

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 17, 2021 – 7:00 P.M.
CITY HALL

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

F. Proclamations/Commendations/Certificate Awards

1. International Overdose Awareness Day Proclamation
2. Swearing in of New Police Officers

G. Approve City Council Minutes

1. August 4, 2021- Regular Meeting of the City Council
2. June 1, 2021 Economic Development Authority Meeting Minutes

H. Announcements

- | | |
|--|---|
| 1. Park, Recreation, & Culture Board Meeting | Tuesday, August 24, 2021 at 6:00 p.m. |
| 2. CITY OFFICES CLOSED | Monday, September 6, 2021
<i>(In Observance of Labor Day)</i> |
| 3. City Council Meeting | Tuesday, September 7, 2021 at 7:00 p.m. |
| 4. Economic Development Authority Meeting | Tuesday, September 7, 2021
<i>(Following the City Council Meeting)</i> |

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Approve Consent Agenda

1. Consider Payroll in the Amount of \$126,913.19 Accounts Payable in the Amount of \$286,619.58
2. Third Amendment to the Development Subsidy Agreement for BP Metals
3. First Amendment to the Development Subsidy Agreement for LTL LED LLC
4. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Carrie Prather
5. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Jackson Steffens
6. Resolution 2021-XXX Accepting Proposal for Audit Services
7. Resolution 2021-XXX Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

M. Other Communications

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

N. Closed Session

1. Closed Session for Discussions of Appraisal of Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
3. Closed Session for Discussions to Sell Real Property PID 16.047.0120, 102 Dahlin Ave NE, Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Adjournment

INTERNATIONAL OVERDOSE AWARENESS DAY PROCLAMATION

August 31, 2021

WHEREAS, International Overdose Awareness Day is recognized globally on August 31 to raise awareness about the risks of overdosing, honor the individuals whose lives have been lost from overdosing, and acknowledge the grief felt by families, friends, and other communities; and,

WHEREAS, Overdose Awareness Day aims to publicly challenge the stigma associated with substance use disorders and overdosing; and,

WHEREAS, per the Minnesota Department of Health, in 2019, 761 Minnesotans died from a drug overdose, and of those, 428 were opioid-involved deaths; and,

WHEREAS, every human deserves our best efforts to prevent injury and death from overdose, and it is imperative to support overdose prevention policies and projects and to help the wider community understand that drug overdose is a social issue, which impacts the victim, families, friends and communities;

NOW, THEREFORE, I, JEFF JOHNSON, MAYOR OF THE CITY OF ISANTI, do hereby proclaim August 31, 2021 as **OVERDOSE AWARENESS DAY** in the City of Isanti, and I call this observance to the attention of all our citizens.

Mayor Jeff Johnson

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 4, 2021 – 7:00 P.M.
CITY HALL**

Mayor Johnson called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Parks, Recreation and Events Coordinator Alyssa Olson and Chief of Police Travis Muyres

Others Present: North 65 Chamber of Commerce Executive Director Melissa Bettendorf

D. Public Comment

None

E. Adopt Agenda

Addendum:

ADD F.1. Mayors Proclamation- Grace McCallum Day

REMOVE K.3. Resolution 2021-XXX Denying an Alternative Letter of Credit Payment for Fairway Greens North Phase I

ADD K.3. Resolution 2021-171 Approving a Special Event Request for the Grace McCallum Welcome Home Event

ADD L.7. Resolution 2021-177 Accepting Parks, Recreation and Culture Board Member James Witte's Resignation

ADD L.8. Resolution 2021-178 Accepting Resignation for Liquor Store Clerk Krista Milne

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above.
Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. Mayor's Proclamation- Grace McCallum Day
- Mayor Johnson read the proclamation.

G. Approve City Council Minutes

1. July 20, 2021 - Regular Meeting of the City Council
2. July 20, 2021 - Committee of the Whole Meeting
3. July 20, 2021 - Budget Work Session

4. June 15, 2021 - Planning Commission Meeting
5. June 22, 2021 – Parks, Recreation and Culture Board Meeting

Motion by Gordon, seconded by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

- | | |
|--------------------------------|---|
| 1. Committee of the Whole | Tuesday, August 17, 2021 at 5:00 p.m. |
| 2. City Council Meeting | Tuesday, August 17, 2021 at 7:00 p.m. |
| 3. Budget Work Session | Tuesday, August 17, 2021
<i>(Immediately following the City Council Meeting)</i> |
| 4. Planning Commission Meeting | Tuesday, August 17, 2021
<i>(Immediately following the Budget Work Session)</i> |

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

Community Development Director Sheila Sellman

1. **Resolution 2021-166** Approving the Site Plan Review for Wolf River Electric Co.
Community Development Director Sheila Sellman shared Wolf River Electric is seeking site plan review for their office/ warehouse that will be located at 687 E Dual Blvd NE. The property was an EDA property that was sold to Wolf River Electric. There was no comment from the public regarding the site plan and Staff as well as Planning Commission have recommended approval.

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

2. Consideration of a Conditional Use Permit, Variances and Site Plan for Isanti Self-Storage
 - a. **Resolution 2021-167** Approving the Conditional Use Permit Application for a Self-Storage Facility at 515 1st Ave NW
Community Development Director Sheila Sellman shared that the Conditional Use Permit is to approve the storage unit at the location. Currently, they are a legal non-conforming use because they do not have a CUP. Planning Commission recommends approval of the self-storage.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.
 - b. **Resolution 2021-168** Approving a Variance to Impervious Surface Coverage at Isanti Self-Storage at 515 1st Ave NW PID 16.058.0051
Community Development Director Sheila Sellman shared this is to approve a variance to impervious surface coverage for the self-storage. Gravel and blacktop was added by the previous owner and Isanti Self-Storage purchased the property that way. The only way to get

them into compliance is to grant the variance or have them tear out approximately half of the blacktop. Planning Commission recommends approval of the variance.

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

- c. **Resolution 2021-169** Denying Variance Request to Rear Yard Setback Requirements for Additional Storage Units at 515 1st Ave NW
Community Development Director Sheila Sellman shared this is a variance request for rear yard setback. Staff recommends denial and Planning Commission also recommends denial minus 1 vote. Isanti Self-Storage is looking to do an approximate 10-foot setback to the rear yard which abuts the Fire District and Rodeo Association's land. A public hearing was held and where a couple members of the public spoke. One from the Fire District and the other was from ATS in opposition of the variance. They do not meet any of the criteria for granting the variance.

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

- d. **Resolution 2021-170** Denying the Site Plans for Additional Self-Storage Units at Isanti Self-Storage Located at 515 1st Ave NW
Community Development Director shared this is for additional self-storage units at Isanti Self-Storage. Isanti Self-Storage does not meet the requirements to allow the additional self-storage units nor do they meet the requirements of the site plan approval. As the variance was just denied therefore, the site plan cannot be approved. Staff recommends denial and Planning Commission recommends denial.

Motion by Lundeen, seconded by Bergley to approve resolution as presented and deny the site plan for additional self-storage units at Isanti Self-Storage. Motion passed 3-1 with Gordon voting nay. Motion carried.

3. **Resolution 2021-171** Approving a Special Event Request for the Grace McCallum Welcome Home Event
Parks, Recreation and Events Coordinator Alyssa Olson shared that this is a Special Event Permit request for the Grace McCallum Welcome Home Event. The event will be added to the street dance on Saturday with a presentation. The North 65 Chamber of Commerce in partnership with the City and community members will be putting on a celebration on stage during the first break of the bands performance that will include some of McCallum's past coaches and Mayor Johnson giving the Proclamation to Grace.

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

L. Approve Consent Agenda

1. Payroll in the Amount of \$128,596.38 and Accounts Payable in the Amount of \$214,789.29
2. **Resolution 2021-172** Accepting Resignation for Liquor Store Clerk Meghan Glassel
3. **Resolution 2021-173** Stating the City of Isanti's Approval of the County of Isanti to Classify and Sell Parcel for Public Auction or Private Auction to Adjacent Landowners

4. **Resolution 2021-174** Approving a Mutual Aid Agreement Between the City of Isanti and Cambridge-Isanti School District
5. **Resolution 2021-175** Approving the Hire of Part-Time Liquor Store Clerk II Nicole Bothman
6. **Resolution 2021-176** Approving the Hire of Part-Time Police Secretary Maria Glad
7. **Resolution 2021-177** Accepting Parks, Recreation and Culture Board Member James Witte's Resignation
8. **Resolution 2021-178** Accepting Resignation for Liquor Store Clerk Krista Milne

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

M. Other Communications

1. Draft Minutes for the July 27, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

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

Meeting adjourned at 7:13 p.m.

Respectfully Submitted,



Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
June 1, 2021

1. **Call to Order:** Mayor Johnson called the meeting to order at 9:19pm
 - a. **Pledge of Allegiance**
 - b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Dan Collison, Jimmy Gordon, Paul Bergley, Luke Merrill, and Justin Nielson. Staff present: Community Development Director Sheila Sellman.
 - c. **Agenda Modifications:** None
 - d. **Adopt Agenda:** Motion by Lundeen, second by Merrill, motion passed 7-0 to approve the agenda.
2. **Approve Minutes of the May 4, 2021 meeting and the May 18, 2021 Special Meeting:** Motion by Merrill, second by Lundeen to approve, motion passed 7-0.
3. Business Items
 - A. **Purchase Agreement with Coyote Creek Industries, LLC for the sale of EDA owned land legally described as Lot 1, Block 1, Isanti Centennial Complex 7th Rearrangement**
 - B. **Purchase agreement with Wolf River Industries, LLC for the sale of EDA owned land legally described as Lot 2, Block 1, Isanti Centennial Complex 7th Rearrangement**

Business items A and B were discussed together. The EDA has a purchase agreement to sell both of these properties to Wolf River Electric. They are financing their project with SBA loans and are required to put the land into different entities. The name change requires new purchase agreements, the terms of the agreements have not changed. Motion by Lundeen and second by Merrill to approve both development agreements. Motion passed 6-0, with Nielson abstaining.

4. Other Business / Updates / Communications

5. **Adjournment :** Motion by Bergley, second by Collison, motion passed to adjourn at 9:23pm.

Respectfully submitted Sheila Sellman, Community Development Director/Secretary

City of Isanti

Gross Payroll	109,852.21
Social Security & Medicare	6,098.90
Public Employees Retirement	10,962.08
Total City Expense	<u>126,913.19</u>

Pay Date 8/6/2021

Pay Period 16 (7/18-7/31/21)

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 8/4/2021 - 8/4/2021

Aug 04, 2021 10:06AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/04/2021	56445	1231	ACE SOLID WASTE INC	101-20200	2,121.48
08/21	08/04/2021	56446	9	BERNICKS PEPSI-COLA	609-20200	1,674.30
08/21	08/04/2021	56447	1108	CITY OF BRAHAM	101-20200	1,561.93
08/21	08/04/2021	56448	1629	CITY OF ISANTI	101-20200	13,144.19
08/21	08/04/2021	56449	918	CRYSTAL SPRINGS ICE	609-20200	546.82
08/21	08/04/2021	56450	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,607.67
08/21	08/04/2021	56451	912	FASTENAL COMPANY	602-20200	164.70
08/21	08/04/2021	56452	385	FEDERATED CO-OPS INC	101-20200	156.12
08/21	08/04/2021	56453	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00
08/21	08/04/2021	56454	2028	FURTHER	861-20200	68.77
08/21	08/04/2021	56455	2830	GDO LAW	101-20200	4,083.33
08/21	08/04/2021	56456	739	HACH COMPANY	601-20200	73.17
08/21	08/04/2021	56457	428	HERMANS BAKERY	101-20200	66.00
08/21	08/04/2021	56458	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	62.90
08/21	08/04/2021	56459	188	ISANTI COUNTY SHERIFF	101-20200	908.26
08/21	08/04/2021	56460	1563	ISANTI ELECTRIC INC	101-20200	804.17
08/21	08/04/2021	56461	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,372.98
08/21	08/04/2021	56462	5	KAWALEK TRUCKING	609-20200	104.00
08/21	08/04/2021	56463	1479	LOFFLER -131511	108-20200	133.93
08/21	08/04/2021	56464	17	MCDONALD DISTRIBUTING CO	609-20200	14,782.95
08/21	08/04/2021	56465	2208	MINNESOTA EQUIPMENT INC	101-20200	85.03
08/21	08/04/2021	56466	2080	MVTL LABORATORIES INC	602-20200	181.94
08/21	08/04/2021	56467	3063	PARADISE HOMES INC	505-20200	8,000.00
08/21	08/04/2021	56468	617	PAUSTIS & SONS	609-20200	1,180.75
08/21	08/04/2021	56469	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,920.06
08/21	08/04/2021	56470	2001	SHRED-N-GO INC	101-20200	423.23
08/21	08/04/2021	56471	1361	STAPLES ADVANTAGE	101-20200	67.94
08/21	08/04/2021	56472	73	STAR	609-20200	82.80
08/21	08/04/2021	56473	1290	THE AMBLE GROUP	101-20200	56.09
08/21	08/04/2021	56474	1503	THE AMERICAN BOTTLING COMPANY	609-20200	151.74
08/21	08/04/2021	56475	686	VERIZON WIRELESS	101-20200	1,343.55
08/21	08/04/2021	56476	42	VIKING COCA-COLA BOTTLING CO	609-20200	369.80
08/21	08/04/2021	56477	4	WATSON CO INC	609-20200	2,511.39
08/21	08/04/2021	56478	1922	WEX BANK	101-20200	4,288.34
08/21	08/04/2021	56479	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
Grand Totals:						95,238.33

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/9/2021 - 8/11/2021Page: 1
Aug 11, 2021 01:42PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/11/2021	56486	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,035.00
08/21	08/11/2021	56487	53	BELLBOY CORPORATION	609-20200	2,870.09
08/21	08/11/2021	56488	9	BERNICKS PEPSI-COLA	609-20200	1,570.16
08/21	08/11/2021	56489	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,446.56
08/21	08/11/2021	56490	1198	CENTER POINT ENERGY	601-20200	383.64
08/21	08/11/2021	56491	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.74
08/21	08/11/2021	56492	918	CRYSTAL SPRINGS ICE	609-20200	383.62
08/21	08/11/2021	56493	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,993.04
08/21	08/11/2021	56494	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.35
08/21	08/11/2021	56495	2028	FURTHER	101-20200	32.20
08/21	08/11/2021	56496	2028	FURTHER	861-20200	6,600.00
08/21	08/11/2021	56497	1009	GAMETIME	101-20200	1,016.04
08/21	08/11/2021	56498	134	GOPHER STATE ONE-CALL INC	601-20200	136.35
08/21	08/11/2021	56499	2761	GRATITUDE FARMS	101-20200	250.00
08/21	08/11/2021	56500	739	HACH COMPANY	601-20200	292.22
08/21	08/11/2021	56501	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	12.22
08/21	08/11/2021	56502	113	ISANTI TIRE & AUTO CARE INC	101-20200	34.00
08/21	08/11/2021	56503	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,743.80
08/21	08/11/2021	56504	5	KAWALEK TRUCKING	609-20200	339.20
08/21	08/11/2021	56505	17	MCDONALD DISTRIBUTING CO	609-20200	17,971.30
08/21	08/11/2021	56506	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
08/21	08/11/2021	56507	2208	MINNESOTA EQUIPMENT INC	101-20200	13.06
08/21	08/11/2021	56508	823	MINNESOTA WISCONSIN PLAYGROUND	101-20200	470.00
08/21	08/11/2021	56509	1180	MLB PRINTING INC	609-20200	85.00
08/21	08/11/2021	56510	1945	MN DEPT OF LABOR & INDUSTRY	601-20200	10.00
08/21	08/11/2021	56511	176	MN DEPT OF REVENUE	101-20200	39,890.00
08/21	08/11/2021	56512	2842	MN PEIP	861-20200	29,070.48
08/21	08/11/2021	56513	2992	NEXTERA COMMUNICATIONS	108-20200	246.52
08/21	08/11/2021	56514	981	NORTHERN DEWATERING INC	601-20200	7,802.31
08/21	08/11/2021	56515	3063	PARADISE HOMES INC	505-20200	8,000.00
08/21	08/11/2021	56516	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,655.93
08/21	08/11/2021	56517	12	POSTMASTER	101-20200	4,682.25
08/21	08/11/2021	56518	2630	RAPP, JORDAN	101-20200	77.94
08/21	08/11/2021	56519	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,785.00
08/21	08/11/2021	56520	2341	RED BULL DISTRIBUTION CO INC	609-20200	568.80
08/21	08/11/2021	56521	2396	SOUTHERN GLAZERS OF MN	609-20200	9,878.27
08/21	08/11/2021	56522	1361	STAPLES ADVANTAGE	609-20200	35.97
08/21	08/11/2021	56523	73	STAR	101-20200	1,432.43
08/21	08/11/2021	56524	2598	T.A. SCHIFSKY & SONS INC	101-20200	213.71
08/21	08/11/2021	56525	919	UPS	601-20200	42.21
08/21	08/11/2021	56526	1820	URBANS HARDWARE INC	101-20200	206.19
08/21	08/11/2021	56527	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/21	08/11/2021	56528	2027	US INTERNET	603-20200	57.80
08/21	08/11/2021	56529	42	VIKING COCA-COLA BOTTLING CO	609-20200	217.25
08/21	08/11/2021	56530	1286	VINOCOPIA INC	609-20200	433.13
08/21	08/11/2021	56531	4	WATSON CO INC	609-20200	2,084.88
Grand Totals:						191,381.25



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 17, 2021
Subject: Third Amendment to Development Subsidy Agreement for BP Metals

Background:

In March 2020, the EDA entered into a Development Subsidy Agreement with BP Metals for development of an EDA Shovel Ready Site. The sale has been completed and the site plan has been approved for a manufacturing facility at 825 East Dual. Now that the site plan has been approved this agreement needs to be amended to match the development. There are minor changes to the escrow language and the remainder of the agreement is in place as originally approved and amended. The EDA approved the amendment at the August 4, 2021 meeting.

Request: Consider approving the amendment

Attachments

- Amendment

CITY OF ISANTI

**THIRD AMENDMENT TO THE
DEVELOPMENT SUBSIDY AGREEMENT FOR
B.P. Metals, LLC**

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and B. P. Metals, LLC, a Minnesota limited liability company (the Developer), and amends the Development and Subsidy Agreement dated March 4, 2020, as amended August 18, 2020.

Recitals

- A. Sections 4, 5, 6 and 7 of the original Agreement set forth terms relating to private improvements and certain financial guarantees.
- B. Due to the recently approved site plan an escrow for development inspections is required rather than the financial guarantee as outlined.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

- 1. The above recitals are incorporated herein as if fully set forth.
- 2. The City accepts the site plan as approved per Resolution 2021-148.
- 3. Sections 4,5,6 and 7 of the Agreement are hereby modified by replacing those paragraphs with the following:

Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of \$5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account balance is reduced to \$1,000 or less, the Developer shall post additional sums of money to replenish the account to a maximum of \$2,000 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than \$1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

- 4. This amendment is effective _____ day of August 2021.
- 5. All other terms of the Development Agreement, as previously amended, not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

Jaden Strand, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of August, 2021, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

Notary Public

B. P. Metals LLC

Blake Pendzimas, Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Blake Pendzimas as Manager of
B. P. Metals, LLC, on behalf of that Minnesota limited liability company.

Notary Public



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 17, 2021
Subject: First Amendment to Development Subsidy Agreement for LTL LED LLC

Background:

In December 2020, the EDA entered into a Development Subsidy Agreement with LTL LED LLC (Wolf River Electric) for development of an EDA Shovel Ready Site. The sale has been completed and the site plan has been approved for an Office Warehouse facility at 687 East Dual. Now that the site plan has been approved this agreement needs to be amended to match the development. There are minor changes to the escrow language and the remainder of the agreement is in place as originally approved and amended. The EDA approved the amendment at the August 4, 2021 meeting.

Request: Consider approving the amendment.

Attachments

- Amendment

CITY OF ISANTI

**FIRST AMENDMENT TO THE
DEVELOPMENT SUBSIDY AGREEMENT FOR
LTL LED LLC**

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and LTL LED LLC, a Minnesota limited liability company (the Developer), and amends the Development and Subsidy Agreement dated December 15, 2020.

Recitals

- A. Sections 4, 5, 6 and 7 of the original Agreement set forth terms relating to private improvements and certain financial guarantees.
- B. Due to the recently approved site plan an escrow for development inspections is required rather than the financial guarantee as outlined.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

- 1. The above recitals are incorporated herein as if fully set forth.
- 2. The City accepts the site plan as approved per Resolution 2021-166
- 3. Sections 4,5,6 and 7 of the Agreement are hereby modified by replacing those paragraphs with the following:

Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of \$5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account balance is reduced to \$1,000 or less, the Developer shall post additional sums of money to replenish the account to a maximum of \$2,000 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than \$1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

- 4. This amendment is effective _____ day of August 2021.
- 5. All other terms of the Development Agreement, as previously amended, not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

Jaden Strand, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of August, 2021, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

Notary Public

LTL LED LLC

Justin Nielson, General Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Justin Nielson General Manager of LTL LED, LLC, on behalf of that Minnesota limited liability company.

Notary Public

RESOLUTION 2021-XXX**APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II
CARRIE PRATHER**

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 II position; and,

WHEREAS, Carrie Prather was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is contingent on successfully passing a background check and a 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. Carrie Prather has been selected for the Part-Time Liquor Store Clerk II position.
2. Carrie Prather shall be eligible to start in the position on or after August 18, 2021.
3. That Carrie Prather shall start at Step 1 of the Wage Scale at \$14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 17th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II
JACKSON STEFFENS**

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 II position; and,

WHEREAS, Jackson Steffens was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is contingent on successfully passing a background check and a 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. Jackson Steffens has been selected for the Part-Time Liquor Store Clerk II position.
2. Jackson Steffens shall be eligible to start in the position on or after August 18, 2021.
3. That Jackson Steffens shall start at Step 1 of the Wage Scale at \$14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 17th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: August 17th 2021
Subject: Resolution 2021-XXX Accepting Proposal for Audit Services

Background:

July 6th 2021, Resolution 2021-158 authorized a request for proposals for financial audit services. 5 proposals were received. All 5 bidders were determined to be qualified. Bid amounts were as follows:

	CLA	Bergan KDV	Redpath	Wipfli	AEM
2022 Audit for Year End 12-31-2021	\$ 30,000	\$ 28,500	\$ 26,000	\$ 39,900	\$ 28,000
2023 Audit for Year End 12-31-2022	\$ 31,500	\$ 29,100	\$ 27,000	\$ 41,500	\$ 28,000
2024 Audit for Year End 12-31-2023	\$ 33,075	\$ 29,700	\$ 28,000	\$ 43,150	\$ 28,000
2025 Audit for Year End 12-31-2024	\$ 34,700	\$ 30,300	\$ 29,000	\$ 44,850	\$ 28,750
2026 Audit for Year End 12-31-2025	\$ 36,450	\$ 30,900	\$ 30,000	\$ 46,500	\$ 29,500
	\$ 165,725	\$ 148,500	\$ 140,000	\$ 215,900	\$ 142,250

Recommendation:

Given how close the 2 lowest bidders were in overall cost and understanding that switching audit firms will have nonmonetary costs associated with the transition, including staff time and reduced efficiency for at least the first year, staff is recommending that Council approve the bid from Abdo Eick & Meyers. Staff does not feel that an annual savings of \$450 is sufficient to justify switching firms, and that remaining with Abdo Eick & Meyers is in the best interests of the City of Isanti.

Action Required:

If the Council concurs, it should by motion, approve the presented resolution.

Attachments:

- Res 2021-XXX
- Abdo Eick & Meyers Proposal

RESOLUTION 2021-XXX

ACCEPTING PROPOSAL FOR AUDIT SERVICES

WHEREAS, Resolution 2021-158 authorized a request for proposals for financial audit services; and,

WHEREAS, the City received proposals from 5 qualified bidders; and,

WHEREAS, Staff has reviewed the proposals and found Redpath & Company and Abdo, Eick & Meyers to be the low bidders; and,

WHEREAS, Abdo Eick & Meyers' proposal was \$2,250 more over 5 years than the low bidder; and,

WHEREAS, the City recognizes there would be nonmonetary costs associated with switching audit firms including but not limited to additional staff time to facilitate the transition; and,

WHEREAS, the City does not believe the annual savings of \$450 is sufficient to justify selecting the Redpath and Company, and that remaining with Abdo Eick & Meyers is in the best interest of the City;

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

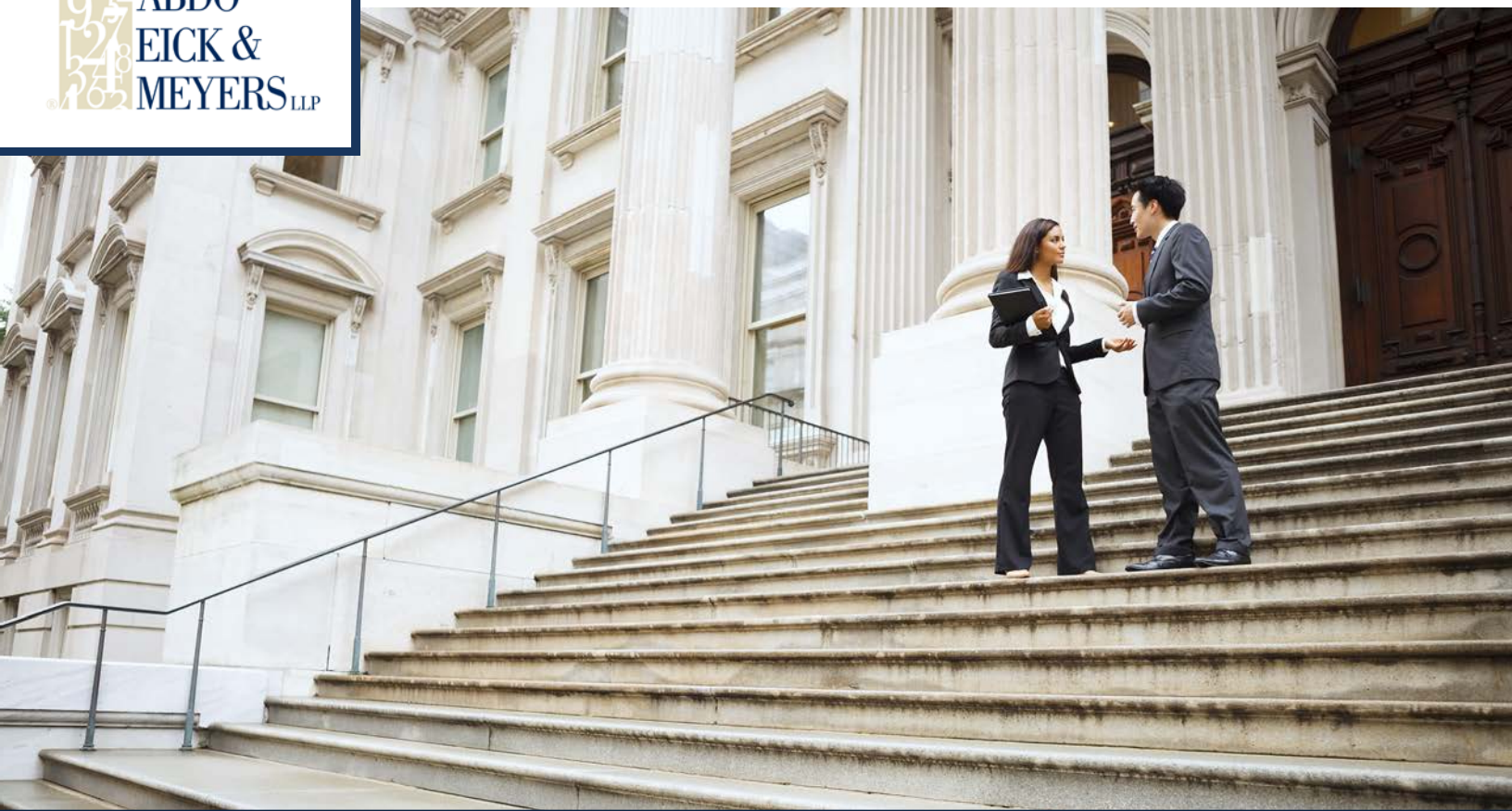
The 5-year proposal for Audit Services from Abdo Eick & Meyers is approved.

This Resolution is hereby approved by the Isanti City Council this 17th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Proposal for Audit Services for:

City of Isanti

110 1st Ave NW, PO Box 428
Isanti, Minnesota 55040

Proposed by:

Steven R. McDonald, CPA

Managing Partner | Abdo, Eick & Meyers, LLP

smcdonald@aemcpas.com

Direct Line (952) 715-3002

Abdo, Eick & Meyers, LLP

Edina

5201 Eden Avenue, Suite 250, Edina, Minnesota 55436

Office: (952) 835-9090 / Fax: (952) 835-3261

Mankato

100 Warren Street, Suite 600, Mankato, Minnesota 56001

Office: (507) 625-2727 / Fax: (507) 389-9139

Mike Betker Finance Director
City of Isanti
110 1st Ave NW, PO Box 428
Isanti, Minnesota 55040



July 29, 2021

Dear Mike,

Thank you for the opportunity to submit this proposal to the City of Isanti (the City) for audit services. We appreciate the opportunity to continue working with you. We have partnered together for years, and we are confident that Abdo, Eick & Meyers, LLP (the Firm) is still a great fit for the City.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes as our own. Our success has been driven by our philosophy of going beyond the numbers for our clients. This belief is represented through our commitment to people and knowledge, process and you. We will utilize staff that is experienced and dedicated in the area of government. Our process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. This includes delivering prompt and effective service of the highest quality to you. The quality of our service allows us an opportunity to be an integral part of your finance team. We believe this investment should make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your City, which allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.

The attached proposal will demonstrate to you that we will be a great service provider and partner for your City. We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present our firm for your consideration. We will follow up with you within two weeks to answer any questions or concerns you may have and to provide any further information you may need.

Sincerely,

Abdo, Eick & Meyers, LLP

Steven R. McDonald, CPA
Managing Partner, Abdo, Eick & Meyers, LLP

Contents

04	Executive Summary
05	Meet Your Team
10	Government Experience
11	Audit Approach
15	Technology
16	Service Timeline
17	Value
19	What Our Clients Say
20	License & Independence
21	Why Partner with AEM
22	Diversity & Inclusion
24	Value Added Services
Appendix A – Proposer Guarantees & Warranties	
Appendix B – Peer Review Letter	



AICPA[®]
GAQC Member

Top **25**
Accounting Firm
in Minnesota

Forbes
Named Top Accounting
Firm Nationwide



Executive Summary

We are pleased to present our proposal for audit services to the City of Isanti. We have prepared our proposal based on our understanding of your organization from our prior experience as the City's audit firm. We have also had conversations with Josi and Mike, during which we were provided with additional information to deliver our proposal.

We understand that the key requirements you have of your selected advisors include:

- » Access to partners and staff for assistance in answering questions throughout the year
- » Provide references from surrounding City's in order to feel comfortable with our firm
- » Demonstrate familiarity, knowledge and experience in the industry
- » Deliver both concise and informative information to the Council
- » Provide a timely and efficient audit completed in time to be presented to the Council the second meeting in April

We understand that the requested work to be completed includes the following services:

- » Annual Financial Statement Audit
- » Single Audit (If applicable)
- » Management Letter
- » Presentation to the Council

Based on our work with more than 100 local governments similar to yours, we confidently believe we can meet your requirements and exceed your expectations for the reasons listed below and referenced in our proposal.

- » We provide timely services and currently adhere to an 18-day turnaround time from fieldwork for the delivery of draft financial statements to the client.
- » Our Council presentation uses ratios and comparisons of trends that give snapshots of metrics for your Organization through graphs and charts.
- » We have a dedicated team of 40 partners, managers and staff that serve governments exclusively.
- » Our government experience extends beyond just audit and compliance. We also provide the following services to government organizations.
 - Human Resource solutions
 - Long-term financial planning
 - One-on-one personalized and group-focused training opportunities
 - Process improvement- lean process and process evaluation
- » Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communications and teamwork. **We enjoy answering questions any time of the year, and at no cost!**

We commit to providing an excellent level of client service and helping you move beyond the numbers through communication, support and customized guidance. As you review the details of this proposal, please do not hesitate to contact us with questions or for clarification. We look forward to partnering with the City.

Meet Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we firmly believe we would be a great fit for your City. We have the resources, knowledge, people and services to provide you with the solutions you're looking for.

We have assembled a team with relevant experience who are committed to performing these services to meet the expected deadlines. Each team member is briefly profiled below, and full biographies can be found on the following pages.



Steven McDonald, CPA

Managing Partner
smcdonald@aemcpas.com
Direct Line (952) 715-3002



Justin Nilson, CPA

Manager
justin.nilson@aemcpas.com
Direct Line (952) 715-3011



Jeff Hines, CPA

Associate
jeff.hines@aemcpas.com
Direct Line (952) 449-6239



Erik Wagner

Associate
erik.wagner@aemcpas.com
Direct Line (952) 715-3012



Steve McDonald, CPA

Managing Partner

steven.mcdonald@aemcpas.com

Direct Line (952) 715.3002

Steve joined the Firm in 1991 after graduating from Minot State University with a Bachelor of Science Degree in Accounting. He currently serves as Managing Partner and during his tenure the firm has grown to a top 15 Minnesota accounting firm and a top 200 firm in the United States. Steve's vision of continuous improvement and responsiveness to client needs has resulted leading the firm through several strategic mergers and acquisitions, new service line and industry segment development, and annual double digit growth.

Education

- » Bachelor of Science in Accounting, Minot State University
- » Continuing professional education as required by AICPA

Professional Memberships

- » American Institute of Certified Public Accountants (AICPA)
- » Minnesota Society of Certified Public Accountants
- » Minnesota Government Finance Officers Association

Affiliations

- » Young Presidents Organization
- » Edina Community Foundation – Past Treasurer
- » Minnesota Youth Hockey Association – Treasurer
- » DFK USA – President Elect

Qualifications

- » Advising clients on strategies that ensure sustainability and profitability
- » Structuring merger and acquisition transactions
- » Identify new business opportunities and structures that maximize growth
- » Develop process improvements that lead to greater communication and efficiencies
- » Regional and national speaker on topics relating to strategic planning, business development and internal controls



Justin Nilson, CPA

Manager

justin.nilson@aemcpas.com

Direct Line (952) 715.3011

Justin joined the Firm in 2012 after graduating from Saint John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits.

Education

- » Bachelor of Arts in Accounting, Saint John's University
- » Continuing professional education as required by AICPA and Government Accountability Office

Professional Memberships

- » American Institute of Certified Public Accountants (AICPA)
- » Minnesota Society of Certified Public Accountants
- » Minnesota Government Finance Officers Association

Qualifications

- » 9 years of experience auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Experienced in municipal government long term financial plans
- » Experienced in models for various municipal government specific areas such as utility rate, tax levy and debt analysis



Jeffery Hines, CPA

Associate

jeff.hines@aemcpas.com

Direct Line (952) 449.6239

Jeffery joined the Firm in 2018 as an Associate after completing his Accounting and Finance degrees from Michigan Technological University. He was a government intern for AEM during the 2018 audit season.

Education

- » Bachelor of Science in Accounting, Michigan Technological University
- » Bachelor of Science in Finance, Michigan Technological University
 - » Minor in Economics
- » Master of Accountancy and Professional Consultancy, Villanova University
- » Continuing professional education

Professional Memberships

- » Minnesota Society of Certified Public Accountants
- » Government Finance Officers Association

Qualifications

- » Experience in auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks



Erik Wagner

Associate

erik.wagner@aemcpas.com

Direct Line (952) 715.3012

Erik joined the Firm in 2019 as an Associate after obtaining his Bachelor's Degree from Minnesota State University, Mankato. Prior to joining AEM full-time in 2019, Erik was a government intern during the 2017 and 2018 audit seasons.

Education

- » Bachelor of Science in Accounting, Minnesota State University, Mankato
- » Continuing professional education

Qualifications

- » Experience in auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks

Government Experience

You can have confidence in our 57 years of quality auditing services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city.

Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

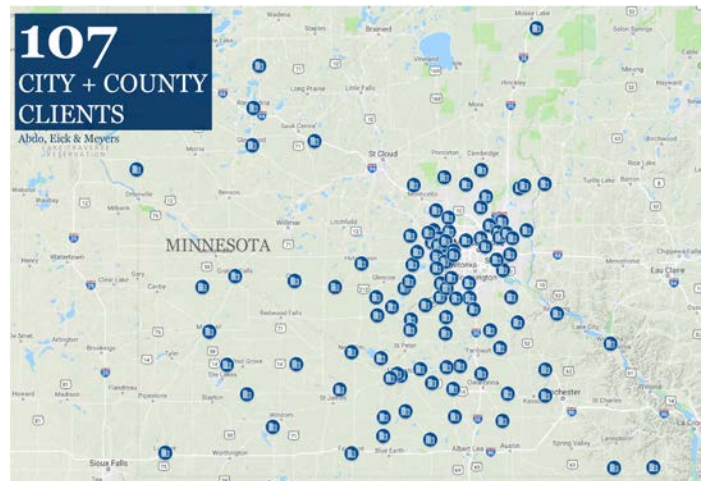
Process

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your city and provide the right services to meet them with a tailored audit approach. We're focused on efficiency and deliver the audit draft within 3 weeks of completing fieldwork is completed bringing you accuracy and value.

Focus

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your city.



Our Qualifications

- » GFOA and MnGFOA Association members
- » We speak and train on government accounting and auditing topics
- » Audit services for over 100 cities
- » We've assisted many cities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting
- » Our clients represent top tier governments with 19 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- » Audit services for EDA's and HRA's

Audit Approach

Audit Services That Move the City of Isanti Beyond the Numbers

We deliver auditing services that are more than just a compliance service. We exceed what's considered "standard audit support," placing a strong emphasis on a relationship-driven approach that facilitates a partnership with your City. We work together to ensure we have a clear understanding of your City's needs, challenges and financial information. Together with your City's team, we'll help to leverage this information to increase efficiency and effectiveness.

Partnership

Integral to our mission is a philosophy that we help cities reach their maximum potential through open communication and teamwork. We enjoy answering questions any time of the year, and at no cost! We also believe in:

- » Consistent, clear, proactive communication that offers suggestions and makes your work easier.
- » Returning phone calls and questions promptly.
- » Gathering information through dialog, not checklists.
- » Conducting listening calls with you outside of the engagement to understand your City, build a long-term relationship with you and learn how we can improve.

People

Our value comes from our experience and the education we can provide. Our professionals go beyond the required standards to make sure we have a clear understanding of your City. We work with your management team to leverage this information to increase efficiency and profitability. You can learn more about your audit team in the team section.

Process

While we will audit the financial statements of your City for the year ended December 31, 2021, 2022, 2023, 2024 and 2025 in accordance with the applicable regulatory standards, our process is designed to go far beyond that. Our process enables us to gain a thorough understanding of the processes, procedures, and general operations of your City.



Client Understanding

Your leadership team plays an important role in your financial reporting. We always begin our process with a face-to-face conversation to gain a thorough understanding of your City, internal controls, processes and procedures. Our experience with cities like yours allows us to develop a customized audit and communications plan. We will prepare an audit timeline detailing significant steps in the audit process from beginning to end.

Audit Strategy Design

Your City is unique and therefore your audit plan will be tailored to your operations and will include the relevant and appropriate standards. Your audit strategy is based on our understanding of your City. It will also encompass:

- » Leadership concerns and expectations
- » Risk Assessment
- » Testing
- » Understanding of internal controls

Audit Plan Execution

Our execution of your audit strategy begins with fieldwork and ends with a presentation of your draft financial statements. Your team, including partners and managers, will be present during fieldwork and we'll be in continuous communication with your staff.

Fieldwork is where we document internal controls, conduct walkthroughs, and obtain audit evidence to support financial statement amounts and disclosures. Our paperless audit approach allows us to do much of the fieldwork from our office. We will discuss your preference for the amount of onsite work and agree on a mutually beneficial schedule.

During fieldwork, we will discuss any potential audit adjustments with your staff to ensure we agree on the need for the audit adjustment and amount. We will also address any potential internal control deficiencies to verify our understanding and discuss potential solutions. We want to be problem solvers, not problem reporters.

After reviewing the financial statements, notes and supplementary schedules, if any, we prepare a draft of the financial statements for your review and approval. We will also send a list of audit adjustments noting the reasons for each adjustment.

Audit Completion

After the previous segments mentioned are complete, we will be ready to finalize the audit. We will report the results of your audit to the finance committee. We will also deliver a management letter that identifies critical financial trends and recommendations for improvement, provides required communications, and discusses changes in the environment in which your City operates.

During this stage we will also complete the following procedures:

- » Complete subsequent events review procedures and review legal and representation letters
- » Complete final overall analytical review procedures
- » Communicate significant deficiencies and material weaknesses
- » Conduct an exit conference
- » Issue an audit opinion

Additional Approach Details

Analytical Procedures

Analytical procedures are defined in Statement on Auditing Standards No. 56, “Analytical Procedures” as evaluations of financial information made by a study of plausible relationships around both financial and non-financial data. They are required in the planning and final review stage, but our firm encourages staff to use in substantive testing where possible. Our firm management directs the use of analytical procedures as follows:

Planning

The objective for analytical procedures at this stage is to direct attention to likely misstatements. We use trend analysis to meet our objective in planning. Examples of trend analysis would be a comparison to the budget for funds that adopt a budget and/or comparison to prior year. We also may consider a comparison among three to five years. Additional testing may result if the expectations established at the start of the trend analysis are not met.

Substantive Testing

The objective of analytical procedures at this stage is to support or refute financial statement account balances. We have found that analytical procedures are more efficient and can be more effective than tests of details. Depending on the make-up of the account, we will use trend analysis, ratio analysis and/or modeling.

Final Review

The objective is to review the reasonableness of financial statement account balances. We use trend analysis to meet our objectives. This trend analysis is completed on final audited amounts.

Additional Approach Details *(continued)*

Approach to be Taken to Gain and Document an Understanding of the Organization's Internal Control Structure

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes, and procedures. The completion of these elements allows us to minimize the fieldwork required to complete the audit.

Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations are addressed in the planning stage through reading available grant documentation, client inquiries, and a preliminary review of finance system accounts and search of the City Council minutes. We also have a working knowledge of the types of laws and regulations Minnesota governments operate under. Further discussion is provided in the section Firm Qualifications and Experience. In addition, we obtain further information about federal laws and regulations through the Catalog of Federal Domestic Assistance (CFDA) and the U.S. Office of Management and Budget (OMB) Compliance Supplement.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Since each program or grant agreement is different, we use a variety of statistical designs in our compliance testing. The size of the sample considers many program factors; size, maturity, complexity, level of oversight and prior audit findings. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because only senior level (partner, president, manager, and supervisor) staff makes decisions on planned compliance testing.

Identification of Anticipated Potential Audit Problems

At this time, we do not anticipate any potential audit problems. If problems did arise, we carefully work with the Organization to resolve the matter.





Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our audit services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote audits using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your organization may use, our team will continue to work through normal procedures, including regular meetings with you during the fieldwork phase to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your City's data. We operate in a completely remote hosted environment. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers which could be stolen or misplaced

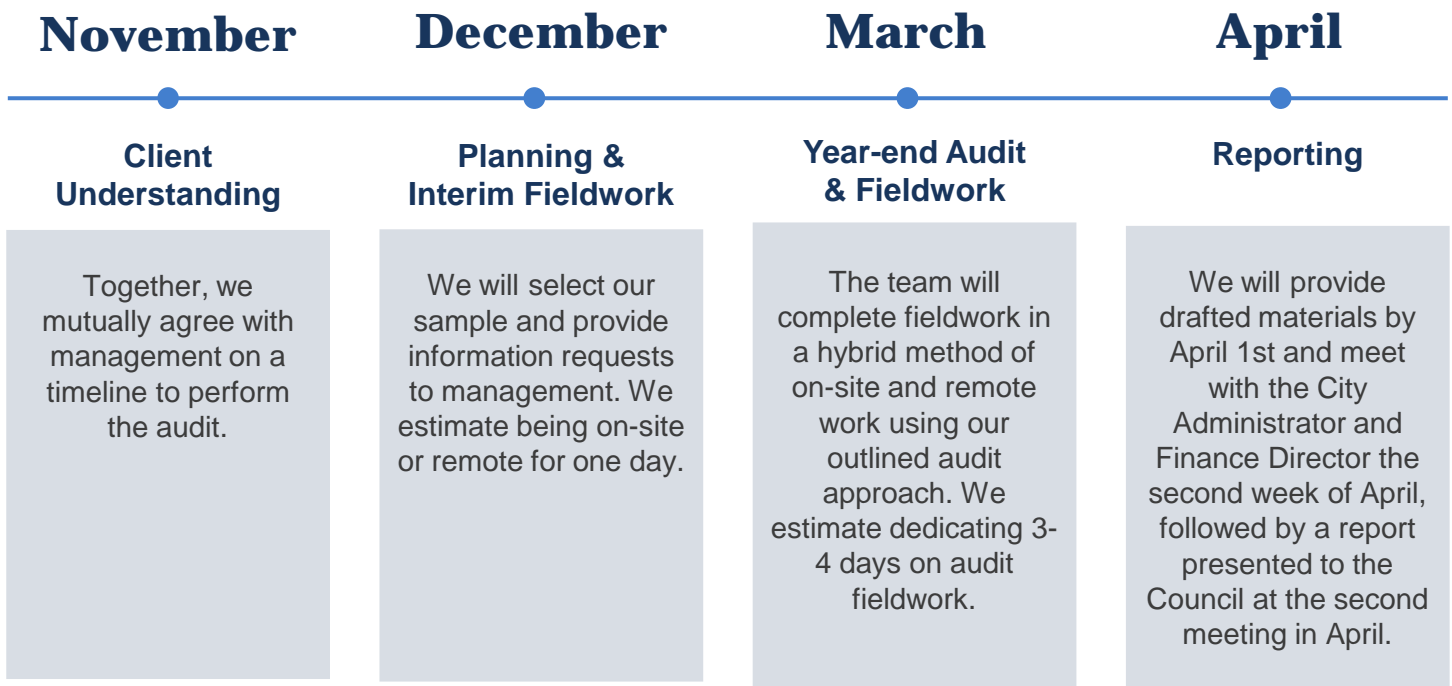
It also means:

- » All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.
- » All data is saved on redundant servers so if one server fails, another immediately takes over with no data lost.
- » All data is backed up continually which means we always have an extra copy for safe-keeping.
- » All incoming emails and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our remote host vendor works exclusively with public accounting firms like ours and their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available for your review upon request.

Service Timeline

We prepare a timeline each year for our audits. Timelines are based on when the City is able to complete their necessary year-end work. Please see below for an anticipated timeline that identifies what you can expect, and when. Once hired we will work with you on an exact timeline that fits your needs. This is an example of a typical timeline. Additionally, the table below outlines our proposed segmentation of the engagement.



Value

We at AEM help our clients improve their city and achieve their financial goals. We heard you say that the following factors were important in our relationship:

- » Completing work in advance of due dates by creating a schedule of work agreed upon by AEM and the City.
- » Providing excellent communication and insights on consulting matters that fall outside the scope of your traditional accounting services
- » Meeting regularly throughout the year to stay on top of industry trends and work together to achieve your goals
- » Having great managers and partners you can reach out to if any questions come up throughout the year

We will provide services that deliver on these factors that are important to you.

Our fees range from \$100 to \$385 per hour based upon the experience and level of the individuals to be assigned to perform the audit. Fees are also based on the assumption that your City's staff will be assisting us whenever possible with audit schedules. We will provide a detailed audit plan and prepare a list of requested schedules upon proposal acceptance.

We do not believe in charging for phone calls, emails, or routine communications. Instead, we *encourage* clients to call us for questions, advice, or just update us on what is happening in their organization throughout the year. We want to be a resource for you – without any worry about whether or not the meter is running. When our communications identify additional service needs, we'll discuss these needs with you and provide an additional fee range as needed.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or audit standard changes may result in increased hours.

A complete summary of professional fees can be found on the following page.

Summary Schedule of Professional Fees

	Year End December 31	2021	2022	2023	2024	2025
Audit	Not-to-Exceed Amount	\$28,000	\$28,000	\$28,000	\$28,750	\$29,500
OSA Reporting Form*	Not-to-Exceed Amount	\$800	\$800	\$800	\$825	\$850
OSA TIF Reporting Form**	\$525 Per TIF District*	\$1,575	\$1,575	\$1,575	\$1,575	\$1,575
Total		\$30,375	\$30,375	\$30,375	\$31,150	\$31,925

* Fee for TIF Reporting forms are subject to fluctuation based on the number of TIF Districts and reports necessary to file for the City. The price above represents the current fee for three TIF Districts.

What Our Clients Say

Client References

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their City thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their audit services. All have partner, president, manager or supervisor staffing for the fieldwork process. Additional references are available upon request.

City of East Bethel

Mike Jeziorski

763-367-7852

Engagement partner:

Brad Falteysek

City of St. Francis

Darcy Mulvihill

763-753-2630

Engagement partner:

Andrew Berg

City of Zimmerman

Kary Tillman

763-856-4666

Engagement partner:

Steve McDonald

I have worked with Abdo, Eick and Meyers since 1997. They are extremely helpful and easy to work with. They strive to do the best for their clients in every way. I would highly recommend them!

City of St. Francis

*Darcy Mulvihill
Finance Director*

License & Independence

Licensed to Practice in Minnesota

The Firm and its entire CPA staff hold licenses to practice in the state of Minnesota. All licenses are in good standing. The Firm and several partners and staff are licensed in other states and also are in good standing. The Firm's CPAs are all members in good standing with the Minnesota Society of CPAs and the AICPA. Our professional staff and membership in professional associations indicates that the services we provide to your City will be of the highest quality.

Independence

Our standards require that we be without bias with respect to your operations. The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

The Firm has not been engaged by the City or any of its agencies, component units or oversight units for the past five years. Because the Firm is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audits. Also, the Firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review was completed in 2020 and resulted in a pass rating. A copy of this letter can be found in Appendix B.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to the industries we serve in order to maintain a knowledge-base relevant to our unique clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



Why Partner with AEM

AEM. Your Partner to Financial Success.

We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we help our clients thrive. Our investment into People + Process makes a big difference for you and your City's future. We focus on the challenges and needs that are relevant to your City. This allows us to be thoughtful in our approach to providing you with the best solutions, and leaves you assured in the value of our deliverable.

The Firm, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services and Human Resources outsourcing. In addition, Abdo, Eick & Meyers is recognized as one of the Top 150 firms in the United States and the 10th largest firm in Minnesota.

We Listen. We Engage. We Deliver.

You'll know you're in the right hands throughout the entire engagement process. And with our commitment to your unique needs, you can be sure that you'll receive great value that is worthy of your invested time. Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your City. Combining our client-centric approach, our internal expertise and technological resources with what we've learned about your City allows us to deliver a solution that exceeds your expectations.

Services That Move **City of Isanti** Beyond the Numbers





Diversity, Equity & Inclusion

At Abdo, Eick & Meyers, LLP, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together. Through our annual Affirmative Action reporting, we identify areas where improvement is needed and take steps to address these areas.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. In 2021, our Diversity, Equity, and Inclusion Committee looks forward to implementing a full scope of ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We have increased our number of women at the highest leadership level in recent years, with the last four additions to our partner group being female. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education and have required all employees to attend a series of monthly sessions provided by the Greater Mankato Diversity Council. A video training resource on the topic of empathy is also being developed for further employee education and awareness. Additional DEI initiatives are listed on the following page. Please let us know if you have any questions or concerns regarding our DEI activity or have additional ideas on how we can improve diversity, equity, and inclusion at Abdo, Eick & Meyers.



56.8%

of our Employees
are Female
(industry average: 47%)



42.9%

of our Management Level
Employees are Female
(industry average: 23%)



10.5%

of our 2021 Interns
were people of color

[Source: AICPA 2019 Trends Report]

Diversity, Equity & Inclusion – Additional Initiatives



In 2020, the firm applied to be a co-sponsor for the **AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship**, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA as co-sponsors of the program. Earlier this year, we found out that we were one of 10 firms in the nation to be selected as a co-sponsor for 2022. As a co-sponsor, we will host an ethnic minority accounting student to work alongside our CPAs and advisors during the 2022 internship season.



We are committed to the continued support and advancement of women in our firm and in our communities and one of the ways we do this is through partnership with YWCA Mankato, an organization that is continually empowering women in our communities to enhance their individual strengths and build leadership skills. In 2020, we were proud to be a sponsor of the **Elizabeth Kearney Women's Leadership Program** and we continue to be an annual attendee of the Women's Leadership Conference – which was held virtually last year with great success!



For years, Minnesota State University, Mankato has been the primary university we recruit from for our summer program participants and interns. Recently, we met with the leaders of the newly formed **National Association of Black Accountants chapter at Minnesota State University, Mankato** and elected to be a sponsor for the 2021-2022 academic year. We believe this partnership is a starting point towards increasing the diversity of our future summer program participants and interns.



In 2021, we celebrated International Women's Day with the Edina Chamber of Commerce as the sponsor of the Healing & Moving Forward Together webinar - part of their **Women Inspiring Leadership & Learning (W.I.L.L.)** series. Attendees heard from Jasmine Stringer - speaker, lifestyle expert, and author - as she guided us through how to communicate, be a better ally, and become connected, informed and engaged in support of our colleagues of color within the workplace and the community.

Value Added Services

When you partner with AEM, you get access to our entire catalog of services. Below is a selection of the services that we believe could be of great value to your City. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.aemcpas.com.

HR & Payroll Services

We help employers better support their most valuable resource... their people. Having clear and consistent HR practices that best suit the individuality of your bank is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- » *Employee management and development*
- » *Regulatory compliance*
- » *Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation*
- » *HR/Payroll software implementation and management*
- » *Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation*

Technology & Data Solutions

Empowering you with advanced data analytics & insights. Data is one of your City's most powerful assets. Using it to your advantage, however, can be a challenge. Our Technology and Data Solutions are designed to give you the information you need—how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We help cities with:

- » *Strategic data analytics*
- » *Software solutions: evaluation, selection & implementation*
- » *Financial reporting solutions*
- » *Automation solutions*

Financial Management

As a provider of financial management services for local governments and nonprofit agencies, **AEM Financial Solutions, LLC** has helped hundreds of organizations throughout Minnesota operate more efficiently.

Are you stretched too thin to focus on the long-term plan? We partner with you to develop strategies and improve existing processes. We draw upon our specialized expertise and technical know-how to deliver creative — and customized — solutions for operating within a tough economic climate. We evaluate your finance department's processes and procedures and identify areas to improve upon while uncovering potential cost-savings.

Over the prior years we have helped the City with compensation studies, rate studies, job descriptions and processes to close year end in addition to being available for questions and assistance.

We partner with you to enhance your City's outcomes and make certain you have the financial information you need to make data-driven decisions. Our financial management and consulting services include:

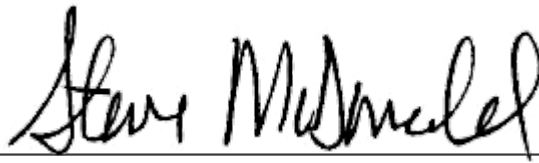
- » *Budget Development*
- » *Capital Improvement Planning*
- » *Cash Flow Analysis*
- » *Cost Containment Processes*
- » *Debt Management Planning and Analysis*
- » *ERP System Consulting*
- » *Financial Management Plans*
- » *Financial Reporting and Analysis*
- » *Fleet: Operations and Replacement Rate Development and Analysis*
- » *Interim Accounting and Financial Services*
- » *Internal Control Evaluation*
- » *Long-term Strategic Planning*
- » *Payroll Processing*
- » *Policy Development*
- » *Process Flow Evaluation*
- » *Project Management*
- » *Quarterly and Monthly Reporting to Management*
- » *Reconciliations*
- » *Software Implementation*
- » *Utility Rate Study*
- » *Year-end Audit Preparation and Financial Statement Preparation*

Appendix A

Proposer Guarantees & Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota Laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an “errors and omissions” insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Isanti, located in Isanti, Minnesota
4. The proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.
5. Proposer warrants that all information provided in this proposal is true and accurate.

Signature of Official



Name (typed)

Steven R. McDonald, CPA

Title

Managing Partner

Firm

Abdo, Eick & Meyers, LLP

Date

July 29, 2021

Appendix B



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Nevada Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Brady Martz". The signature is written in a cursive, flowing style.

Brady Martz and Associates, P.C.



MEMO for Council

To: Mayor and City Council
From: Finance Director Betker
Date: August 17, 2021
Subject: Resolution 2021-XXX Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

Background:

The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan was signed into law on March 11, 2021. In part, the Act provides funding to local governments. Among the eligible uses for local governments identified by the Department of the Treasury (31CFR Part 35, RIN 1505-AC77) is water and sewer infrastructure. The Treasury Guidance States in part:

“The ARPA provides funds to State, local, and Tribal governments to make necessary investments in water and sewer infrastructure. (Section 602(c)(1)(D), 603(c)(1)(D) of the Act) By permitting funds to be used for water and sewer infrastructure needs, Congress recognized the critical role that clean drinking water and services for the collection and treatment of wastewater and stormwater play in protecting public health. Understanding that State, local, and Tribal governments have a broad range of water and sewer infrastructure needs, the interim final rule provides these governments with wide latitude to identify investments in water and sewer infrastructure that are of the highest priority for their own communities, which may include projects on privately-owned infrastructure.”

Recommendation:

As was shared at the July 20th Committee of the Whole meeting, investments in water and sewer infrastructure are critical and necessary. An investment in water and sewer infrastructure provides a broad and enduring benefit to all within City limits. Using ARPA funding to make such an investment will have long term impact on utility rates and potentially tax rates. The recommendation from the Committee is to utilize all ARPA funds for identified upcoming water and sewer infrastructure projects.

Request:

Staff is seeking approval.

Attachment:

- Resolution 2021-XXX

RESOLUTION 2021-XXX

ACCEPTING THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and,

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and,

WHEREAS, \$647,600.18 has been allocated to the City of Isanti (“City”) pursuant to the ARPA (“Allocation”); and,

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and,

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000; and,

WHEREAS, the City, intends to utilize ARPA funds on water and sewer infrastructure projects, to the benefit of all taxpayers, and in accordance with Treasury guidance which was discussed at the July 20th Committee of the Whole meeting; and,

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota.
3. City staff are hereby authorized to facilitate the planning and completion of water and sewer infrastructure projects identified in the 2022 budget that will be reimbursed with ARPA funds.

This resolution was duly adopted by the Isanti City Council this 17th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Isanti Police Department Monthly Report

July 2020

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	9	59
Assault	4	29
Vandalism/Damage to Property	5	33
Narcotics	0	21
Burglary	0	6
Domestics	5	39
Crim Sex	0	7
Robbery	0	0
Loud Party/Disturbance	9	43
Medical	41	235
Permit to Purchase	6	65
Security Check / Extra Patrol	414	2,700

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	5	36
DUI	4	13
Accidents	8	61
Hit & Run	0	0
Warrant P/U	6	32
Speed	13	109
DAR/DAS	7	31
Administrative Citations (Including Speed)	5	62

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	99,661	793	3,860
Ford Explorer 224	98,768	1,343	5,731
Ford F150 225	Not Available	#VALUE!	#VALUE!
Chevy Impala 223	99,761	136	1,744
Dodge Durango 226	34,661	944	8667
Dodge Durango 227	40,728	1,618	9320
Dodge Durango 228	20,671	2,143	12,985
Chevy Tahoe 229	8,647	1,158	8,647

CEZT REPORT JULY 2021

[illegible]

CITY OF ISANTI MONTHLY REPORT

July 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ROOF / SIDING	13	113	\$0.00	\$0.00	\$13.00	\$13.00	\$1,040.00	\$9,040.00		
DECK	5	20	\$5,000.00	\$8,000.00	\$6.50	\$6.50	\$1,402.95	\$5,756.40		
LL FINISH	1	17	\$0.00	\$7,000.00	\$1.00	\$1.00	\$300.00	\$4,278.88		
REMODEL / ADDITION	0	2	\$0.00	\$15,650.00	\$0.00	\$0.00	\$0.00	\$598.20		
GARAGE / SHED	0	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00		
MISCELLANEOUS	20	115	\$0.00	\$65,000.00	\$20.00	\$20.00	\$1,892.00	\$12,259.99		
SINGLE DWELLINGS	5	45	\$1,034,961.00	\$8,676,034.00	\$443.54	\$443.54	\$12,916.20	\$123,208.10		
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MECHANICAL	13	90	\$0.00	\$0.00	\$13.00	\$13.00	\$975.00	\$6,670.00		
PLUMBING	8	83	\$0.00	\$0.00	\$8.00	\$8.00	\$632.00	\$6,668.00		
RESIDENTIAL TOTAL	65	486	\$1,039,961.00	\$8,771,684.00	\$505.04	\$505.04	\$19,158.15	\$168,559.57		
COMMERCIAL										
NEW BUILDINGS	0	1	\$0.00	\$1,918,900.00	\$0.00	\$0.00	\$0.00	\$0.00		
REMODEL / ADDITION	0	1	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$1,815.00		
PLUMBING	1	6	\$0.00	\$0.00	\$4.25	\$4.25	\$127.50	\$770.50		
MECHANICAL	2	4	\$0.00	\$0.00	\$5.25	\$5.25	\$260.38	\$365.38		
ROOF / SIDING	0	2	\$0.00	\$15,150.00	\$0.00	\$0.00	\$0.00	\$1,728.50		
MISCELLANEOUS	8	48	\$0.00	\$673,390.00	\$18.68	\$18.68	\$1,092.50	\$13,667.90		
COMMERCIAL TOTAL	11	62	\$0.00	\$2,707,440.00	\$28.18	\$28.18	\$1,480.38	\$18,347.28		
RESIDENTIAL/COMMERCIAL TOTAL	76	548	\$1,039,961.00	\$11,479,124.00	\$533.22	\$533.22	\$20,638.53	\$186,906.85	\$31,875.00	\$292,946.00



**BOLTON
& MENK**

Real People. Real Solutions.

M.4.

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

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

MEMORANDUM

Date: August 5, 2021
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W Cook, P.E.
City Engineer
Subject: Project Status Report
Project No.: 0R1.123130

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

1) Liquor Store Site

Parking lot curb & gutter is in and building framing will continue.

2) Main Street Reconstruction

Work is scheduled to begin August 9th and be completed by the first week of October.

3) Eagle Park Parking Lot Reconstruction

Work is scheduled to begin August 23rd and be completed by the first week of October.

4) Heritage Walk Improvements

Work is scheduled to begin August 9th and be completed by the start of school.

5) 2021 Pavement Management Project

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

6) 2021 Storm System Management Project

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

7) 6th Avenue Rehabilitation

The replaced sod that did not take will be replaced next month once the heat and dry weather subside.

8) Legacy Pines 2nd & 3rd Additions

The sidewalk along Eagle Street has been completed. Street signs and turf establishment will be addressed this month.

9) Fairway Greens South Development

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

Name: Project Status Report

Date: August 5, 2021

Page: 2

10) Fairway Greens North Development

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

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to be completed next month.

12) MS4 Implementation

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

Please contact me if you have any questions.