

**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 Award

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

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
(Immediately following the City Council Meeting)
- 4. Planning Commission Meeting Tuesday, August 17, 2021
(Immediately following the Budget Work Session)

I. Council Committee Reports

J. Public Hearings

K. Business Items

Community Development Director Sheila Sellman

- 1. Resolution 2021-XXX Approving the Site Plan Review for Wolf River Electric Co.
- 2. Consideration of a Conditional Use Permit, Variances and Site Plan for Isanti Self-Storage
 - a. Resolution 2021-XXX Approving the Conditional Use Permit Application for a Self-Storage Facility at 515 1st Ave NW
 - b. Resolution 2021-XXX Approving a Variance to Impervious Surface Coverage at Isanti Self-Storage at 515 1st Ave NW PID 16.058.0051
 - c. Resolution 2021-XXX Denying Variance Request to Rear Yard Setback Requirements for Additional Storage Units at 515 1st Ave NW
 - d. Resolution 2021-XXX Denying the Site Plans for Additional Self-Storage Units at Isanti Self-Storage Located at 515 1st Ave NW
- 3. Resolution 2021-XXX Denying an Alternative Letter of Credit Payment for Fairway Greens North Phase I

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-XXX Accepting Resignation for Liquor Store Clerk Meghan Glassel
3. Resolution 2021-XXX 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-XXX Approving a Mutual Aid Agreement Between the City of Isanti and Cambridge-Isanti School District
5. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Nicole Bothman
6. Resolution 2021-XXX Approving the Hire of Part-Time Police Secretary Maria Glad

M. Other Communications

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

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 20, 2021 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: Councilmember Paul Bergley

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Assistant Finance Director Pam Dahlheimer, Economic Development/ Marketing Intern Will Bucheger, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

Others Present: Art and Science Academy Executive Director Kevin Fitton

D. Public Comment

None

E. Adopt Agenda

Addendum:

ADD K.2. Resolution 2021-XXX Declaring a Critical Water Deficiency

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

F. Proclamations/Commendations/Certificate Awards

1. 2021 Jubilee Parade Mayor's Choice Trophy (Cambridge-Isanti Youth Hockey Association)
Mayor Johnson presented the 2021 Mayor's Choice Trophy to Cambridge-Isanti Youth Hockey Association followed by a photo.

G. Approve City Council Minutes

1. July 6, 2021- Regular Meeting of the City Council
2. May 18, 2021- Planning Commission Meeting

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

H. Announcements

- | | |
|--|---|
| 1. Park, Recreation, & Culture Board Meeting | Tuesday, July 27, 2021 at 6:00 p.m. |
| 2. City Council Meeting | Wednesday, August 4, 2021 at 7:00 p.m. |
| 3. Economic Development Authority Meeting | Wednesday, August 4, 2021 |
| | <i>(Following the City Council Meeting)</i> |

I. Council Committee Reports

None

J. Public Hearings

1. Resolution 2021-162 Consider the Issuance, Sale, and Delivery of an Educational Facilities Revenue Note

Finance Director Mike Betker shared that the proposed loan is a loan from the bank to a tax-exempt organization and in this case, a school. Unlike normal bonds such as EDA Revenue Bonds, this loan will not be secured by the credit of the City, the City is not pledging any collateral, the City is not responsible for any of the payments on the loan, the financing will not affect the City's credit rating and there are no tax payor funds involved in the loan payments. The City's Bond Counsel Mary Ippel from Taft Law has reviewed the documents and found them to be satisfactory. The documents contain adequate indemnification and reimbursement provisions for the City and protect the City from risk. In the end, the City is issuing conduit debt so the school receives tax-exempt status on the loan which is a benefit for the charter school where they can use the proceeds to buyout two leases on the buildings they have and benefit from the difference in those prices.

Mayor Johnson opened the public hearing at 7:08 p.m.

Mayor Johnson asked if the Art and Science Academy will be building a high school.

Art and Science Academy Executive Director Kevin Fitton shared that eventually they will be building a high school but the first step is to purchase their buildings. Under Minnesota law, a charter cannot own its building directly so there is a workaround which is called an Affiliated Building Corporation where a second organization is formed (legal entity) who will own the buildings and then the school leases it from the entity. Fitton further shared that by buying their buildings not only gives them direct control over their properties but it also saves them on the lease costs.

With no further comments from the public, Mayor Johnson closed the public hearing at 7:11 p.m.

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

K. Business Items

City Administrator Josi Wood

1. Editorial and Legal Analysis Review and Modifications to Ordinances

- a. ORD-758** An Ordinance to Repeal and Replace Chapter 256; Property Maintenance Standards
- b. ORD-759** An Ordinance to Repeal and Replace Chapter 257; Right-of-Way Management
- c. ORD-760** An Ordinance Amending Chapter 160; Fees
- d. ORD-761** An Ordinance Amending Chapter 312; Unclaimed Property
- e. ORD-762** An Ordinance Amending Chapter 111; Building Construction
- f. ORD-763** An Ordinance Amending Chapters as Presented in the Editorial and Legal Analysis Summary

City Administrator Josi Wood shared all the ordinances for modification that were done for the legal and editorial analysis, were either a repeal and replace or an amendment. Some of the ordinances were minor amendments where a state statute needed to be updated, language clarified or misspelling were all taken into consideration to ensure city code is current. All these were discussed

at Committee of the Whole meeting on June 15th and have been posted for the required 10 days. The only ordinance that was not at the June 15th meeting was the final version of Chapter 256; Property Maintenance Standards however, as discussed at the meeting it was to include all buildings and not just residential in the chapter.

Motion by Lundeen to approve K.1. a. through K.1. f. as presented, seconded by Collison. Motion passed 4-0. Motion carried.

2. Resolution 2021-XXX Declaring a Critical Water Deficiency

City Administrator Josi Wood shared that Minnesota is facing drought conditions and the City received a notification from the Department of Natural Resources who holds the City's water appropriations permit that Minnesota has entered into a drought warning phase which means that they are asking communities over 1,000 people to reduce their water usage with restrictive bans. City Code 325-17 Lawn Sprinkling, Watering and Irrigation states that as an annual restriction during the period from May 1 through September 1 all lawns with addresses ending in an odd number may be watered on odd numbered days and addresses ending in an even number may be watered on even numbered days but will not be allowed between 12:00pm-6:00 p.m. Wood continued to share that as part of the City's Water Supply Plan and City Code Chapter 325-15 Water Conservation Restrictions, Critical Water Deficiency, that in order to restrict water usage the Governor, and/or Mayor would need to declare a "Critical Water Deficiency." Declaring a "Critical Water Deficiency" is not mandatory at this time but it would need to be declared in order to further restrict and enforce water usage.

Recommendation from Council is to share an informational post on City's Facebook page and website reminding residents to only water during their adequate time and inform that if a state of emergency is declared there will be further restriction on water usage.

A motion was made by Lundeen to remove the resolution and do nothing further seconded by Gordon. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

- 1.** Consider Payroll in the Amount of \$126,954.51 and Accounts Payable in the Amount of \$821,081.60
- 2.** **Resolution 2021-163** Approving Wellhead Protection Area Signs
- 3.** **Resolution 2021-164** Authorizing Engineering Services for the Minor Subdivision of the Liquor Store Lot at 10 6th Ave SE
- 4.** **Resolution 2021-165** Terminating Contract and Accepting Quote and Authorizing to Enter into a Contract for Cleaning Services

Motion by Lundeen, seconded by Collison to approve consent agenda as presented. Motion passed 4-0. Motion carried.

M. Other Communications

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

N. CLOSED SESSION

- 1. 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)**

Mayor Johnson stated that the Council would be going into 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)

The meeting was closed at 7:27 p.m.

Upon reopening of the meeting at 7:44 p.m., no further action was taken.

Adjournment

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

Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

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

Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 20, 2021 – 5:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: Councilor Paul Bergley

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester, Parks, Recreation and Event Coordinator Alyssa Olson, City Engineer Jason Cook, Finance Director Mike Betker, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

D. Public Comment

None

E. Committee Meeting Items

1. Police Updates

- The police department is fully staffed.
- The charger that was ordered in January has arrived and should be out patrolling in approximately 4 weeks.
- The speed sign was taken down off of 3rd Avenue and Chief Muyres is working with the vendor as there has been some issues with data extraction.
- The battery life of the speed sign is approximately 2 weeks.
- Two officers will be assigned to street dances for the remainder of the year.
- Nite to Unite will be on August 3rd.

2. TIF Discussion

- A property owner on the East side of Highway 65 that owns 28 acres asked if the City was interested in purchasing the property.
- The property has a couple issues such as no utilities, needs infrastructure and roads put in, a couple wetlands and part of the gas line runs through it.
- Community Development Director Sheila Sellman shared that if the property was created into a TIF District the realtor can advertise incentives for a potential restaurant and if the Council wishes to purchase the property it would have to be discussed at closed session.
- Consensus from Committee is to support a TIF District once a development plan is put into place by the owner or potential developer.

3. American Rescue Funds Discussion

- The City will receive approximately \$700,000.00 in American Relief Funds.
- Staff is looking for authorization to identify water and sewer infrastructure projects to utilize the ARPA funds and cue the projects up in 2022.
- Consensus from Committee is to use funds for water and sewer infrastructure projects.

4. Archery Range Discussion

- Upon request from Council member Gordon to add an archery range to the Isanti Parks amenities, staff has conducted research on the subject and has identified two suitable options for developing an archery range within City limits.
- Option 1: Utilizing available space to the South of the Dog Park. Total estimated cost of \$19,000.00.
- Option 2: Incorporating a range into the fenced-in compost site along the Northern fence line on the property. At this location, the range would only be available for use during operational hours on select Sundays, Tuesdays, Thursdays and Saturdays from April to November. The Compost Site attendant would be able to monitor use of the range. The total estimated cost of \$14,500.00.
- Recommendation from Committee is for the archery range location to be at the dog park with a 6 ft fencing around the location, the project to be budgeted for 2022 and for staff to look into what fencing is available at the Public Works shop to possibly help save on some of the cost.

5. North 65 Chamber of Commerce Collaboration

- The North 65 Chamber of Commerce has asked the Community Development Director to periodically attend their board meeting in order to share new developments or happenings within the City.
- Community Development Director asked the Board if they were doing anything in the business community to celebrate Grace McCullum's Olympic Journey.
- The board was not aware of anything but would like to do something to show their support.
- Community Development Director mentioned to the board that she had seen a sign at Kwik Trip and suggested that the Chamber and City partner to provide supportive signs to the businesses in Isanti.
- The Chamber said they would print them and then we can work together on handing them out to businesses and have some at City Hall in case other people wanted them, and they would have some at the Chamber office as well.
- Recommendation from Committee is to partner with the Chamber to collaborate support signs.

6. Carnival Event

- Council member Lundeen suggested a carnival event in Isanti and wanted to discuss with the Committee.

- Parks, Recreation and Events Coordinator Alyssa Olson shared that with this type of event a carnival company is hired. It involves bringing in a third party to run the carnival and attach volunteers or somebody to run it.
- Recommendation from Committee is for staff to look at possible cost of having such an event and bring back to Committee of the Whole for further discussion.

7. Holiday Lighting Display

- Parks, Recreation and Events Coordinator Alyssa Olson shared that there are production costs that go into a lighting display. There is room for sponsorship but the City will need to put some budget forward for initial costs.
- Recommendation from Committee is for staff to continue to look into options and possible cost for such an event and bring to August Committee of the Whole meeting for further discussion.

F. Adjournment

Meeting was adjourned at 6:17 p.m.

Respectfully Submitted.

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

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 20, 2021
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 7:49 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Paul Bergley

D. Public Comment

None

E. Adopt Agenda

Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion passed 4-0.
 Motion carried.

F. Work Session Items

1. 2022 Budget Schedule

The July 20, 2021 Work Session includes:

- Tax/Levy History and Projections
- Operating Budgets:
 - General Fund (101)
 - Economic Development Authority (108)
 - Water Fund (601)
 - Sewer Fund (602)
 - Stormwater Fund (603)
 - Liquor Fund (609)
 - Debt Service Funds (929-932)

The August 17, 2021 Work Session includes:

- Capital Budgets
 - General & EDA Funds (920)
 - Street Construction Fund (425)
 - Pavement Management Fund (440)
 - Water Fund (601)
 - Sewer Fund (602)
 - Stormwater Fund (603)
 - Liquor Fund (609)
 - Technology Fund (614)
- Operating Budget Updates (if any)

The September 7, 2021 Preliminary Budget and Levy Meeting includes:

- Set 2022 Budget and Levy Presentation
- Public Comment
- Adopt 2022 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If needed)
- Adopt 2022 Final Levy
- Adopt 2022 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. Tax Levy/ Tax Rate

- The proposed 2022 Total Levy is \$2,987,409.00 and the total Levy is going up to \$3,281,851.00.
- The projected tax rate for 2022 is 58.484% with a change of -3.17% from 2021.

3. General Fund Operating Budget (101)

- The proposed 2022 General Fund Operating Budget expenses out pays the revenue by \$83,168.00.
 - Potential Options to Reductions:
 - Eliminate Additional Policy Secretary which would reduce \$27, 177.00.
 - Reduce Code Enforcement Hours which would reduce \$12,872.00.
 - Health Insurance Renewal Assumption (25% to 10%) which would reduce \$28, 515.00.
 - Dental Insurance Renewal Assumption (10% to 0%) which would reduce \$2,326.00.
 - Other Potential Additions:
 - Transfer Excess Funds from Fund 920 which would reduce \$80,000.00.
 - Adjust Revenues Less Conservatively
- Consensus from City Council is to transfer \$80,000.00 from Fund 920 and if health insurance comes in lower, lower the transfer amount from Fund 920.

4. EDA Fund Operating Budget (108)

- The EDA Revenues and Expenditures has a proposed balanced budget of \$111,448.00.

5. Water Fund (601)

- Water Fund has a proposed net cash loss of \$282,424.00.

6. Sewer Fund Operating Budget (602)

- Sewer Fund has a proposed \$380,067.00 cash flow surplus.

7. Stormwater Fund Operating Budget (603)

- Stormwater has a proposed net cash flow of \$263,602.00.
- Rate Study will be done in August.

8. Liquor Fund Operating Budget (609)

- Proposed Municipal Liquor Fund Revenues is \$4,386,054.00.
- Proposed Municipal Liquor Fund Expenditures is \$4,405,846.00.

9. Debt Service Funds Summary (629 thru 932)

- 2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments will be made in 2021. Revenues generated exclusively from the debt service levy which ended in 2020.
- 2011A Improvement Bond Fund (930) shows a net loss of \$50,915.00 as the bond is nearing the end of its debt service schedule. Final debt service payments will be made in 2022. Revenues are generated from the debt service levy, which end in 2021 and from transfers out of the Water and Sewer Funds.
- 2014A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Final debt service payments will be made in 2030. Revenues are generated exclusively from the debt service levy, which ends in 2029.
- 2014B GO Improvement Bond Fund (932) is nearing the end of its debt service schedule. Final debt service payments will be made in 2024. Revenues are generated exclusively from the debt service levy which ends in 2023.

Motion by Lundeen, seconded by Collison to approve budget work books as presented. (No action can be taken at a work session) Motion passed 4-0. Motion carried.

Adjournment

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

Meeting adjourned at 8:07 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

CITY OF ISANTI**PLANNING COMMISSION MEETING****TUESDAY, June 15, 2021**

Immediately following the 7:00 P.M City Council Meeting;

1. Meeting Opening

- A. Call to Order: Chair Johnson called the meeting to order at 7:26 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon.
Members Absent: Alexander Collins
Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
- D. Agenda Modifications: None
- E. Adopt the Agenda
Motion to adopt the agenda by Lundeen, second by Collison motion passes 6-0.

2. Meeting Minutes

- A. Approval of Minutes from the May 18, 2021 Planning Commission Meeting motion by Lundeen, second by Simon motion passes 6-0.

3. Public Hearing

- A. An amendment to City Ordinance 445, Section 13, Article 2, Subd. 21, said request is to allow small wind energy conversion systems in residential zoning districts. Sellman explained the ordinance amendment request to allow for small wind energy conversion systems in the R-1A, R-1, R-2, R-3A, and R-3B zoning districts. Currently wind energy conversion systems are allowed only in the B-2, I-1, T1-B, and T1-I Districts as a Conditional Use. Staff requested that these small wind energy conversion systems be allowed as an accessory use in residential zoning districts without a conditional use permit. There was no one from the public present at the public hearing to speak on the topic. Motion for approval of the ordinance amendment by Lundeen, second by Bergley, motion passed 6-0.
- B. Request by Image Contracting, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a BP Metals manufacturing and office building located at 825 East Dual Blvd NE. Saltis presented the Site Plans for a proposed BP Metals Manufacturing Building in the Isanti Industrial Park. The applicants representing BP Metals and Image Contracting were present at the meeting and available for questions from the Planning Commission members. The Planning Commission asked if BP Metals was planning to keep their Blaine location in addition to this proposed Isanti location. Blake Pendzimas from BP Metals explained that they are looking to keep their Blaine location for the time being, with potential to

expand the Isanti location in the future. The Planning Commission also asked about the number of employees that would be working at the facility in which the applicant explained that there would be 3 shifts of 15 or more employees per shift and the facility will be open 24 hours per day. There was no one from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 6-2-2021 by Lundeen, 2nd by Simon, motion passes 6-0.

5. Other Business: None

6. Discussion Items:

A. **Zoning Code Update** Community Development Director Sellman explained to the Planning Commission that staff will be working on updating the City's Zoning Ordinances in a full review. Changes made to the Zoning Ordinances will be brought to a future Planning Commission meeting for approval.

7. Adjournment: Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 6-0 meeting adjourned at 7:42 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
June 22, 2021**

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Zachary Gahm and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern, and Mayor Jeff Johnson

Agenda/Modifications: None

2. Meeting Minutes: Motion by Gordon; second by Witte to approve meeting Minutes from April 27, 2021. Motion passed 4-0.

3. Oath of Office: New member Zachary Gahm pronounced the Oath of Office and was officially welcomed to the Board.

4. VFW Park Lease Termination: Olson shared an update on the VFW Park lease termination conversation with the VFW. She relayed that a discussion has taken place with the incoming VFW President who has brought the position to the Post members. Olson is awaiting the decision from the VFW on whether they wish to receive and maintain the playground equipment as a donation or if they would like the City to dismantle the property in terminating the lease agreement.

5. Department Updates: Olson shared updates from May and June events, which have been well-attended. An Adopt-A-Park application has been received and accepted for the Rotary of Cambridge and Isanti. They will begin maintaining Rum River Meadows Park beginning in June through the end of the Park season. New bleachers have been installed at Unity Park. Community Center maintenance was completed and the Isanti Lions are working on getting the oven up to code. Pickleball court has been painted at Mattson Park. The park survey has been distributed to 100+ residents surrounding both Rum River Meadows Park and Isanti Hills Neighborhood Park. Responses are coming in and Maizy is collecting results to be analyzed after the June 30 deadline. Zdon noted the previous survey didn't receive many results so the 50+ received so far is a good improvement.

The Farmers' Market has welcomed a good assortment of vendors, featuring 18-20 through the rest of the season. Attendance has been low, but office staff are taking measures to increase promotion of the weekly markets. First Street Dance was a hit and welcomed an estimated 3000 attendees. The band had a short sound issue at the beginning, but recovered quickly. 8 vendors were onsite and all sold out of most items; they were very pleased with attendance and excited for the next event. Trash was excessive and there was a large number of unsupervised youth in attendance so increased safety and waste measures will be added to the upcoming dates. Medallion Hunt will take place again this year. Maizy is managing the project and coming up with clues and hiding location. She is also connecting with area businesses to secure prizes with a goal of a \$500 value. Olson confirmed they are taking measures to extend the hunt period this year and make the medallion more difficult to find. Fireworks have been scheduled for July 8 following the Jubilee Days parade and 4 food trucks will be present onsite. Splish Splash Summer Bash will take place at Bluebird Park on July 9. This year will feature Kids Dance, a waterslide, slip 'n slide, food trucks, pop bottle rockets, face painting and additional water-based activities. Gahm inquired about having community organizations involved. Olson noted she had connected with a few, but it may not be viable for them to participate this year. The goal is to continue to grow the event for future years and include more participation from local businesses and groups.

Olson shared that the Committee of the Whole, prompted by Councilmember Gordon, has requested research on adding an archery range to the Isanti park offerings. Olson will be looking into options and considerations to share at the July COW meeting, and for the PRC Board in July. The Board had a number of questions regarding safety measures and staffing options, to which Olson will be including in her research. Olson shared that the Performance Center and lighting project in Bluebird Park was approved by the City Council and should be completed in mid-August/early September. Olson noted the goal is to move the September 11 Street Dance to the park, but will depend on construction timeline. Members of the Board had a number of questions regarding the decision to move the Street Dances to the park. Mayor Johnson provided some background on that decision and that it would help with safety measures and event logistics

to be able to use the park instead of the downtown streets. The Board shared concerns about the Street Dances losing their appeal by not being in the street, and that the downtown businesses would not benefit from the move. Olson noted that the businesses downtown don't currently engage in the event and all are closed during it. Zdon shared that bands will want an elevated stage and that should be considered in the height of the Performance Center. Olson noted that the Performance Center was scoped as an amphitheater, which assumes a downward view, but would clarify the height of the cement base. Witte asked about the splash pad plans and if those were to move forward. Olson noted the restrooms and splash pad projects had been postponed, per the Council, and she would be researching those projects more moving into 2022. Mayor Johnson provided some insights into the project from his initial research and stated it is slated to be completed in 2024.

Adjournment: Motion by Witte, second by Gordon to adjourn the June 22, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: August 4, 2021
Subject: Resolution 2021-XXX Approving the Site Plan Review for Wolf River Electric Co.

Overview/Background:

Site Plans were submitted for an office-warehouse building for Wolf River Electric Co. and this item was discussed at the July 20, 2021 Planning Commission Meeting. Topics of discussion included the phasing for the development, exterior building materials, photometrics plans, road accesses and trash enclosure plans. It was explained that the site plans submitted are only for one building and any future phasing will have to go through a separate site plan review for approval. A representative for Wolf River Electric Co. attended the meeting and was available for questions from the Planning Commission. Mayor Johnson asked the representative if the conditions listed in the PC Staff Report and City Engineer's Memo could be met and if they are reasonable. The representative said that the conditions were reasonable and could be met. The Planning Commission made a motion to approve site plans with conditions listed in the July 20, 2021 staff report and City Engineer's Memo dated July 12, 2021, the motion passed 5-0.

Request:

Approval of Site Plans for an office-warehouse building located at 687 E Dual Blvd NE for Wolf River Electric Co.

Attachments:

- Resolution
- Findings of fact
- Planning Commission Memo dated 7/20/2021

RESOLUTION 2021-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR AN OFFICE-WAREHOUSE BUILDING FOR WOLF RIVER ELECTRIC CO LOCATED AT 687 EAST DUAL BLVD NE

WHEREAS, Wolf River Electric Co. (applicant) has requested approval for site plans of an office-warehouse building at 687 East Dual Blvd NE in the City of Isanti (PID 16.137.0010); and,

WHEREAS, the property is located in the “I-1” Industrial Park District, in which *office-warehouse* is a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd.2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Site Plans for an office-warehouse building on July 20, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 4, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for an office-warehouse building;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby approved subject to the following conditions:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to submitting for a building permit.
2. Trash enclosure plans shall be submitted for staff review prior to applying for a building permit.
3. A photometrics plan shall be submitted to review lighting types and foot candle readings prior to submitting for a building permit.
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City’s Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer’s memo dated 7/12/2021 shall be addressed

This Resolution is hereby approved by the Isanti City Council this 4th day of August, 2021

Mayor Jeff Johnson

Attest:

Jaden Strand

City Clerk

<p style="text-align: center;">FINDINGS OF FACT AND CONCLUSION WOLF RIVER ELECTRIC SITE PLAN</p>
--

Request

Request by Wolf River Electric Co. for Site Plan Approval for an office-warehouse building located at 687 East Dual Blvd NE.

Findings of Fact

1. The applicant is requesting approval of Site Plans for an office-warehouse building located at 687 East Dual Blvd NE.
2. The Property is zoned I-1, Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Site Plan application was published with the *County Star* on July 7, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7; the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
The office-warehouse building will provide employment opportunities in Isanti within the Industrial District. Office-warehouse is a permitted use in the Industrial District and is guided Industrial in the comprehensive Plan.
 - B. Consistency with City Codes.
The proposed development meets all current City Codes established.
 - C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
There are existing trees on site that will need to be removed for the development of the office-warehouse building. The landscaping plan proposes roughly 20 new trees and other various plantings around the site which will make up for the removal of existing trees on site.

- D. The amount and location of open space and landscaping.
The proposed site exceeds minimum requirements for open space and landscaping.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
Interior vehicular and pedestrian circulation, access points to the public streets, and all other requirements have been met.
- F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
The site will be properly shielded with landscaping from neighboring properties. The development of the office-warehouse building is consistent with other buildings in the Industrial Park District and will not have a negative impact on surrounding properties.
- G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council
The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on July 20, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Lundeen to recommend approval of site plans for an office-warehouse building located at 687 East Dual Blvd NE. Motion passed 5-0.



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: July 20, 2021

SUBJECT: Site Plan Review for a proposed office warehouse building located at 687 East Dual Blvd. PID 16.157.0020 (Wolf River Electric)

Request: The applicant, Wolf River Electric is requesting site plan approval for a proposed office warehouse building located at 687 East Dual Blvd (PID 16.157.0020).

Overview/Background: The applicant proposes to construct an office warehouse building on a vacant lot located in the Industrial Park District and legally described as Lot 2 Block 1, Isanti Centennial Complex 7th Rearrangement (PID 16.157.0020) with potential future expansion on the north lot. Any future expansions will need to be submitted separately and are not included in this site plan review.

This parcel is currently zoned I-1 Industrial Park District in which "Office-Warehouse" is a permitted use. The building is intended to provide offices and storage space for electric equipment in a warehouse setting. The building is proposed to be roughly 16,125 square feet and provide forty-one parking stalls with two of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Lot Requirements

- Lot Size Minimum .5 acre
- Minimum Width of Lot at ROW 100 ft
- Minimum landscaping 25% of total lot area

The area of the parcel is roughly 5.01 acres in size and exceeds the lot size minimum.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located roughly 100 ft from the east property lines near East Dual Blvd NE and will meet all required setbacks for the I-1 zoning district.

Impervious Surface Coverage

There shall be a required minimum of twenty-five percent (25%) reservation of the total lot area for landscaping use. A landscaping plan must be submitted to and be approved by the Planning Commission or its designee.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. The landscaping requirement of 25% of the total lot area as green space will be met.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas and truck court are proposed to be surfaced with standard duty asphalt. Concrete sidewalks are proposed around the perimeter of the building.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around the entire perimeter of the parking lot and paved area on site. Valley gutters shall be installed through both proposed entrances.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide.

Four-inch-wide yellow or white striping will be used across the site for designated parking stalls. Two stalls will be striped to indicate no parking for handicap access stalls.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Industrial Uses

Warehouse / Storage	1 space per 1,500 square feet of floor area (Ord. No. 617)
---------------------	--

Based on the proposed use and square footage of the proposed building, 11 parking spaces are required in which one stall shall be designated as handicap accessible. The site plans show 41 parking stalls, in which two parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use.

Stall, Aisle and Driveway Design

Except in the case of single family and two-family dwellings, and townhouses, parking areas shall comply with the following standards

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will have two-way traffic. Stall dimensions are shown as 9 feet in width and 19 feet in length and follow this requirement. The drive aisle widths are proposed for at least 26 feet and meet the requirement for two-way vehicle circulation.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting s

A.

An exterior lighting plan shall be submitted that shows lighting types that are proposed on site and include freestanding light poles and wall mounted sconces. All lighting types proposed shall be downlit and designed to reduce glare. These light sources shall meet all criteria listed in Section 14 of the City Zoning Ordinances. Freestanding light poles shall be illustrated on site plans to determine their location to ensure that the foot candles near property lines are being met.

Curb Cuts

There are two curb cuts proposed along East Dual Blvd NE. These two proposed curb cuts are spaced 242 feet apart and are an adequate distance from each other complying with City Standards. The curb cut on the north access to the site is proposed at 30 feet in width and the south access is proposed at 26 feet in width.

Building Design and Construction

- A. The design and location of the buildings constructed on a lot shall be attractive and shall complement existing structures and the surrounding natural features and topography with respect to height, design finish, color, size and location.
- B. Load bearing structural components shall be steel or structural concrete. Other materials of greater strength may be used if expressly allowed by the City Council.
- C. Architecturally and aesthetically suitable building materials shall be applied to, or used on, all sides of all buildings that are adjacent to other existing or future structures or roads. Exterior walls of iron, aluminum, or wood will be permitted only with the specific written approval of the City Council. Exterior walls of masonry, concrete and glass are encouraged. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings.
- D. All exterior wall finishes on any building shall be comprised of any one or a combination of the following materials:
 - 1. Face brick
 - 2. Natural stone
 - 3. Glass
 - 4. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture.
 - 5. Factory fabricated, finished 26 Ga. Metal panel
 - 6. Decorative concrete block approved by the City Council.

7. Architectural metal accent panels, generally with a value greater than pre-cast concrete units, and as specifically approved by the City Council.
8. When material noted in (5) above is used, there shall be a wainscot of material noted in (1), (2.) or (6) above, Wainscot shall be located across a minimum of 50% of the linear perimeter of the building and shall be located where most visible from streets and as specifically approved by the City Council. Minimum wainscot height shall be one-third of the sidewalk height and/or specifically approved by the City Council.
9. Other materials as approved by the City Council and in conformance with existing design and character of the Property.

Exterior building materials include rock-faced concrete block and other various types of concrete blocks in two neutral colors, a prefinished metal canopy, metal flashing and aluminum windows and door frames. As proposed, this meets the design standards.

Screening, and Landscaping

- A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

Mechanical equipment is not displayed on site plans. If mechanical equipment is on the exterior of the building, site plans shall be altered to show the location of the equipment.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

There are no loading and service areas displayed on site plans. A building of this size (under 100,000 square ft) does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

The site does not abut a residential area.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

Site does not surround a residential area. The landscape plan shows privacy trees and plantings around the twenty-five parking stalls facing East Dual Blvd NE to shield from automobile headlights.

Landscaping

Non-Residential Requirements: In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations:

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

- a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.
- b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The city may approve an alternative if such alternative appears to meet the intent of this article.
- c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.
- d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

The landscaping plan proposes to include small plantings and a mix of ornamental and overstory trees in between the proposed parking area and the East Dual Blvd NE. Small shrubs and plantings will be placed in planting beds and sod will surround the parking

area curbing. The City Landscaping Ordinance requires that the site have at least 7 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 19 trees will meet this standard.

Refuse and Trash Receptacle Enclosures

- B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the “R-1”, “R-2”, and “R-3A” Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.
- C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:
 - 1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.
 - 2. Trash enclosures shall be lit.
 - 3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.
- D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle is proposed to be located in the parking area near the proposed stormwater pond. The trash enclosure on the site plan shows that it will be 16 ft in width and 24 ft in length. The appearance and materials of the trash enclosure have not been shown on submitted plans, the enclosure shall follow the regulations set in Section 14, Subdivision 3 of the City’s Zoning Ordinances and shall be enclosed. The trash enclosure shall also be illuminated for the safety of employees. The landscape plan shows three black hills spruce trees proposed around the trash enclosure for shielding from surrounding properties.

Signs

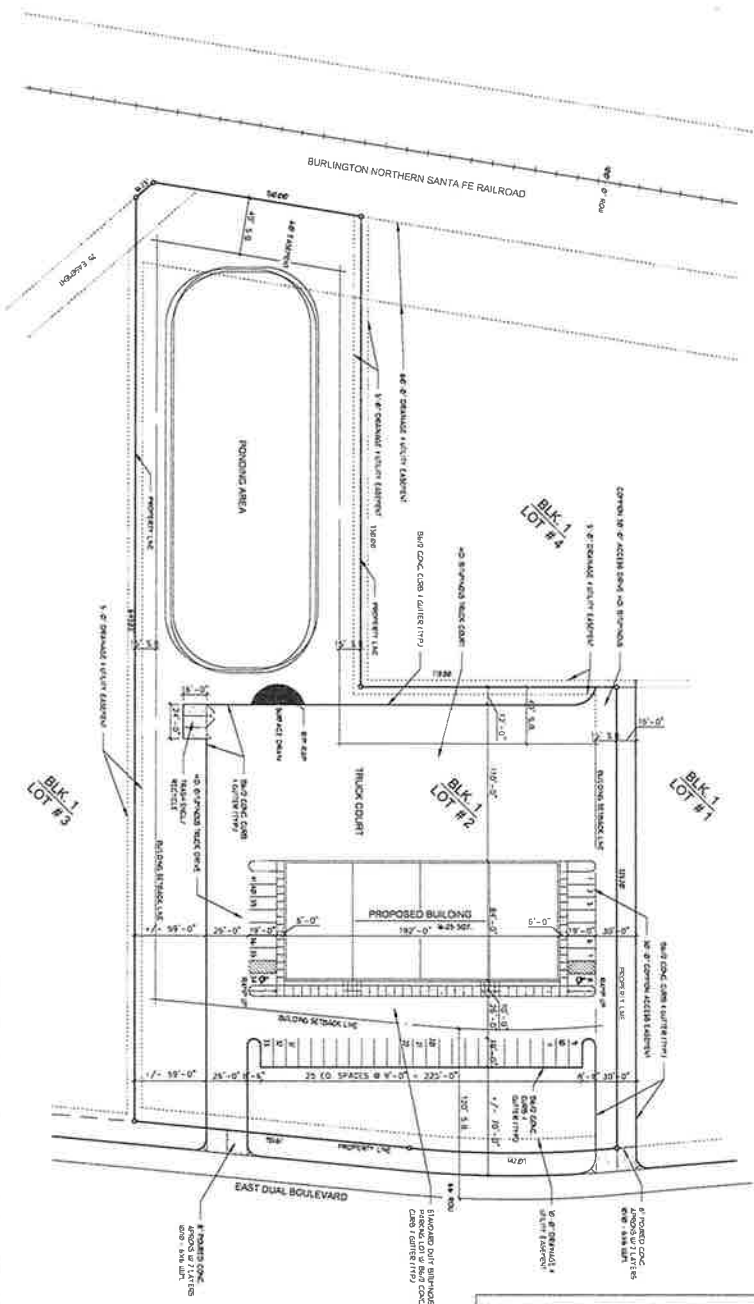
Sign permits will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City’s Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

Staff Recommendation: Staff recommends approval of the proposed Wolf River Electric office warehouse building located at 687 East Dual Blvd PID 16.157.0020 with the following conditions:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to applying for a building permit
2. Trash enclosure plans shall be submitted for staff review and approval prior to applying for a building permit
3. A photometrics plan shall be submitted to review lighting types and foot candle readings prior to applying for a building permit
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer's memo dated 7/12/2021 shall be addressed

Attachments:

- Site Plans, Floor Plans, Exterior Elevations and Landscape Plans
- City Engineer's Memo Dated 7/12/2021

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|----|---------------------------------------|
| 52 | 311. STUDYING AND DESIGN WORK, INC. 1 |
| 51 | MAXIMUM DESIGNER PLAN |
| 50 | SITE DEVELOPMENT PLAN |
| 49 | LANDSCAPING PLAN |
| 48 | BUILDING FISHBOWL |
| 47 | DO NOT REVERSE (MIMIC) |
| 46 | POOLED SECTION |
| 45 | POOL CONCEPT |
| 44 | DOING GOOD AND A NETWORK SHEET |
| 43 | CONSTRUCTION AND CONTROL DETAILS |
| 42 | INSIDE A BROWN CONTROL PLAN |
| 41 | CON SITE PLAN |
| 40 | CONCEPT PLAN |
| 39 | SITE DEVELOPMENT PLAN |

1. SEE SITE "DEVELOPMENT PLAN" AT LANSING/CLARKSON, PARCELS 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842,

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**WOLF RIVER
ELECTRIC**
LOT 2 - BLOCK 1,
ISANTI CENTENNIAL
COMPLEX 5TH
REARRANGEMENT
CITY OF ISANTI, MN
55040

OWNER

Commission Number	Date
XXX	XXXX
Drawn JF	Checked JA

139 1st Ave E, Suite 102
P.O. Box 471
Cambridge, MN 55008
Phone: (763) 689-5631
Fax: (763) 552-5631

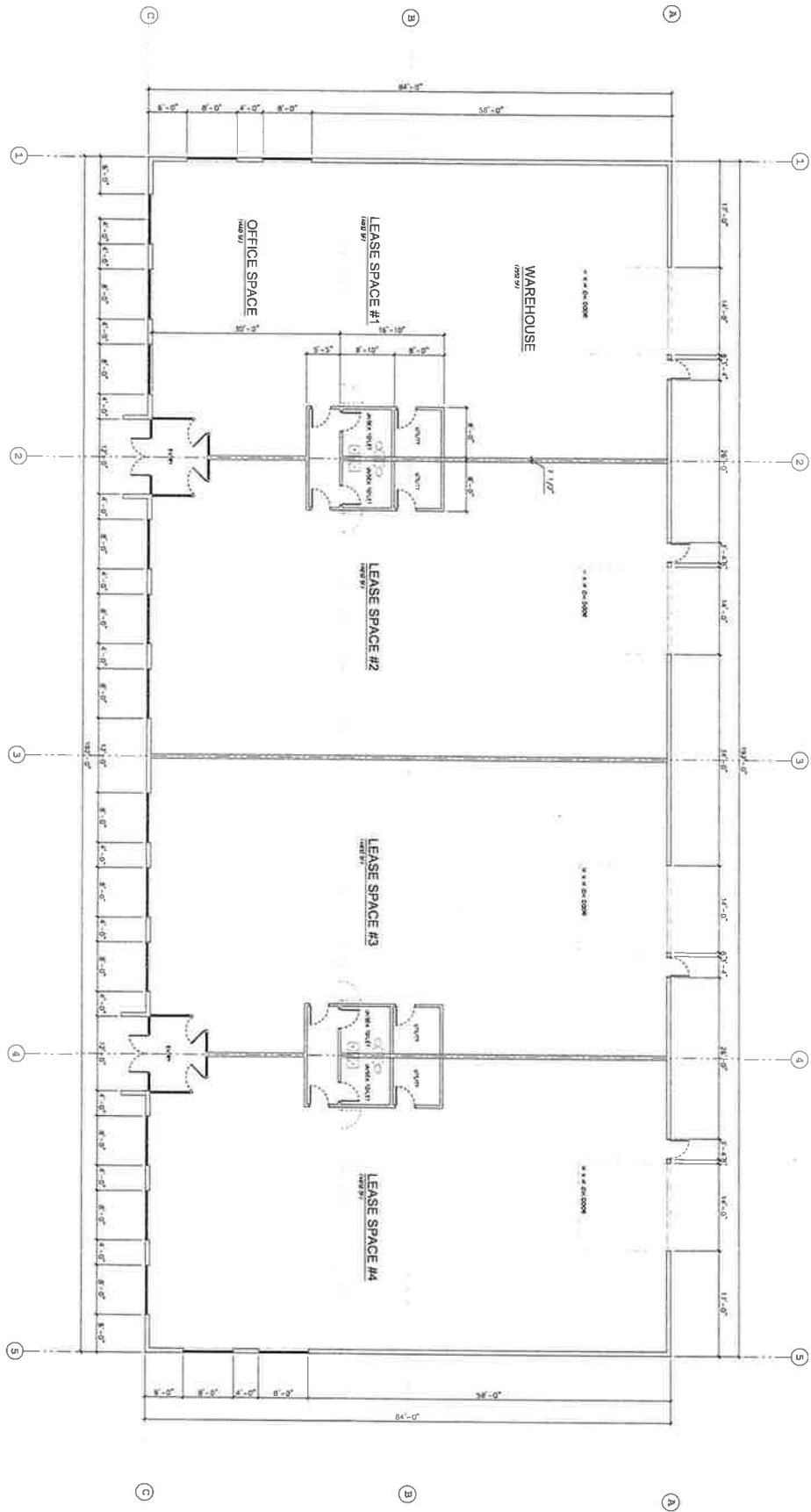
BY ME OR UNDER MY DIRECT SUPER
AND THAT I AM A DULY REGISTERED
FEDERAL AGENT UNDER THE
OF THE STATE OF MONTANA

William A. Becking, P.E.
DATE XX/XX/XXXX (LIC NO. 1

SITE PLAN

Jamb architects
P.O. Box Forest Lake, Minnesota 55025
(612) 670-0358

MAIN FLOOR PLAN



MAIN FLOOR PLAN
A2

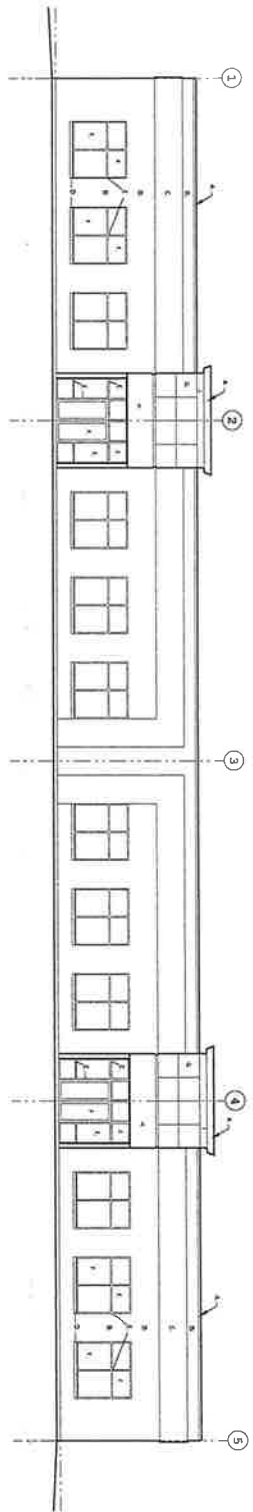
OWNER:
 WOLF RIVER ELECTRIC
 LOT 2 - BLOCK 1,
 SAINT CENTENNIAL COMPLEX 5TH REARRANGEMENT
 CITY OF SAINT, MN 55040

DESIGNER:
 Lamb architects
 P.O. Box 55025
 Forest Lake, Minnesota 55025
 (612) 670-0358

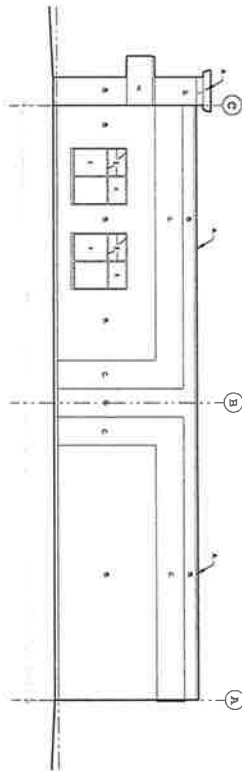
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the State of Minnesota.

Project Name: Wolf River Electric
Signature: [Signature]
Date: 10/10/10

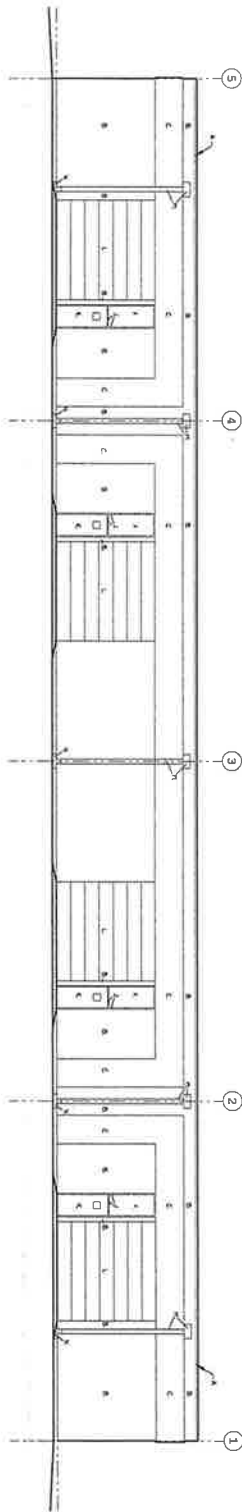
Sheet Name: MAIN FLOOR PLAN
Scale: 1/8" = 1'-0"
Date: 10/10/10
Drawn by: J. J. [Name]
Checked by: J. J. [Name]



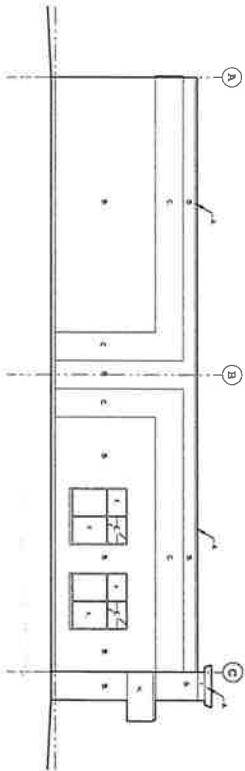
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

EXTERIOR FINISH SCHEDULE

1	CONCRETE
2	BRICK
3	GLAZED ALUMINUM
4	PAINTED ALUMINUM
5	PAINTED ALUMINUM
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amb architects
P.O. Box 55025
Forest Lake, Minnesota 55025
(612) 670-0358

Project:
WOLF RIVER
ELECTRIC
LOT 2 - BLOCK 1
ISANTI CENTENNIAL
COMPLEX 5TH
REARRANGEMENT
CITY OF ISANTI, MN
55040

Owner:
XX

Commission Number:
XXXX

Drawn by: Checked: JA

Becklin & Whitley
Consulting Engineers, Inc.
135 1st Ave. E. Suite 100
Cambridge, MN 55008
Phone: (763) 693-5631
Fax: (763) 592-5631

THESEY CERTIFY THAT THIS PLAN WAS PREPARED BY AN ENGINEER OR ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Stamp: **A3**



Real People. Real Solutions.

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

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

MEMORANDUM

Date: July 12, 2021
To: Sheila Sellman, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Wolf River Electric – Site Plan Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan and supporting documents entitled “Wolf River Electric” with a date of June 20, 2021.

The plan includes the construction of a new building, parking lot and pond.

An existing and proposed stormwater model was also submitted.

A future concept layout of a three lot subdivision was also included. We have not reviewed the other concept layouts at this time, however, we have verified the lot width at East Dual Boulevard is based on the currently platted lot lines.

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

Site Plan:

1. Sheet C3 Erosion & Sediment Control Plan:
 - a. Submit SWPPP to City prior to beginning work as over 1 acre of surface will be disturbed.
2. Sheet C5 – Civil Site Plan:
 - a. No future layout linework will be reviewed as submitted. Those expansions will need to be submitted in the future for full plan review.
 - b. Construct valley gutter through both proposed entrances.
 - c. Obtain ingress/egress easement from Lot 1 and give one to Lot 1.
3. Sheet C6 – Grading Plan:
 - a. Provide slope percent labels along curb and in pavement.
 - b. Show the handicap stall areas do not exceed 2%, and show the ped ramps onto the sidewalk.
 - c. The proposed infiltration basin needs to have 3 feet of separation from the pond bottom to the ground water level.



Real People. Real Solutions.

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

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- d. The proposed infiltration basin will need to have a soil boring to determine the water table, and a percolation test to determine infiltration rate.
 - e. Show the EOF spot elevation for the proposed pond.
 - f. Submit pond maintenance plan.
4. Sheet C7 – Utility Plan:
- a. Provide a outlet structure for the proposed pond.
 - b. A sanitary sewer service and water service are already stubbed to the property line. See attached record drawing. Connect to these services, as opposed to cutting into the street if possible.
 - c. The storm sewer inverts appear to be at or near the groundwater level. This does not allow room for infiltration.

Stormwater Modeling:

1. Submit subcatchment maps for the existing and proposed models.
2. Use Atlas-14 storm event modeling.
3. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.
4. Verify ground water will be over 3-feet below the bottom of the proposed infiltration basin. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed. Correct soil to not exceed maximum allowed infiltration rates.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Consideration of a Conditional Use Permit, Variance and Site Plan for Isanti Self-Storage

Background:

In April, staff was notified that additional storage units were added around the outside perimeter of the subject site, no permits were applied for prior to construction. Upon further research of the history of the site and original approvals, the units added were not part of the original site plans for the facility. City staff determined that since the site has been altered, a site plan review for the new units is necessary. Self-Storage is a conditional use in the I-1 Industrial Park District, the site does not currently have a Conditional Use Permit (CUP) for the three original buildings. Adding the new units increases the intensity of the site trigger the CUP requirement.

The applicant has applied for a CUP for the use, a variance to the impervious surface maximum, a variance to the rear yard setback and site plan approval. At the May 18, 2021 Planning Commission, the Commission recommended approval of the CUP for the use and directed the applicant to apply for the variances. The Planning Commission held a public hearing on July 20, 2021 for the variance requests. The Planning Commission recommends denial of the rear yard setback variance and denial of the site plan. The Planning Commission also recommends approval of the CUP and the variance to the impervious surface requirement.

If the City Council approves the variance for the setback requirements findings of fact of approval will need to be made at the Council meeting. Staff does not support the setback variance. The Planning Commission recommended a deadline of September 30, 2021 for the additional units to be removed, this will be incorporated in the CUP approvals.

If the Council approves the variance to allow the additional storage units staff suggests the following Conditions:

1. A building permit for each structure shall be applied for
2. The units along the southern lot line shall be removed by September 30, 2021
3. The units shall be moved out of the drainage and utility easement
4. The owner shall address runoff issues as identified by the City Engineer
5. The variance is limited to the 9 units shown on the site plan
6. The applicant shall record the variance with the County

Request: Consider adopting the resolution and findings of fact for the Conditional Use permit and variance to impervious surface and denying the site plan and variance to setbacks.

Attachments

- Resolution 2021-XXX Findings of fact, and CUP
- Resolution 2021-XXX Approving a Variance to impervious surface and findings of fact
- Resolution 2021-XXX Denying a Variance to building setbacks and findings of fact
- Resolution 2021-XXX Denying the Site Plan and findings of fact
- Planning Commission Reports May 18, 2021 and July 20, 2021

RESOLUTION 2021-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR A SELF-STORAGE FACILITY AT 515 1ST AVE NW

WHEREAS, Isanti Self-Storage (applicant) has requested a Conditional Use Permit approval for a Self-Storage Facility at 515 1st Ave NW in the City of Isanti (PID 16.058.0051); and,

WHEREAS, the property is located within Industrial Park District, of which requires a Conditional Use Permit for self-storage facilities; and,

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

WHEREAS, the proposed use for Self-Storage meets all of the General Performance Standards of the Zoning Ordinance; and

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on May 18, 2021 and recommended approval; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for Self-Storage facility located at 515 1st Ave NW, is hereby approved with the following conditions:

- 1) The Conditional Use Permit shall be recorded by the applicant.
- 2) The additional storage units one south and west side of the property be removed by September 30, 2021.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

<p style="text-align: center;">FINDINGS OF FACT AND CONCLUSION Isanti Self-Storage Conditional Use Permit</p>
--

Request

Request from Isanti Self-Storage for a Conditional Use Permit to operate a self-storage facility at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 18, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The site is guided Industrial and Self-storage is consistent with industrial development.
 - B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *The site is currently being used as a self-storage facility, granting the CUP will bring that portion of the use into conformance which is the intent.*
 - C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public. The site has been established as a self-storage facility.*
 - D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or

impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The site is already established as a self-storage facility, conditional use will not impede on the normal and orderly development and improvement of surrounding property.*
 - F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *This is an existing use and adequate facilities have been established.*
 - G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement with the exception of the impervious surface maximum coverage allowed in the Industrial Park District, the applicant has applied for a variance to this requirement.*
 - H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement with the exception of the impervious surface maximum coverage allowed, a variance has been applied for.*
2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses (*italicized*) are below:
- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.
 - B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under Section 17 of this Ordinance.
 - C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Parking for this development does not impact pedestrian circulation.
 - D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.
 - E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts

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

This section is met.

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

This area is surrounded by other industrial uses. This section is met.

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

The site is already developed. This section is met.

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

Existing lighting complies with our zoning code. This section is met.

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

This is an already developed site.

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

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

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

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

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

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

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

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

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

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

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

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 18, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Bergley to recommend approval of the Conditional Use Permit with conditions. Motion passed unanimously.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of Self-Storage facility at 515 1st Ave NW PID 16.058.0051, Isanti Minnesota

Request: A Conditional Use Permit for a Self-Storage facility in the Industrial Park Zoning District.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on May 18, 2021 and the Isanti City Council on August 4, 2021 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS 515 1st Avenue NW PID: 16.058.0051

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

1. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
2. All secondary units shall be removed from the site by September 30, 2021

Mayor Jeff Johnson

Date:_____

Attest:

City Clerk Jaden Strand

This document was drafted by:
The City of Isanti
110 1st Ave NW
Isanti MN 55040

RESOLUTION 2021-XXX

**APPROVING A VARIANCE TO IMPERVIOUS SURFACE COVERAGE FOR ISANTI
SELF-STORAGE AT 515 1ST AVE NW PID 16.058.0051**

WHEREAS, Isanti Self-Storage (applicant) has requested a variance to sign standards to allow for an additional freestanding sign at 905 6th Ave Ct; and,

WHEREAS, the property is located in the Industrial Park district and is 75% impervious surface is allowed; and,

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

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on July 20, 2021 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota approves the impervious surface maximum of 95% for Isanti Self-Storage located at 515 1st Ave NW and is hereby approved with the following conditions:

1. The additional units along the southern and western property line shall be removed by September 30, 2021.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

<p style="text-align: center;">FINDINGS OF FACT AND CONCLUSION Variance to Impervious Surface Isanti Self-Storage</p>

Request

Request from Isanti Self-Storage for a variance to the impervious surface maximum for property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Variance to the impervious surface maximum in the Industrial Park District.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on July 8, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

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

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *Self-storage has been established on this property and is permitted by a CUP. In obtaining the CUP it was discovered the site is over on impervious this is not something the owner did, the lot was over when they purchased.*
- B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *Exceeding impervious coverage is not unique. The landowner did not create the need for an impervious surface variance the site was already developed and they are requesting the variance to bring the site into compliance.*
- C. A variance, if granted, will not alter the essential character of the locality. *The site is already developed.*
- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. *NA*
- E. Economic considerations alone do not constitute practical difficulties. *The impervious surface was an existing condition when the applicant purchased the property.*

Decision

The Planning Commission reviewed the request in a public hearing on July 20, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend approval of the variance to impervious surface motion passed 4-1, Commissioner Gordon voted Nay.

The City Council approved the variance and adopted the Findings of Fact on _____ with a

This document drafted by:

City of Isanti

110 1st Ave NW

Isanti MN 55040

RESOLUTION 2021-XXX

**DENYING A VARIANCE REQUEST TO REAR YARD SETBACK REQUIREMENTS
FOR ADDITIONAL STORAGE UNITS AT 151 1ST AVE NW**

WHEREAS, Isanti Self-Storage, (the applicant) has applied for a variance to the rear yard setback for additional storage units that were installed without approval.

WHEREAS, The Planning Commission held a public hearing at the July 18, 2021 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the request during the regularly scheduled meeting of August 4, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested variance and is hereby denied.

Adopted by the City of Isanti City Council on this 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
Variance to Rear Yard Setback Isanti Self-Storage

Request

Request from Isanti Self-Storage for a variance to the rear yard setbacks for additional storage units at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Variance to the rear yard setback of 30 feet for additional storage units.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on July 8, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

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

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *Self-storage facilities are a Conditional Use in the Industrial Park zoning district. The subject site does not currently have a Conditional Use Permit (CUP) and is considered legally non-conforming for that use. A CUP has been applied for and has been approved for the use, not the site plan and not for the increased storage units. The site is maxed out with the existing storage facilities and is over on impervious already. The proposed addition of 9 more units is not reasonable use of the property as stated it is already maxed out with the existing structures.*
- B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owners.*
- C. A variance, if granted, will not alter the essential character of the locality.
Granting a variance for setbacks does alter the essential character of the locality. The additional units are out of place and inconsistent with the area's greenspace and impervious coverage.
- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
There are no practical difficulties.
- E. Economic considerations alone do not constitute practical difficulties.

Economic considerations alone are the only reason for this variance request. The applicant has not demonstrated any other hardship, the need is purely for their economic gain.

Decision

The Planning Commission reviewed the request in a public hearing on July 20, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend denial of the variance to rear yard setbacks motion passed 4-1, Commissioner Gordon voted Nay.

The City Council approved the variance and adopted the Findings of Fact on _____ with a

This document drafted by:
City of Isanti
110 1st Ave NW
Isanti MN 55040

RESOLUTION 2021-XXX

**DENYING THE SITE PLANS FOR ADDITIONAL SELF-STORAGE UNITS AT ISANTI
SELF-STORAGE LOCATED AT 515 1ST AVE NW**

WHEREAS, Isanti Self-Storage (applicant) has requested approval for site plans for additional storage units that have been installed without approvals at 515 1st Ave NW in the City of Isanti (PID 16.058.0051); and,

WHEREAS, the property is located in the “I-1” Industrial Park District, in which Self-Storage is a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd.2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission recommended denial of Site Plans for a for additional buildings on July 18, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 4, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for additional storage units.

BE IT FURTHER RESOLVED that the requested Site Plans be hereby denied subject to the following conditions:

1. The additional units must be removed from the site by September 30, 2021.

This resolution is hereby approved by the Isanti City Council this 4th day of August 2021

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

<p style="text-align: center;">FINDINGS OF FACT AND CONCLUSION Site Plan Isanti Self-Storage</p>
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Request

Request from Isanti Self-Storage for site plan approval for additional storage units at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a site plan for additional storage units.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 18, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on May 6, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics*):

- A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
The proposed additional storage units are not consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that the additional units do meet code requirements.
- B. Consistency with City Codes.
As proposed the additional storage units do not meet setbacks and impervious surface coverage. Adding the storage units impedes run off from the site.
- C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
The site is fully developed with 3 large storage facilities.
- D. The amount and location of open space and landscaping.
Currently the site does not meet the open space or landscaping requirements adding more units increases this disparity.
- E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
Adding additional units will impede vehicular traffic and parking.
- F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

- The proposed additional units impede the drainage from this stie.*
- G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The City Engineer has reviewed the site plan and is recommending the additional units be removed

Decision

The Planning Commission reviewed the request in a public hearing on May 18, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Johnson to recommend denial of the site plan motion failed. Motion by Gordon to approve the site plan with a condition a site survey for units on the west side and stay at least 2 feet off the west property line and remove units on the south side of the property, second by Bergley, motion passed 4-2.

The City Council approved the variance and adopted the Findings of Fact on _____ with a _____.

This document drafted by:
City of Isanti
110 1st Ave NW
Isanti MN 55040



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Resolution 2021-XXX Denying an Alternative LOC Payment for Fairway Greens North Phase I

Background:

At the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The Final Plat for Phase I was approved on April 6, 2021 for 56 lots. On June 1, 2021 the Development Agreement was approved with the standard LOC language. Prior to approval of the Development Agreement the applicant requested Council lower the escrow from \$30,000 to \$10,000. Based on staff recommendations the Council did not lower that amount.

The developer is requesting the city accept an alternative to the LOC payment. As outlined by Falcon Bank they want to do the LOC in a form of a loan “so basically as we advance for the payment of bills the letter of credit amount available reduces. We would use a title company for all draws and we could have you review payment up front and be part of the approval process so that before we advance you already had the reduction approved.”

Recommendation from Finance Director Betker “probably doesn’t move things along any faster than our standard procedure where Council first reviews all Letter of Credit reduction requests based on the City Engineer’s recommendation. The proposed process might move slightly faster if the Council were willing to relinquish their approval to staff, however I would NOT recommend that. It would seem to me that if the Council relinquishes its oversight authority, the Council and hence Isanti taxpayers take additional risk with little to no additional benefit.

I would recommend continuing with our current directed procedure which requires either a cash escrow or Letter of Credit and prior Council consideration and approval being required before the Letter of Credit or cash escrow can be reduced.”

If the Council approves the alternative to the LOC the Development Agreement will need to be amended and the City Attorney will need to review the alternative documents and Development Agreement Amendment.

Request: Consider adopting Resolution 2021-XXX denying the request

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

**DENYING AN ALTERNATIVE LETTER OF CREDIT PAYMENT FOR FAIRWAY
GREENS NORTH PHASE I**

WHEREAS, Home Pride Inc has an approved final plat known as Fairway Greens North;
and,

WHEREAS, a Development Agreement for Fairway Greens North (Phase I) was approved
by the City Council on June 1, 2021; and,

WHEREAS, the approved Development Agreement outlines the financial guarantee of
cash or Letter of Credit in the amount of 125% of the estimated amount of the required Developer
Installed Municipal Improvements; and,

WHEREAS, The City continues to have such requirement in their Development
Agreements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti,
Minnesota hereby denies an alternative to the financial guarantee.

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

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	110,744.21
Social Security & Medicare	6,077.73
Public Employees Retirement	11,774.44
Total City Expense	<u>128,596.38</u>

Pay Date 7/23/2021

Pay Period 15 (7/4-7/17/21)

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 7/21/2021 - 7/21/2021Page: 1
Jul 21, 2021 09:33AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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07/21	07/21/2021	56361	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	636.07
07/21	07/21/2021	56362	53	BELLBOY CORPORATION	609-20200	442.88
07/21	07/21/2021	56363	9	BERNICKS PEPSI-COLA	609-20200	1,466.40
07/21	07/21/2021	56364	1500	BOLTON & MENK INC	601-20200	22,087.50
07/21	07/21/2021	56365	2020	BOYLE, EUGENE	101-20200	3,608.00
07/21	07/21/2021	56366	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
07/21	07/21/2021	56367	2221	C & L DISTRIBUTING	609-20200	538.30
07/21	07/21/2021	56368	2487	CAPITOL BEVERAGE SALES	609-20200	339.59
07/21	07/21/2021	56369	1815	CENTURYLINK	609-20200	669.35
07/21	07/21/2021	56370	918	CRYSTAL SPRINGS ICE	609-20200	514.38
07/21	07/21/2021	56371	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,465.45
07/21	07/21/2021	56372	1675	DODGE OF BURNSVILLE INC	920-20200	27,055.00
07/21	07/21/2021	56373	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/21	07/21/2021	56374	55	ECM PUBLISHERS INC	609-20200	166.25
07/21	07/21/2021	56375	16	ELECTRO WATCHMAN INC	609-20200	26.72
07/21	07/21/2021	56376	3069	FIRST RATE OUTDOORS LLC	101-20200	300.00
07/21	07/21/2021	56377	2028	FURTHER	861-20200	35.00
07/21	07/21/2021	56378	2898	HANSON, NATE	101-20200	151.99
07/21	07/21/2021	56379	188	ISANTI COUNTY SHERIFF	101-20200	311.25
07/21	07/21/2021	56380	259	ISANTI FIREFIGHTERS RODEO ASSOCIATION	609-20200	925.00
07/21	07/21/2021	56381	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	127.74
07/21	07/21/2021	56382	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,272.92
07/21	07/21/2021	56383	5	KAWALEK TRUCKING	609-20200	129.00
07/21	07/21/2021	56384	17	MCDONALD DISTRIBUTING CO	609-20200	13,613.75
07/21	07/21/2021	56385	2500	METRO SALES INC	101-20200	194.66
07/21	07/21/2021	56386	2080	MVTL LABORATORIES INC	602-20200	181.94
07/21	07/21/2021	56387	283	OLSON POWER & EQUIPMENT	101-20200	13.16
07/21	07/21/2021	56388	617	PAUSTIS & SONS	609-20200	268.25
07/21	07/21/2021	56389	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,032.26
07/21	07/21/2021	56390	1361	STAPLES ADVANTAGE	101-20200	465.95
07/21	07/21/2021	56391	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
07/21	07/21/2021	56392	97	TOTAL CONTROL SYSTEMS INC	602-20200	411.70
07/21	07/21/2021	56393	42	VIKING COCA-COLA BOTTLING CO	609-20200	291.60
07/21	07/21/2021	56394	4	WATSON CO INC	609-20200	1,936.09
Grand Totals:						110,750.00

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 7/28/2021 - 7/28/2021Page: 1
Jul 28, 2021 02:46PM

Report Criteria:

Report type: Summary

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07/21	07/28/2021	56399	3029	ATTORNEYS TITLE GROUP	601-20200	63.76
07/21	07/28/2021	56400	53	BELLBOY CORPORATION	609-20200	5,352.50
07/21	07/28/2021	56401	9	BERNICKS PEPSI-COLA	609-20200	1,525.66
07/21	07/28/2021	56402	2319	BREAKTHRU BEVERAGE OF MN	609-20200	7,102.50
07/21	07/28/2021	56403	1474	CDW GOVERNMENT INC	614-20200	180.49
07/21	07/28/2021	56404	1834	CENTRAL WOOD PRODUCTS	101-20200	195.00
07/21	07/28/2021	56405	120	CONNEXUS ENERGY	101-20200	20,740.52
07/21	07/28/2021	56406	1472	CRAWFORDS EQUIPMENT INC	101-20200	140.15
07/21	07/28/2021	56407	918	CRYSTAL SPRINGS ICE	609-20200	477.74
07/21	07/28/2021	56408	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,528.20
07/21	07/28/2021	56409	1941	DELTA DENTAL	861-20200	3,136.00
07/21	07/28/2021	56410	2355	EASY LIVING HOMES	601-20200	250.00
07/21	07/28/2021	56411	2933	FALCON NATIONAL BANK	101-20200	4,687.24
07/21	07/28/2021	56412	3078	FARR, JEFFREY & ROCHELLE	601-20200	49.78
07/21	07/28/2021	56413	1682	FERGUSON WATERWORKS	602-20200	242.87
07/21	07/28/2021	56414	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00
07/21	07/28/2021	56415	3077	GESE, DAN	601-20200	30.23
07/21	07/28/2021	56416	739	HACH COMPANY	601-20200	383.43
07/21	07/28/2021	56417	160	HAWKINS INC	601-20200	4,287.81
07/21	07/28/2021	56418	1563	ISANTI ELECTRIC INC	226-20200	705.40
07/21	07/28/2021	56419	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,556.24
07/21	07/28/2021	56420	5	KAWALEK TRUCKING	609-20200	250.20
07/21	07/28/2021	56421	2727	LEGACY TITLE	601-20200	174.64
07/21	07/28/2021	56422	2676	LEVEL CONTRACTING	505-20200	12,000.00
07/21	07/28/2021	56423	17	MCDONALD DISTRIBUTING CO	609-20200	6,344.75
07/21	07/28/2021	56424	3076	MECKOLA, ETHAN & KATRINA	601-20200	83.31
07/21	07/28/2021	56425	616	MENARDS - CAMBRIDGE	101-20200	629.23
07/21	07/28/2021	56426	1536	MINNESOTA DEED	219-20200	833.33
07/21	07/28/2021	56427	2208	MINNESOTA EQUIPMENT INC	101-20200	54.87
07/21	07/28/2021	56428	2116	MINUTEMAN PRESS	101-20200	37.92
07/21	07/28/2021	56429	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,356.86
07/21	07/28/2021	56430	3074	POPE, SARAH	601-20200	19.70
07/21	07/28/2021	56431	3073	RAUMA, RACHAEL	601-20200	182.55
07/21	07/28/2021	56432	1414	READY WATT ELECTRIC	101-20200	2,140.00
07/21	07/28/2021	56433	1113	RJM DISTRIBUTING INC	609-20200	19.00
07/21	07/28/2021	56434	2396	SOUTHERN GLAZERS OF MN	609-20200	7,707.83
07/21	07/28/2021	56435	1442	ST LOUIS MRO INC	101-20200	22.50
07/21	07/28/2021	56436	73	STAR	609-20200	243.64
07/21	07/28/2021	56437	2156	SUMMIT FIRE PROTECTION	101-20200	77.00
07/21	07/28/2021	56438	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
07/21	07/28/2021	56439	2251	TITLE SMART INC	601-20200	56.02
07/21	07/28/2021	56440	2076	TITLE SPECIALIST INC	603-20200	56.92
07/21	07/28/2021	56441	2944	UNIFIRST CORPORATION	609-20200	746.69
07/21	07/28/2021	56442	1286	VINOCOPIA INC	609-20200	203.25
07/21	07/28/2021	56443	4	WATSON CO INC	609-20200	2,332.01
07/21	07/28/2021	56444	3075	YAGOW, GRETCHEN	603-20200	86.50
Grand Totals:						104,039.29

RESOLUTION 2021-XXX

**ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK
MEGHAN GLASSEL**

WHEREAS, Part-time Liquor Store Clerk II, Meghan Glassel submitted proper notice of resignation on July 20, 2021; and,

WHEREAS, the effective date of this resignation is July 31st, 2021; and,

WHEREAS, Meghan Glassel is leaving employment in good standing;

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

1. That the resignation of Meghan Glassel is hereby effective July 31st, 2021.
2. That Human Resources Director and designee is hereby directed to fill the open position.

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

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Resolution 2021-XXX 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

Background:

The County has notified the City that a property in city limits has been listed forfeited to the State of Minnesota for non-payment of property taxes that parcel is Lot OOF Fairway Greens PID 16.113.0790. Per state statues the County needs the City's approval to auction this parcel. There is no city need for this parcel.



Request: Consider adopting the resolution to approve the parcel for auction

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

**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**

WHEREAS, the City of Isanti has been notified that Lot OOJ of Fairway Greens (Parcel Number 16.113.0790), located within the City, is under tax forfeiture proceedings; and,

WHEREAS, the subject property is a residual lot in the Fairway Greens private development; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti hereby approves the County of Isanti to classify and sell parcel 16.113-0790 for public auction or private auction to adjacent landowners.

Adopted by the City of Isanti City Council this 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND
THE CAMBRIDGE-ISANTI SCHOOL DISTRICT FOR THE SHARING OF EQUIPMENT
AND PERSONNEL RESOURCES**

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a government entity from another government entity; said entities being the City of Isanti and the Cambridge-Isanti School District;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the Cambridge-Isanti School District attached as 'Exhibit A' is approved.
2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

Cambridge-Isanti School District, ISD 911, and City of Isanti, Minnesota Mutual Aid Agreement

Purpose

This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

“Party” means a governmental unit as defined by Minnesota Statutes, Section 471.59, subd. 1.

“Parties” shall collectively mean more than one Party.

“Requesting Official” means the person designated by a Party who is responsible for requesting Assistance from other Parties.

“Requesting Party” means a Party that requests Assistance from other Parties.

“Responding Official” means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

“Responding Party” means a Party that provides Assistance to a Requesting Party.

“Assistance” means (Check the type of assistance that will be provided):

✓Public works / maintenance personnel and equipment:

✓Other personnel and equipment as may be needed to effectively respond to a natural disaster or other emergency (e.g. school buses for transportation, schools for shelters, or volunteer coordination centers, staff for EOC operations, etc.).

Procedure

1. **Request for Assistance.** Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.
2. **Response to Request.** Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party’s personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation

Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment

Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.
3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.
4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.
5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.
2. Charges for mutual aid responses for acts of terrorism, natural disasters, or arson shall be at the following rates, which will be subject to annual adjustments over the term of this agreement:

School Bus with Driver	\$85.00 per hour
EOC Finance Personnel	\$60.00 per hour
EOC Transportation Personnel	\$39.00 per hour
EOC Facilitates Personnel	\$45.00 per hour

3. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____

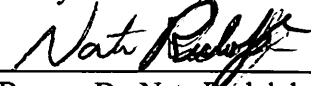
Entity: City of Isanti

By: Jeff Johnson
Title: Mayor

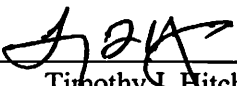
By: Josi Wood
Title: City Administrator

Date: 7/22/2021

Entity: Cambridge-Isanti School District



By: Dr. Nate Rudolph
Title: Superintendent



By: Timothy J. Hinchings
Title: Board Chair

RESOLUTION 2021-XXX**APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II
NICOLE BOTHMAN**

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, Nicole Bothman 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. Nicole Bothman has been selected for the Part-Time Liquor Store Clerk II position.
2. Nicole Bothman shall be eligible to start in the position on or after August 5, 2021.
3. That Nicole Bothman 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 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX**APPROVING THE HIRE OF PART-TIME POLICE SECRETARY
MARIA GLAD**

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 Part-Time Police Secretary position; and,

WHEREAS, Maria Glad was selected as the most qualified candidate for the open Part-Time Police Secretary position. The offer is contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. Maria Glad has been selected for the Part-Time Police Secretary position.
2. Maria Glad shall be eligible to start in the position after August 4, 2021.
3. That Maria Glad shall start at Step 1 of the Wage Scale at \$21.77 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 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

**CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 27,2021**

Call to Order: James Witte called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Zachary Gahm, Dan HinnenKamp and Council Member Jimmy Gordon

Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern

Agenda/Modifications: None

2. Oath of Office: New member Dan HinnenKamp pronounced the Oath of Office and was officially welcomed to the Board.

3. Meeting Minutes: Motion by HinnenKamp; second by Gordon to approve meeting Minutes from June 22, 2021. Motion passed 4-0.

4. Neighborhood Park Survey: Olson shared results from the neighborhood park surveys. 30% of nearby residents returned surveys with feedback. Residents near Isanti Hills have younger children that use the park weekly to monthly. Main playground features used are the slide, swingset and jungle gym, as well as park benches and shelter. The bouncing characters and dirt diggers are least often used. Respondents identified adding sports equipment, recreational elements and fitness equipment or Early Childhood Learning features as enhancements that would increase park use. Respondents identified rowdy teenagers, playground features that aren't appropriate for toddlers, outdated equipment and accessibility issues as deterrents to park use.

Residents near Rum River Meadows Park have children under 3 or over 11, missing core ages in elementary school. Most respondents use the park either daily or weekly. Swingset and slide are the most used features, along with park benches and open recreational space. Volleyball net does get some use, but minimal. Most respondents identified adding sports equipment, recreational elements and natural elements to the park would increase use. Rowdy teenagers, absence of shade and absence of activities for both young kids and teenagers/adults as deterrents to park use. This neighborhood also noted that they gather often and could benefit from a communal space at the park.

Gahm asked about costs and logistics of adding shade structures and of requesting more patrolling from Isanti PD of these parks at night. Olson will look into options and connect with Chief Muyres on safety recommendations.

5. Department Updates: Olson shared updates from July events, which have been well-attended.

Medallion was found after 1 day at Legacy Park. The boys that won took home \$430 in prizes. Will work to create harder clues and a more difficult hiding space next year.

Fireworks had about 1000 people in attendance. Gap in time after the parade likely deterred audience from sticking around.

Splish Splash Summer Bash went well. Kids enjoyed the pop bottle rockets, face painting, Kids Dance and the inflatables. ICF presentation was unnecessary and will be eliminated in future years, just keeping DJ entertainment on stage. Food vendors were limited due to a last-minute vendor drop out. Olson will work to incorporate more vendors in the future. Attendance was similar to last year, with possible slight increase, but they stayed onsite longer with more activities. Gahm asked about adding more activities next year and Olson noted she has requested budget for this event in 2022. If approved, that will help to add more inflatables, face painters and activities to the event. Olson will also look for a face painter that focuses on smaller designs that take less time to complete and can get more kids through.

Street Dance had lighter attendance, but still around 2,000 attendees. Food vendors seemed light because there was more room, but had same 8 vendors as the first month. August and September will have 11-12 vendors onsite, which should help with lines and options for guests. Gahm asked how the vendors do and Olson noted most sold out of product in June and many sold out of individual items in July.

Passport to Parks is currently running with first 50 winners getting a prize. All correct answers will be added to the grand prize, which will be drawn at the August Street Dance. The prize is a Family Fun Pack that includes passes from area attractions.

Farmers' Market is still going well with 18-21 vendors each week. Due to this season's weather issues, only one vendor has been able to provide a variety of produce, but the other products onsite have provided shoppers with unique items to try. Traffic has picked up and is reasonably consistent week after week. Gahm asked if the vendors are now satisfied with the attendance. Olson noted that the complaints have stopped, so if there are issues, they are not being relayed to staff. Weather continues to play a role in attendance so hopefully attendance will pick up as we get towards the Fall.

Performance Center is moving forward and just waiting on shipping date. The field lights will be installed in the next couple weeks.

Olson shared that the Archery Range has been requested to move forward to Council. The Council decided on the Dog Park location and Olson will be gathering more concrete costs and logistics for installing the range in the Spring so that budget will be used in 2022.

In the July COW meeting, Council member Lundeen requested Olson research options to add a carnival to City events in 2022. The thought was to add the carnival to one of the Street Dances, presumably the Fall date as an endcap. Gahm asked where that would be and Olson noted that a location would depend on if the Street Dances remain on Main Street or if they move to Bluebird Park. Olson will be looking into those logistics and costs, with the help of HinnenKamp, who has ample experience in the area. Gordon and Witte mentioned not wanting the Street Dances to move to Bluebird. Gahm mentioned the Street Dances being geared towards adults and a carnival being for kids. Olson noted that the Street Dances have a rather large youth attendance and that moving these events could reduce the amount of damage caused during the events. It is also easier to contain bad activities in an open space where there aren't alleyways to hide in. HinnenKamp mentioned the carnival being its own event and that it wouldn't compete with any other area events. HinnenKamp also noted that a carnival would want to run for longer than one day to be beneficial. Olson requested insight about the importance of having the Street Dances in the street and if the community cares where it takes place. She also noted the businesses don't get engaged, which was the initial intention. Witte noted it may be posing a greater risk to these businesses if the dances are causing damage to their properties. Gordon noted the atmosphere of being in the street is appealing and didn't know if another street would be an option. Gahm mentioned we may need to give it a try and see how it goes in the park, to use the performance center. Olson noted maybe slowly migrating in order to test the appeal.

The Council also requested that Olson develop a plan for the holiday lights event. Olson has pulled together a proposal for that event that will be shared at the August COW meeting.

Adjournment: Motion by Gahm, second by HinnenKamp to adjourn the July 27, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:36 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator