

**ADDENDUM TO AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
WEDNESDAY, AUGUST 4, 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**

**ADD F.1.** Mayor's Proclamation- Grace McCallum Day

**G. Approve City Council Minutes**

**H. Announcements**

**I. Council Committee Reports**

**J. Public Hearings**

**K. Business Items**

**Parks, Recreation and Events Coordinator Alyssa Olson**

**ADD K.4.** Resolution 2021-XXX Approving a Special Event Request for the Grace McCallum Welcome Home Event

**L. Consent Agenda**

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

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

**M. Other Communications**

**Adjournment**

## Mayor's Proclamation



### City of Isanti

WHEREAS, Team USA's Grace McCallum won an Olympic silver medal on Sunday, July 25, 2021, in the Tokyo Olympics Gymnastics women's artistic team all-around competition;

WHEREAS, 18-year-old McCallum is the first Isanti resident to compete in the Olympics;

WHEREAS, McCallum and her teammates have trained through unprecedented adversity, including the COVID-19 pandemic and competing in venues without fans or a live audience;

WHEREAS, McCallum has made our City, state, and country proud by adding her name to the extraordinary list of USA Olympians that have won a medal at the Summer Games;

WHEREAS, the City of Isanti recognizes the hard work and dedication of Grace McCallum to her sport and representing the USA with honor.

Now, Therefore I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that August 7<sup>th</sup>, 2021 shall be observed as:

## Grace McCallum Day

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Jeff Johnson, Mayor



## Memo for Council Action

**To:** Mayor Johnson and Members of the City Council  
**From:** Alyssa Olson - Parks, Recreation, and Events Coordinator  
**Date:** August 4, 2021  
**Subject:** Resolution 2021-XXX Approving a Special Event Request for the Grace McCallum Welcome Home Event

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### **Background**

Grace McCallum will be returning to Minnesota from the Tokyo Olympics where she and Team USA won a silver medal in the Gymnastics women's team all-round competition. The North 65 Chamber, community residents and City staff would like to welcome her back to Isanti with a celebration during the Street Dance on August 7, 2021.

A firetruck will be positioned behind the Street Dance stage to draw attention to the presentation. The celebration will include the reading of a proclamation by Mayor Johnson and brief congratulatory sentiments from McCallum's former gymnastics coaches and friends.

Event attendance is expected to increase slightly from the existing Street Dance audience. No additional restrooms will be needed. Existing stage and amplification systems will be used for the presentation.

### **Staff Request**

City staff is requesting approval of the Special Event Permit application and attachments for this celebration.

### **Attachments**

- Resolution No. 2021-XXX
- Special Event Permit Application

**RESOLUTION 2021-XXX**

**APPROVING A SPECIAL EVENT APPLICATION FOR THE GRACE MCCALLUM  
WELCOME HOME EVENT**

**WHEREAS**, the North 65 Chamber, City of Isanti and community residents will be hosting a celebration to honor Grace McCallum; and,

**WHEREAS**, the celebration will be held from 7:30-8:30 p.m.; and,

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

**WHEREAS**, organizers are requesting that the \$100.00 clean up deposit fee be waived for this event;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, to hereby waive the \$100.00 clean up deposit fee and approve the special event permit for the Grace McCallum Welcome Home Event;

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

This Resolution hereby approved by the Isanti City Council this 4<sup>th</sup> day of August 2021.

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Mayor Jeff Johnson

Attest:

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Jaden Strand  
City Clerk



## SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

### ITEMS TO ACCOMPANY THE APPLICATION

#### *Required with all applications*

- ☒ Complete Application Form
- ☐ Cleanup Deposit Fee - \$100 *WAVE REQUEST*
- ☐ 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

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Submittal Date: August 2, 2021

### APPLICANT INFORMATION

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

Contact Person: Melissa Bettendorf

Address: 2 Enterprise Ave NE, Suite C4

City: Isanti State: MN Zip: 55040

Phone: 763 689 2505 Fax: - - - Cell: - - -

E-mail: melissa@north65chamber.com

Secondary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: - - - Cell: - - - E-mail: \_\_\_\_\_

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### EVENT INFORMATION

Event Name: Grace McCallum Welcome Home Event

Date(s) of Event: Saturday, August 7, 2021 during the Isanti Street Dance

Hours of Event: 7:30 - 8:30pm

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

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

Grace McCallum (Olympic gymnast from Isanti) will be recognized during the band's 8pm break.

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

The stage at 1st and Main in downtown.

Fire truck will transport Grace from the city hall parking lot to the stage with sirens and lights.

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

Street dance guests plus several dozen more people involved in the program.

**Parking Impact** – Describe in detail:

Same as the street dance. Roads are already closed and no parking posted as part of that event.

**Tents, equipment, amusement rides, etc.**

**Type:** nothing additional

**Size:**

**Location:**

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

The fire department will provide transportation for Grace via one of their trucks.

No additional fire or EMS services requested.

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

Nothing more than was planned for the street dance.

**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.

Nothing more than was planned for the street dance.

**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).

The police chief has been involved in the planning.

**Clean-up Plans** – Describe in detail:

We will remove all items from the stage when the program is done.

**Live entertainment** – Describe in detail:

A live program will occur during the street dance.

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

Yes, the group requests use of the band's microphone and sound system for the program.

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**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?

No tickets required.

Donations are being accepted to cover costs of event materials (signs, advertising, giveaways, etc)

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*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.*

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**APPLICANT SIGNATURE**

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

Applicant Signature: Melissa Befendy, Executive Director



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**OFFICE USE ONLY**

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

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: VIA EMAIL (SEE ATTACHED)

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: VIA EMAIL (SEE ATTACHED)

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: \_\_\_\_\_

City Council

☐ Approved ☐ Denied

Date of Review: \_\_\_\_\_

## Isanti Parks

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**From:** Al Jankovich <aljankovich@isantifiredistrict.org>  
**Sent:** Tuesday, August 3, 2021 10:55 AM  
**To:** Isanti Parks  
**Subject:** RE: draft documents for special event permit

Isanti Fire approves the SEP application for the Grace McCallum recognition on Saturday 8/7/2021.

Thank you.

**ALAN JANKOVICH | FIRE CHIEF**

ISANTI FIRE DISTRICT

401 1<sup>ST</sup> AVE NW, PO BOX 490 | ISANTI MN 55040

763.444.8019 | [aljankovich@isantifiredistrict.org](mailto:aljankovich@isantifiredistrict.org) | [www.isantifiredistrict.org](http://www.isantifiredistrict.org)



**From:** Isanti Parks <IsantiParks@cityofisanti.us>  
**Sent:** Tuesday, August 3, 2021 10:49 AM  
**To:** Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>  
**Subject:** RE: draft documents for special event permit

Hi Guys,

Here's the full application to sign off on. Please send back with approval as soon as you can so we can get an addendum out today for Council.

Thanks,

Alyssa Olson

Parks, Recreation & Events Coordinator



CITY OF ISANTI

110 1<sup>ST</sup> Ave NW, Isanti, MN 55040

Phone: (763) 762-5754

**From:** Melissa Bettendorf <[melissa@north65chamber.com](mailto:melissa@north65chamber.com)>  
**Sent:** Monday, August 2, 2021 5:11 PM  
**To:** Isanti Parks <[IsantiParks@cityofisanti.us](mailto:IsantiParks@cityofisanti.us)>  
**Cc:** Vanessa Hanzel <[vanessa@north65chamber.com](mailto:vanessa@north65chamber.com)>; Travis Muyres <[tmuyres@cityofisanti.us](mailto:tmuyres@cityofisanti.us)>; Al Jankovich <[aljankovich@isantifiredistrict.org](mailto:aljankovich@isantifiredistrict.org)>; Mayor Johnson <[MayorJohnson@cityofisanti.us](mailto:MayorJohnson@cityofisanti.us)>  
**Subject:** draft documents for special event permit

## Isanti Parks

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**From:** Travis Muyres  
**Sent:** Wednesday, August 4, 2021 7:26 AM  
**To:** Isanti Parks  
**Subject:** Re: draft documents for special event permit

"Fire truck will transport Grace from the city hall parking lot to the stage with sirens and lights."

If this is the permit then I would request additional IFD members to be "spotters" for the moving truck thru the event

Other than that approved



**TRAVIS MUYRES**  
**Police Chief / Emergency Management Director**  
**Isanti Police Department**

401 First Ave NW  
PO BOX 428  
Isanti, MN 55040  
763-444-4761 x101

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**From:** Isanti Parks <IsantiParks@cityofisanti.us>  
**Sent:** Tuesday, August 3, 2021 3:50 PM  
**To:** Travis Muyres <tmuyres@cityofisanti.us>  
**Subject:** RE: draft documents for special event permit

Hi Travis,  
She made the requested adjustments to the "security" language. Can you give me written approval of the attached?

Thanks!

Alyssa Olson  
Parks, Recreation & Events Coordinator



CITY OF ISANTI  
110 1<sup>st</sup> Ave NW, Isanti, MN 55040  
Phone: (763) 762-5754

**From:** Isanti Parks  
**Sent:** Tuesday, August 3, 2021 10:49 AM  
**To:** Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>  
**Subject:** RE: draft documents for special event permit



**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

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**-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:

Welcome Home Grace McCallum Celebration Saturday, August 7, 2021 from 7:30 to  
8:30pm

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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:

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(Special Events Holder Initials Here) MB

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

Participant Release and Indemnification required? YES ☐ NO ☒

(Special Events Holder Initials Here) MB

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

(Special Events Holder Initials Here) MB

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

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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

(Special Event Holder Initials Here) MB

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


PRINTED NAME OF SPECIAL EVENTS HOLDER:

North 65 Chamber of Commerce on behalf of the community

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

Name Melissa Bettendorf

Title Executive Director

Signature 

Date August 3, 2021



Vendors 1-6  
please enter on  
this end of street

Vendors 7-11  
please enter on  
this end of street

Street Closure

Picnic Tables

Portable Restrooms

Stage

Event Area

Fire truck placement

Vendor Layout - 8/7

1. The Great Panini

2. The Parlor

3. Cooties

4. Thunder Brothers

5. Thai 1 On Kitchen

6. Waltz Wings & BBQ

7. Now That's Waffles

8. Cambridge Bar & Grill

9. Sadie's Concessions

10. Scoops Ice Cream

11. Isanti Lions Club

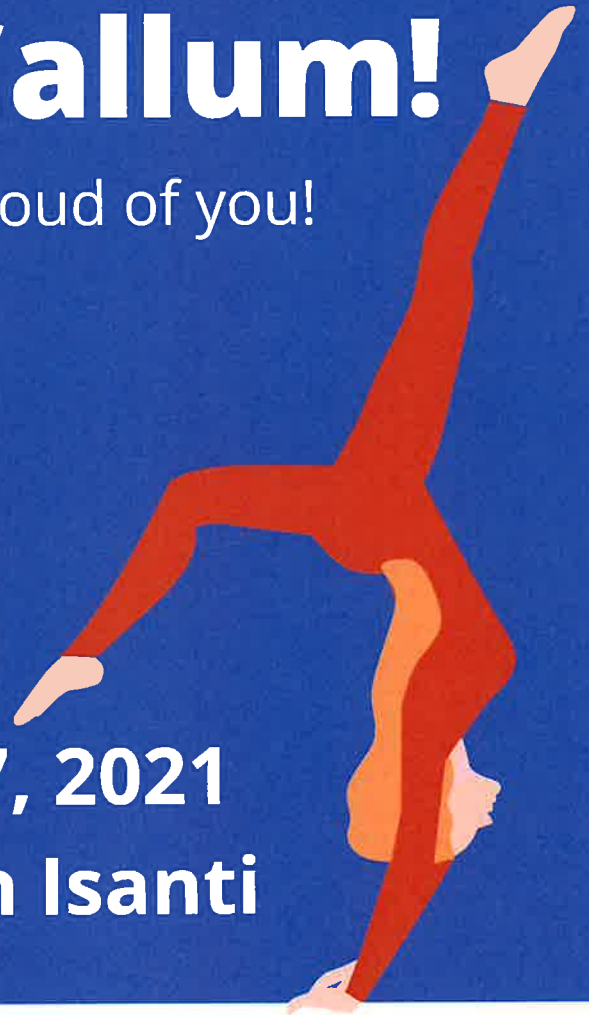


# Welcome Home, Grace McCallum!

Your community is proud of you!

*Grace will make an  
appearance at the Isanti  
Street Dance! Come out to  
show her support!*

**Saturday, August 7, 2021  
8:00pm \* Downtown Isanti**





**RESOLUTION 2021-XXX****ACCEPTING PARKS, RECREATION AND CULTURE BOARD MEMBER JAMES  
WITTE'S RESIGNATION**

**WHEREAS**, James Witte was appointed by the City Council to serve as a member of the Parks, Recreation and Culture Board for a term that expires on December 31, 2021; and,

**WHEREAS**, James Witte has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective August 3, 2021;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota that James Witte's resignation as a member of the Parks, Recreation and Culture Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 4<sup>th</sup> day of August 2021

Attest:

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Mayor Jeff Johnson

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Jaden Strand  
City Clerk

**RESOLUTION 2021-XXX****ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK KRISTA  
MILNE**

**WHEREAS**, PT Liquor Store Clerk, Krista Milne left employment without proper notice;  
and,

**WHEREAS**, the effective date of this resignation is July 30<sup>th</sup>, 2021; and,

**WHEREAS**, Krista Milne is not leaving employment in good standing as she did not resign  
per current personnel policy with proper notice;

**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 Krista Milne is hereby effective July 30<sup>th</sup>, 2021.
2. That Human Resources Director and Liquor Store Manager are hereby directed to fill  
the position.

This Resolution is hereby approved by the Isanti City Council this 4<sup>th</sup> day of August 2021.

Attest:

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Mayor Jeff Johnson

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Jaden Strand  
City Clerk