for vehicles, trailers etc. Council directed staff to look at the logistics on this idea. At the March COW meeting the council discussed this item and requested staff to draft an ordinance for review.

Staff discussed the ownership idea with the City Attorney and he explained that will be quite difficult to enforce. Staff suggested creating a specific zoning district for the annexed parcels that will allow for some of the concessions that council would like including driveways and number of vehicles/trailers. When discussing this zoning district, the City Attorney suggested we include all residential parcels over one acre south of Palomino. Attached is a map that shows the annexed parcels in dark gray, and the parcels that would be rezoned to this new residential district have an X on them. If this new zoning district is created the process would be to adopt the ordinance and then rezone said parcels. The proposed district maintains the same uses and general requirements of the R-1 zone (what the properties are currently zoned) but has different allowances for driveways and number of vehicles. This proposed ordinance would allow existing driveways to remain unpaved and allow 7 vehicles/trailers/recreational vehicles to be parked outside.

The Planning Commission held a public hearing at the June 16, 2020 meeting and are recommending approval. Staff will be holding a neighborhood meeting on July 14, 2020 to discuss this ordinance.

Staff Recommendation:

Staff recommends approval

Request:

Consider resolution

Attachments

- Draft Ordinance
- Map

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 3, SUBD 1 ZONING DISTRICTS AND SECTION 6 ADDING R-1A RURAL RESIDENTIAL ZONING DISTRICT.

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Subdivision 1: Purpose

The “R-1A” Single-Family Residential Rural District is established for the purpose of providing residential development while affording the enjoyment of a rural lifestyle.

Subdivision 2: Permitted Uses

The following are permitted uses:

- A. Dwellings, Single-family detached.
- B. Essential services.
- C. Farming.
- D. Group family daycare facility licensed under Minnesota Rules 9502.0315 to 9502.0445, to serve fourteen (14) or fewer children as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended.
- E. Public open space.
- F. State licensed daycare facility serving twelve (12) or fewer persons as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended.
- G. State licensed residential facility (group home) or a housing with services establishment registered under Minnesota Statutes Chapter 144D, serving six (6) or fewer persons as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended. Residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes related to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall be considered prohibited.

Subdivision 3: Permitted Accessory Uses

The following are permitted accessory uses:

- A. Accessory buildings in accordance with the provisions as provided within this Article and within Section 13 of this Ordinance.
- B. Decorative landscaping features, fencing, and screening as permitted and regulated in Section 15.

- C. Decks and patios.
- D. Non-commercial gardening.
- E. Permitted home occupations, as regulated by Section 13 of this Ordinance.
- F. Private swimming pools with a depth exceeding twenty-four (24) inches and 5,000 gallons shall be located in the rear yard only and shall require fencing in accordance with building code requirements and Section 15 of this Ordinance. Additional standards as provided in Section 14 of this Ordinance shall be met. (*Ord. No. 644*)
- G. Residential kennel, as defined in Section 2 of this Ordinance, which meets the registration and licensing requirements as provided within Chapter 87, Article II Dogs of the Isanti City Code.
- H. Rummage, Garage, Craft and Boutique sales. The infrequent temporary display and sale, by and occupant on his/her premises, of personal property, including general household rummage, used clothing and appliances, provided the exchange or sale of merchandise is conducted within the residence or accessory structure.
 - 1. The number of sales shall not exceed four (4) per year.
 - 2. The duration of sales does not exceed three (3) consecutive days.
 - 3. Any related signage shall be limited to the premises and to other residential property provided that the property owner's permission has been obtained to display such signage, and signage shall conform to the sign ordinance and shall be removed at the termination of the sale.

Subdivision 4: Conditional Uses

The following are conditional uses allowed in the "R-1A" Single-Family Residential Rural District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

- A. Bed and Breakfast establishments subject to those standards as provided within Section 13 of this Ordinance.
- B. Cemetery.
- C. Community recreation.
- D. Educational institutions.
- E. Public buildings.
- F. Religious institutions.

- G. Telecommunication towers and antennas. Standards as provided in Section 13 shall be met; in addition to the following stipulation.
1. Towers and antennas located within the "R-1A" Single-Family Rural District are limited to municipal functions and applications only.
- H. Adult Day Center serving twelve (12) or fewer persons. (*Ord. No. 594*)

Subdivision 5: Interim Uses

The following are interim uses allowed in the "R-1A" Single-Family Residential Rural District and require an Interim Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance.

- A. Special home occupations, which is accessory to a residential dwelling; subject to the requirements provided in Section 13 of this Ordinance.
- B. Temporary Real Estate Offices, subject to the performance standards as provided within Section 13 of this Ordinance.

Subdivision 6: Lot Requirements and Setbacks

A. Lot Requirements.

Lot Size	<u>1 acre</u>
Lot Width	
Corner	<u>100 feet</u>
Other	<u>90 feet</u>

B. Setbacks and Height Restrictions – Principal Building.

Minimum Front Yard Setback	<u>50 feet</u>
Minimum Rear Yard Setback	30 feet
Minimum Side Yard Setback	10 feet, each side
Minimum Street Side Yard Setback	20 feet
Maximum Height	2 ½ stories or 35 feet
Maximum Impervious Surface Coverage	<u>40%</u>

C. Setbacks – Accessory Buildings.

Regulations for Accessory structures are provided in Section 13 of this Ordinance.

Rear Yard Setback	5 feet
Side Yard Setback	5 feet
Street Side Yard Setback	20 feet

D. Garage Requirements.

With the exception of dwelling units constructed prior to the effective date of this Ordinance, all dwelling units shall include an enclosed attached garage. All such garages shall be attached and constructed to accommodate two (2) vehicles parked side-by-side. Tandem garage spaces are permitted providing the required number of side-by-side parking spaces are met.

Minimum Floor Area	720 square feet
Minimum Width	24 feet
Minimum Depth	20 feet

E. Usable Lot Requirements.

All portions of the required minimum lot size for the district, not located within the standard five (5) foot drainage and utility easements must be 100% usable, as defined in Section 2 of this Ordinance.

Subdivision 7: Special Regulations

- A. All dwellings must have a minimum of twelve hundred (1200) square feet of livable floor space above grade. All dwellings must have a permanent, full-perimeter foundation and frost footings, which shall meet building code requirements.
- B. No residence shall be less than twenty-four (24) feet in width, as measured across the narrowest portion of the dwelling.
- C. Building elevations shall provide for diversity in terms of, to include but is not limited to, the type of materials, building orientation, window location, and roof pitch. The exterior design, proportions, and materials shall be selected to achieve a quality design and a sense of individuality.
- D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.
 - 1. A roof constructed of asphalt composition, shingle, tile, crushed rock, or similar roofing material, which is compatible with surrounding development shall be used.
 - 2. Exterior siding of brick, wood, stucco, plaster, concrete, or other similar materials, which is finished and non-glossy and non-reflective; and which is compatible with the surrounding development shall be used.
 - 3. A predominant shape and form that is compatible with the surrounding neighborhood shall be used.
 - 4. With the exception of driveways in existence at the time of prior to the effective date of this ordinance, all driveways shall be paved with concrete, bituminous or asphalt pavers in accordance with Section 17 Subdivision 15.
 - 5. The number of motor vehicles and trailers, recreational vehicles parked outside are limited to 7 units (any combination for a total of 7). As defined in Section 227 of the City Code.

I. EFFECTIVE DATE

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

Adopted by the City Council this ____ day of _____, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Ordinance XXX An ordinance Amending Ordinance 445, Section 15 Fencing, Screening and Landscaping, Subd. 1(e) Setbacks.

Background:

City staff has received multiple complaints regarding fencing requirements for properties abutting a street right-of-way. The current Zoning Code addresses the location for privacy fences shall be setback a minimum of fifteen feet from any street right-of-way. This eliminates yard space for homeowners, especially if the property is located on a corner lot. Many homeowners are facing a choice of losing yard space and constructing a privacy fence, or having to put up a chain link fence. Several new lots in the city are small and have unique configurations, and would be unable to utilize a majority of their yard. Lots in developed neighborhoods are often abutting a right-of-way on the side and rear property lines, which is the only location where a fence can be placed in a homeowner's yard.

A right-of-way is defined in the City Zoning Code Section 2 as: "A strip of public land occupied or intended to be occupied by a road, crosswalk, utility line, railroad, electric transmission line or other similar use." Sidewalks would be considered part of a right-of-way, meaning that according to the City Code, privacy fences must be placed at least 15 feet from the sidewalk. Staff would like to eliminate this requirement to allow fences to be closer to a right of way and for homeowners to gain more usable yard space.

The Planning Commission held a public hearing regarding this matter on June 16, 2020. No one from the public spoke on this item at the public hearing. The Planning Commission recommends approval of the ordinance amendment to remove the requirement for privacy fences to be located a minimum of 15 feet from any street right-of-way and replace it with language that reads "Privacy fences shall be setback a minimum of two (2) feet from any sidewalk". Staff recommends the City Council discuss existing privacy fences that are located closer than two feet from sidewalks, and the location of proposed fences having to be setback further than these existing fences.

Request:

Consider attached Ordinance Amendment.

Attachments:

- Ordinance XXX

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 15 FENCING, SCREENING, AND LANDSCAPING, SUBDIVISION 1(e) SETBACKS

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Section 15: Fencing, Screening, and landscaping, Four Subdivision 1(e) Setbacks shall be hereby amended to add/delete the following:

2. ~~Privacy fences shall be setback a minimum of fifteen (15) feet from any street right of way.~~ Privacy Fences shall be setback a minimum of two (2) feet from any sidewalk".

II. EFFECTIVE DATE

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

Adopted by the City Council this ____ day of _____, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks, Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 6/16/2020 - 6/17/2020

Jun 17, 2020 02:08PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/17/2020	53777	9	BERNICKS PEPSI-COLA	609-20200	2,316.11
06/20	06/17/2020	53778	2319	BREAKTHRU BEVERAGE	609-20200	12,115.55
06/20	06/17/2020	53779	2319	BREAKTHRU BEVERAGE	609-20200	416.96
06/20	06/17/2020	53780	2221	C & L DISTRIBUTING	609-20200	200.30
06/20	06/17/2020	53781	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
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06/20	06/17/2020	53784	918	CRYSTAL SPRINGS ICE	609-20200	166.28
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06/20	06/17/2020	53786	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	690.15
06/20	06/17/2020	53787	2478	EAST CENTRAL ENERGY	101-20200	42.85
06/20	06/17/2020	53788	55	ECM PUBLISHERS INC	609-20200	161.00
06/20	06/17/2020	53789	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/20	06/17/2020	53790	912	FASTENAL COMPANY	101-20200	15.97
06/20	06/17/2020	53791	2761	GRATITUDE FARMS	101-20200	250.00
06/20	06/17/2020	53792	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
06/20	06/17/2020	53793	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,777.34
06/20	06/17/2020	53794	5	KAWALEK TRUCKING	609-20200	377.20
06/20	06/17/2020	53795	2920	LUGGER, KIANNA	101-20200	107.38
06/20	06/17/2020	53796	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
06/20	06/17/2020	53797	17	MCDONALD DISTRIBUTING CO	609-20200	18,836.55
06/20	06/17/2020	53798	616	MENARDS - CAMBRIDGE	101-20200	17.36
06/20	06/17/2020	53799	281	MINNCO CREDIT UNION	101-20200	891.61
06/20	06/17/2020	53800	928	MINNEAPOLIS OXYGEN CO	101-20200	90.00
06/20	06/17/2020	53801	1536	MINNESOTA DEED	219-20200	833.33
06/20	06/17/2020	53802	2208	MINNESOTA EQUIPMENT INC	101-20200	34.08
06/20	06/17/2020	53803	2842	MN PEIP	861-20200	22,612.24
06/20	06/17/2020	53804	2597	MNSPECT, LLC.	101-20200	19,305.06
06/20	06/17/2020	53805	2080	MVTL LABORATORIES INC	602-20200	243.82
06/20	06/17/2020	53806	2718	NARTEC, INC	101-20200	353.12
06/20	06/17/2020	53807	1780	PATS SMALL ENGINE PLUS	601-20200	19.82
06/20	06/17/2020	53808	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,875.50
06/20	06/17/2020	53809	2130	PROGRESSIVE BUILDERS	505-20200	16,000.00
06/20	06/17/2020	53810	2406	QUALITY FLOW SYSTEMS INC	602-20200	426.00
06/20	06/17/2020	53811	1113	RJM DISTRIBUTING INC	609-20200	148.90
06/20	06/17/2020	53812	1361	STAPLES ADVANTAGE	101-20200	819.47
06/20	06/17/2020	53813	2156	SUMMIT COMPANIES	101-20200	218.50
06/20	06/17/2020	53814	1290	THE AMBLE GROUP	101-20200	120.06
06/20	06/17/2020	53815	1740	TOSHIBA FINANCIAL SERVICES	108-20200	223.66
06/20	06/17/2020	53816	2027	US INTERNET	601-20200	57.80
06/20	06/17/2020	53817	427	VESSCO INC	601-20200	1,433.79
06/20	06/17/2020	53818	42	VIKING COCA-COLA BOTTLING CO	609-20200	303.35
06/20	06/17/2020	53819	1286	VINOPIA INC	609-20200	440.75
06/20	06/17/2020	53820	4	WATSON CO INC	609-20200	2,440.60
06/20	06/17/2020	53821	780	WINE MERCHANTS	609-20200	408.00
06/20	06/17/2020	53822	2919	WOODRICH, MIRANDA	101-20200	295.28

Grand Totals:

136,204.30

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 6/18/2020 - 6/18/2020

Page: 1
Jun 18, 2020 03:04PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/18/2020	53823	2921	NOREN, DAVE	101-20200	1,100.00
Grand Totals:						1,100.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 6/24/2020 - 6/24/2020

Jun 24, 2020 01:29PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/24/2020	53827	127	ABDO, EICK & MEYERS, LLP	609-20200	775.00
06/20	06/24/2020	53828	936	APPLIED CONCEPTS INC	920-20200	2,966.00
06/20	06/24/2020	53829	1141	ASSURANT EMPLOYEE BENEFITS	601-20200	565.23
06/20	06/24/2020	53830	2808	BECC CORPORATION	602-20200	206.81
06/20	06/24/2020	53831	9	BERNICKS PEPSI-COLA	609-20200	2,064.97
06/20	06/24/2020	53832	1500	BOLTON & MENK INC	444-20200	53,691.11
06/20	06/24/2020	53833	2221	C & L DISTRIBUTING	609-20200	328.00
06/20	06/24/2020	53834	2487	CAPITOL BEVERAGE SALES	609-20200	311.49
06/20	06/24/2020	53835	851	CASH	101-20200	100.00
06/20	06/24/2020	53836	1474	CDW GOVERNMENT INC	609-20200	1,068.38
06/20	06/24/2020	53837	120	CONNEXUS ENERGY	101-20200	21,356.63
06/20	06/24/2020	53838	918	CRYSTAL SPRINGS ICE	609-20200	805.93
06/20	06/24/2020	53839	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,915.26
06/20	06/24/2020	53840	2807	DAUDT, BRANDON	101-20200	115.99
06/20	06/24/2020	53841	1941	DELTA DENTAL	861-20200	2,996.95
06/20	06/24/2020	53842	385	FEDERATED CO-OPS INC	101-20200	134.14
06/20	06/24/2020	53843	2278	FERRIS, MATTHEW	101-20200	1,200.00
06/20	06/24/2020	53844	2028	FURTHER	861-20200	80,113.92
06/20	06/24/2020	53845	2209	INNOVATIVE OFFICE SOLUTIONS, INC	108-20200	23.23
06/20	06/24/2020	53846	162	ISANTI RENTAL INC	603-20200	72.94
06/20	06/24/2020	53847	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,990.80
06/20	06/24/2020	53848	5	KAWALEK TRUCKING	609-20200	195.60
06/20	06/24/2020	53849	17	MCDONALD DISTRIBUTING CO	609-20200	11,234.65
06/20	06/24/2020	53850	616	MENARDS - CAMBRIDGE	101-20200	98.25
06/20	06/24/2020	53851	1180	MLB PRINTING INC	101-20200	70.00
06/20	06/24/2020	53852	1845	MN DEPT OF TRANSPORTATION	444-20200	817.74
06/20	06/24/2020	53853	1165	NORTHLAND TRUST	602-20200	34,753.75
06/20	06/24/2020	53854	2553	O'REILLY	101-20200	8.99
06/20	06/24/2020	53855	617	PAUSTIS & SONS	609-20200	689.25
06/20	06/24/2020	53856	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,804.04
06/20	06/24/2020	53857	2130	PROGRESSIVE BUILDERS	505-20200	8,000.00
06/20	06/24/2020	53858	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,271.00
06/20	06/24/2020	53859	2341	RED BULL DISTRIBUTION	609-20200	326.50
06/20	06/24/2020	53860	2396	SOUTHERN GLAZERS OF MN	609-20200	9,249.93
06/20	06/24/2020	53861	1442	ST. LOUIS MRO INC	101-20200	22.50
06/20	06/24/2020	53862	73	STAR	609-20200	547.85
06/20	06/24/2020	53863	42	VIKING COCA-COLA BOTTLING CO	609-20200	146.90
06/20	06/24/2020	53864	4	WATSON CO INC	101-20200	2,577.93
06/20	06/24/2020	53865	780	WINE MERCHANTS	609-20200	444.00
06/20	06/24/2020	53866	2067	ZABINSKI BUSINESS	609-20200	1,111.50

Grand Totals:

283,173.16

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 6/30/2020 - 6/30/2020

Jun 30, 2020 04:09PM

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/30/2020	53867	2251	TITLE SMART INC	601-20200	132.98
06/20	06/30/2020	53868	2362	TITLE WORKS, LLC	601-20200	13.11
06/20	06/30/2020	53869	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,140.00
06/20	06/30/2020	53870	953	ALL AMERICAN TITLE CO, INC.	601-20200	6.83
06/20	06/30/2020	53871	53	BELLBOY CORPORATION	609-20200	5,175.72
06/20	06/30/2020	53872	9	BERNICKS PEPSI-COLA	609-20200	1,680.02
06/20	06/30/2020	53873	2923	CB COMPANIES LLC	601-20200	23.01
06/20	06/30/2020	53874	2924	CESAFSKY, GREG	601-20200	111.18
06/20	06/30/2020	53875	918	CRYSTAL SPRINGS ICE	609-20200	558.36
06/20	06/30/2020	53876	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,512.45
06/20	06/30/2020	53877	2830	GDO Law	101-20200	4,083.33
06/20	06/30/2020	53878	2925	HANLIN, KURT & MICHELLE	601-20200	79.48
06/20	06/30/2020	53879	160	HAWKINS INC	602-20200	6,335.81
06/20	06/30/2020	53880	2697	HILDI INC	609-20200	2,600.00
06/20	06/30/2020	53881	126	ICMA	101-20200	1,026.00
06/20	06/30/2020	53882	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,496.70
06/20	06/30/2020	53883	5	KAWALEK TRUCKING	609-20200	154.20
06/20	06/30/2020	53884	2922	KIDSDANCE	101-20200	350.00
06/20	06/30/2020	53885	1338	KNIFE RIVER	101-20200	161.00
06/20	06/30/2020	53886	1282	LEAF TOWING AND	101-20200	220.00
06/20	06/30/2020	53887	2435	LINDBERG LAW OFFICE PA	601-20200	30.65
06/20	06/30/2020	53888	17	MCDONALD DISTRIBUTING CO	609-20200	18,293.85
06/20	06/30/2020	53889	2728	MINNESOTA TITLE	601-20200	65.38
06/20	06/30/2020	53890	2926	MOYERS, GARY & PEGGY	601-20200	75.00
06/20	06/30/2020	53891	2080	MVTL LABORATORIES INC	602-20200	130.96
06/20	06/30/2020	53892	2927	NELSON, PAULA	601-20200	50.65
06/20	06/30/2020	53893	279	NORTHLAND LANDSCAPING	101-20200	26.74
06/20	06/30/2020	53894	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,126.85
06/20	06/30/2020	53895	2294	PRECISION CONCRETE	101-20200	3,192.00
06/20	06/30/2020	53896	2625	RESULTS TITLE	601-20200	27.02
06/20	06/30/2020	53897	2156	SUMMIT COMPANIES	101-20200	390.00
06/20	06/30/2020	53898	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
06/20	06/30/2020	53899	1290	THE AMBLE GROUP	101-20200	108.28
06/20	06/30/2020	53900	42	VIKING COCA-COLA BOTTLING CO	609-20200	188.45
06/20	06/30/2020	53901	4	WATSON CO INC	609-20200	6,735.13
Grand Totals:						83,119.64

City of Isanti

Gross Payroll	85,464.97
Social Security & Medicare	4,941.74
Public Employees Retirement	8,644.84
Total City Expense	<u>99,051.55</u>

Pay Date 6/26/2020

Pay Period 13 (6/7-6/20/20)

City of Isanti

Gross Payroll	7,594.25
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Social Security & Medicare	580.96
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Total City Expense	<u>8,175.21</u>
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Pay Date	6/30/2020
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Pay Period:	Q2CCPay20 (4/1-6/30/20)
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RESOLUTION 2020-XXX

L.2

**ACCEPTING DONATION FOR ISANTI REDBIRDS AND AUTHORIZING
EXPENDITURE OF SAME**

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

WHEREAS, the Isanti Redbirds have received a \$1,000.00 donation; and,

WHEREAS, the donor has requested that the donation be used for maintenance or improvements at Sportsman Field, Home of Redbirds Baseball;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the \$1,000.00 donation and authorizes the use of the donation for Isanti Redbirds.

Resolution adopted by the Isanti City Council this 7th day of July, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

**ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR
CASSONDRA EMMEL**

WHEREAS, part-time Liquor Store Clerk, Cassondra Emmel has submitted a letter of resignation to the Liquor Store Manager, John Jacobi on June 19, 2020; and,

WHEREAS, the effective date of this resignation is June 19, 2020; and,

WHEREAS, Cassondra Emmel is leaving employment not in good standing;

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

1. That the resignation of Cassondra Emmel is hereby accepted effective June 19th, 2020.
2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



MEMO for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: July 7, 2020
Subject: Approving Request for Proposals for Codification, Publication and Supplementation Services

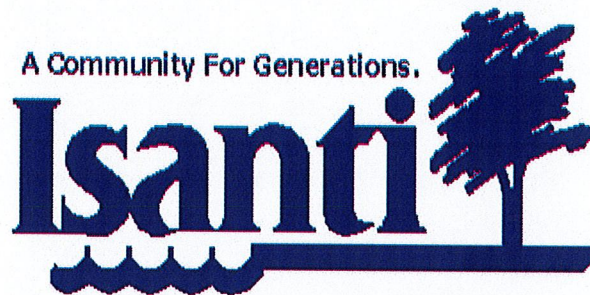
City Code is made available to the residents through a service that allows for searchable text, subject matter and by use of index. The City has utilized codification, publication and code supplementation services from General Code since 2007. There is currently no contract in place for the services received. Staff is recommending to request proposals for such services to ensure the City is getting the best service for the most reasonable cost.

Recommendation:

Staff is recommending approval of the RFP as written to post on July 8th with a due date of July 31th.

Attachments:

- Request for Proposals
- RFP ad for public notice



Notice of Request for Proposals (RFP)
Codification Services, Publication and Supplement Services for the Municipal Code of
the City of Isanti, MN

The City of Isanti, MN is accepting proposals for Codification Services, Publication and Supplement Services from a qualified consultant with extensive experience in codification. Proposals will be received until **4:30 p.m. on July 31, 2020**. Proposals shall be submitted to Josi Wood, City Administrator, c/o Isanti City Hall, 110- 1st Ave NW, PO Box 428, Isanti, MN 55040. Electronic submissions accepted.

The submitting party acknowledges the right of the City to reject any or all proposals and to waive any informalities or irregularities in any proposal received and to award each item to different submitting parties or all items to a single submitter. In addition, the submitting party recognizes the right of the City to reject a proposal if the submitter fails to furnish any required data required by the RFP, or if the proposal is in any way incomplete or irregular. The City shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

REQUEST FOR PROPOSALS
Codification Services, Publication and
Supplement Services for the City's Municipal Code

I. OVERVIEW

A. Community Background

The City of Isanti, MN (herein referred to as the "City") is a statutory Plan A city of the fourth class incorporated and existing under the laws of the State of Minnesota. The City is located in Isanti County with a population of approximately 6,200.

B. Request for Proposals (RFP)

The City is seeking Proposals from qualified firms with considerable experience in the area of codification to provide continuation and updates of publication and supplement services to the City. The purpose of this RFP is to gather information from firms relative to the City's required scope of service and key selection criteria. If the City deems necessary it will select a group of finalists from the RFP submissions. Specifically, the City is requesting proposals for re-codification of the City's existing Code of Ordinances and the possible addition of the Zoning Code of Ordinances, a copy of which is available on the City's website (www.cityofisanti.us)

II. SELECTION OF CRITERIA

Selection of a codification firm will be based upon criteria deemed relevant to the City, including but not limited to the following:

- A. size and experience of the firm;
- B. number of years in business;
- C. name and availability of contact person;
- D. experience and educational background of legal editorial staff;
- E. experience and educational background of editors and support staff;
- F. pricing and value for services;
- G. complete list of current Minnesota clients;
- H. reference contacts from at least three (3) Minnesota municipalities for which similar projects have been completed;
- I. website and list of Codes in online library;
- J. data on average turnaround time for routine Code supplements;
- K. letter attesting to financial stability of firm;
- L. completed Quotation Sheet.

The City shall select the most responsive, responsible and qualified proposer based on this criteria. Pricing will not be the sole criterion for selection. Preference may be granted to the firm demonstrating extensive experience serving Minnesota municipalities, possessing knowledge of

Minnesota law and receiving favorable references from Minnesota municipalities concerning their services.

III. SCOPE OF SERVICES

The City is requesting proposals for the continuation and updates of codification of the ordinances of the City, including publication and supplemental services. Listed below are the various required components for the codification project. The codification firm shall clearly describe, in its response, a recommended process for achieving these components. The proposals should include an estimated timeline for each component.

The codification process shall ensure that all Code-relevant legislation is properly incorporated into the city code and zoning code and shall provide written documentation to the City.

- A. The codifier shall use the current organizational and numbering system for the Code; however, the City will consider a new organizational and numbering system if recommended by the firm.
- B. Continued services for the Code Index and table of contents for each chapter.
- C. Prepare a legislative history of each section, citing the ordinance number and date of passage of the current ordinance, as indicated on copies of ordinances supplied to the codification firm.
- D. Prepare statutory cross-references to sections of the City statutes and references to other pertinent parts of the Code, where applicable. These references shall appear at the end of the section to which they apply.
- E. Prepare Tables of Special Ordinances listing chronologically, in groups, those ordinances in certain subject areas that the City and the codification firm mutually agree to be pertinent.
- F. Continuation and updates of parallel Reference Tables showing:
 - (1) The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - (2) A listing of Code sections based on City statutes (Statute to Code).

H. Deliver to the City, within three (3) months from the receipt of the materials deemed necessary by the codification firm to begin the codification, one copy of a manuscript of the Code for the City's examination, as well as the codification firm's written legal report detailing its legal research and analysis of the City's Code and ordinances.

I. Five (5) of the Code volumes shall be published. The Code volumes will be on 8½ x 11-inch pages, housed in heavy-duty post binders, imprinted with the name and Seal of the City on the front and spine. The codification firm shall indicate the color choices available for the binders. The codification firm shall provide a complete sample Code from another Minnesota client to illustrate the type of binders and page format to be used.

J. In addition to the printed copies, the City's Code and Zoning Code must be provided in searchable PDF format, in word format and provide web hosting.

K. Meet with the City to hold a manuscript conference to make final corrections, additions and deletions to the City's Code. Any of the pages of the manuscript may be changed at this time as the City sees fit.

L. Classify all ordinances which are of a general and permanent nature into titles, chapters and sections, according to subject matter. All ordinances repealed by implication, or which are outmoded or antiquated, shall be disposed of in accordance with the recommendations of the City.

M. Make changes to affect uniformity of style and to correct typographical and spelling errors, grammar and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances shall be submitted to the City.

N. Submit to the City, in writing, all prices for these codification services and a proposed invoicing schedule.

O. The codification firm should also:

- (1) Submit to the City the costs and minimums for additional copies of the Code in the future.
- (2) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.
- (3) List separately each cost for supplement services, such as shipping, editorial fees and extra charges for tabular material.

- (4) Submit to the City the costs for updates and services to City Code and Zoning Code separately.
- (5) State completion time for supplement service.
- (6) Provide information about the codification firm's capability to provide free technical phone support, training and updates.

IV. SUPPLEMENTAL UPKEEP SERVICES

After publication of the Code of Ordinances and Zoning Code is complete, the codification firm will continue to maintain the Code as new legislation is enacted or ordinances are changed or repealed as follows:

- A. Post updates to the website where the Code is maintained in an agreeable timeframe after receiving from the City;
- B. Incorporate all changes and additions into the appropriate place in the existing Code, including deletion of repealed ordinances, and update table of contents and index as necessitated;
- C. Publish loose-leaf supplements for 5 Code books after incorporating any changes to the Code. Include with each supplement a page of instructions for removal of the obsolete pages and insertion of the new pages. Also provide a new word document that includes the updated legislation;
- D. If requested by the City, make available printed copies of selected chapters or portions of the Code, printed and bound in separate covers. Prices for such services shall be quoted at the time of the request.

V. OPTIONAL SERVICES

The codification firm may provide information on any additional product options or services related to this codification project not outlined in this Request for Proposals. Please include a complete description of the services, procedures involved, and a separate breakdown of all applicable costs.

The codification firm shall also provide for a complete review of the City's current ordinances, identifying any conflicts or inconsistencies within the ordinances or between the ordinances and applicable state statutes.

VI. INQUIRIES

All inquiries shall be submitted via e-mail no later than 4:30 p.m. on **July 24, 2020**. This will allow the City the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

Josi Wood, City Administrator
jwood@cityofisanti.us

PRICE QUOTATION

The codification firm shall provide a breakdown of costs for this codification project indicating not-to-exceed prices. Payment terms should also be specified. Five (5) copies of the printed Code have been requested, along with Five (5) copies of loose-leaf supplements on a quarterly basis. Please also indicate a cost for printing extra books beyond the Five (5) requested. Any variations from the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

VII. SUBMISSIONS

Proposals will be received until **4:30 p.m. July 31, 2020** at Isanti City Hall, 110-1st Ave, PO Box 428, Isanti, MN 55040. Please send a completed proposal along with cover letter (electronic submissions will be accepted) to:

Josi Wood
City Administrator
City of Isanti
110-1st Ave PO Box
428
Isanti, MN 55040
(763) 444-5512
jwood@cityofisanti.us

**QUOTATION SHEET
CITY OF ISANTI, MN RECODIFICATION
OF MUNICIPAL CODE**

I. Base Cost City Code (Includes) \$_____

- (A) Number of Copies (5 requested)
- (B) Binders for each Code, three ring or post (5 requested)
- (C) Legal Analysis, as described in Duties of Publisher
- (D) Special Features; List Below
- (E) Estimated Number of Pages (number of pages included in base rate)
8½" x 11" Format
1) Single column_____pages

II. Base Cost Zoning Code (Includes) \$_____

- (A) Number of Copies (5 requested)
- (B) Binders for each Code, three ring or post (5 requested)
- (C) Legal Analysis, as described in Duties of Publisher
- (D) Special Features; List Below
- (E) Estimated Number of Pages (number of pages included in base rate)
8½" x 11" Format
1) Single column_____pages

III. Variable Cost

- (A) Per Page (Above/Below) 340-page estimate 8½" x 11" Format
1) Single Column \$_____
- (B) Freight/Shipping \$_____

IV. Time to Completion

Number of Months Until Manuscript_____months
Number of Months Until Completed Code (after return of manuscript)_____months
Number of Days for Updated Supplements_____days

V. Optional Services

- (A) Reorder Extra Copies of Extra Code
Minimum Number of Copies _____
1) Cost per Extra Code with Binder \$_____
2) Cost per Extra Code without Binder \$_____
3) Cost per Extra Chapter, separately bound \$_____
(B) Updating ordinances in conflict with state and federal statutes
Describe:_____

- (C) Providing model ordinances when requested
Describe: _____
- (D) Cost for information retrieval software for the Code. _____
- (E) Supplement Service (8 ½ 11" format)
 - 1) Single-column \$_____ Per Page

CITY OF ISANTI
REQUEST FOR PROPOSALS FOR CODIFICATION, PUBLICATION AND SUPPLEMENT
SERVICES

The City of Isanti is accepting proposals for Codification Services, Publication and Supplement Services for the City of Isanti from a qualified consultant with extensive experience in codification. Specifications are available online at www.cityofisanti.us. The City Council reserves the authority to waive any informalities or irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to jwood@cityofisanti.us or addressed to Josi Wood at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Codification, Publication and Supplement Services" and will be accepted until 4:30 p.m. Friday, July 31, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Matt Sylvester, Public Services Director
Date: July 7, 2020
Subject: Declaring Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction

Background:

The City of Isanti purchased a new Progressive Mower per the approved 2020 budget. The new Progressive Mower replaced the existing unit which did not have trade-in value.

Per policy, Resolution 2016-197, staff will post the item as surplus going to Public Surplus online public auction.

Requests:

Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX - Declaring Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction

RESOLUTION 2020-XXX

**DECLARING CERTAIN PROPERTY AS SURPLUS AND
AUTHORIZE ITS SALE BY PUBLIC SURPLUS ONLINE PUBLIC AUCTION**

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

WHEREAS, the City budgeted and purchased a new Progressive Mower to replace the existing Progressive Mower per the City's replacement schedule; and,

WHEREAS, the Progressive Mower has been replaced; and,

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

WHEREAS, the items listed above will be placed on Public Surplus Online Public Auction;

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

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

This resolution was duly adopted by the Isanti City Council the 7th day of July, 2020.

Attested:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

RESOLUTION 2020-XXX

L.6.

**APPOINTING ELECTION JUDGES FOR THE 2020
PRESIDENTIAL PRIMARY ELECTION**

WHEREAS, the Primary Election shall be held on August 11, 2020; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on August 11, 2020:

Yu Pheng Vu
Vincent Charles
Laureen Simons
Katie Brooks
Jaden Moore
Lorraine Torpy
Leroy Johnson
Glenn Farrell
Kris Gaffaney
Tabitha Peltier
Ryan Saltis

Sarah Bjork
Pamela Dahlheimer
Andrea Jemelka
Margaret Enquist
Jensine Ahlberg
Margaret Johnson
David Rysted
Elizabeth Anderson
Elaine Fischer
Dan Balk
Jodi Anderson

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. The Head Judge (non-staff) shall be compensated at a rate of \$13.25/hr and Election Judges (non-staff) shall be compensated at \$11.25/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Resolution 2020-XXX Release of Development Agreement for Dollar General

Background:

On August 7, 2019 the City entered into a Development Agreement with DGOGISANTIMN09192018,LLC for the development of Dollar General. The conditions of the development agreement have been satisfied, therefore the release of the development agreement is necessary.

Request:

Consider resolution

Attachments:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

**RESOLUTION AUTHORIZING THE EXECUTION OF RELEASE OF A
DEVELOPMENT AGREEMENT WITH DGOGISANTIMN09192018 LLC (DOLLAR
GENERAL)**

WHEREAS, the City and DGODISANTIMN09192018 LLC (the “Developer”) entered into a Development Agreement (the “Agreement”) dated August 7, 2019, relating to the development of Lot 1, Block 1, RSBR Palomino Road Addition (the “Property”); and,

WHEREAS, the Agreement was recorded against the Property in the office of the Isanti County Recorder on September 18, 2019, as document No. A486377; and,

WHEREAS, the City has determined that the conditions of the development agreement have been satisfied.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that the Mayor and City Administrator are hereby authorized to execute on behalf of the City the release of the Development Agreement.

This resolution was duly adopted by the Isanti City Council this 7th day of July 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk



Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: July 7, 2020
Subject: Resolution Amending A Donation from the Rotary Club of Cambridge & Isanti

Background

The City of Isanti developed and installed a dog park that opened in May 2019. The Rotary Club of Cambridge & Isanti donated \$1,200 for an additional bench and dog park agility accessories with Resolution 2019-186. Staff has purchased a bench and are now requesting that the additional funds be used to install concrete around the bench and entrance gate area to the park, to assist with grass/dirt erosion that is taking place and to add a plaque to the park stating "Equipment for our furry friends provided by the Rotary Club of Cambridge and Isanti".

Staff Request

City staff is requesting Council approve the amended donation distribution from the Rotary Club of Cambridge & Isanti for use of the remaining funds to add concrete around the bench and entrance to the City of Isanti Dog Park.

Attachment

- Resolution 2020-XXX

RESOLUTION 2020-XXX

AMENDING A DONATION FROM THE ROTARY CLUB OF CAMBRIDGE & ISANTI

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

WHEREAS, the City of Isanti has worked with the Rotary Club of Cambridge & Isanti to assess the needs of the parks and determined that an additional bench and dog park agility accessories will be an asset to City of Isanti dog park visitors; and,

WHEREAS, the Rotary Club of Cambridge & Isanti donated \$1,200 to the City of Isanti to add one 6-foot bench with the ROTARY logo/name engraved and dog park agility accessories with Resolution 2019-186; and,

WHEREAS, the remaining funds will be used to place concrete around the bench and the entrance to the dog park area; and

WHEREAS, staff will add a plaque to the park area stating, "Equipment for our furry friends provided by the Rotary Club of Cambridge and Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to have the additional funds be used for concrete installation from the Rotary Club of Cambridge & Isanti at the City of Isanti's dog park.

This Resolution hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk



L.9.

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: July 7, 2020
Subject: Approving Installation of CCTV camera system at City Hall, Water Treatment Facility and Police Department

The City Council authorized the installation of an cctv security camera system at City Hall, Water Treatment Facility and the Police Department when approving the 2020 Budget. This project enhances the physical security of the cities critical infrastructure. The total amount included in the budget is \$7,740 within Muni Building (500).

Staff secured \$1,893.36 grant funding from UASI Urban Area Security Initiative Federal Grant for this project.

Quotes were solicited from two vendors. The following quotes were received:

Bidder Name	Total Quoted	Grant Funds	Total Project
Legacy Security Technology, Inc.	\$9,348.04	\$1,898.36	\$7,449.68
Pro-Tec Design	\$31,598.48	\$1,898.36	\$29,700.12

Recommendation:

Staff is recommending the City utilize Legacy Security Technology, Inc. to install the cctv security camera system and to approve the acceptance of \$1,893.36 grant funding.

Request:

Staff is requesting action on this item.

Action Required:

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

1. Affirm the scope of work to include City Hall, Water Treatment Facility and Police Department.
2. Accept \$1,893.36 grant funding for the project
3. Approve Resolution as written.

Attachments:

- Resolution 2020-XXX
- Legacy Security Technology, Inc.
- ECSI

RESOLUTION 2020-XXX

**APPROVING INSTALLATION OF CCTV SECURITY CAMERA SYSTEM AT CITY HALL,
WATER TREATMENT FACILITY AND POLICE DEPARTMENT**

WHEREAS, the 2020 Budget included funds for cctv security camera system at City Hall, Water Treatment Facility and the Police Department; and,

WHEREAS, grant funding from UASI Urban Area Security Initiative Federal Grant in the amount of \$1,893.36 was secured for the project; and,

WHEREAS, staff solicited quotes and the following were received:

Bidder Name	Total Quoted	Grant Funds Awarded	Total Project
Legacy Security Technology, Inc.	\$9,348.04	\$1,898.36	\$7,449.68
Pro-Tec Design	\$31,598.48	\$1,898.36	\$29,700.12

WHEREAS, funding has been identified in **total \$7,740** as:

1. City Hall fund 920-41941-500 \$2,580
2. Police Department fund 920-42110-500 \$2,580
3. Water Treatment Facility 601-49400-500 \$2,580

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

1. To accept the quote from Legacy Security Technology, Inc. for installation of the cctv security camera system at City Hall, Water Treatment Facility and the Police to not exceed a total amount of \$7,740.00 with funding source identified as:
 - a. City Hall fund 920-41941-500 \$2,580
 - b. Police Department fund 920-42110-500 \$2,580
 - c. Water Treatment Facility 601-49400-500 \$2,580
2. To accept \$1,893.36 grant funding from UASI Urban Area Security Initiative Federal Grant disbursed via Isanti County Emergency Management for this project.
3. Authorize Staff to sign necessary documentation for the grant and installation of the camera system.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/25/2020	3251

City of Isanti
PO Box 428
Isanti, MN 55040-7372



Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	PD Cameras	7/25/2020	50% Down

Quantity	Description	Price Each	Total
3	Travel Assessment	65.00	195.00
3	Camera, Dome, IP, 4 MP, 2.8mm, IR 100ft, 12VDC / PoE, Smart features, such as line crossing and intrusion detection are supported. LOCATION(S): -Evidence Locker -Lobby -North Hallway *Note: Audio recording is available for interior mounted cameras, there is no cost difference; however, the IR nightvision is reduced to 30ft.	482.09333	1,446.28
4	Camera, Wall Mount Bullet, IP, 4 MP, 2.8mm, IR 100ft, 12VDC / PoE, smart features, such as line crossing and intrusion detection are supported. LOCATION(S): -East Parking/Front Door -South Yard -West Parking/West Overhead Door -SW Driveway/West Entrance	604.31	2,417.24
1	Camera Recorder Software, based on City Hall Server Machine, Includes PoE+ Network Switch, Installation, Programming, and User Training (up to 1 hour)	419.84	419.84
Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.		Sales Tax (7.125%)	\$0.00
		Total	\$4,478.36

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature: _____ Date: _____

Legacy Security Technology, Inc. Customer Sales Agreement

This agreement is made on this 25th day of June, 2020, by and between Legacy Security Technology, Inc. a Minnesota Corporation located at 4356 4th St NE, Columbia Heights, MN 55421 hereinafter referred to as "Company," and City of Isanti located at 110 1st Avenue NW, Isanti, MN 55040 hereinafter referred to as "Customer." WHEREAS, Company sells Security System Products (the "Equipment") and installation, and repair services associated with Equipment (the "Services"); and WHEREAS, Customer agrees to purchase Equipment and Services from Company

Sale and Installation Charges: Customer agrees to pay Company the sum of \$ 4478.36, plus tax, if applicable, for the sale and installation of the Equipment and Services.

Fees: The fee to be paid by Customer to Company for Equipment and Services shall be those specified by Company's Price List in effect at the time such Equipment or Services are provided unless otherwise specified. Customer acknowledges having received the current price list. Customer agrees that failure to make the payments herein shall automatically terminate Company's obligation to provide its Equipment and Services to Customer. Any fees shall not be refundable if this Agreement is terminated by actions of Customer. Customer shall be responsible for all expenses incurred by Company including reasonable attorney's fees, incurred by Company in connection with excessive alarm transmissions, false alarm fees, or collection of any past due amounts owed to Company by Customer.

Payment Terms: Customer agrees to pay all applicable charges, fees and taxes associated with Equipment and Services provided to Customer by Company ("Service Fees"). The timing of the assessment of Service Fees will be determined in the sole discretion of Company. If Company has agreed to charge Customer's credit card or debit card for the Service Fees (as opposed to billing the Customer for payment in cash, by check or money order), Customer authorizes Company to charge Customer's credit card and debit card for all such Service Fees. As applicable, Customer agrees to provide to Company updated credit card and debit card information on a timely basis prior to the expiration or termination of the credit card or debit card on file with Company or in the event that Customer's credit card limit or debit card balance is or will be insufficient to cover payment. If any payment is not timely received, or if Company is unable to charge Customer's credit card or debit card due to invalid credit card or debit card information or due to insufficient credit or funds, an administrative charge of \$29 may be assessed and the Service may be disconnected. If the Service is disconnected, Customer may be required to pay a reconnect fee of \$35 in addition to all past due charges before the Service is reconnected. Payments are expected to be paid in full when due. Company does not extend credit to Customers and the administrative charge is not intended as interest, a credit service charge or a finance charge. No acceptance of partial payment shall constitute a waiver of Company's right to collect the full balance owing. Customer authorizes Company to make inquiries and to receive information about Customer's credit experience from others, to enter this information in Customer's file, and disclose such information concerning Customer to appropriate third parties for reasonable business purposes.

Warranty: Company warrants to the original purchaser of Equipment that for twelve (12) months after the date the Equipment is delivered (the "Warranty Period"), the Equipment will be free from material defects in materials and workmanship. The foregoing warranty is subject to the proper installation, operation and maintenance of the Equipment in accordance with installation instructions and the operating manual supplied to Customer. Warranty claims must be made by Customer in writing within sixty (60) days of the manifestation of a problem. Company's sole obligation under the foregoing warranty is, at Company's option, to repair, replace or correct any such defect that was present at the time of delivery, or to remove the Equipment and to refund the purchase price to Customer. Excluded from the warranty are problems due to accidents, misuse, misapplication, storage damage, negligence, or modification to the Equipment or its components. Company does not authorize any person or party to assume or create for it any other obligation or liability in connection with the Equipment except as set forth herein.

Operation of the Equipment: Customer shall be responsible for operation of Equipment. Customer shall operate the Equipment in compliance with the operations manual for Equipment. Customer shall comply with all applicable rules, laws, and regulations in connection with operation of Equipment. Customer shall test the Equipment and communications service, at least monthly, and following changes.

Limitations of Equipment: Customer understands that Equipment installed will not function if cellular service, telephone lines or broadband internet connection are inoperative or non-functioning. Customer further understands that it is Customer's sole obligation to insure that the cellular service, telephone line and broadband internet connection are operative and in working order.

Insurance: IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER AND THAT INSURANCE IF ANY, COVERING PERSONAL INJURY AND PROPERTY LOSS OR DAMAGE ON ANY CUSTOMER'S PREMISES SHALL BE OBTAINED BY CUSTOMER; THAT COMPANY IS BEING PAID TO DESIGN, SERVICE, OR INSTALL A SYSTEM DESIGNED TO REDUCE CERTAIN RISKS OF LOSS AND THAT THE AMOUNTS BEING CHARGED BY THE COMPANY ARE NOT SUFFICIENT TO GUARANTEE THAT NO LOSS WILL OCCUR; THAT COMPANY IS NOT ASSUMING RESPONSIBILITY FOR ANY LOSSES WHICH MAY OCCUR EVEN IF DUE TO COMPANY'S NEGLIGENCE, PERFORMANCE OR FAILURE TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT.

Indemnification: Customer agrees to indemnify and hold Company, officers, directors, shareholders, agents, employees, and agents harmless at all times from and after the date of this Agreement against and in respect of all damages, losses, costs and expenses including reasonable attorney's fees, which Company, its officers directors, shareholders, employees, and/or agents may suffer or incur in connection with: (a) Customer's failure to perform under this Agreement or to make any payment when due; or (b) Claims made against Company by any third party alleging damages as a result of Company's negligence or failure to perform under this Agreement.

Limitation of Liability: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Company and Company's officers, directors, shareholders, employees, and agents, and any of them, to the Customer and anyone claiming by, through, or under Customer for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Equipment, Services, or the Agreement from any cause that the Company should be found liable, shall be limited to the lesser of the value of the Service Fees paid or \$250; therefore, Customer agrees to accept the lesser of the value of the Service Fees or \$250 as liquidated damages in complete satisfaction, discharge and release of Company's liability.

General Terms: 1. Company shall not be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond Company's reasonable control (including any mechanical, electronic, or communications failure).

2. This Agreement shall be governed and construed in accordance with the laws, other than its law dealing with conflicts of law of the United States and the State of Minnesota and Customer consents any dispute with respect to this Agreement between Customer and Company, including a dispute as to the validity or existence of this Agreement and/or this clause, shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Venue for any such arbitration shall be Minnesota.

3. Company reserves the right to make changes to this agreement at any time with written notice to Customer.

4. The section titles in this agreement are for convenience only and have no legal or contractual effect.

5. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall never the less remain in full force and effect.

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/25/2020	3262

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372



Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	CH & WTP Cameras	7/25/2020	50% Down

Quantity	Description	Price Each	Total
3	Travel Assessment	65.00	195.00
2	Camera, Dome, IP, 4MP, Wide Angle 2.8mm Lens, IR 100ft, Includes Installation, Programming, and Cabling up to 200ft. LOCATION(S): -City Hall Front Counter Camera -City Hall Lobby/Hallway Camera	620.275	1,240.55
3	Camera, Bullet, 4MP, 2.8-12mm Lens, 100ft IR, Includes Programming, Installation, Rigid Conduit up to 50ft and Cabling up to 200ft LOCATION(S): -Water Treatment Gate/Side Door Camera -Water Treatment Water Tower Camera -Water Treatment Overhead Doors Camera	1,144.71	3,434.13
Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.		Sales Tax (7.125%)	\$0.00
		Total	\$4,869.68

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature: _____ Date: _____

Legacy Security Technology, Inc. Customer Sales Agreement

This agreement is made on this 25th day of June, 2020, by and between Legacy Security Technology, Inc. a Minnesota Corporation located at 4356 4th St NE, Columbia Heights, MN 55421 hereinafter referred to as "Company," and City of Isanti located at 110 1st Avenue NW, Isanti, MN 55040 hereinafter referred to as "Customer." WHEREAS, Company sells Security System Products (the "Equipment") and installation, and repair services associated with Equipment (the "Services"); and WHEREAS, Customer agrees to purchase Equipment and Services from Company

Sale and Installation Charges: Customer agrees to pay Company the sum of \$ 4869.68, plus tax, if applicable, for the sale and installation of the Equipment and Services.

Fees: The fee to be paid by Customer to Company for Equipment and Services shall be those specified by Company's Price List in effect at the time such Equipment or Services are provided unless otherwise specified. Customer acknowledges having received the current price list. Customer agrees that failure to make the payments herein shall automatically terminate Company's obligation to provide its Equipment and Services to Customer. Any fees shall not be refundable if this Agreement is terminated by actions of Customer. Customer shall be responsible for all expenses incurred by Company including reasonable attorney's fees, incurred by Company in connection with excessive alarm transmissions, false alarm fees, or collection of any past due amounts owed to Company by Customer.

Payment Terms: Customer agrees to pay all applicable charges, fees and taxes associated with Equipment and Services provided to Customer by Company ("Service Fees"). The timing of the assessment of Service Fees will be determined in the sole discretion of Company. If Company has agreed to charge Customer's credit card or debit card for the Service Fees (as opposed to billing the Customer for payment in cash, by check or money order), Customer authorizes Company to charge Customer's credit card and debit card for all such Service Fees. As applicable, Customer agrees to provide to Company updated credit card and debit card information on a timely basis prior to the expiration or termination of the credit card or debit card on file with Company or in the event that Customer's credit card limit or debit card balance is or will be insufficient to cover payment. If any payment is not timely received, or if Company is unable to charge Customer's credit card or debit card due to invalid credit card or debit card information or due to insufficient credit or funds, an administrative charge of \$29 may be assessed and the Service may be disconnected. If the Service is disconnected, Customer may be required to pay a reconnect fee of \$35 in addition to all past due charges before the Service is reconnected. Payments are expected to be paid in full when due. Company does not extend credit to Customers and the administrative charge is not intended as interest, a credit service charge or a finance charge. No acceptance of partial payment shall constitute a waiver of Company's right to collect the full balance owing. Customer authorizes Company to make inquiries and to receive information about Customer's credit experience from others, to enter this information in Customer's file, and disclose such information concerning Customer to appropriate third parties for reasonable business purposes.

Warranty: Company warrants to the original purchaser of Equipment that for twelve (12) months after the date the Equipment is delivered (the "Warranty Period"), the Equipment will be free from material defects in materials and workmanship. The foregoing warranty is subject to the proper installation, operation and maintenance of the Equipment in accordance with installation instructions and the operating manual supplied to Customer. Warranty claims must be made by Customer in writing within sixty (60) days of the manifestation of a problem. Company's sole obligation under the foregoing warranty is, at Company's option, to repair, replace or correct any such defect that was present at the time of delivery, or to remove the Equipment and to refund the purchase price to Customer. Excluded from the warranty are problems due to accidents, misuse, misapplication, storage damage, negligence, or modification to the Equipment or its components. Company does not authorize any person or party to assume or create for it any other obligation or liability in connection with the Equipment except as set forth herein.

Operation of the Equipment: Customer shall be responsible for operation of Equipment. Customer shall operate the Equipment in compliance with the operations manual for Equipment. Customer shall comply with all applicable rules, laws, and regulations in connection with operation of Equipment. Customer shall test the Equipment and communications service, at least monthly, and following changes.

Limitations of Equipment: Customer understands that Equipment installed will not function if cellular service, telephone lines or broadband internet connection are inoperative or non-functioning. Customer further understands that it is Customer's sole obligation to insure that the cellular service, telephone line and broadband internet connection are operative and in working order.

Insurance: IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER AND THAT INSURANCE IF ANY, COVERING PERSONAL INJURY AND PROPERTY LOSS OR DAMAGE ON ANY CUSTOMER'S PREMISES SHALL BE OBTAINED BY CUSTOMER; THAT COMPANY IS BEING PAID TO DESIGN, SERVICE, OR INSTALL A SYSTEM DESIGNED TO REDUCE CERTAIN RISKS OF LOSS AND THAT THE AMOUNTS BEING CHARGED BY THE COMPANY ARE NOT SUFFICIENT TO GUARANTEE THAT NO LOSS WILL OCCUR; THAT COMPANY IS NOT ASSUMING RESPONSIBILITY FOR ANY LOSSES WHICH MAY OCCUR EVEN IF DUE TO COMPANY'S NEGLIGENCE, PERFORMANCE OR FAILURE TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT.

Indemnification: Customer agrees to indemnify and hold Company, officers, directors, shareholders, agents, employees, and agents harmless at all times from and after the date of this Agreement against and in respect of all damages, losses, costs and expenses including reasonable attorney's fees, which Company, its officers directors, shareholders, employees, and/or agents may suffer or incur in connection with: (a) Customer's failure to perform under this Agreement or to make any payment when due; or (b) Claims made against Company by any third party alleging damages as a result of Company's negligence or failure to perform under this Agreement.

Limitation of Liability: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Company and Company's officers, directors, shareholders, employees, and agents, and any of them, to the Customer and anyone claiming by, through, or under Customer for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Equipment, Services, or the Agreement from any cause that the Company should be found liable, shall be limited to the lesser of the value of the Service Fees paid or \$250; therefore, Customer agrees to accept the lesser of the value of the Service Fees or \$250 as liquidated damages in complete satisfaction, discharge and release of Company's liability.

General Terms: 1. Company shall not be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond Company's reasonable control (including any mechanical, electronic, or communications failure).

2. This Agreement shall be governed and construed in accordance with the laws, other than its law dealing with conflicts of law of the United States and the State of Minnesota and Customer consents any dispute with respect to this Agreement between Customer and Company, including a dispute as to the validity or existence of this Agreement and/or this clause, shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Venue for any such arbitration shall be Minnesota.

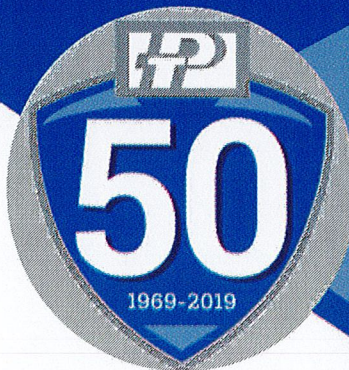
3. Company reserves the right to make changes to this agreement at any time with written notice to Customer.

4. The section titles in this agreement are for convenience only and have no legal or contractual effect.

5. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall never the less remain in full force and effect.



PROTECTING OUR CLIENTS WITH TECHNOLOGY



City of Isanti Camera Proposal

TRUSTED SECURITY SOLUTIONS

100% Employee Owned

PREPARED FOR**City of Isanti**

Travis Muyres

Chief

401 1st Ave North

P.O. Box 428

Isanti, MN 55040

Phone:**Email:****PREPARED BY****Pro-Tec Design, Inc.**

Jim Olson

Fields Sales Representative

5929 Baker Road

Suite 400

Minnetonka, MN 55345

United States

Phone: (763) 231-8605**Email:** jolson@pro-tecdesign.com

PO NUMBER	PAYMENT TERMS
PTDQ26178	Net 30 days

VALUE PROPOSITION

The following proposal outlines the necessary items to install a Axis camera system at the Water Tower, Police Station, & City Hall. These sites will all be linked together via a wireless Fluidmesh antenna system.

A centralized, on-site 16 channel Axis recording server will be installed at City Hall. The camera design PTD is proposing will use 7 channels leaving 9 channels available for future expansion. The recording server will be programmed for 45 day retention.

Line	Qty	Description	Unit Price	Extended Price
1		POLICE STATION CAMERA SYSTEM		\$5,266.68
2	1	FIXED DOME IP CAMERA, 8 MP, 360 IR, 4 VARIFOCAL LENSES, WDR, LIGHTFINDER ZIPSTREAM	\$1,200.61	\$1,200.61
3	1	ULTRA-COMPACT, INDOOR FIXED 152 DEGREE WIDE-ANGLE 4MP MINIDOME WITH ZIPSTREAM	\$328.41	\$328.41
4	1	RECESSED MOUNT	\$61.41	\$61.41
5	1	T-BAR SPANNER KIT - 24"	\$7.56	\$7.56
6		SURFACE MOUNT - INCLUDED WITH CAMERA		
7	1	SURFACE MOUNT BOX, 1-PORT, IVORY, QUICKPORT LEVITON	\$3.18	\$3.18
8	1	CAT6 QUICKPORT CONNECTOR JACK IVORY, LEVITON	\$13.62	\$13.62
9	2	CAT6 PATCH CABLE 3FT YELLOW SLIM BOOT	\$1.89	\$3.78
10	1	CABLE, CAT 6, 23AWG 4PR PLENUM CMP 550MHZ YELLOW JACKET, PER FOOT	\$0.38	\$0.38
11	1	FIXED DOME WITH SUPPORT FOR FORENSIC WDR, LIGHTFINDER 2.0 AND OPTIMIZEDIR ILLUMINATION.	\$515.31	\$515.31
12	2	IP CAMERA, FIXED DOME, 180 PANORAMIC COVERAGE, UP TO 30 FPS IN 8.3MP RESOLUTION, LIGHTFINDER, FORENSIC WDR, ZIPSTREAM, WHITE	\$1,200.61	\$2,401.22
13	2	SHIELDED OUTDOOR NETWORK CABLE WITH RUBBER GASKET, MALE RJ45 CONNECTORS, 5M	\$11.06	\$22.12
14	1	16 PORT GBE POE SMART MANAGED SWITCH, 2 GB SFP PORTS, 8 POE/8POE+ PORTS	\$709.08	\$709.08
15		WATER TOWER CAMERA SYSTEM		\$2,823.19
16	1	FIXED DOME IP CAMERA, 8 MP, 360 IR, 4 VARIFOCAL LENSES, WDR, LIGHTFINDER ZIPSTREAM	\$1,200.61	\$1,200.61
17	1	WALL MOUNT, ALUMINUM, WHITE, 1.5" MALE NPT	\$74.76	\$74.76
18	1	PENDANT KIT FOR AXIS P3717-PLE	\$79.21	\$79.21

19	1	SHIELDED OUTDOOR NETWORK CABLE WITH RUBBER GASKET, MALE RJ45 CONNECTORS, 5M	\$11.06	\$11.06
20	1	MGD HARDENED POE+ SWCH 4 10/100/1000BT	\$1,031.80	\$1,031.80
21	1	POWER SUPPLY, 48VDC @2.5AMPS UNVSLAC, DION RAIL, NRW	\$274.23	\$274.23
22	1	ENCLOSURE ALLOWANCE	\$151.52	\$151.52
23		CITY HALL CAMERA SYSTEM		\$4,605.61
24	2	FIXED DOME WITH SUPPORT FOR FORENSIC WDR, LIGHTFINDER 2.0 AND OPTIMIZEDIR ILLUMINATION.	\$515.31	\$1,030.62
25	2	RECESSED MOUNT	\$70.31	\$140.62
26	2	T-BAR SPANNER KIT - 24"	\$7.56	\$15.12
27		SURFACE MOUNT - INCLUDED WITH CAMERA		
28	2	SURFACE MOUNT BOX, 1-PORT, IVORY, QUICKPORT LEVITON	\$3.18	\$6.36
29	2	CAT6 QUICKPORT CONNECTOR JACK IVORY, LEVITON	\$13.62	\$27.24
30	2	CAT6 PATCH CABLE 3FT YELLOW SLIM BOOT	\$1.89	\$3.78
31	2	CABLE, CAT 6, 23AWG 4PR PLENUM CMP 550MHZ YELLOW JACKET, PER FOOT	\$0.38	\$0.76
32	1	CAMERA STATION S2216, 16-CHANNEL COMPACT RACKMOUNT CLIENT/SERVER, INTEGRATED MANAGED POE SWITCH, 8 TB STORAGE	\$3,381.11	\$3,381.11
33		FLUIDMESH WIRELESS ANTENNA SYSTEM		\$4,688.64
34	4	FLUIDCARE PLAN FOR VLO RADIOS ANUAL RENEWAL REQUIRED. PROVIDES ACCESS TO FLUID MESH SUPPORT TEAM, FLUIDMESH ONLINE PORTAL, RACER, AND FIRMWARE UPGRADES	\$79.20	\$316.80
35	4	MOUNTING BRACKET POLE WASLL FOR POINT TO VOLO RADIO	\$49.50	\$198.00
36	4	ENABLE UNLIMITED ETHERNET THROUGHPUT (100 MBIT/SEC) IN FM1200V DEVICES. FOR PTP ONLY	\$296.01	\$1,184.04
37	4	FLUIDMESH 1200 VOLO, SINGLE MIMO RADIO DEVICE, 1 MBIT/S ETHERNET THROUGHPUT, 4.9-5.8 GHZ WITH INTEGRATED PANEL ANTENNAS, (2) ETHERNET PORTS, INCLUDES PASSIVE POE INJECTOR, AC 90-240V POWER SUPPLY	\$554.40	\$2,217.60
38	4	LIMITED WARRANTY EXTENSION TO 5 YEARS AND ENHANCED WARRANTY INCLUDING ADVANCED REPLACEMENT FOR FM1200 VOLO	\$193.05	\$772.20
39		CABLES, MISC HARDWARE, & INSTALLATION		\$14,214.36
40	1,000	CAT 6 CABLE, OUTDOOR RATED WATER PROOF	\$0.38	\$380.00
41	1,000	CABLE, CAT6 PLENUM 23AWG 4PR 550MHz, YELLOW JACKET, PER FOOT	\$0.41	\$410.00
42	1	ARTIC BOOM 45' HEIGHT	\$1,401.52	\$1,401.52
43				
44	1	MISC	\$2,486.84	\$2,486.84
45		IMPLEMENTATION SERVICES		
46	10	ENG DESIGN SERVICES	\$88.00	\$880.00
47	12	PROJECT MANAGMENT - SCHEDULE, MOBILIZE, AND QC	\$88.00	\$1,056.00
48	80	STATE CONTRACT- INSTALLATION AND PROGRAMMING	\$95.00	\$7,600.00
49		SubTotal		\$14,214.36
50		Running SubTotal		\$31,598.48

Sales Tax	
Grand Total	\$31,598.48

STATEMENT OF WORK

PTD to install one exterior camera at the Water Tower.

PTD to install four cameras at the Police Station. Two of these cameras will be interior and two will be exterior.

PTD to install two interior cameras in City Hall Lobby.

PTD to install Fluid Mesh Wireless Antenna system at each location to link the system together.

PTD to install the Axis camera server at City Hall.

PTD assumes line of sight between locations is achievable at a height reachable from ground via bucket truck or lift. If point to point needs to be high on the tower, a change order will need to be issued.

Cable distances are based on estimates since PTD was not provided prints or drawings of the locations. If additional cables are needed, a change order will need to be issued.

This proposal does not include a workstation for the system.

Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.

ITEMS NOT INCLUDED

NETWORK- Owner to provide all network connectivity including switches with PoE and IP addresses. (None currently required for this project.)

POWER- 110VAC is to be provided by owner. (None currently required for this project.)

SUPPORT- Owner to provide any technical assistance need during project. This includes IT staff providing access to workstations and servers, and personnel to determine best cable-run routes.

PROGRAMMING- Owner to program all system information including, but not limited to, cardholder name, access privileges, and other system information not entered by Pro-Tec.

NEC/NFPA- Project will follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.

Line of sight between locations is achievable at a height reachable from ground via bucket truck. If point to point needs to be high on the tower, a change order will need to be issued.

Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.

Cable distances are based on estimates since PTD was not provided prints or drawings of the locations. If additional cables are needed, a change order will need to be issued.

This proposal does not include a workstation for the system.

Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.

GENERAL NOTES

1. Pricing is based on the work scope and drawings developed by Pro-Tec Design.
2. 110 VAC is PROVIDED by others unless otherwise specified.
3. All patching and painting to be done by others unless otherwise specified.
4. Pricing assumes any existing equipment to be re-used is in good operational order. Additional time and material to repair existing equipment is outside this scope of work.
5. Pricing assumes any existing equipment to be re-used is fully compatible with new equipment in this work scope. Alterations to make existing equipment fully compliant with new equipment is outside this scope of work.

PROPOSAL ACCEPTANCE

City of Isanti

Travis Muyres
401 1st Ave North
P.O. Box 428
Isanti, MN 55040

City of Isanti Camera Proposal

PTDQ26178
Total \$31,598.48

City of Isanti

Printed Name and Title: _____

Signature: _____ **Date:** _____

PO# / Reference #: _____

Pro-Tec Design, Inc.

Printed Name and Title: _____

Signature: _____ **Date:** _____

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Thank you,

Jim Olson
Fields Sales Representative
5929 Baker Rd. Suite 400
Minnetonka, MN 55345
Direct (763)-231-8605
Fax (763) 233-6855
Cell (612)-516-4372
Email jolson@pro-tecdesign.com

Pro-Tec Design, Inc.

Standard Terms & Conditions

FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate.
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due Pro-Tec Design have been paid in full. We reserve the right to retake possession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow payment schedule(s) above or if Pro-Tec Design anticipates Customer may be unable to perform hereunder, Pro-Tec Design may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuit is filed or otherwise, or if the services of an attorney are required to protect Pro-Tec Design's interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to Pro-Tec Design and accepted by Pro-Tec Design in writing, it being understood any change may increase prices. Customer shall be liable for an reimburse Pro-Tec Design for any and all work in process at the time of Pro-Tec Design's receipt of notice of changes.

SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors involved in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general style, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND PRO-TEC DESIGN'S STATED SPECIFICATIONS. PRO-TEC SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY FOR MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at Pro-Tec Design's option, refund of the applicable quote. IN NO EVENT SHALL PRO-TEC DESIGN BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMIC DAMAGES OR LOSS. LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY.

CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.

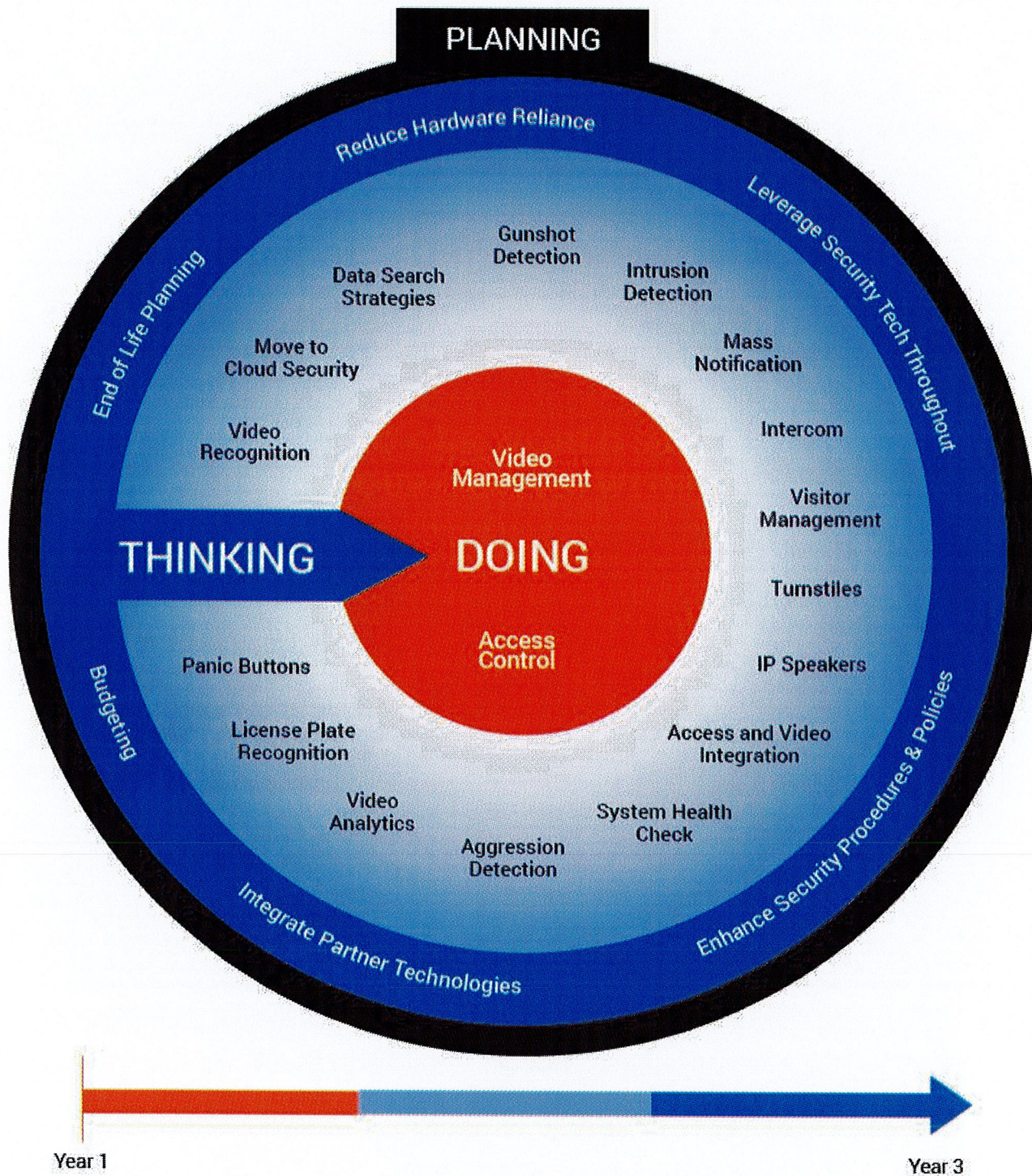
18. Pro-Tec Design will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to Pro-Tec Design, Inc. Accounts that are not current shall not receive warranty work until said accounts are made current. Pro-Tec Design will respond during normal business hours Monday through Friday. Weekends, Holidays and after hours warranty support will be billable to standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misuses, Negligence, Over or Under Voltage, or "Acts of God: such as lightning or other weather related incidents. Warranty only covers the repair or replacement of any parts supplied by Pro-Tec and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by Pro-Tec or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by Pro-Tec at a time and materials basis.

19. Pro-Tec Design is not an insurer of Customer's risks and exposures, Pro-Tec shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," of another cause beyond Pro-Tec Design's control. Pro-Tec Design shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. Pro-Tec Design's total liability is limited to the contract price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and Pro-Tec Design shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind Pro-Tec Design or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon Pro-Tec Design's written agreement.
21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conducted hereunder shall be venued in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.
22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by Pro-Tec Design and will not be disclosed to any party other than those intended by Pro-Tec Design. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.
23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without Pro-Tec Design's written consent.
24. This proposal and any documents associated with it supersede any prior verbal or written information provided.

**MAKING OUR WORLD SAFER BY
PROTECTING OUR CLIENTS WITH TECHNOLOGY**



Pro-Tec Design
5929 Baker Road, Suite 400
Minnetonka, MN 55345

RESOLUTION 2020-XXX

**OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO
KRISTA MILNE**

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Krista Milne was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Krista Milne for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Krista Milne shall start at Step 4 of the Wage Scale at \$13.29 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

**OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO
COURTNEY WELFRING**

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Courtney Welfring was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Courtney Welfring for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Courtney Welfring shall start at Step 1 of the Wage Scale at \$11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

L.12.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO HAILEE ELMER-NELSON

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Hailee Elmer-Nelson was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Hailee Elmer-Nelson for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Hailee Elmer- Nelson shall start at Step 1 of the Wage Scale at \$11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

**CITY OF ISANTI
PARKS, RECREATION AND CULTURE BOARD MEETING MINUTES
June 23, 2020**

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager; Matt Sylvester- Public Services Director

Agenda/Modifications: Witte asked about River Bluff Preserve item and Garvey added that they will review this within the department updates. None added, motion by Witte, second by Gordon to approve the agenda for June 23, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from February 25, 2020. Motion passed 4-0.


3. Park Visits: Garvey reviewed that in 2018, the PRC Board determined that instead of doing a whole group tour during a meeting, it would be more effective for members to each visit a couple of parks ahead of the meeting to provide a more detailed review of the parks. The 2019 Park Assignments were: Aaron Zdon – Academy Park and Whisper Ridge; James Witte – Rum River Meadows, River Bluff Preserve and Isanti Hills Neighborhood Park; Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park; and Jeff Johnson – Mattson Park, Legacy Park and VFW Park. Zdon said that he agreed this was a more efficient way to review the parks as the tour took a much longer time. Witte agreed this was a good way to review the parks. Gordon will take Bluebird, Unity and Riverside Parks and Thum will take Mattson, Legacy and VFW parks. The board members have the park ambassador check list and will bring these back to the July meeting.

4. Department Updates: Garvey reviewed the department updates. Staff cancelled the March Curious Creatures program and movie night, due to COVID-19 health pandemic that is occurring around the country and state. For June 9 we had Water Mania and for July 7 our theme is Cowboys and Cowgirls which was to coincide with the Rodeo. Council decided to move the Fireworks from Thursday July 9 to Saturday July 11 due to the cancellation of the Rodeo and Jubilee Days. The COW discussed the path/walkway that the PRC board had addressed extending or re-routing at the March 17, 2020 meeting and has decided to not pursue this, as the park layout and amenities within the park could change. Staff is continuing to plan for the Pop bottle rocket class, and free tennis lessons that will be in July. Currently we have 5 registered for the youth classes. Kids day is set for Friday July 10 at Bluebird park, with an inflatable water slide, kids dance and the Police and Fire chiefs will give brief safety talks. The medallion hunt will start with clues being released on Monday July 6. Council first postponed the June street dance until September, but decided to add a new band to the June 20 date, Bad Jack with the quick changes that were adjusted from the guidelines that have been in place. The other Street Dance Bands are Sept 12: The Farmer's Daughters, July 18: Brother Ferris and August 8: Brat Pack Radio. The Farmer's market opened May 29 and will run through September 25, we will not have a market on July 3 with the holiday. Its open Friday's from 2-6pm. This year we have 18 vendors and each week brings a different variety to choose from. The layout is a bit different this year with having to provide social distancing within the market. The community garden opened on Thursday May 7 and all plots have been reserved, 75 in total; 67 ground plots, 7 raised beds and one elevated bed. Staff is in the process of planting sunflowers in the pollinator area and creating a walkway/maze through it. The northeast corner continues to remain open for future plots. The council has been discussing the upcoming budget and CIP. Within the CIP are items related to the future of parks. In particular, Whisper Ridge, VFW and Isanti Hills Neighborhood Park. These parks have been discussed in the past, almost annually, when we review the park tour items. As of now, the Council has not funded any future replacements for these parks. This is being presented for information for the Park Board to be aware of and to review at future meetings the ideas that the Park Board would have for new items. Sylvester added that within these parks are playground equipment that we can no longer get replacement parts for. Zdon added that he agreed we struggle with replacing parts and that he recalled this being an issue with these parks in the past. Witte asked if River Bluff Preserve had been addressed yet, as he had been in touch with staff with tree's that had fallen. Matt Sylvester reviewed that the PW crew was able to clean up some trees at the dock within River

Bluff preserve, after clarifying from the Mn DNR that this was possible. Tree's had fallen and were interfering with fishing. The river level is quite low right now.

Mayor Johnson had some questions or clarifications to the CIP/budget item that was discussed. Johnson added that the council has been discussing the CIP/budget items and that he wanted to make sure that the PRC board knew that the council is looking at these three parks (Whisper Ridge, VFW and Isanti Hills Neighborhood(IHN)). Council is reviewing moving funds from the equipment replacement to funding a bigger project for Bluebird and to have this park as the main park within Isanti. Thum added that he didn't want to see VFW park go away as kids are using it now and there are lots of kids in that area. Johnson added council was not looking at eliminating any park but that they are asking the board to look into new ideas and wanted to make sure this board was in the loop with this plan or budgeting area. Sylvester reiterated that these parks have the equipment that staff can no longer get replacement parts for and the board is being asked to look into new ideas for replacement, such as open space or other amenities. Zdon didn't want to see any parks eliminated within the city and asked if it was within the plan to have one in every neighborhood. Johnson added that it wasn't an ordinance and that council wasn't looking to eliminate a park and that within our city we have 14 parks. Mayor Johnson added the discussions at council have been to see if the VFW would want to take back or take on VFW park and an idea to have them take down the surrounding fence around that park. Mayor Johnson asked Councilmember Gordon if he had anything to add. Gordon added that he didn't agree with having the one main park idea and adding an amphitheater or other amenities to the park and the funding getting shifted to that, he would like to see more of a cost savings to the citizens. Witte added that he has used IHN park, and didn't want to see any park get eliminated. The idea is for the PRC board to review items that could be added instead of replacing the playground equipment. Zdon brought up a natural park in Waseca that he had visited. The mayor added that he wanted to make sure the PRC board had a voice and council will review this and provide direction to the board and staff for future meetings to discuss this more. Zdon reviewed that the council and staff will provide more information at a future meeting for the PRC board to review.

Adjournment: Motion by Witte, second by Thum to adjourn the June 23, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:32 p.m.



Respectfully Submitted

Jenny Garvey

Parks, Recreation and Culture Manager