

**AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
WEDNESDAY, AUGUST 5, 2020 – 7:00 P.M.  
CITY HALL**

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

- F. Proclamations/Commendations/Certificate Award**
  - 1. Employers Week

- G. Approve City Council Minutes**
  - 1. July 21, 2020- Regular Meeting of the City Council
  - 2. July 21, 2020- Committee of the Whole Meeting
  - 3. July 21, 2020- Budget Work Session Meeting
  - 4. June 23, 2020- Parks, Recreation and Culture Board Meeting

- H. Announcements**
  - 1. Committee of the Whole Tuesday, August 18, 2020 at 5:00 p.m.
  - 2. City Council Meeting Tuesday, August 18, 2020 at 7:00 p.m.
  - 3. Planning Commission Meeting Tuesday, August 18, 2020  
(Immediately following the City Council Meeting)

- I. Council Committee Reports**

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

- K. Business Items**
  - 1. City Santa Event Discussion

- Community Development Director Sheila Sellman**

- 2. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map
    - 3. Resolution 2020-XXX Approving a Site Plan and Minor Development Agreement for an Office at 201 Main Street

- L. Approve Consent Agenda**
  - 1. Accounts Payable in the Amount of \$609,524.92 Payroll in the Amount of \$102,959.89
  - 2. Resolution 2020-XXX Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
  - 3. Approving Amended Isanti County Election Equipment Plan
  - 4. Approving Notice to the Paper for City Hall Used Chairs

- M. Other Communications**
  - 1. Draft Minutes from the July 28, 2020 Parks, Recreation and Culture Board Meeting

**Adjournment**

## **Mayor's Proclamation**

### **City of Isanti**

- Whereas** Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,
- Whereas** The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,
- Whereas** All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,
- Whereas** The City of Isanti has approximately 1,930 people that are employed within its corporate limits; and,
- Whereas** Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,
- Whereas** The City EDA is sponsoring an appreciation luncheon to the Employers and their Employees on August 12, 2020 highlighting certain businesses with milestone Isanti anniversaries.

**Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti,** do hereby proclaim that the day of August 12, 2020 shall be observed as:

### **Mayor's Employer Celebration Day**

in the City of Isanti on this 5<sup>th</sup> Day of August, Two Thousand Twenty.

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Jeff Johnson, Mayor

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, JULY 21, 2020 – 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, Paul Bergley, Steve Lundeen and Dan Collison

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

Others Present: Larry Merchlewitz, Sean Wilson and Josh Robinson

**D. Public Comment**

None

**E. Adopt Agenda**

Addendum:

**Add L.8**

**L.3 Revision** Resolution 2020-140 Accepting PT Liquor Store Clerk Letter of Resignation from Sheila Johnsrud

**F. Proclamations/Commendations/Certificate Awards**

1. Legacy Award: Rum River BMX is being presented with the Legacy Award for having the #1 BMX track in the Nation in 2019 (*Sean Wilson, Larry Merchlewitz, Josh Robinson*)

Mayor Johnson presented Rum River BMX with an award for recognition for the #1 BMX track in the nation in 2019 followed by a picture.

**G. Approve City Council Minutes**

1. July 7, 2020- Regular Meeting of the City Council
2. May 19, 2020- Planning Commission Meeting
3. June 2, 2020- Economic Development Authority Minutes

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

**H. Announcements**

- |  |  |
|--|--|
| 1. Park, Recreation, & Culture Board Meeting | Tuesday, July 28, 2020 at 6:00 p.m.    |
| 2. City Council Meeting                      | Wednesday, August 5, 2020 at 7:00 p.m. |
| 3. EDA Meeting                               | Wednesday, August 5, 2020              |
|  | (Following the City Council Meeting)   |

**I. Council Committee Reports**

Councilmember Steve Lundeen shared that there is no news on the Joint Powers Agreement. Lundeen also shared that Oxford Township is having an election in November and the Fire District is in discussion whether to send flyers to Oxford residents informing them of the situation.

**J. Public Hearings**

None

**K. Business Items**

**1. Resolution 2020- 137** Consideration of Temporary On-Sale Liquor License for Thunder Brothers Brewery

Mayor Johnson shared that there was discussion at Committee of the Whole meeting earlier in the evening regarding an application received from Thunder Brothers for a temporary liquor license to sell alcohol at the upcoming street dances. Dahlheimer Beverage sponsors the street dances and the Lions are the only ones that have been selling alcohol at street dances for the last few years.

Councilmember Bergley asked if there was a written contract of the sponsorship with Dahlheimer Beverage.

City Administrator Josi Wood stated that Dahlheimer verbally agreed to give sponsorship to the City of Isanti for the Lions to sell alcohol if there were not competitive alcohol vendors. However, there is not specific contract in writing for the monetary donations and sponsorships other than the fee that the City has accepted.

Motion by Bergley, second by Gordon to approve the resolution as presented. Motion passed 3-2 with Johnson and Lundeen voting nay. Motion carried.

**Chief of Police Travis Muyres**

**2. Resolution 2020-138** Accepting DOJ COPS Hiring Program (CHP) 2020 Grant

Chief of Police Travis Muyres shared that there are two parts to the item, accepting the grant itself and hire for a fulltime police officer position sometime this fall.

Finance Director Mike Betker shared that the City did receive \$125,000 for the grant. Betker continued to share that the Levy projections and tax rate projections are just projections, but Council was made aware that in 2022, on a calendar year basis, if an officer is hired, that a tax rate decrease to a small tax rate increase will likely happen. The City has already planned to add another fulltime officer 2022, but this grant will be able to make it happen sooner than projected. Fortunately, the budget is being managed well so this would about 1 to 1.5 % increase in the tax rate.

Mayor Johnson asked if the grant was for mental health for the officers.

Muyres stated that the position is a patrol officer that will focus on the aspect of mental health in the community.

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



**L. Approve Consent Agenda**

1. Consider Accounts Payable in the Amount of \$767,554.05 Payroll in the Amount of \$101,392.69
2. **Resolution 2020-139** Accepting PT Liquor Store Clerk Letter of Resignation from Sarah Cisar
3. **Resolution 2020-140** Accepting PT Liquor Store Clerk Letter of Resignation from Sheila Johnsrud
4. **Resolution 2020-141** Approving Contract with LanguageLine Services
5. **Resolution 2020-142** Acceptance of Department of Justice Bullet Proof Vest Program Grant
6. **Resolution 2020-143** Acceptance of Urban Area Security Initiative Federal Grant
7. **Resolution 2020-144** Offering the Position of Part-Time Liquor Store Clerk to Elizabeth Kerr
8. **Resolution 2020-145** Offering the Position of Part-Time Liquor Store Clerk to Cory Hed

Motion by Lundeen, second by Bergley to approve Consent Agenda as Presented. Motion passed 5-0.  
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 review and consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.0401.030 and 16.0400.960

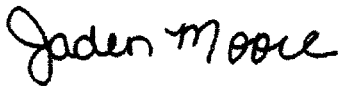
Mayor Johnson announced the Council was going into closed session at 7:25 p.m. regarding consideration of sale of City owned real property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.0401.030 and 16.0400.960

Mayor Johnson reopened the meeting for a decision. A motion was made by Lundeen, seconded by Bergley directing staff into negotiations regarding the sale of City owned real property at PID 16.0401.030 and 16.0400.960. Motion passed 5-0. Motion carried.

**Adjournment**

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,



Jaden Moore  
Deputy City Clerk/ Human Resources

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING  
TUESDAY, JULY 21, 2020 – 5:00 P.M.  
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, Parks, Recreation and Culture Board Manager Jenny Garvey, Public Services Director Matt Sylvester and City Attorney Joe Langel

**D. Public Comment**

None

**E. Committee Meeting Items**

**1. Building Inspection Fees (Discussion)**

- In 2003 the City of Isanti adopted the State Building Code by ordinance and is regulated in Chapter 111 of the City Code. This section states “The application, and enforcement of this code shall be in accordance with the Minnesota State Building Code” Section 1300.0110 Subp 3 of the State Building Code states “The building official shall receive applications, review construction documents and issue permits for the erection, alteration, demolition, moving and repair of building, structures, including all other equipment systems regulated by the code.”
- Section 1300.0130 requires construction documents to be submitted for review.
- Building permit fees are set in the fee schedule that is adopted by the City Council on an annual basis. MN State Statute outlines a fee schedule that the State uses and can be adopted by cities or cities can adopt their own. The City of Isanti’s schedule is very similar to what is in statute. The City of Isanti’s plan review fee is based on the City’s adopted fee schedule.
- The plan review is 65% of the permit fee, this is typical for plan review and several cities charge it this way. The Council has discussed doing a flat fee for basement finishes and decks. Sometimes flat fees are appropriate; it all depends on the nature of the project and should be reflected accordingly in the schedule.
- The current building inspection contract with MNSPECT is based on the adopted fee schedule and is broken down as follows
  - The inspector shall be paid 70% of the permit fee as found in the City’s fee schedule with a minimum charge of \$50
  - The plan review fee is 65% of the building permit fee for the project. The inspector shall receive 100% of the plan review calculated (the city does not retain any plan review money)
- Committee of the Whole discussed various options for building inspection services and fees.

- Recommendation from Committee is to discuss implementing building fees for 2021 and for staff to reach out to other cities about the possibility of sharing a building official and post building official position for if the services were to be done in house.

## 2. Police Updates

- Currently working on a hiring process to fill one vacancy. Several qualified applicants and several experienced officers seeking employment with Isanti Police Department.
- Due to Covid-19, the historical National Night Out has been canceled for this year. There is potential for a date in October for the event however nothing planned as of now.
- The Police Department has recently secured several grants:
  - \$2,954.82 Department of Justice Bullet Proof Vest Partnership Grant
    - Cost share reimbursement for ballistic vests
  - \$3,837.50 Urban Area Initiative Grant
    - Reimbursement for 2020 squad car mobile radio
  - \$1,898.36 Urban Air Initiative Grant
    - Cost share towards the CCTV system at the Police Department
  - \$125,000.00 Department of Justice COPS hiring program 2020 Grant
    - Hiring Police Officer

## 3. Mosquitos Spraying (Discussion)

- Public Works has gone out and sprayed six times for mosquitos so far this summer which began on May 27<sup>th</sup>.
- It takes 3 to 3 ½ hours to fog.
- Some residents have stated that the fogging is working great and some that say it is not working at all.
- The spray being used is garlic concentrate which is mixed with water.
- The approximate cost every time Public Works sprays is \$65 with the garlic concentrate.
- If switched to Pursuit mosquito spray the cost will go from \$65 dollars to \$500 every time Public Works goes out to spray.
- Recommendation from Committee is trying Pursuit mosquito spray and bring back to Committee of a Whole for further discussion of whether to continue using Pursuit or go back to using garlic concentrate.

## 4. Street Dance Alcohol Sales

- City staff had a local business inquire about selling alcohol at the upcoming city street dances.
- Staff spoke with Isanti Lions and Dahlheimer Beverage regarding a verbal agreement since around 2013 that they have exclusively.
- The city receives a profit of the sales from the Isanti Lions from each street dance dependent on the number of alcohol sales from each dance with an approximation of \$200 per street dance.
- The city does not have a sponsorship option, in which the city provides an opportunity for businesses to support the street dances.
- Dahlheimer Beverage has been a platinum sponsor for the last 5 years which is a \$1,000 value.
- Dahlheimer Beverage also provides free advertising banners and signs for the city and allow the Lions to use the beer wagon at no cost.
- The city does risk the cancellation of the Dahlheimer Beverage sponsorship if other alcohol vendors are allowed to sell alcohol at the street dances.
- Recommendation from Committee is to bring to city council meeting later that night for a decision.

5. Utility Delinquent (Discussion)

- When the emergency declaration was made due to Covid-19 pandemic it was recommended by the League of MN Cities to include restraining from shutting off residents' water.
- Typically, from spring to fall, water can be shut off for non-payment on utility bills.
- Since declaring the emergency water shut offs and late fees have not been enacted.
- Recommendation from Committee is to continue with not enacting utility shut offs and late fees until the end of the year.

6. East Dual/ Heritage Blvd Intersection Control Update

- The City of Isanti has communicated with Isanti County Engineering about the East Dual/ Heritage Blvd intersection and how to control it.
- The city had a meeting with Minnco to discuss the option of a four-way intersection which would take acquisition of the property of Minnco but Minnco did not show support for this option because they felt that they would have to remodel to make the store front face a different direction.
- The most viable options that were shared was a 3-legged intersection or a roundabout.

~~7. National Night Out Update~~

8. Volunteer Involvement for Potential Bluebird Park Projects

- A resident asked Mayor Johnson about community members to volunteer and donate materials, services or money to help build pavilion at Bluebird Park.
- Recommendation from Committee is for staff to draft a policy regarding the donation of material, services or money for building the pavilion at Bluebird Park.

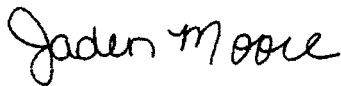
9. Covid Relief Fund

- The Cares Act was distributed to MN cities, townships and government entities but not to the Fire District due to the Joint Powers Agreement because the Fire District is a subdivision of the City of Isanti along with 6 townships that the Fire District services.
- Isanti Fire District asked if a portion could be provided to them in order to have the proper equipment and PPE for the safety of the Fire District personnel.
- Recommendation from Committee is for staff to see what where the remaining fund balance is at from the what has already been purchased and report back to City Council in the fall.

**F. Adjournment**

Meeting was adjourned at 6:51 p.m.

Respectfully Submitted,



Jaden Moore

Deputy City Clerk/ Human Resources

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL BUDGET WORK SESSION  
TUESDAY, JULY 21, 2020**

*(Immediately following Planning Commission Meeting which follows the 7:00 p.m. City Council Meeting)*

**CITY HALL**

Mayor Johnson called the meeting to order at 8:30 p.m.

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

Members Absent: Paul Bergley

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Assistant Finance Director Pamela Dahlheimer and Finance Director Mike Betker

**D. Public Comment**

None

**E. Adopt Agenda**

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

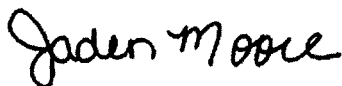
**F. Work Session Items**

The preliminary budget was reviewed and discussed.

**Adjournment**

Motion by Lundeen, second by Collison to adjourn. Motion passed 4-0. Motion carried. The Budget Work Session meeting adjourned at 9:06 p.m.

Respectfully Submitted,



Jaden Moore  
Deputy City Clerk/ Human Resources



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

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

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

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

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

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


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



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

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

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



Respectfully Submitted

Jenny Garvey

Parks, Recreation and Culture Manager



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** August 5, 2020  
**Subject:** Resolution 2020-XXX Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

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### **Background:**

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

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

At the July 7, 2020 City Council meeting the Council postponed this action to the August 5, 2020 meeting. Upon drafting this memo no additional work has taken place at the property and the project is still incomplete.

### **Request:**

Consider resolution to abate.

### **Attachments:**

- Resolution 2020-XXX

**RESOLUTION 2020-XXX**

**RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT  
FOR PROPERTY LOCATED AT 105 Rail Road Ave**

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

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

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

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

**WHEREAS**, the City Council held the Public Hearing on July 7, 2020 and postponed action to the August 5, 2020 City Council meeting;

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

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

This Resolution is hereby approved by the Isanti City Council this 5<sup>th</sup> day of August, 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources/City Clerk



## Request for City Council Action- MEMO

**To:** Mayor Johnson and Members of City Council  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** August 5, 2020  
**Subject:** City Santa Event Discussion

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### **Background**

At the January 27, 2020 Goal setting meeting staff presented new programs and events for council to consider. Staff had included a Breakfast with Santa event, however there was not a solid direction staff should take with this type of event. Staff currently does monthly movies from November – March. One option would be to include a Santa visit at the December movie date. The cost breakdown if we would have a Santa at an event would be: cost for hiring a Santa is \$600 for 2 hours, supplies and miscellaneous items \$100, staff time is not included. The total cost would be approximately \$700.

### **Staff Request**

City staff is requesting Council discuss this type of event in further detail and provide staff with a clear direction how they should proceed with an event that could involve a Santa.



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** August 5, 2020  
**Subject:** Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map

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### **Overview/Background:**

As directed by the City Council staff has prepared a zoning district "R-1A Rural Residential" The ordinance was adopted at the June 16, 2020 City Council meeting, next step is to rezone the properties.

A new R1a zoning district was created for properties south of Dogwood Street, west of the railroad, south of Palomino Drive and east of the railroad (map attached). Now that the district is created the next step is to rezone the parcels. Community Development staff held a neighborhood meeting on July 14<sup>th</sup> to discuss the rezoning, 6 people attended. Staff has received 2 e-mails and 2 calls about the rezoning, all just asking questions and no one objecting.

The Planning Commission held a Public Hearing at the July 21, 2020 meeting, no one from the public spoke on this item. The Commission recommends approval 7-0.

### **Request:**

Consider adoption of the ordinance as presented.

### **Attachments:**

- Proposed Ordinance

## ORDINANCE \_\_\_\_\_

### ORDINANCE AMENDING THE ZONING MAP TO RE-ZONE CERTAIN PROPERTIES TO R-1A, RURAL RESIDENTIAL DISTRICT

The City of Isanti does ordain:

#### Section 1 – Purpose

In 2017, the City annexed a number of properties that were surrounded by the City. One of the issues during that annexation was how the nature of the properties, which were mostly larger lots, would be regulated under the zoning ordinance. On July 7, 2020, the City Council adopted Ordinance \_\_\_\_\_ Amending the City Zoning Code by adding a new district, R-1A, Rural Residential District, that addressed some of the concerns raised during annexation. This ordinance amends the Zoning Map to illustrate where the new R-1A zoning district applies, which includes a number of the annexed parcels and several others that are similar in nature and location.

#### Section 2 – Ordinance

Pursuant to City of Isanti Ordinance No. 445, Section 21, Article 1, the City of Isanti 2020 Zoning Map is hereby repealed and replaced with the attached Zoning Map showing the locations of the new R-1A Rural Residential District. Said Map shall be the official zoning map of the City and placed in Appendix D of the City Code. The parcels included within the R-1A Rural Residential District as of the adoption of this Zoning Map are listed in the attached exhibit.

#### Section 3 – Effective Date

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

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Jeff Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Katie Brooks, Human Resources/City Clerk

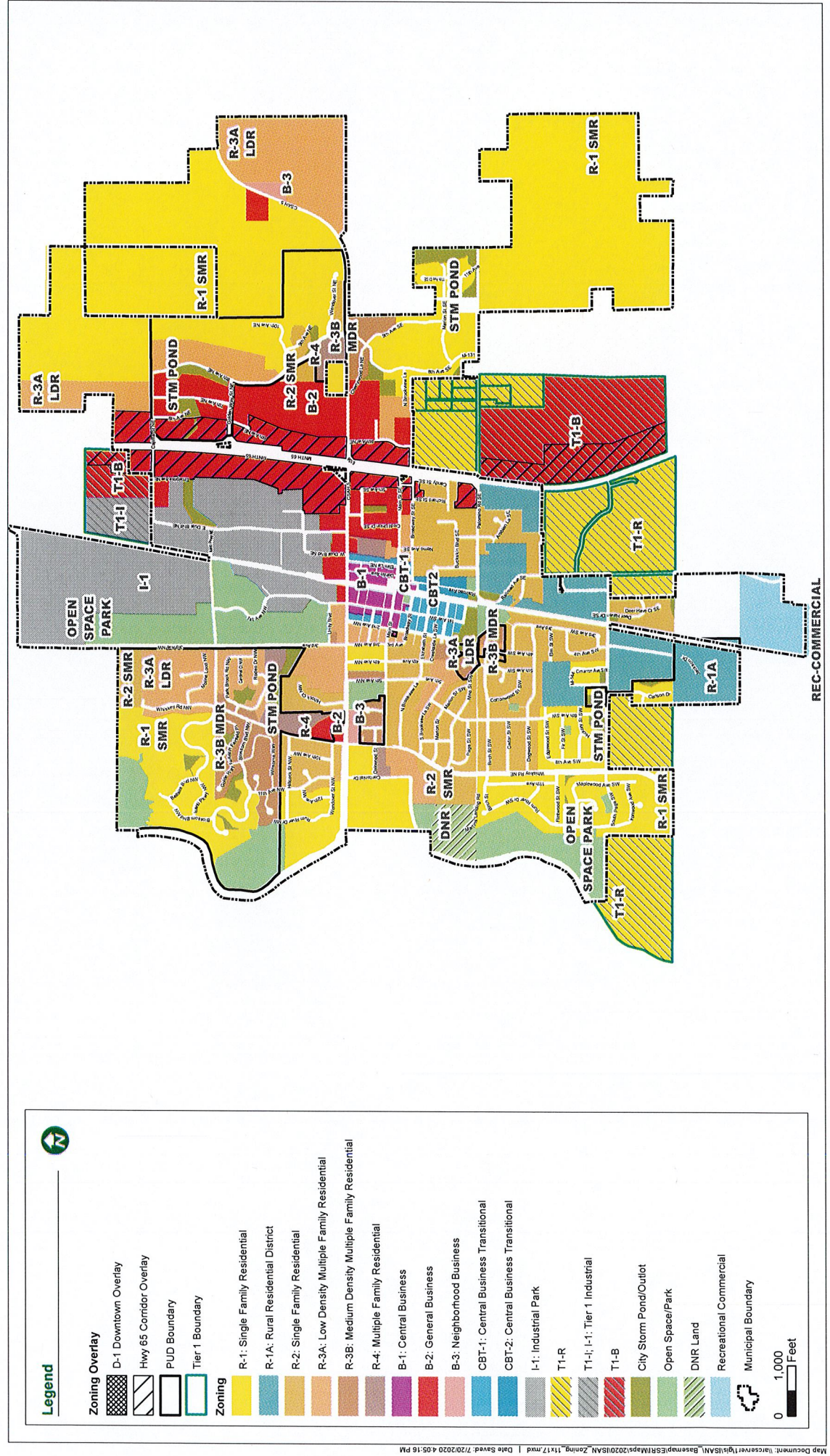


**Exhibit to Ordinance \_\_\_\_\_**

R-1A District parcels by Isanti County Parcel ID number:

160320800	050313700
160321700	160311000
160321200	160311600
160321011	160313200
160320500	160311500
160320204	160312600
160320100	160311400
160320300	160311410
160310700	160310610
160310200	160311110
160310400	160910051
160310800	160910041
160314000	160310810
160313502	160311310
160313501	160310910
160313900	160311510
160313800	160311210
160313700	160311010
160313600	160311400
160313500	

**ZONING MAP**  
**(see following page)**





## MEMORANDUM

TO: Mayor Johnson and Members of City Council

FROM: Ryan Saltis, Community Development Specialist

DATE: 8/5/2020

SUBJECT: Resolution 2020-XXX Approving a Site Plan and Minor Development Agreement for an Office at 201 Main Street

---

### Request:

The applicant, Deanna Bunes is requesting site plan approval for a proposed office building located at 201 Main St W for Serenity Circle Counseling.

### Overview/Background:

The applicant would like to construct an office building for her therapy business on a vacant lot located at 201 Main St W. The building will contain five office spaces, two bathrooms, waiting room, and utility room. The lot was previously zoned R-3A, Low Density Multiple-Family Residential and was approved for a rezoning of the parcel to the B-1, Central Business District within the downtown overlay. The rezoning to the B-1 zoning district allows for the "General – Office" type of use for the building to be permitted on the lot. The site plans would include the building, four parking stalls and surrounding landscaping. The standards for the B-1 Zoning District as well as the standards set by the Downtown Overlay District shall be followed for approval.

### Analysis of Application:

The site plan for the office building shall comply with the following requirements for both the B-1 District and the D-1 Downtown Overlay District:

#### Streets and Sidewalk Network

- A. Developments that include public or private streets shall connect with and provide for the future extension of the community's existing street network.  
*The development will utilize the existing streets of Main Street W and 2<sup>nd</sup> Ave NW.*
- B. Sidewalks are required along all public and private streets within the Downtown Overlay District. The location and alignment of new sidewalks shall connect directly with the existing sidewalk network. The width of the sidewalk shall be consistent with City policy.

*Sidewalks are proposed along the front and the east sides of the building, which will run parallel to the existing streets, extending the existing sidewalk network in the downtown district. The proposed sidewalks are intended to be 5 feet in width. The City Engineer's Memo explains that the sidewalk should be 6 feet wide when against the back of a curb, which would apply along Main St, 2<sup>nd</sup> Ave NW and the parking lot.*

- C. On-street parking shall be incorporated with the street design within the Downtown Overlay District. Parking areas shall be defined by curbing.  
*The site plans include 4 off-street parking stalls accessed from 2<sup>nd</sup> Ave NW as well as an on-street handicapped parking stall directly in front of the proposed building. After further discussion with the City Engineer and Public Services Director they determined that a handicap parking stall needs to be designated in the parking lot. The street designation does not work in this location as they would be opening their car door into oncoming traffic and would have to navigate in the street to get to the ped ramp. The applicant has indicated that their front door is on Main street and that is why they wanted the parking stall in front. The handicap stall in the rear of the lot will give room for maneuvering and have direct access to the sidewalk which leads to the front door. Staff agrees with the City Engineers requirement in his memo.*
- D. The number and width of curb cuts shall be in conformance with City policy. Sites within the Downtown Overlay District that have multiple buildings shall have unified / joint access.  
*There is one curb cut proposed for entering or exiting the parking area on the site. The width of the curb cut is 26 feet which is consistent with city policy.*
- E. Street trees shall be placed, no less than one (1) tree per fifty (50) lineal feet of frontage on any street within the Downtown Overlay District. Where street trees cannot be planted, sidewalk planters are encouraged in these areas. Such trees or planters shall be coordinated as part of the streetscape design.  
*A landscaping plan shall be provided for review of plant locations and species types. Landscaping plans shall follow requirements set forth in Section 15 subd. 5 of Isanti Zoning Ordinance 445.*
- F. All new utilities shall be encouraged to be placed underground. Compatible lines (e.g. electric, phone, cable) shall be placed in a common trench.  
*A utilities plan shall be provided to determine the locations for lines placed underground.*

#### Site Plan Parking Area Design Criteria

Upon review by the Planning Commission and approval by the City Council, the plan for off-street parking shall meet the following site design standards:

- A. 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 lot will consist of bituminous surface. The City Engineer's memo explains requirements and conditions for approval of surfacing.*

- B. Lighting. Any lighting used to illuminate off-street parking areas shall be directed away from abutting property and public right-of-way. Lighting shall be provided in accordance with the regulations as provided in Section 14 of this Ordinance.  
*Lighting standards are provided in Section 14, subd. 5 of Isanti Zoning Ordinance 445. A photometrics plan was provided by the applicant that displays two different types of lighting sources around the building, including wall sconces and a freestanding LED pole to illuminate the parking area on the site. The Outdoor Lighting standards in Section 14 of the Zoning Ordinance limit the lighting sources to foot candle readings that shall not exceed one-half foot candle measured at the closest residential property and five-foot candles measured at the street curb line. The placement of the wall sconces and freestanding LED pole will not exceed these foot candle requirements and are in compliance with the lighting standards. Installation of the downtown decorative lights are required in front of the building. The applicant should work with public works to determine the location and to order the light.*
- C. Visibility. No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.  
*The City Engineer listed as a condition for approval that the existing street/info signs shall be relocated to green space in between the sidewalk and building. Signs for handicapped parking in front of the building and reserved parking in the lot are also proposed. The sign for handicap parking is not permitted in the street in front of the building because it does not meet ADA requirements. All signs shall follow Section 16 of Isanti's Zoning Ordinance and shall apply for a sign permit for review by City Staff.*
- D. 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 curbs and gutters are proposed around the perimeter of the parking lot.*
- E. Striping. All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide.  
*The striping of the four-stall parking area will be solid white and 4 inches wide, and will comply with this requirement, a handicap stall shall be striped to ADA requirements. This stall can be counted in the 4 required stalls*

#### Setbacks

The following minimum requirements shall be observed in the Central Business District; subject



to additional requirements, exceptions, and modifications as set forth within this Ordinance:

A. Setbacks and Height Restrictions – Principal Building.

Minimum Setback from a Railroad Right-of-Way	10 feet
Front, Side, and Rear Yards	Zero Lot Line Maximum
Building Height	Three (3) stories or forty-five (45) feet, whichever is less

*The proposed office building will be located on the north and east corner of the lot and have zero setbacks from the street. The building will be single story and not exceed the forty-five foot building height requirement.*

Exterior Building Materials

Architectural Style of the building shall be similar to other existing downtown buildings. The evaluation of a project shall be based upon the quality of the design and on its relationship to the surrounding structures and uses. Extremes of style or attempts to recreate a style indigenous to the downtown area are discouraged.

Acceptable Materials. Exterior building materials shall not be dissimilar to existing structures within the immediate area or the downtown area as a whole. Exterior building finishes shall consist of material comparable in grade and quality to the following:

1. Brick
2. Natural stone
3. Wood provided the surfaces are finished for exterior use and only woods of proven durability shall be used.
4. Glass, to include glass curtain wall panels.
5. Tilt up concrete panels that have a grid or block like appearance.
6. EIFS (Exterior Insulating and Finishing System) may be used but not as a primary material.
7. Metal may be used as an accent but not as a primary material.

*The proposed office building features mainly vinyl siding with stone along the base of only the front of the building facing Main St W. The architectural style of the building, along with the materials used is consistent with other existing downtown buildings.*

Mechanical Equipment

Mechanical equipment shall be screened from the public right-of-way and from adjacent residential properties. Screening shall be compatible with the principal building and shall be provided in accordance with the regulations as provided within Section 15, Subdivision 3 of this Ordinance.

*Mechanical equipment is intended to be inside of the proposed building in a utility room. If there is any proposed mechanical equipment on the outside of the building, the equipment must be screened and site plans must be altered to display the location.*

### Trash/Recycling areas

#### Subdivision 3: Refuse and Trash Receptacle Enclosures

- A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.
- 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 location for trash receptacles is not identified on site plans. The site plans display a chain link fence with a gate along the south side of the proposed building, which could enclose the trash receptacles, but must be identified on the site plans. Lighting for the trash enclosure area is provided by the wall sconces on the exterior of the building.*

**Planning Commission Recommendation:** The Planning Commission held a public hearing regarding this matter on July 21, 2020. The applicant was available for questions. The Planning Commission recommends approval of the Site Plans for the proposed office building located at 201 Main St W with conditions listed in the Staff Memo dated July 21, 2020.

**Staff Recommendation:** Staff recommends approval of the proposed office building located at 201 Main St W with the following conditions:

1. The applicant shall enter into a minor development agreement.

2. Signs require a sign permit before installation.
3. A landscaping plan shall be provided for review of planting locations and species as part of the development agreement.
4. The location of trash receptacles must be identified on site plans as part of the development agreement.
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. A Utilities Plan shall be provided to determine the locations for lines placed underground as part of the development agreement.
7. All other conditions listed in the City Engineer's memo, dated 7/1/2020.

**Attachments:**

- Site Plan
- Floor Plan and Exterior Elevations
- Engineer's Memo Dated 7/1/2020
- Resolution

[illegible]





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 1, 2020  
**To:** Sheila Sellman, Community Development Director  
**From:** Jason W. Cook, P.E.  
City Engineer  
**Subject:** Serenity Circle Counseling - 201 Main Street - Plan Review  
City of Isanti, MN  
Project No.: R13.120117

We have reviewed the plan entitled "Serenity Circle Counseling" with a signature date of 6/19/2020.

The plan includes the addition of a building and parking lot at 201 Main Street with access off 2<sup>nd</sup> Avenue NW.

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

1. Add crosswalk blocks across Main Street to the north and blocks across 2<sup>nd</sup> Avenue to the East.
2. The sidewalk should be 6 feet wide when against the back of curb, this applies along Main Street, 2<sup>nd</sup> Avenue, and the parking lot.
3. Relocate all signs into the green space behind the sidewalk.
4. Move the handicap stall into the parking lot.
5. At west end of sidewalk along Main Street, flair walk out to match into the flat portion of the existing driveway apron.

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

Please contact me if you have any questions.



## RESOLUTION 2020-XXX

### APPROVING A SITE PLAN AND MINOR DEVELOPMENT AGREEMENT FOR AN OFFICE BUILDING LOCATED AT 201 MAIN ST W

**WHEREAS**, Deanna Bunes (applicant) has requested approval of site plans for an office building located at 201 Main St W in the City of Isanti (PID 16.050.0770); and,

**WHEREAS**, the property is located within the “B-1” Central Business District and is subject to the additional requirements of the “D-1” Downtown Overlay Zoning District, in both of the Zoning Districts *General Office* 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 Plans/Building Appearance; and,

**WHEREAS**, the site plans meet the regulations set in Section 7, Article 1: “B-1 Central Business District as well as Section 11, Article 1: Downtown Overlay District; and,

**WHEREAS**, the proposed use for general office 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 office building on July 21, 2020 and recommended approval; and,

**WHEREAS**, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 5, 2020;

**NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota** that the requested site plans for an office building located at 201 Main St W, is hereby approved with the following conditions:

- 1) Future signs will need a sign permit and plans shall be submitted to city staff for review
- 2) A landscaping plan shall be provided for review of planting locations and species
- 3) The location of trash receptacles must be identified on site plans
- 4) Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
- 5) A Utilities Plan shall be provided to determine the locations for lines placed underground
- 6) All other conditions listed in the City Engineer’s memo, dated 7/1/2020

This resolution was duly adopted by the Isanti City Council this 5<sup>th</sup> day of August, 2020

---

Mayor Jeff Johnson

Attest:

---

Katie Brooks  
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 7/22/2020 - 7/22/2020

Jul 22, 2020 12:34PM

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

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07/20	07/22/2020	53988	53	BELLBOY CORPORATION	609-20200	7,184.21
07/20	07/22/2020	53989	9	BERNICKS PEPSI-COLA	609-20200	1,258.82
07/20	07/22/2020	53990	2487	CAPITOL BEVERAGE SALES	609-20200	409.28
07/20	07/22/2020	53991	2930	CARLSON, ANNJELIKA	101-20200	348.97
07/20	07/22/2020	53992	1815	CENTURYLINK	609-20200	886.42
07/20	07/22/2020	53993	1472	CRAWFORDS EQUIPMENT INC	603-20200	180.79
07/20	07/22/2020	53994	918	CRYSTAL SPRINGS ICE	609-20200	178.18
07/20	07/22/2020	53995	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,547.71
07/20	07/22/2020	53996	2720	DEFIANT DISTRIBUTORS	609-20200	1,354.87
07/20	07/22/2020	53997	1941	DELTA DENTAL	861-20200	3,091.85
07/20	07/22/2020	53998	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/20	07/22/2020	53999	55	ECM PUBLISHERS INC	609-20200	161.00
07/20	07/22/2020	54000	385	FEDERATED CO-OPS INC	101-20200	184.27
07/20	07/22/2020	54001	2761	GRATITUDE FARMS	101-20200	250.00
07/20	07/22/2020	54002	739	HACH COMPANY	601-20200	808.11
07/20	07/22/2020	54003	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	595.91
07/20	07/22/2020	54004	270	ISANTI READY-MIX INC	920-20200	1,534.00
07/20	07/22/2020	54005	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,222.63
07/20	07/22/2020	54006	5	KAWALEK TRUCKING	609-20200	114.00
07/20	07/22/2020	54007	1338	KNIFE RIVER	101-20200	96.60
07/20	07/22/2020	54008	131	MACQUEEN EQUIPMENT INC	603-20200	133.62
07/20	07/22/2020	54009	17	MCDONALD DISTRIBUTING CO	609-20200	14,217.70
07/20	07/22/2020	54010	17	MCDONALD DISTRIBUTING CO	609-20200	557.65
07/20	07/22/2020	54011	616	MENARDS - CAMBRIDGE	101-20200	420.44
07/20	07/22/2020	54012	2364	METERING & TECHNOLOGY	601-20200	329.89
07/20	07/22/2020	54013	194	MN DEPT OF HEALTH	601-20200	5,302.00
07/20	07/22/2020	54014	2597	MNSPECT, LLC.	101-20200	21,574.20
07/20	07/22/2020	54015	2080	MVTL LABORATORIES INC	602-20200	174.16
07/20	07/22/2020	54016	2931	NAGELL APPRAISAL & CONSULTING	101-20200	2,800.00
07/20	07/22/2020	54017	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,692.04
07/20	07/22/2020	54018	2341	RED BULL DISTRIBUTION	609-20200	402.00
07/20	07/22/2020	54019	1113	RJM DISTRIBUTING INC	609-20200	259.80
07/20	07/22/2020	54020	73	STAR	101-20200	10.50
07/20	07/22/2020	54021	2929	STORM, STACY	101-20200	106.00
07/20	07/22/2020	54022	2156	SUMMIT COMPANIES	101-20200	8.00
07/20	07/22/2020	54023	2598	T.A.SCHIFSKY & SONS INC.	101-20200	68.87
07/20	07/22/2020	54024	1959	THE MUSIC WORKS INC	101-20200	3,400.00
07/20	07/22/2020	54025	2113	UNITED STATES TREASURY	101-20200	132.08
07/20	07/22/2020	54026	42	VIKING COCA-COLA BOTTLING CO	609-20200	214.00
07/20	07/22/2020	54027	4	WATSON CO INC	609-20200	1,836.31
07/20	07/22/2020	54028	780	WINE MERCHANTS	609-20200	136.00

Grand Totals:

93,808.96

## Report Criteria:

Report type: Summary

Check.Type = {&lt;-&gt;} "Adjustment"

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07/20	07/29/2020	54034	2932	ALLIANT FINANCE, LLC	505-20200	1,000.00
07/20	07/29/2020	54035	1549	ASTECH CORP INC	444-20200	351,465.16
07/20	07/29/2020	54036	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,272.66
07/20	07/29/2020	54037	9	BERNICKS PEPSI-COLA	609-20200	1,162.08
07/20	07/29/2020	54038	1500	BOLTON & MENK INC	601-20200	30,569.71
07/20	07/29/2020	54039	2020	BOYLE, EUGENE	101-20200	3,482.40
07/20	07/29/2020	54040	2319	BREAKTHRU BEVERAGE	609-20200	8,917.09
07/20	07/29/2020	54041	1736	COMM OF MMB, TREAS DIV	101-20200	360.00
07/20	07/29/2020	54042	120	CONNEXUS ENERGY	101-20200	19,654.14
07/20	07/29/2020	54043	918	CRYSTAL SPRINGS ICE	609-20200	544.82
07/20	07/29/2020	54044	918	CRYSTAL SPRINGS ICE	609-20200	329.94
07/20	07/29/2020	54045	8	DAHLHEIMER DISTRIBUTING CO	609-20200	39,290.70
07/20	07/29/2020	54046	255	ESS BROTHERS & SONS	603-20200	47.85
07/20	07/29/2020	54047	2937	EXECUTIVE TITLE SERVICES	601-20200	217.89
07/20	07/29/2020	54048	2933	FALCON NATIONAL BANK	101-20200	386.09
07/20	07/29/2020	54049	2935	FIRST AMERICAN TITLE INSURANCE CO	601-20200	567.65
07/20	07/29/2020	54050	2028	FURTHER	861-20200	33.34
07/20	07/29/2020	54051	2559	GLOBAL CLOSING & TITLE SERVICE	601-20200	159.10
07/20	07/29/2020	54052	188	ISANTI COUNTY SHERIFF	101-20200	311.25
07/20	07/29/2020	54053	270	ISANTI READY-MIX INC	920-20200	375.00
07/20	07/29/2020	54054	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,196.38
07/20	07/29/2020	54055	5	KAWALEK TRUCKING	609-20200	223.60
07/20	07/29/2020	54056	2727	LEGACY TITLE	601-20200	76.27
07/20	07/29/2020	54057	17	MCDONALD DISTRIBUTING CO	609-20200	17,581.25
07/20	07/29/2020	54058	616	MENARDS - CAMBRIDGE	101-20200	250.88
07/20	07/29/2020	54059	1536	MINNESOTA DEED	219-20200	833.33
07/20	07/29/2020	54060	2208	MINNESOTA EQUIPMENT INC	602-20200	15.91
07/20	07/29/2020	54061	2728	MINNESOTA TITLE	601-20200	186.83
07/20	07/29/2020	54062	1945	MN DEPT OF LABOR	101-20200	2,250.51
07/20	07/29/2020	54063	1845	MN DEPT OF TRANSPORTATION	444-20200	1,522.30
07/20	07/29/2020	54064	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,459.58
07/20	07/29/2020	54065	2934	PRUDHOMME, BILL	601-20200	77.46
07/20	07/29/2020	54066	2625	RESULTS TITLE	601-20200	73.83
07/20	07/29/2020	54067	2614	S. W. WOLD CONSTRUCTION INC	505-20200	8,000.00
07/20	07/29/2020	54068	2518	SEMLER CONSTRUCTION	505-20200	8,000.00
07/20	07/29/2020	54069	315	ST.PAUL STAMP WORKS	108-20200	19.40
07/20	07/29/2020	54070	1361	STAPLES ADVANTAGE	609-20200	196.66
07/20	07/29/2020	54071	96	STREICHERS INC	101-20200	471.76
07/20	07/29/2020	54072	1290	THE AMBLE GROUP	603-20200	137.76
07/20	07/29/2020	54073	42	VIKING COCA-COLA BOTTLING CO	609-20200	130.25
07/20	07/29/2020	54074	1286	VINOCOPIA INC	609-20200	628.25
07/20	07/29/2020	54075	4	WATSON CO INC	609-20200	2,053.68
Grand Totals:						515,715.96

## City of Isanti

Gross Payroll	88,758.19
Social Security & Medicare	5,029.42
Public Employees Retirement	9,172.28
Total City Expense	<u>102,959.89</u>

Pay Date          7/24/2020

Pay Period      15 (7/5-7/18/20)

## RESOLUTION 2020-XXX

### APPROVING APPLICATIONS FOR EXEMPT GAMBLING PERMITS FOR RUM RIVER BMX 50/50 RAFFLES

**WHEREAS**, the City has received two applications for exempt gambling permits from Rum River BMX to hold an event on August 29<sup>th</sup>, 2020, August 30<sup>th</sup>, 2020, September 12<sup>th</sup>, 2020 and September 13<sup>th</sup>, 2020 at Rum River BMX, Isanti, MN; and,

**WHEREAS**, the applicant estimates the value of prizes to be awarded is \$3,000 for each event and will require state approval; and,

**WHEREAS**, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

**WHEREAS**, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following dates: August 29<sup>th</sup>, 2020, August 30<sup>th</sup>, 2020, September 12<sup>th</sup>, 2020 and September 13<sup>th</sup>, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 5<sup>th</sup> day of August 2020.

Attest:

\_\_\_\_\_  
Mayor Jeff Johnson

\_\_\_\_\_  
Katie Brooks  
Human Resources / City Clerk



City of Isanti  
110-1<sup>st</sup> Avenue NW  
PO Box 428  
Isanti, MN 55040  
Phone: 763.444.5512  
Fax: 763.444.5560

## APPLICATION FOR AN EXEMPT GAMBLING PERMIT

### Applicant Instructions:

1. Fee upon application is \$50.00 and must be made payable to City of Isanti.

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti Pkwy NW. Isanti MN. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson

Name	Address	Phone No.
------	---------	-----------

Cherie Sullivan

Name	Address	Phone No.
------	---------	-----------

Name	Address	Phone No.
------	---------	-----------

Type of Event: Raffle (50/50) Date of event: Aug 29th & 30th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: \$3,000.00

Name of applicant: Sean Wilson

Applicant's phone number: \_\_\_\_\_

Signature of applicant: [Signature]

Date: 17 JULY 2020

Approved by City Council \_\_\_\_\_ Resolution # \_\_\_\_\_

POS = 3 / 311

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City of Isanti  
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Name	Address	Phone No.
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Type of Event: Raffle (50/50) Date of event: Sept 12th & 13th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

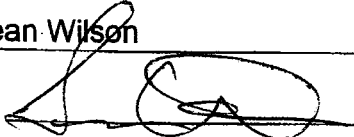
Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: \$3,000.00

Name of applicant: Sean Wilson

Applicant's phone number: \_\_\_\_\_

Signature of applicant: 

Date: 16 July 2020

Approved by City Council \_\_\_\_\_ Resolution # \_\_\_\_\_

POS = 3 / 311

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## ISANTI COUNTY AUDITOR-TREASURER

**Chad Struss, Auditor-Treasurer**

555 18th Avenue SW

Cambridge, MN 55008

Phone: (763) 689-1644

Fax: (763) 689-8210

# L.3.

TO: City, Township, and School District Clerks

FROM: Chad Struss, Isanti County Auditor-Treasurer

DATE: July 27, 2020

RE: Request Approval of Amended Isanti County Election Equipment Plan

Isanti County needs to amend its Election Equipment Plan to include the use of the new OmniBallot assisted voting devices. The OmniBallot devices are a component of the electronic voting system in Isanti County. All Isanti County precincts will use the OmniBallot assisted voting devices in 2020.

A copy of the amended plan is enclosed. I expect the Isanti County Board of Commissioners to approve the amended plan at its August 5, 2020 meeting. However, I wanted to distribute the amended plan now to facilitate the approval process for the municipalities and school districts.

Minnesota statutes require municipalities to approve the use of an electronic voting system as follows [emphasis added]:

### **Minnesota Statutes §206.58 AUTHORIZATION FOR USE**

#### **Subd. 3. Counties.**

The governing body of a county may provide for the use of an electronic voting system in one or more precincts of the county at all elections. ***The governing body of the municipality shall give approval before an electronic voting system may be adopted or used in the municipality under the authority of this section.*** No system may be adopted or used unless it has been approved by the secretary of state pursuant to section 206.57.

The approval of the amended Isanti County Election Equipment Plan will serve as your entity's approval of the new assisted voting devices used in each precinct.

Please have your governing body approve the amended plan, complete the enclosed Certification of Approval of Isanti County Election Equipment Plan form, and return it by **September 1, 2020** to the Isanti County Auditor-Treasurer, 555 18<sup>th</sup> Avenue SW, Cambridge, MN 55008.

If you have any questions or concerns, please contact me at 763-689-1644. Thank you for your cooperation on this matter.

Enclosures:

Certification of Approval of Isanti County Election Equipment Plan  
Isanti County Election Equipment Plan





## **ISANTI COUNTY AUDITOR-TREASURER**

**Chad Struss, Auditor-Treasurer**

555 18th Avenue SW

Cambridge, MN 55008

Phone: (763) 689-1644

Fax: (763) 689-8210

### **ISANTI COUNTY ELECTION EQUIPMENT PLAN**

#### **I. Purpose**

The purpose of this plan is to document: 1) the election equipment used within the polling places of Isanti County, 2) compliance with statutory requirements, and 3) the responsibilities of Isanti County and each municipality in administering the election equipment.

#### **II. Scope**

For purposes of this plan, “municipality” refers to the 13 townships and 4 cities located within Isanti County.

This plan applies to all county, state, or federal elections held in Isanti County as well as local or school elections held in conjunction with county, state, or federal elections. The plan applies to local or school elections except if the municipality is only required to use the election equipment identified in Section IV to the extent required by state or federal law.

#### **III. Background and Statutory Requirements**

Isanti County and its municipalities implemented the Election Equipment Plan in 2005 in response to the requirements of the Help America Vote Act of 2002 and Minnesota statutes governing the use of electronic voting systems and equipment. Isanti County and its municipalities updated the plan in 2016 to address a change in ballot counter model.

Minnesota Statutes § 206.57, subdivision 5 requires the voting method used in each polling place must include a voting system that is accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters.

Minnesota Statutes § 206.58 requires the governing body of a municipality to approve an electronic voting system prior to its use in the municipality. The municipality’s approval of the Election Equipment Plan constitutes the required statutory approval.

#### **IV. Election Equipment Used**

Isanti County and its municipalities plan to use the following election equipment in each polling place, including any absentee ballot locations, in accordance with Minnesota statutes:

- DS200 model ballot counter manufactured through Election Systems & Software
- OmniBallot assisted voting device manufactured through Democracy Live

Isanti County and its municipalities may use the Poll Pad electronic roster devices manufactured through KNOWiNK in any polling place, including any absentee ballot locations.

Isanti County and its municipalities may utilize replacement models of any of the above election equipment provided the Minnesota Secretary of State has certified the replacement models.

## **V. Cost Allocation for Purchase of Election Equipment**

Isanti County and the municipality will share evenly in the cost to purchase election equipment for a particular precinct or polling place unless mutual agreement between Isanti County and the municipality allows for an alternative allocation of purchase costs. The cost to purchase election equipment includes the cost of any warranty and supplies used for the initial operation of the equipment. Isanti County will pay the vendor invoice for any election equipment and bill the municipality for its share of the cost.

Isanti County is responsible for the cost to purchase any backup election equipment.

## **VI. Responsibilities for Election Equipment**

Isanti County is responsible for the following activities related to election equipment:

- Ordering the election equipment
- Training election judges on the use of the election equipment
- Storage of the election equipment
- Testing of election equipment (unless the municipality stores the equipment)
- Insuring the election equipment (unless the municipality stores the equipment)
- Ordering paper rolls, ink cartridges, and other supplies for the election equipment
- Programming of the election equipment
- Maintenance of backup or substitute election equipment

The municipality is responsible for the following activities related to election equipment used in its polling places and precincts:

- Transportation of the election equipment before and after each election
- Hiring and appointing election judges to attend training on election equipment
- Testing of election equipment (only when the municipality stores the equipment)
- Insuring the election equipment (only when the municipality stores the equipment)
- Payment for maintenance and support of the election equipment after the initial warranty period including any firmware updates

Isanti County will arrange for maintenance and support of all election equipment. Isanti County will pay the vendor invoice for any maintenance and support costs and bill the cost to the municipality.

In the event of a standalone school election, the school district will fulfill the municipality responsibility for transporting the election equipment and hiring or appointing election judges to attend training on the equipment.

Isanti County and a municipality can amend or transfer any of the above responsibilities upon mutual agreement.

## **VII. Cost Allocation for Programming of Election Equipment**

In local or school elections not held in conjunction with county, state, or federal elections, the municipality or school district will pay the costs of programming the election equipment.

In state and federal elections, Isanti County will initially pay for the programming of the election equipment and allocate the costs to the municipality and school districts using the formula established in the Minnesota Secretary of State's "Election Expense Cost Allocation Procedures" document dated May 2002.





**ISANTI COUNTY AUDITOR-TREASURER**

**Chad Struss, Auditor-Treasurer**

555 18th Avenue SW

Cambridge, MN 55008

Phone: (763) 689-1644

Fax: (763) 689-8210

**CERTIFICATION OF APPROVAL OF  
ISANTI COUNTY ELECTION EQUIPMENT PLAN**

I, the undersigned, hereby certify the governing body of \_\_\_\_\_  
(Entity)

approved the amended Isanti County Election Equipment Plan.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Please return this completed certification by September 1, 2020 to:**

**Isanti County Auditor-Treasurer**

**555 18<sup>th</sup> Avenue SW**

**Cambridge, MN 55008**

A Community For Generations.



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** August 5, 2020  
**Subject:** Approving Notice to the Paper for City Hall Used Chairs

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Per the City's capital improvement plan, new desk chairs were purchased for city hall. There are 10 highly used and worn out chairs that are no longer of use to the city. The chairs, in total, are less than a \$500 value thus following the surplus policy, these chairs can be placed for public offer. If no offers are received, the chairs will be disposed of.

**Request:**

Staff is requesting discussion and action on this item

**Attachment:**

- Notice to paper

## **City of Isanti**

### **Public Notice of Offer of Used Desk Chairs**

Please be notified that the City of Isanti has 10 used and worn out desk chairs that are for offer to interested parties. Contact City Administrator Josi Wood for more information or if you would like to submit a best offer price at 763-444-5512 or [JWood@cityofisanti.us](mailto:JWood@cityofisanti.us). If there are no offers received by August 21, 2020, the chairs will be disposed of.

Published: August 13, 2020.

Josi Wood  
City Administrator

**CITY OF ISANTI  
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES  
July 28, 2020**

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

**Roll Call:** Members Present: James Witte, Aaron Zdon, and Brian Thum

Members Absent: Council Member Jimmy Gordon

Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

**Agenda/Modifications:** Mayor Jeff Johnson, 705 Main Street he has received several emails and is asking to add a discussion item regarding Bluebird park and the skate park area and teens that are being inappropriate to other users verbally and before it could potentially get physical. Motion by Thum, second by Witte to approve the agenda with the modification to add the discussion as 5a. for July 28, 2020. Motion passed 3-0.

**2. Meeting Minutes:** Motion by Witte; second by Thum to approve meeting Minutes from June 23, 2020. Motion passed 3-0.

**3. Park Visits** Annual Park visits were conducted by each board member; staff collected them and will gather all the information and bring back to the August meeting. Zdon added that unless there was anything that needed immediate attention. Thum brought up an item at Legacy, a larger tree/branch had fallen near the Sunnyside picnic table that he moved aside but staff should address this. Witte added about the community garden, and inquired about organic pesticides that could be used and to let the gardeners know of this. Staff asked if any board member has their forms that are electronic to email those to staff.

**4. Equipment Requests-** Garvey mentioned that staff had received a request from a resident about adding an ADA style swing to Rum River Meadows Park. The city does not have anything in the budget for specific items, but an overall replacement budget for park equipment. Staff is recommending that we look at the budget at the end of the year and see where we are and if the budget allows to add a ADA swing to Rum River Meadows, Academy and Mattson Parks. Zdon asked if staff would have time to apply or research if there are any grants that could be available for this type of equipment. Garvey added that she does watch for grant opportunities and if she does come across one for this or anything else related to the park department, she does research it more.

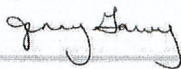
**5. Fir Street Update** – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park space. Initially it seemed that it was three years, but staff also found information stating we had 15 years. Staff reached out to the county and they are researching this a bit more and will provide staff more information when they can. Staff will then bring this back to the board to review the information. Staff had brought this item to the board in 2018 with ideas on how to develop this park area and nothing was decided at that time, as this park is unfunded, and when the time comes, we will have to budget for this development and amenities. Zdon asked if it's a Conditional Use Deed what does that mean, does that mean that it is our property forever that will be a park? Garvey responded that is how she understands it to mean, that we own the land and we would have the park forever. Witte asked if the board had discussed getting public input for this park. Garvey responded that when the time comes that is something we can do at the time we are further in the process.



**5a. Added Discussion Item:** Bluebird Park and skatepark. Zdon reviewed that at approximately 3:30 pm each day, children are being bullied by teens that frequent the skate park. Zdon suggested that the police could add it to their rounds. Mayor Johnson asked do we want to tie up our police with this and also added that he had talked to Chief Muyres regarding this item and police have been doing this daily and have been sitting in the lots and when they leave the teens start back up. The teens also use disrespectful language to adults that are speaking to them. The Mayor is asking the board for direction on what we can do. Thum added that this is between the individuals and that this isn't a city issue, the best we could do is to have police patrol, which they currently are doing, as they are not breaking the law. Parents and children need to try to address this on their own. The Mayor added that he said that this is all verbal at this time, but have made physical threats. Zdon added that then this is something they(those involved) can press charges for. Mayor Johnson also added that there was a physical fight between girls and then now its criminal. Police can now proceed with that. Witte added that there is not really anything we as a city can do. Thum and Zdon agreed. Thum suggested that maybe there is signage that could be placed. Witte inquired about trespassing and this could potentially occur with the Police. Mayor Johnson added that Police are continuing to patrol this area. Mayor Johnson is bringing it to the attention of the board before he sends these concerns he has received from the public to staff. The board discussed signage as a possibility and directed staff to research and see what is available as an option.

**6. Department Updates;** Staff reviewed that we had our July 7 curious creatures program and it was a big hit. BMW stables for brought out miniature horses. They showed the kids how to rope, feed, groom and saddle a horse. A big THANK YOU to them. July 11 was fireworks and they were launched in the grass area just south of the BMX building. Great show was put on and lots of positive comments. Mayor Johnson added that maybe we should do a 15-minute show for future. Zdon liked the 10-minute show and it was captivating to watch, they were a great steady show. July 10 was Kids day with Kids Dance from 11am-1:00pm and 11am-2:30pm the waterslide. This event was very well attended and some waited over an hour to go down that waterslide. Public works crew was a great help at this event. Brother Ferris performed at the July 18 street dance. The attendance was a bit lower than normal; the weather was unpredictable all day with storms in the forecast. The weather held off for the event. Aug 8 is the next dance with Brat Pack Radio, and will follow the Rum River Rods Car show, which is scheduled that day from 10am-3pm. Garvey continued that tennis lessons are finishing up this week, with three weeks of lessons. The youth classes had enough participants, with classes, M/W and T/Th. The medallion hunt started on July 6 and ended on July 6. Chase Imker was the lucky finder, who found it at Unity Park. Thank you to these local businesses who donated items: Best Western Isanti, Falcon National Bank, Fusion Nails, Isanti Tire and Auto Care, Inc, North 65 Chamber of Commerce, North American Title Company and Strike Life Tributes. Witte asked if a fishing event could be added to our programming. Zdon added that in the past the city and the DNR had this type of event at Martins Landing.

**Adjournment:** Motion by Witte, second by Thum to adjourn the July 28, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:40 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager