

**AGENDA  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 1, 2020 – 7:00 P.M.  
CITY HALL**

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

**F. Proclamations/Commendations/Certificate Award**

**G. Approve City Council Minutes**

- 1. August 18, 2020- Regular Meeting of the City Council
- 2. August 18, 2020- Committee of the Whole Meeting
- 3. July 21, 2020- Planning Commission Meeting
- 4. July 28, 2020- Parks, Recreation and Culture Board Meeting

**H. Announcements**

**1. CITY OFFICES CLOSED**

Monday, September 7, 2020

*(In Observance of Labor Day)*

- 2. Committee of the Whole
- 3. City Council Meeting
- 4. Planning Commission Meeting

Tuesday, September 15, 2020 at 5:00 p.m.

Tuesday, September 15, 2020 at 7:00 p.m.

Tuesday, September 15, 2020

*(Immediately following the City Council Meeting)*

**I. Council Committee Reports**

**J. Public Hearings**

**K. Business Items**

- 1. Resolution 2020-XXX Approving Expenditure Allocations for Coronavirus Relief Funds
- 2. Resolution 2020-XXX Approving Isanti Relief Business Grant Program
- 3. Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

**City Administrator Josi Wood**

- 4. Resolution 2020-XXX Approving a Special Event Permit Application for Rum River BMX to Host 2020 USABMX Land O' Lakes National Event *(Larry Merchlewitz and Sean Wilson)*

**Finance Director Mike Betker**

- 5. Resolution 2020-XXX Setting the 2021 Final Budget and Levy Meeting
- 6. Resolution 2020-XXX Approving 2021 Preliminary Budget for the City of Isanti
- 7. Resolution 2020-XXX Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

**L. Approve Consent Agenda**

1. Accounts Payable in the Amount of \$273,260.55 Payroll in the Amount of \$104,795.79
2. Resolution 2020-XXX Approving Application for Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
4. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Michael Glavan
5. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Jordan Lund
6. Resolution 2020-XXX Terminating the Buyback Agreement with Crawfords Equipment
7. Development/Subsidy agreement for Swanee Trucking

**M. Other Communications**

1. Draft Minutes from the August 25, 2020 Parks, Recreation and Culture Board Meeting

**Adjournment**



**MINUTES  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, AUGUST 18, 2020 – 7:00 P.M.  
CITY HALL**

**G.1.**

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 (arrived at 7:03 p.m.), 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

**D. Public Comment**

None

**E. Adopt Agenda**

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

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

None

**G. Approve City Council Minutes**

1. August 5, 2020- Regular Meeting of the City Council
2. August 5, 2020- Budget Work Session
3. June 16, 2020- Planning Commission
4. July 7, 2020- Economic Development Authority

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

**H. Announcements**

- |  |   |
|--|---|
| 1. Park, Recreation, & Culture Board Meeting | Tuesday, August 25, 2020 at 6:00 p.m.       |
| 2. City Council Meeting                      | Tuesday, September 1, 2020 at 7:00 p.m.     |
| 3. EDA Meeting                               | Tuesday, September 1, 2020                  |
|  | <i>(Following the City Council Meeting)</i> |

**I. Council Committee Reports**

None

**J. Public Hearings**

None

**K. Business Items**

**Sheila Sellman Community Development**

1. 105 Rail Road Ave Discussion

Community Development Director, Sheila Sellman, shared that at the last City Council meeting, Council decided to give the applicant another 2 weeks to complete the roofing and siding project. Sellman further

shared that as of this morning there are still outstanding inspections for insulation, vapor barrier as well as final inspection to close out the permit.

Mayor Johnson asked when the applicants/ property owners would be ready for inspection.

The property owners/applicants Mary and Mike Colbaugh shared their concerns about the do not occupy order on their building.

Councilmember Steve Lundeen stated for the property owners to get the work and inspections done as soon as possible.

Johnson stated that the occupancy of the building will be looked into further.

**2. Amendment to the Development and Subsidy Agreement for B. P. Metals LLC.**

Community Development Director Sheila Sellman shared that in March the EDA entered into a purchase agreement as well as a developer's agreement with B.P Metals for one of the city's industrial lot. The owner of B.P Metals has asked to amend the subsidy agreement due to Covid-19 layoffs. There was a requirement to have 20 employees within two years. The owner is asking to reduce it to 15 employees within two years.

Motion by Lundeen, second by Collison to approve the amendment to reduce the number of required employees to 15 within two years. Motion passed 5-0. Motion carried.

**Josi Wood City Administrator**

**3. Resolution 2020-148** Approving a Special Event Application for Rum River BMX to Host 2020 Detroit Lakes (DL) 412 MN State Qualifier Event (*Larry Merchlewitz*)

Rum River BMX's Larry Merchlewitz shared that due to the amount of restrictions due to COVID-19, Detroit Lakes was unable to get to their track to do maintenance and repairs. All the tracks try to work together and help each other out as much as possible. Detroit Lakes has reached out to Rum River BMX asking if they could host their state qualifier for the MN State Series. Merchlewitz further shared that this is a big event where they would be asking for camping as part of their Special Event Permit.

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

**4. Resolution 2020-149** Approving a Special Event Application for BMX 2020 Race for Life, DK Gold Cup Qualifier and MN State Qualifier Event (*Larry Merchlewitz*)

Rum River BMX's Larry Merchlewitz shared that on August 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> Rum River BMX will have their annual Race for Life Event. The Race for Life Event's donations and fees that are collected go to fighting for a cure for Leukemia. A young rider had developed Leukemia and raced BMX until he was taken by the disease.

The DK Gold Cup Qualifier is a race for a title in the Region. This year Minnesota is going to be able to host the championships in Mankato.

The State Qualifier where riders will be awarded with the "Rock Championship" where riders get to represent their team and Minnesota in Tulsa, Oklahoma.

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

**L. Approve Consent Agenda**

1. Accounts Payable in the amount of \$286,119.60, Payroll in the amount of \$106,509.41
2. Approval of Revised Preparedness Plan to Include Face Covering Requirements
3. **Resolution 2020-150** Approving Minor Development Agreement for Serenity Circle
4. **Resolution 2020-151** Approving the Development Agreement for Legacy Pines 3<sup>rd</sup> Addition
5. **Resolution 2020-152** Offering the Position of Part-Time Liquor Store Clerk to Brian Williams

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

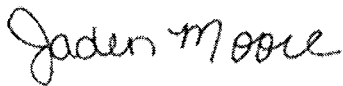
**M. Other Communications**

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

**Adjournment**

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

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

Jaden Moore  
Deputy City Clerk/ Human Resources

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING  
TUESDAY, AUGUST 18, 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 (arrived at 5:07 p.m.), Steve Lundeen and Dan Collison

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

**D. Public Comment**

None

**E. Committee Meeting Items**

**1. Liquor Updates**

- Gross Profit for the months of May-July was approximately 29.04%. The largest sales increase ever.
- The liquor store has been following CDC guidelines as close as possible since it is an essential business.
- Employees have been following the current mask mandate and sanitizing the doors and door handles on a regular basis.
- Stickers have been placed on the floor to keep customers 6 feet from one another.
- The 7<sup>th</sup> Annual "Support the Troops Drive" went well with \$92.36 raised in donations. Proceeds went to Beyond the Yellow Ribbon Isanti.
- The liquor store has been faced with many "out of stock" items since the pandemic started. Suppliers are doing their best to accommodate any way they can.
- Sales have still been strong on the weekends mostly Fridays during the Isanti Farmers Market as well as the first and last hour on Sundays as Cambridge is closing an hour earlier on Fridays, Saturdays and Sundays.
- Staffing has been an issue recently; the liquor store has come close to being fully staffed and are working hard at training during these unprecedented times. As soon as the liquor store is fully staffed, an all employee staff meeting will be held to go over the store processes manual in detail.

**2. Mosquito Updates/Discussion**

- Public Works tried Pursuit, a permethrin based agent, for 2 weeks to see how well it works compared to the garlic agent that has previously been used.
- Recommendation from Committee is to move forward with Pursuit.

**3. Chapter 87 Discussion on Pigeons**

- Chapter 87 prohibits the keeping of certain animals within city limits.

- Chapter 87 was amended April 27, 2011 by Ordinance 506 to include pigeons as a prohibited animal in the City of Isanti.
- A request has been received from a citizen to allow for racing pigeons within city limits.
- Recommendation from Committee is to work with city attorney on an Ordinance allowing racing pigeons in the R1-A district and bring back to City Council for consideration of the Ordinance.

**4. Safety Training Renewal Update**

- Every 5 years a Request for Proposals goes out for Safety Training Vendors for the City of Isanti.
- Where the city contracts with a vendor to give employees from all different departments training.
- The safety vendor manages the AWAIR program, manage SDS database program, Tier Two reports and training for OSHA compliance.
- Staff is requesting for safety training to be done in house with the assistance from the League of Minnesota Cities and to become part of a Resource Safety Group with other local cities.
- Currently the city pays approximately \$6,800 base cost without additional trainings excluding the Police Department as they have their own trainings.
- Training in house will bring the cost below \$3,000.
- Recommendation from Committee is to move forward with bringing safety training in house.

**5. Building Official Requirements**

- Applications were received for the building official position.
- Staff is looking for direction on how to proceed.
- Recommendation from Committee is for staff to interview applicants and bring recommendations back to council.

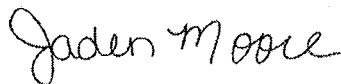
**6. Isanti County CARES Relief Plan**

- Isanti County sent out a memo informing cities within the county what they plan on spending their CARES Relief funds plan.
- County infrastructure, PPE, IT and public safety payroll reimbursement such as technology, payroll and PPE are allocating an approximate cost of \$2.9 million.
- Small business and non-profit relief \$10,000 grants to reimburse lost profit.
- \$1.5 million for school relief for reimbursement for technology and PPE costs.
- \$300,000 individual housing relief.
- \$100,000 to Lakes and Pines.
- Recommendation from Committee is to use the relief funds for the needs of Isanti first and then the Fire District and local businesses within the City

**F. Adjournment**

Meeting was adjourned at 6:10 p.m.

Respectfully Submitted,



Jaden Moore  
Deputy City Clerk/ Human Resources

## CITY OF ISANTI

### PLANNING COMMISSION MEETING

TUESDAY, July 21, 2020

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 8 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon, Alexander Collins.  
Members Absent: None  
Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
- D. Agenda Modifications: None

#### 2. Meeting Minutes

- A. Approval of Minutes from June 16, 2020 Planning Commission Meeting motion by Collison, second by Bergley motion passes 7-0.

#### 3. Public Hearing

- A. Request by Serenity Circle for approval of a Site Plan required under City Ordinance 44, Section 18, Subd. 6 (D). Said request is for an office building at 201 Main Street 16.050.0770. Saltis explained that a new office building is proposed at the vacant lot located at the corner of Main St and 2<sup>nd</sup> Ave SW. The lot was previously rezoned from R-3A, Low Density Multiple-Family Residential to the B-1, Central Business District to allow for office uses on the parcel. Saltis explained the proposed site plan configuration consisting of the building, a four-stall parking lot, utilities, the extended sidewalks and street network and surrounding landscaping. The site plans for the office building were to comply with the standards set for the B-1 Zoning District as well as the standards set by the Downtown Overlay District for approval. The Planning Commission questioned whether the four off-street parking stalls were sufficient for the business. City staff explained that the four off-street parking stalls were the minimum number of stalls the business would be allowed while following city code for the downtown overlay district. The applicant, Deanna Bunes was present at the meeting and available for questions. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the site plans for the office building at 201 Main St W with conditions listed in the City Engineer's memo, dated 7/1/2020 and the City Staff memo, dated 7/21/2020. Motion for approval of site plans by Lundeen, 2<sup>nd</sup> by Gordon, motion passed 7-0.

- B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map. Sellman explained that the R-1, Rural Residential Zoning District was adopted at the June 16<sup>th</sup> City Council meeting, and now those properties shall be rezoned on the Zoning Map. City Staff held a neighborhood meeting on July 14<sup>th</sup> to discuss the rezoning of the properties to the R-1 Zoning District. No one from the public was present to speak at the public hearing. Motion for approval to amend the Zoning Map by Lundeen, 2<sup>nd</sup> by Simon, motion passed 7-0.

**4. Other Business:** None

**5. Discussion Item:** None

**6. Adjournment:** Motion by Bergley, 2<sup>nd</sup> by Collins to adjourn, motion passed 7-0 meeting adjourned at 8:25 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

**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 over all 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.

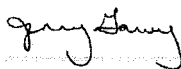
**5. Fir Street Update** – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park 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



## MEMO for City Council

**To:** Mayor Johnson and Members of the City Council  
**From:** Josi Wood, City Administrator  
**Date:** September 1, 2020  
**Subject:** Approving Expenditure Allocations for Coronavirus Relief Funds

The City received \$454,377.00 in Coronavirus Relief Fund (CRF) monies. Funds may be used for eligible COVID-19 related expenses outlined in the CARES Act. Per Resolution 2020-123 Staff has determined City eligible expenses outlined within the Act and has made the following allocation recommendation:

Category	Description	Approximate Total Cost
Payroll	Payroll reimbursement for eligible staff	\$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	\$24,000
Emergency Management	Emergency management and EOC expenses	\$147,000
Technology	IT, technology and software support	\$82,000
Isanti Area Fire District Relief	PPE	<i>To be determined</i>
Economic (Business) Relief	Up to \$5,000 grants to eligible businesses and non-profits	<i>To be determined</i>

The total costs for Payroll, Public Health and Safety, EM and Technology is \$353,000. That leaves \$101,377 remaining for Fire District and Economic (Business) Relief. Staff is recommending a Business Grant Program which would give Isanti businesses and non-profits an opportunity to request up to \$5,000 for eligible expenses due to COVID-19 negative impacts. More details on this program are in the next Council agenda item.

**Request:**

Staff is requesting discussion to determine how much of the remaining \$101,377 funds should be allocated to the Fire District and to Economic Relief for businesses/non-profits. Staff is also seeking action on this item

**Attachments:**

- Resolution 2020-XXX
- Fire District requests



1. 31 sets of turnout gear- \$2,150 apiece  
\$66,650
2. Gear dryers at 3 stations- \$16,000 apiece  
\$48,000
3. Washer extractor at Station 3- \$11,000  
\$11,000
4. Audio/visual/networking equipment to  
enhance distance learning at Station 2 & 3  
\$32,000
5. Disposable PPE  
\$8,000
6. TOTAL \$165,650.00



## RESOLUTION 2020-XX

### APPROVING EXPENDITURE ALLOCATIONS FOR CORONAVIRUS RELIEF FUNDS

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

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

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

**WHEREAS**, Staff has determined that the following approximate expenditures are in the best interest of the City:

Category	Description	Approximate Total Cost
Payroll	Payroll reimbursement for eligible staff	\$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	\$24,000
Emergency Management	Emergency management and EOC expenses	\$147,000
Technology	IT, technology and software support	\$82,000
Isanti Area Fire District Relief	PPE	<i>To be determined</i>
Economic Relief	Up to \$5,000 grants to eligible businesses and non-profits	<i>To be determined</i>

**WHEREAS**, unused CRF monies will be sent to Isanti County upon procedures outlined in the CARES Act by November 15<sup>th</sup>;

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

1. The City Administrator or designee will complete necessary paperwork related to Coronavirus Relief Funds and CARES Act.
2. The City Administrator and Finance Director, or designee, will initiate and approve eligible expenses to be reimbursed by Coronavirus Relief Funds which will be within the accounts payable listing reviewed by Council.

3. Total costs as listed per this Resolution are approximate and may be adjusted by the City Administrator.
4. Eligible COVID-19 related expenditures will not exceed the Coronavirus Relief Funds in the amount of \$454,377.00.

This Resolution is hereby approved by the Isanti City Council this 1<sup>st</sup> day of September, 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** September 1, 2020  
**Subject:** Resolution 2020-XXX Approving Isanti Relief Business Grant Program

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### **Background:**

As part of the Cares Act cities are allowed to provide emergency assistance for businesses that have been impacted by COVID-19. Staff recommends designating funds for business grants in the amount not to exceed \$5,000 per eligible business for a total allocation of \$\_\_\_\_\_ (to be determined by Council). These grants are for businesses and non-profits within city limits that are locally owned and operated that have been affected by Executive Orders 20-04 and 20-08 and meet the listed criteria below including but not limited to:

- a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
  - b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
  - c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
  - d. Art and music studios
  - e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
  - f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
  - g. Other businesses as approved by the City
2. The business must have been in operation prior to the Governor's Executive Order
  3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
  4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
  5. Not be in violation of the city's zoning code
  6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

### **Reporting:**

As a condition for receiving funding, all recipients are required to submit a brief report to the City within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

**Permitted Fund Uses:**

Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off), Expenses for Personal Protective Equipment (PPE), lease or mortgage payments, utilities (non-government), accounts payable, payment to suppliers and/or other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

**Ineligible Fund Uses:**

Assistance cannot be provided to businesses or nonprofits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic.

**Request:**

Staff is requesting Council to confirm grant funds for eligible businesses not to exceed \$5,000 per business as outlined in the Program as well as the total maximum Coronavirus Relief Fund allocation not to exceed for the Program. Staff is requesting action on this item.

**Attachments:**

- Resolution 2020-XXX
- Grant Program and application

## **RESOLUTION 2020-XXX**

### **APPROVING ISANTI RELIEF BUSINESS GRANT PROGRAM**

**WHEREAS**, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump on March 27, 2020, providing the State of Minnesota \$1.8 billion, of which 45 percent may be distributed to local jurisdictions; and,

**WHEREAS**, the City of Isanti received an allocation in CARES funds from the State of Minnesota that must meet the eligibility criteria established by the US Department of Treasury; and,

**WHEREAS**, creation of a small business relief program is an eligible use of CARES Act funds; and,

**WHEREAS**, the proposed Isanti Relief Business Grant Program (referred to as "Program") will serve businesses that have been adversely impacted by the COVID-19 pandemic and the COVID-19 Peacetime Emergency; and,

**WHEREAS**, the program will provide grant funds for operating expenses, including payroll, rent/lease payments, mortgage payments, utility payments (non-government), payments to suppliers, PPE, or other critical business expenses as approved by an authorized program administrator; and,

**WHEREAS**, the program would serve the following businesses:

- Private, for profit business or non-profit 501(c)(3) or 501(c)(19) veterans organizations located and operated in the City of Isanti (physical presence here);
- Have been operating since December 2019;
- Demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Pandemic;
- The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing with the MN Dept of Revenue, Secretary of State, Isanti County and City of Isanti as of March 1, 2020;

**WHEREAS**, the following businesses would be ineligible for the program:

- Do not have a physical business address within the City of Isanti
  - Are home-based businesses
  - Derive income from passive investments without operational ties to operating businesses
  - Primarily generate income from gambling activities
  - Generate any part of its income from adult-oriented or tobacco/vaping-related activities
  - Have no current or historical financial statements
  - National or corporate chains
  - Business in default before February 29, 2020
  - Individuals who have received any Federal assistance related to the COVID-19 Pandemic;
- and,

**WHEREAS**, the Isanti City Council has determined the program is a necessary and reasonable response to the COVID-19 Pandemic, therefore eligible for use of the CARES Act funds;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that the city hereby implements a business relief program with use of CARES ACT funding, subject to the allocation of funds by the State of Minnesota and the following:

- Authorizes the City Administrator or designee to make final determination of award status.



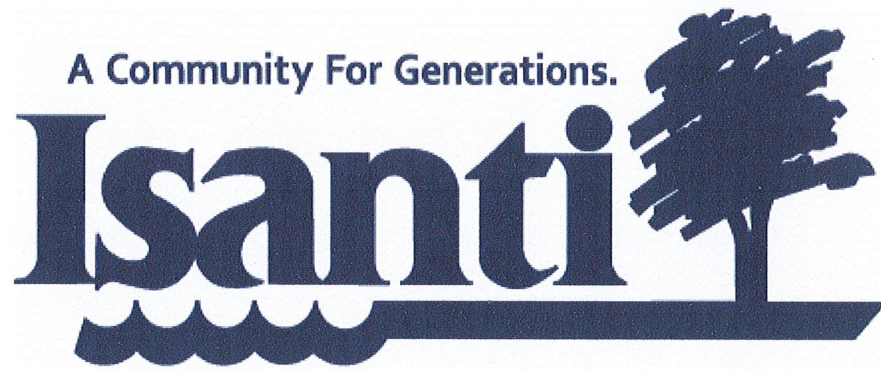
- The City Administrator or designee has the authority to extend the program beyond the initial deadline of September 25, 2020 if funds are available and allow businesses to re-apply if funds are available, funding not to exceed \$\_\_\_\_\_ for the program.

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

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

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



## Isanti Relief Business Grant Program

City of Isanti  
101-1<sup>st</sup> Ave NW  
P.O. Box 428  
Isanti MN 55040  
763-444-5512

## **Isanti Relief Business Grant Program**

### **Purpose**

The City of Isanti has developed the Isanti Business Relief Grant Program (referred to as “Program”) to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

### **Eligibility**

The Program is available to locally owned and operated businesses located within the City of Isanti

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, including but not limited to:
  - a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
  - b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
  - c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
  - d. Art and music studios
  - e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
  - f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
  - g. Other businesses as approved by the City
2. The business must have been in operation prior to the Governor’s Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city’s zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

**Amount:** Up to \$5,000 grant

### **Supporting Documentation:**

1. Proof of ownership or signed lease.
2. A W-9 form (with signature)
3. Other supporting documentation you wish to provide to the City to assist in understanding the applicant’s situation.
4. Narrative descriptions and receipts (or calculations) of the negative impacts on the business due to COVID-19

### **Permitted Fund Uses:**

Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off or Furlough), expenses for Personal Protective Equipment (PPE) lease or mortgage

payments, utilities, accounts payable, and other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

**Ineligible Fund Uses:**

Assistance cannot be provided to businesses or non-profits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic

**Fund Availability:**

Funds are granted on a first come, first serve basis and will be provided until the funds are exhausted or the city-declared state of emergency declaration is lifted, whichever comes first. All applications must be submitted by September 25, 2020 to be considered.

**Reporting:**

As a condition for receiving funding, all recipients are required to submit a brief report to the city within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

## Applicant Information

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years                      Months	Fed Tax Id#	MN State License
Mailing Address		City	Zip
Location Address		City	Zip
Business Phone	(       )	Business Fax	(       )
E-Mail Address		Web Address	
Contact Name		Title	
Is your business currently registered with the Minnesota Secretary of State?	____ Yes ____ No	Is your business currently in good standing with the Minnesota Secretary of State?	____ Yes ____ No
Was your business registered with the Minnesota Secretary of State as of February 29, 2020?	____ Yes ____ No	Was your business in good standing with the Minnesota Secretary of State as of February 29, 2020?	____ Yes ____ No
Amount of Funding Requested (not to exceed \$5000)	\$ _____	Total number of employees: _____ The number of your employees who have been impacted by the Governor's Executive Orders? _____	
Was your business subject to the Governor's Executive Orders 20-04 and 20-08? How has the Governor's Executive Orders financially affected your business? (please attach additional page if needed)			

**For what purpose will these funds be used? Please include expenses paid and/or proposed for the total funding request. (please attach additional page if needed)**

#### **Eligible Applicants**

- All eligible business categories must be referenced in Governor Walz's Executive Orders (EO 20-04 and EO 20-08).
- Must have a physical, commercial location, whether owned or leased, that is located in city limits of Isanti, MN.
- Must be registered with the Minnesota Secretary of State.
- Must be current with Isanti County property taxes.

#### **Application Requirements**

- The Program application must be completed in its entirety by the applicant and submitted to:  
[Ssellman@cityofisanti.us](mailto:Ssellman@cityofisanti.us)  
Hard copies can be mailed or dropped off at City Hall  
City of Isanti  
Attn: Sheila Sellman, Community Development Director  
110-1<sup>st</sup> Ave NW  
Isanti MN 55040
- All grants will be subject to the Isanti Relief Business Grant Program guidelines.
- Proof of ownership or signed lease.
- A W-9 form (with signature).
- Other supporting information requested from staff to review eligibility.
- If funds are awarded, a brief report to the City within two months after receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.
- Application must be submitted by September 25, 2020 to be considered.

#### **Applicant Acknowledgement:**

- The applicant shall hold the City, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Isanti Relief Business Grant Program or



its application, including but not limited to, any legal or actual violations of any state or federal laws.

- The applicant recognizes and agrees that the City retains absolute authority and discretion to decide whether or not to accept or deny any particular application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the application are incurred by the applicant at its sole risk and expense.
- The applicant acknowledges that they have read the Isanti Relief Business Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.

**Data Privacy Notice:** The City is subject to Minnesota Statutes Chapter 13 (the “Minnesota Government Data Practices Act”). The application shall become the property of the City and is subject to the Minnesota Government Data Practices Act.

### **GRANT PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I agree to be bound by all terms and conditions of the Isanti Relief Business Grant Program. The City of Isanti has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed grant application.

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Applicants are encouraged to review the Governor’s Executive Orders 20-04 and 20-08 for further definition and clarification of businesses that are or are not eligible for this program. The City retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.**

For questions, call Sheila Sellman, Community Development Director at 763.444-5512 or email [ssellman@cityofisanti.us](mailto:ssellman@cityofisanti.us)

Adopted by:	On (date)
City Council	9/1/2020



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** September 1, 2020  
**Subject:** Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway.

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**Request:** The applicant Scott Zimprch is requesting a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure.

### Overview/Background

On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director (CDD) e-mailed him and explained that the proposed garage exceeds the size limit according to city code. He e-mailed back with some questions and the last correspondence was an e-mail sent by the CDD on May 25<sup>th</sup> outlining his options which included the following:

- 1) Build the detached garage at 580 square feet and there are no other steps
- 2) Build the garage attached to the house and it can possibly be bigger but can't exceed the size of the house
- 3) Apply for a variance - I have attached the application and calendar. This will take a public hearing at the Planning Commission and properties within 350' of your property will be noticed as well as a notice in the paper. The Planning Commission makes a recommendation to the City Council. Please call me if you would like to discuss.

On July 13, 2020 a stop work order was issued for this property because a building permit was never issued. The garage foundation has already been poured. This was never approved.

City Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building. Therefore, in addition to the variance for the size limit of 580 square feet, the garage can not exceed the size of the house, the applicants house is 624 square feet. Section 13 Article four has a maximum detached accessory structure limit of 580 square feet for parcels that are less than one acre.

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

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the



applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code is not a reasonable use of the land.*
- 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 owner by starting the work without a permit and not meeting size requirements.*
- C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*
- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. *Not applicable.*
- E. Economic considerations alone do not constitute practical difficulties. *Economic considerations do not play a role in this situation*

**Planning Commission Recommendation:**

The Planning Commission held a public hearing on August 18, 2020. The applicant was present for the meeting and was there to answer questions. One member from the public spoke in favor of the variance. The Planning Commission recommended denial of the variance with a 4-0 vote.

**Staff Recommendation:**

Staff recommends denial of the variance because the proposed garage is not in harmony with the general intent of the ordinance and does not meet the practical difficulties. In addition, the applicant started the work without a permit when he was specifically told the proposed garage is too big.

**Attachments**

- Resolution 2020-XXX
- Finding of fact for denial
- Memo from League of MN Cities
- Applicant's memo
- Site plan

**RESOLUTION 2020-XXX**

**A RESOLUTION DENYING A VARIANCE REQUEST FOR AN ACCESSORY  
STRUCTURE TO EXCEED 580 SQUARE FEET AT 201 BROADWAY STREET SE**

**WHEREAS**, Scott Zimprich, (the applicant) has applied for a variance to the accessory structure limit of 580 square feet.

**WHEREAS**, The Planning Commission held a public hearing at the August 18, 2020 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 September 1, 2020; 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 variance and is hereby denied.

Adopted by the City of Isanti City Council on this 1<sup>st</sup> day of September, 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk

**FINDINGS OF FACT AND CONCLUSION**  
**Garage Variance Denial**  
**September 1, 2020**  
**Prepared by Community Development Director Sheila Sellman**

**Request**

Request from Scott Zimprich for a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure and accessory structure size limits.

**Findings of Fact**

1. Scott Zimprich submitted a building permit on May 12, 2020 for a detached 720 square foot garage.
2. On May 14, 2020 the Community Development Director e-mailed and explained that the proposed garage exceeds the size limits according to City Code and the permit was not issued.
3. On July 13, 2020 a stop work order was issued for the property, as construction of the garage started without a permit.
4. The property is located at 201 Broadway Street SE
5. The subject site is zoned R-2 single family residential
6. Section 13, Article four of the Zoning Code limits detached accessory structures to 580 square feet for parcels less than one acre in size
7. Section 2 of the Zoning Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building.
8. A public hearing date before the Planning Commission was scheduled for Tuesday August 18, 2020 following the City Council meeting at City Hall within the Council Chambers.

**Conclusions**

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

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

- A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*
- 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 owner by starting the work without a permit and not meeting size requirements.*
- C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

- D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.  
*Not applicable.*
- E. Economic considerations alone do not constitute practical difficulties.  
*Economic considerations do not play a role in this situation*

**Decision**

The Planning Commission reviewed the request in a public hearing on August 18, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Johnson, second by Collison to deny the variance request. Motion passed 4-2. Gordon and Simon opposed.

The City Council reviewed the request a regularly scheduled meeting on September 1, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

## Land Use Variances

*Learn about variances as a way cities may allow an exception to part of their zoning ordinance. Review who may grant a variance and how to follow and document the required legal standard of “practical difficulties” (before 2011 called “undue hardship”). Links to a model ordinance and forms for use with this law.*

### RELEVANT LINKS:

Minn. Stat. § 462.357, subd. 6.

Minn. Stat. § 462.357, subd. 6.

Minn. Stat. § 462.357, subd. 6.

### I. What is a variance

A variance is a way that a city may allow an exception to part of a zoning ordinance. It is a permitted departure from strict enforcement of the ordinance as applied to a particular piece of property. A variance is generally for a dimensional standard (such as setbacks or height limits). A variance allows the landowner to break a dimensional zoning rule that would otherwise apply.

Sometimes a landowner will seek a variance to allow a particular use of their property that would otherwise not be permissible under the zoning ordinance. Such variances are often termed “use variances” as opposed to “area variances” from dimensional standards. Use variances are not generally allowed in Minnesota—state law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located.

### II. Granting a variance

Minnesota law provides that requests for variances are heard by a body called the board of adjustment and appeals; in many smaller communities, the planning commission or even the city council may serve that function. A variance decision is generally appealable to the city council.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner “practical difficulties.” For the variance to be granted, the applicant must satisfy the statutory three-factor test for practical difficulties. If the applicant does not meet all three factors of the statutory test, then a variance should not be granted. Also, variances are only permitted when they are in harmony with the general purposes and intent of the ordinance, and when the terms of the variance are consistent with the comprehensive plan.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

### **III. Legal standards**

When considering a variance application, a city exercises so-called “quasi-judicial” authority. This means that the city’s role is limited to applying the legal standard of practical difficulties to the facts presented by the application. The city acts like a judge in evaluating the facts against the legal standard. If the applicant meets the standard, then the variance may be granted. In contrast, when the city writes the rules in zoning ordinance, the city is exercising “legislative” authority and has much broader discretion.

#### **A. Practical difficulties**

“Practical difficulties” is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

##### **1. Reasonableness**

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

##### **2. Uniqueness**

The second factor is that the landowner’s problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

## RELEVANT LINKS:

2011 Minn. Laws, ch. 19,  
*amending* Minn. Stat. §  
462.357, subd. 6.

*Krummenacher v. City of  
Minnetonka*, 783 N.W.2d 721  
(Minn. June 24, 2010).

Minn. Stat. § 462.357, subd.  
6.  
Minn. Stat. § 394.27, subd. 7.

See Section I, *What is a  
variance*.

See Section IV-A, *Harmony  
with other land use controls*.

### 3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

### B. Undue hardship

“Undue hardship” was the name of the three-factor test prior to a May 2011 change of law. After a long and contentious session working to restore city variance authority, the final version of HF 52 supported by the League and allies was passed unanimously by the Legislature. On May 5, Gov. Dayton signed the new law. It was effective on May 6, the day following the governor’s approval. Presumably it applies to pending applications, as the general rule is that cities are to apply the law at the time of the decision, rather than at the time of application.

The 2011 law restores municipal variance authority in response to a Minnesota Supreme Court case, *Krummenacher v. City of Minnetonka*. It also provides consistent statutory language between city land use planning statutes and county variance authority, and clarifies that conditions may be imposed on granting of variances if those conditions are directly related to, and bear a rough proportionality to, the impact created by the variance.

In *Krummenacher*, the Minnesota Supreme Court narrowly interpreted the statutory definition of “undue hardship” and held that the “reasonable use” prong of the “undue hardship” test is not whether the proposed use is reasonable, but rather whether there is a reasonable use in the absence of the variance. The new law changes that factor back to the “reasonable manner” understanding that had been used by some lower courts prior to the *Krummenacher* ruling.

The 2011 law renamed the municipal variance standard from “undue hardship” to “practical difficulties,” but otherwise retained the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes.

## RELEVANT LINKS:

*Issuance of Variances*, LMC Model Ordinance.

*Variance Application*, LMC Model Form.

*Adopting Findings of Fact*, LMC Model Resolution.

Minn. Stat. § 462.357, subd. 6.

See LMC information memo, *Taking the Mystery out of Findings of Fact*.

Minn. Stat. § 462.357, subd. 6.

### C. City ordinances

Some cities may have ordinance provisions that codified the old statutory language, or that have their own set of standards. For those cities, the question may be whether you have to first amend your zoning code before processing variances under the new standard. A credible argument can be made that the statutory language pre-empts inconsistent local ordinance provisions. Under a pre-emption theory, cities could apply the new law immediately without necessarily amending their ordinance first. In any regard, it would be best practice for cities to revisit their ordinance provisions and consider adopting language that mirrors the new statute.

The models linked at the left reflect the 2011 variance legislation. While they may contain provisions that could serve as models in drafting your own documents, your city attorney would need to review prior to council action to tailor to your city's needs. Your city may have different ordinance requirements that need to be accommodated.

## IV. Other considerations

### A. Harmony with other land use controls

The 2011 law also provides that: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan." This is in addition to the three-factor practical difficulties test. So a city evaluating a variance application should make findings as to:

- Is the variance in *harmony with* the purposes and intent of the ordinance?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

### B. Economic factors

Sometimes landowners insist that they deserve a variance because they have already incurred substantial costs or argue they will not receive expected revenue without the variance. State statute specifically notes that economic considerations alone cannot create practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met.



## RELEVANT LINKS:

Minn. Stat. § 462.357, subd.  
6.

### **C. Neighborhood opinion**

Neighborhood opinion alone is not a valid basis for granting or denying a variance request. While city officials may feel their decision should reflect the overall will of the residents, the task in considering a variance request is limited to evaluating how the variance application meets the statutory practical difficulties factors. Residents can often provide important facts that may help the city in addressing these factors, but unsubstantiated opinions and reactions to a request do not form a legitimate basis for a variance decision. If neighborhood opinion is a significant basis for the variance decision, the decision could be overturned by a court.

### **D. Conditions**

A city may impose a condition when it grants a variance so long as the condition is directly related and bears a rough proportionality to the impact created by the variance. For instance, if a variance is granted to exceed an otherwise applicable height limit, any conditions attached should presumably relate to mitigating the effect of excess height.

## **V. Variance procedural issues**

### **A. Public hearings**

Minnesota statute does not clearly require a public hearing before a variance is granted or denied, but many practitioners and attorneys agree that the best practice is to hold public hearings on all variance requests. A public hearing allows the city to establish a record and elicit facts to help determine if the application meets the practical difficulties factors.

### **B. Past practices**

While past practice may be instructive, it cannot replace the need for analysis of all three of the practical difficulties factors for each and every variance request. In evaluating a variance request, cities are not generally bound by decisions made for prior variance requests. If a city finds that it is issuing many variances to a particular zoning standard, the city should consider the possibility of amending the ordinance to change the standard.

## RELEVANT LINKS:

Minn. Stat. § 15.99.

Minn. Stat. § 15.99, subd. 2.

See LMC information memo,  
*Taking the Mystery out of  
Findings of Fact.*

Minn. Stat. § 15.99, subd. 2.

Jed Burkett  
LMCIT Land Use Attorney  
jburkett@lmc.org  
651.281.1247

### C. Time limit

A written request for a variance is subject to Minnesota's 60-day rule and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is deemed an approval.

### D. Documentation

Whatever the decision, a city should create a record that will support it. In the case of a variance denial, the 60-day rule requires that the reasons for the denial be put in writing. Even when the variance is approved, the city should consider a written statement explaining the decision. The written statement should explain the variance decision, address each of the three practical difficulties factors and list the relevant facts and conclusions as to each factor.

If a variance is denied, the 60-day rule requires a written statement of the reasons for denial be provided to the applicant within the statutory time period. While meeting minutes may document the reasons for denial, usually a separate written statement will need to be provided to the applicant in order to meet the statutory deadline. A separate written statement is advisable even for a variance approval, although meeting minutes could serve as adequate documentation, provided they include detail about the decision factors and not just a record indicating an approval motion passed.

### VI. Variances once granted

A variance once issued is a property right that "runs with the land" so it attaches to and benefits the land and is not limited to a particular landowner. A variance is typically filed with the county recorder. Even if the property is sold to another person, the variance applies.

### VII. Further assistance

If you have questions about how your city should approach variances under this statute, you should discuss it with your city attorney. You may also contact League staff.

To Whom it May Concern:

I am looking at building a garage for my home located at 201 Broadway St. SE. This home currently does not have a garage on the property. I would like to build a 26ftx28ft two stall garage. The current city limit is a 24ftx24ft. I have included my building plans for this project. I would like to build this garage so I can fit two full size vehicles and a little work bench. At the current limit of 24x24 you cannot fit a full-size truck in and walk around all sides of the garage. I would like to extend the size of the garage by 2 feet on the on side and 4 feet on the other side. I feel like this garage will fit in with the neighborhood. There are several garages on my street with garages that are much larger than what I would like to build. If you would consider passing this variance I would love to have a garage on my property.

Sincerely,

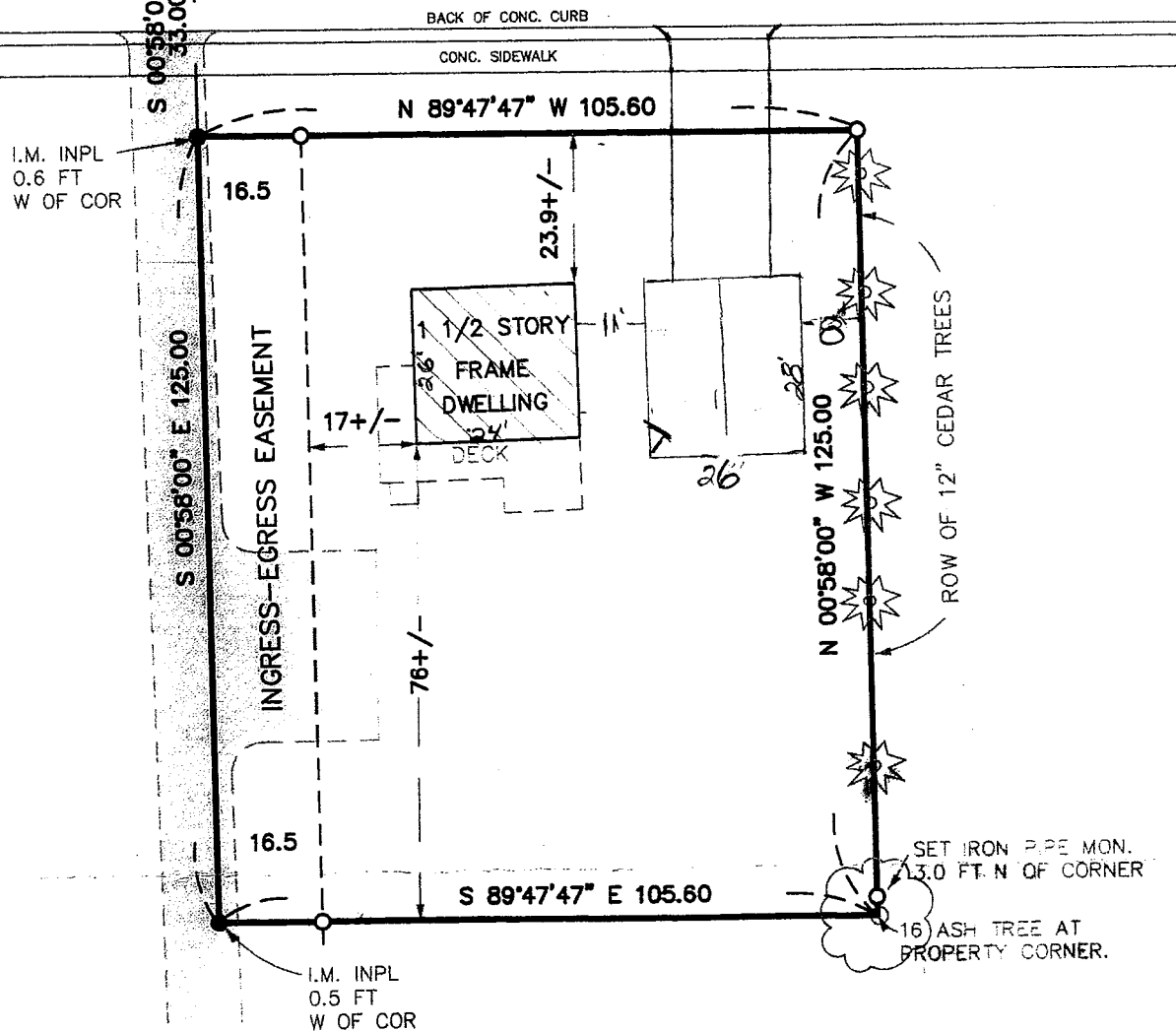
Scott Zimprich

A handwritten signature in black ink, appearing to read "Scott Zimprich", written in a cursive style.

S 89°47'47" E  
594.0 (36 RODS)

NORTH LINE, SW1/4-SW1/4  
SEC 29, T35 R23

**BROADWAY ST.**

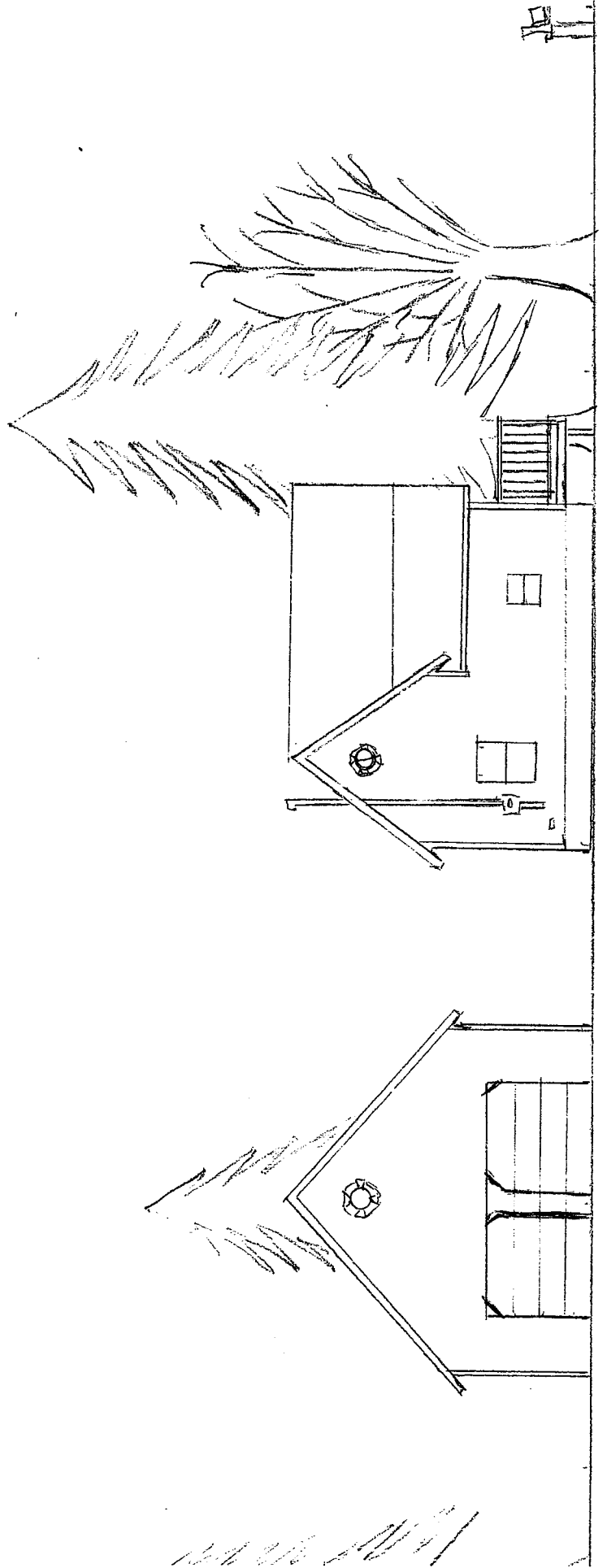


1 INCH = 30 FEET  
JULY 1, 2015

IS IRON PIPE MONUMENT SET  
IS IRON PIPE MONUMENT INPLACE

**THE NORTH 125 FEET OF LOT 57, AUDITOR'S SUBDIVISION NO. 10,  
ISANTI COUNTY, MINNESOTA**

**SUBJECT TO AN EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS  
THE NORTH 125 FEET THEREOF.**





## Memo for Council Action

**To:** Mayor Johnson and Members of the City Council  
**From:** Jenny Garvey - Parks, Recreation and Culture Manager  
**Date:** September 1, 2020  
**Subject:** Resolution Approving a Special Event Application for Rum River BMX to host 2020 USABMX Land O' Lakes National Event

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### Background

The City has received an application for the upcoming special event for the Rum River BMX Association to host the 2020 USABMX Land O' Lakes National Event. The event is scheduled for September 9<sup>th</sup> – 13<sup>th</sup>, 2020. Hours of the event are Wednesday September 9<sup>th</sup> for set up; Thursday September 10<sup>th</sup> from 12:00pm-9:00pm; Friday September 11<sup>th</sup> from 9:00am-6:00pm; Saturday September 12<sup>th</sup> from 6:00am-8:00pm, and Sunday September 13<sup>th</sup> from 5:00am-5:00pm.

Rum River BMX has fulfilled all requirements, except the temporary sign permit which they are continuing to provide information to Community Development, for the special event application and staff has approved this application.

### Attachments

- Resolution 2020-XXX
- Special Event Application
  - Application Form
  - Site Map
  - Release and Indemnification Agreement

## **RESOLUTION 2020-XXX**

### **APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX TO HOST 2020 USABMX LAND O' LAKES NATIONAL EVENT**

**WHEREAS**, the Rum River BMX Association submitted a Special Event application requesting approval to host the USABMX Land O' Lakes National event; and,

**WHEREAS**, the event is scheduled to take place on Wednesday September 9<sup>th</sup> for set up; Thursday September 10<sup>th</sup> from 12:00pm-9:00pm; Friday September 11<sup>th</sup> from 9:00am-6:00pm; Saturday September 12<sup>th</sup> from 6:00am-8:00pm, and Sunday September 13<sup>th</sup> from 5:00am-5:00pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

**WHEREAS**, parking for the event will take place on the grass area to the south of the Isanti Indoor Arena, which will be paid parking, which will follow the agreed upon 50/50 fee split, per the Special Event Paid Parking Agreement, for cars and trucks. Volunteer parking will take place in the northeast parking lot in Bluebird park. Camping will occur at the Isanti Rodeo grounds Thursday night through Sunday evening, overflow parking will occur in the south soccer parking lot and no event parking will be permitted at the dog park or north Bluebird parking lots (see attached map); and,

**WHEREAS**, the estimated number of people to be in attendance is 2,000 per day; and,

**WHEREAS**, they have requested to have a banner be placed on the city sign posts on the corner of Hwy 65 and Heritage Blvd, and to be placed and removed by city staff from September 2, 2020 – September 14, 2020; and,

**WHEREAS**, the team pit areas, which will include canopies, will be placed along the grass area on the east side of the pine trees, the grass area east of the BMX building, and the grass area south of the outdoor rink and canopy users must use weights and not stakes in the ground to secure canopies; and,

**WHEREAS**, the application submittal does require a \$100 clean-up deposit fee, which is on file with the City of Isanti; and,

**WHEREAS**, the applicant has requested that Isanti Parkway be closed in front of the facility on Friday, Saturday and Sunday of the event. Public Works will provide barricades and cones and detour signs, but it is the responsibility of the association to put them out each day and to the side after each night's events, and the compost site will remain accessible when it is open on Thursday and Saturday; and,

**WHEREAS**, the applicant will be required to provide additional restrooms for the event and will be bringing in 14 units from Absolute Portables,

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to hereby approve the special event request with the following conditions:

- Rum River BMX will be responsible for repairing any damage to grass due to parking, camping, or other event activities.

- The requested road closure is permitted with barricades and detour signs provided by Public Works and placed by Rum River BMX Thursday September 10<sup>th</sup> from 12:00pm-9:00pm; Friday September 11<sup>th</sup> from 9:00am-6:00pm; Saturday September 12<sup>th</sup> from 6:00am-8:00pm, and Sunday September 13<sup>th</sup> from 5:00am-5:00pm and ensuring access is provided to the Compost site on Thursday September 10<sup>th</sup> and Saturday September 12<sup>th</sup>.
- Rum River BMX Association will be responsible for the upkeep of all restroom facilities, including those at the south end of the building, for the duration of the event.

This resolution was duly adopted by the Isanti City Council this 1<sup>st</sup> day of September, 2020.

**Attest:**

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

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



A Community For Generations.



## SPECIAL EVENT PERMIT APPLICATION

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

[www.cityofisanti.us](http://www.cityofisanti.us)

If you are planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

### ITEMS TO ACCOMPANY THE APPLICATION

#### *Required with all applications*

- ☒ Complete Application Form
- ☐ Cleanup Deposit Fee - \$100
- ☒ Proof of Insurance or Certificate of Insurance
- ☒ Site Map
- ☒ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

#### *Check all that apply:*

- ☒ Signs will be posted for event:
  - ☒ Temporary Sign Permit Application required
  - ☒ \$50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☐ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ \$25 fee for one-day applications
  - ☐ Vendor List
- ☒ Event will occur on City Property:
  - ☒ Release and Indemnification Agreement

*Supplemental information may be required by City staff.*

*Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.*

## SPECIAL EVENT PERMIT APPLICATION

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Submittal Date: 7/14/2020

### APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [REDACTED]

E-mail: [REDACTED]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [REDACTED]

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### EVENT INFORMATION

Event Name: USABMX Land O' Lakes National

Date(s) of Event: Sept 9 th thru Sept 13th 2020

Hours of Event: 9/9 Setup, 9/10 12-9pm, 9/11 9am-6pm, 9/12 6am-8pm & 9/13 5am-5pm

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

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

Four day national bmx race. Race is for riders and families to come and try out their skills against  
races from all over the North America. Racers compete for a 4x the normal amount of points awarded  
at a normal race.

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

Isanti Indoor Arena. Grass area to the east, south, west side of parking lot on east side of the pine trees and directly south of the skate park will used for team canopies. Grass area to the south of track will be used for vehicles, Rodeo grounds are for camping, additional parking per site map only.

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

2,000 people per day

Parking Impact – Describe in detail:

Parking shall be on paved surfaces and grass areas as noted on site map. Some over flow may be at the Soccer parking lot as needed. No parking allowed at the Dog Park or Blue Park's main parking lot.

Tents, equipment, amusement rides, etc.

Type: BMX teams will bring their own pop up tents.

Size: 12'x12' up to 20'x20'

Location: South, west and east sides of the building. See detailed site map.

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

Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

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

East bound side of Isanti Pkwy will be shut down 9/11 thru 9/13 the hours listed above

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, 10 portable bathrooms will be added around the outside of the building & 8 at camping area.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:

Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

Live entertainment – Describe in detail:

This will be live BMX pedal bike racing.

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

Only sound audio system that will be used is the current indoor system.

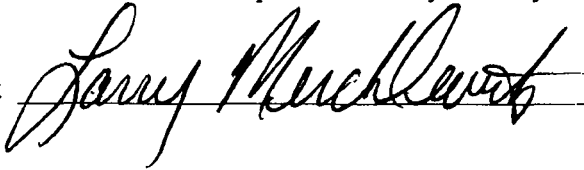
If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

Race fees are collected for riders on the track to cover cost of the event.

*Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.*

#### APPLICANT SIGNATURE

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

Applicant Signature: 

**OFFICE USE ONLY**

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

Fire Chief

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

Police Chief

☐ Approved ☐ Denied ☐ N/A Signature: per email \* Condition

Public Services Director

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

Community Events & Parks Coordinator

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

Community Development Director

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

City Administrator

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

City Council

☐ Approved ☐ Denied

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

\* review/clarify road closure

\* Travis verified ok to close road, warning signage road closed ahead at East Duval.

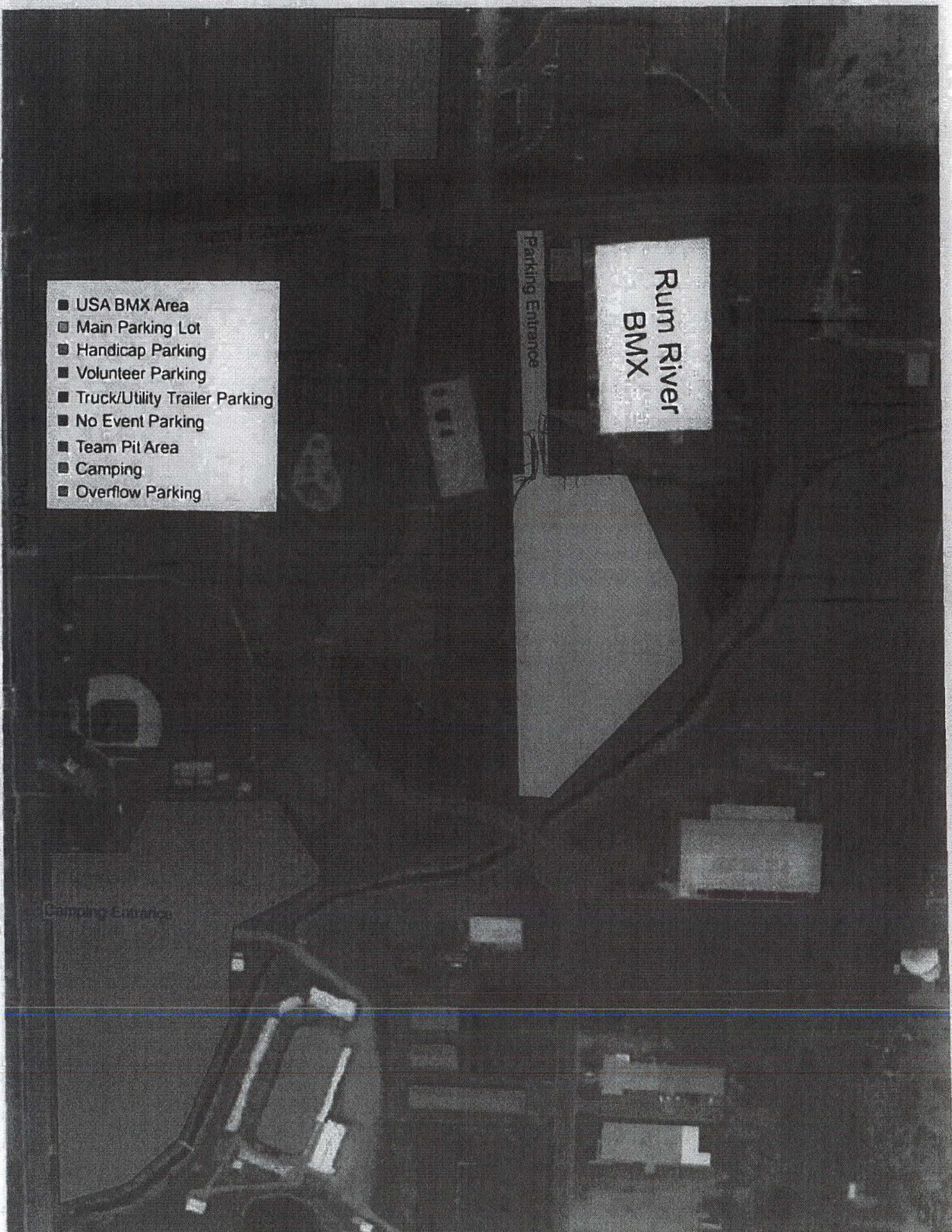


- USA BMX Area
- Main Parking Lot
- Handicap Parking
- Volunteer Parking
- Truck/Utility Trailer Parking
- No Event Parking
- Team Pit Area
- Camping
- Overflow Parking

Parking Entrance

Rum River  
BMX

Camping Entrance







**SPECIAL EVENT PERMIT  
APPLICATION**

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

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

City of Isanti

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

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

Bmx pedal bike Race Land O' Lakes National Located at the Isanti Indoor Arena on  
Sept 9th thru Sept 13th 2020.

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Special Events Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that the above described activities are or may be dangerous and do or  
may involve risks of injury, loss, or damage to us and/or third parties. We further  
acknowledge that such risks may include but not be limited to bodily injury,  
personal injury, sickness, disease, death, and property loss or damage, arising from  
the following circumstances, among others:  
BMX pedal bike racing.
- 
- 
- 

(Special Events Holder Initials Here) LM

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

Participant Release and Indemnification required? YES ☒ NO ☐

(Special Events Holder Initials Here) mm

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

(Special Events Holder Initials Here) jm

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

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

(Special Event Holder Initials Here) jm

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

(Special Event Holder Initials Here) jm

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

(Special Event Holder Initials Here) jm

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

(Special Event Holder Initials Here) jm

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

(Special Event Holder Initials Here) sm

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

(Special Event Holder Initials Here) sm

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

**PRINTED NAME OF SPECIAL EVENTS HOLDER:**

Rum River BMX Association

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

Name Larry Merchlewitz  
Title Community Outreach Director  
Signature *Larry Merchlewitz*  
Date 7/16/2020

A Community For Generations.



**SPECIAL EVENT PERMIT  
APPLICATION**

City of Isanti

110 First Avenue NW • PO Box 428

Isanti, MN 55040

Phone: 763.444.5512 • Fax: 763.444.5560

[www.cityofisanti.us](http://www.cityofisanti.us)

**Special Event Equipment  
Request Form**

Event Name: 2020 Land O' Lakes National

Date(s) of Event: Sept 10th thru Sept 13th 2020

Contact Person: Larry Merchlewitz ( [REDACTED] )

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: Sept 9th 2020 11:00am

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 20

Picnic Tables: 0

Barricades: 8

Stage: 0

Road Closed Signs: 2

No Parking Signs: 50 small sign





## MEMO

**To:** Mayor Johnson & City Council Members

**From:** Finance Director Betker

**Date:** September 1, 2020

**Subject:** 2021 Preliminary Budget and Levy Adoption

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### **Background:**

The proposed preliminary property tax levy is \$2,987,163 and reflects an increase in the preliminary taxable market value for 2021 of 10.71%. The city will receive updated property tax values from the County in December.

The proposed preliminary property tax rate is 61.18%. An increase of 0.0% from 2020. The 15 year average tax rate from 2006 thru 2020 is 67.63%

As discussed in prior work sessions, other non-levy General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule, and known agreements.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru June, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance is projected to increase 5.0%. Final renewal numbers on Health Insurance scheduled to be available October 1<sup>st</sup> 2020.

### **Current Action:**

Consider Resolution Setting the 2021 Final Budget and Levy Meeting

Consider Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti

Consider Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

### **Attachments:**

2021 Preliminary Budget

Resolution Setting the 2021 Final Budget and Levy Meeting

Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti

Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti



A Community For Generations.

# **2021 Preliminary Budget & Levy Adoption**

**September 1<sup>st</sup> 2020**



# Components of Municipal Budget

## A Community For Generations.

<u>Category</u>	<u>Revenue</u>	<u>Expense</u>	<u>Competency</u>
Operating Rev/Exp	GF Levy / Rates	3-5 yr Avg., 6m Actual	All - Easy But Not Assured
Intergovernmental Rev/Exp	LGA / Grants	Regulations / Legislation	All - Legal Requirement
Capital Projects	Levy / Rates	10-20 year Horizon	Most - \$ to Engineer
Capital Maint./Replacement	Levy / Rates	20 year Horizon	Few - Difficult **

\*\* Largest Available Marginal Competitive Advantage

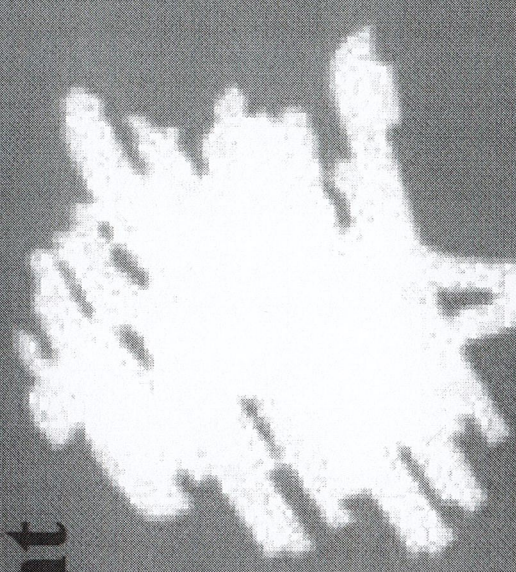


# **Fiscal Management**

## **A Community For Generations.**

- Manage Components of Municipal Budget
- Consider Associated Timelines
- Small & Steady Increases/Decreases in Levy/Tax Rate Over Time

# **Exotic**





# Proposed Levy

A Community Levy Generation.	2020	2021
GENERAL FUND LEVY (101)	\$ 1,828,826	\$ 1,880,700
CAPITAL MAINT. LEVY (920)	\$ 256,000	\$ 438,700
STREET CONST. LEVY (425)	\$ 163,000	\$ 286,500
EDA LEVY (108)	\$ 79,802	\$ 86,201
ABATEMENT LEVY (101)	\$ 24,066	\$ 13,432
DEBT SERVICE LEVY	\$ 369,312	\$ 281,630
929 - 2010B GO BOND	\$ 85,000	\$ -
930 - 2011A GO BOND	\$ 7,805	\$ 9,367
931 - 2014A TAX ABATEMENT	\$ 225,501	\$ 222,036
932 - 2014B GO BOND	\$ 51,006	\$ 50,227
TOTAL LEVY	\$ 2,721,006	\$ 2,987,163



# Proposed Tax Rate

A Community For Generations.

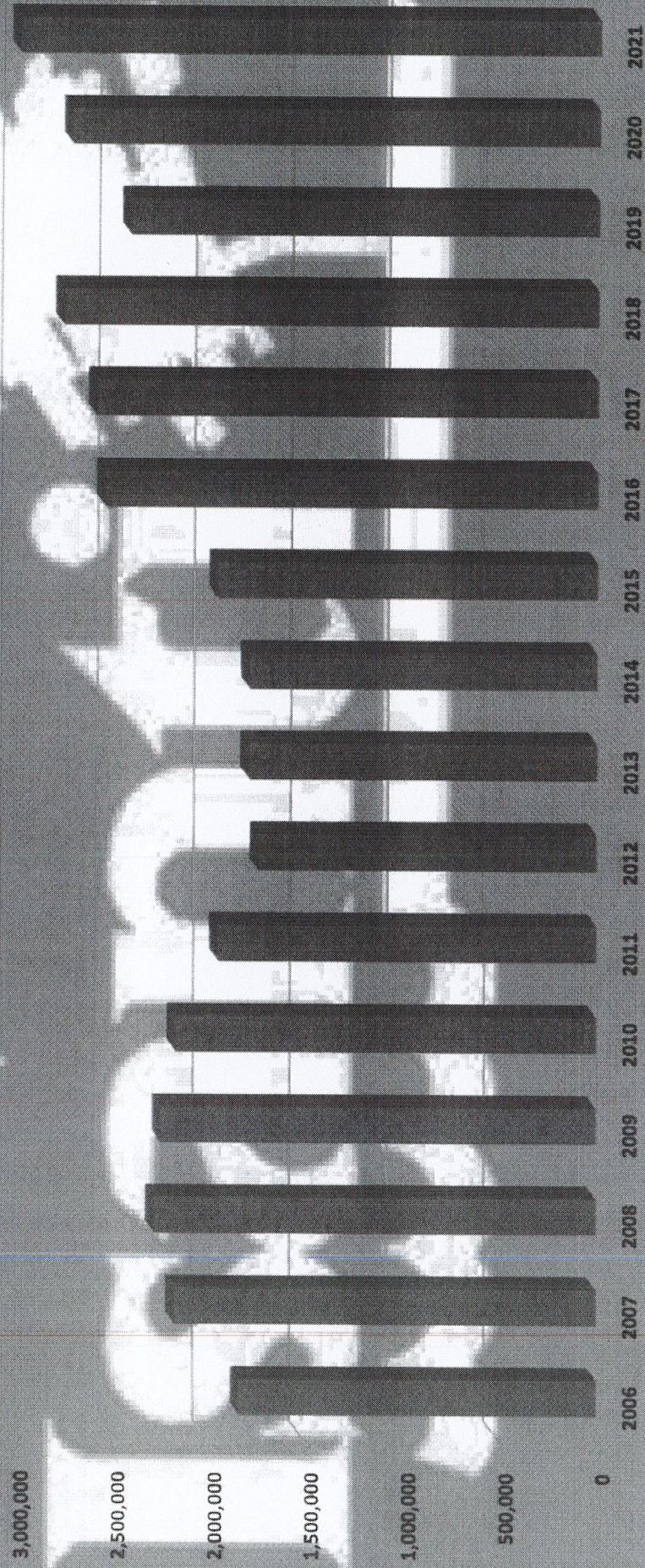
LEVY	2020	2021	CHANGE FROM PRIOR
TAX RATE	61.18%	61.18%	0.00%
AVG. TAX RATE - 2016-2020	74.77%		
AVG. TAX RATE - 2006-2020	67.63%		



# Levy History

A Community For Generations.

TOTAL LEVY





# Tax Rate History

## A Community For Generations.

TAX RATE





# Property Tax Calculation

A Community For Generations.

- Why Tax Rate Is More Important Than Levy Amount
- Levy Will Always go up over time
- Tax Rate Provides Better Comparison Between Cities and Years
- $\text{Property Value} \times \text{Tax Rate} = \text{Property Taxes}$



## **RESOLUTION 2020-XXX**

### **SETTING THE 2021 FINAL BUDGET AND LEVY MEETING**

**WHEREAS**, before September 30, 2020, at the regularly scheduled meeting at which the City Council adopts a proposed tax levy, the City Council must also announce the time and place of the council meeting at which the budget and levy will be discussed and a final budget and levy will be determined; and,

**WHEREAS**, the time and place of the meeting that allows for citizen input and deals with the budget and levy must be included in the minutes; and,

**WHEREAS**, the following information must be provided to the county auditor:

- Time and place of one regular council meeting at which the budget and levy will be discussed and at which a final budget and levy will be determined
- Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- Address where comments will be received by mail;

### **NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:**

1. That the City Council has set the following meeting date at which the budget and levy will be discussed, and the final budget and levy will be determined.

Tuesday, December 1, 2020 at 7:00 p.m.

2. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota and provide the following information:
  - a. Phone Number – Isanti City Hall, (763) 444-5512
  - b. Mailing Address – Isanti City Hall, PO Box 428, Isanti, MN 55040

This resolution is duly adopted by the Isanti City Council this 1<sup>st</sup> day of September 2020.

**Attest:**

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

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



## RESOLUTION 2020-XXX

## APPROVING THE 2021 PRELIMINARY BUDGET FOR THE CITY OF ISANTI

**WHEREAS**, the City of Isanti is required to approve a preliminary budget by September 30<sup>th</sup> of each year for the following year; and,

**WHEREAS**, the City of Isanti has developed a preliminary General Fund budget for 2021; and,

**WHEREAS**, the preliminary General Fund budget has been presented to the City Council of the City of Isanti at the September 1, 2020 City Council meeting for review;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:**

1. The preliminary General Fund budget for the City of Isanti for 2021 is as follows:

TAXES	1,918,132
LICENSES/PERMITS	350,800
INTERGOVERNMENTAL	1,008,198
CHARGES FOR SERVICES	202,011
FINES AND FORFEITURES	53,050
MISCELLANEOUS	28,100
TRANSFERS IN	494,150
<b>TOTAL GENERAL FUND REVENUES</b>	<b>4,054,441</b>
COUNCIL	38,719
ELECTIONS	200
FINANCIAL ADMINISTRATION	531,085
PLANNING AND ZONING	153,927
MUNICIPAL BUILDING	41,917
POLICE ADMINISTRATION	1,698,267
FIRE PROTECTION	262,930
BUILDING INSPECTION ADMIN	291,245
CODE ENFORCEMENT	12,231
CIVIL DEFENSE	2,140
ANIMAL CONTROL	3,091
GENERAL CITY MAINTENANCE	58,238
HWYS, STREETS, & ROADS	381,594
STREET LIGHTING	51,130
SANITATION ADMINISTRATION	23,180
PARK, REC, CULTURE	363,698
TRANSFERS	113,944
MISCELLANEOUS	13,852
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>4,041,387</b>

2. The preliminary General Fund budget is approved by the City Council of the City of Isanti for budget year 2021.
3. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota

This resolution is duly adopted by the Isanti City Council this 1<sup>st</sup> day of September 2020.

**Attest:**

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

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

RESOLUTION 2020-XXX

K.7.

ADOPTING THE PROPOSED 2020 TAX LEVY  
COLLECTIBLE IN 2021 FOR THE CITY OF ISANTI

**BE IT RESOLVED**, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	FUND	AMOUNT
GENERAL FUND	101	1,880,700
CAPITAL MAINTENANCE	920	438,700
STREET CONSTRUCTION	425	286,500
EDA	108	86,201
ABATEMENT	101	13,432
2011A GO BOND	930	9,367
2014A TAX ABATEMENT BOND	931	222,036
2014B GO BOND	932	50,227
<b>TOTAL LEVY</b>		<b>\$ 2,987,163</b>

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1<sup>st</sup> day of September 2020.

**Attest:**

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

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

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	440,165,200	487,307,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	390,288,875	432,088,813
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	11.86%	10.71%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.13%	1.13%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,410,264	4,882,604
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	8,000	
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,402,264	4,882,604
GENERAL FUND LEVY (101)	1,435,911	1,693,594	1,820,001	1,798,817	1,657,973	1,549,996	1,373,884	1,373,884	1,466,097	1,298,306	1,934,000	2,009,086	2,172,468	1,817,814	1,828,826	1,880,700
CAPITAL MAINT. LEVY (920)															256,000	438,700
STREET CONST. LEVY (425)															163,000	286,500
EDA LEVY (108)													56,327	62,565	79,802	86,201
ABATEMENT LEVY (101)															24,066	13,432
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 20108 GO BOND					125,000	74,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	9,367
930 - 2011A GO BOND					0	0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	222,036
931 - 2014A TAX ABATEMENT					0	0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	50,227
932 - 2014B GO BOND					0	0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	
DEBT SERVICE LEVY	406,000	478,336	458,023	446,429	508,689	400,000	368,819	419,000	326,787	659,201	606,561	578,475	530,936	534,212	369,312	281,630
TOTAL LEVY	1,841,911	2,171,930	2,278,024	2,245,246	2,166,662	1,949,996	1,742,703	1,792,884	1,792,884	1,957,507	2,540,561	2,587,561	2,759,731	2,414,591	2,721,006	2,987,163
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	9.78%
\$ CHANGE FROM PRIOR	\$ 284,711	\$ 330,019	\$ 106,094	\$ (32,778)	\$ (78,584)	\$ (216,666)	\$ (207,293)	\$ 50,181	\$ -	\$ 164,623	\$ 583,054	\$ 47,000	\$ 172,170	\$ (345,140)	\$ 306,415	\$ 266,157
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	61.180%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-0.01%	0.00%





		By Department	Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
<b>Administration Department</b>										
City Administrator		70.0% Admin								
1/1/2021	Step 7	10.0% Water Adm.	2,080	\$63.55	\$ 132,182.98					\$ 132,182.98
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Finance Director		70.0% Admin								
1/1/2021	Step 6	10.0% Water Adm.	888	\$51.95	\$ 46,135.11					\$ 110,089.93
6/5/2021	Step 7	10.0% Sewer Adm.	1,192	\$53.65	\$ 63,954.82					
		10.0% Liquor Adm.								
HR Director / City Clerk		70.0% Admin								
1/1/2021	Step 4	10.0% Water Adm.	1,032	\$34.62	\$ 35,732.77					\$ 73,289.58
6/30/2021	Step 5	10.0% Sewer Adm.	1,048	\$35.84	\$ 37,556.81					
		10.0% Liquor Adm.								
Deputy City Clerk / Human Resources		70.0% Admin								
1/1/2021	Step 3	10.0% Water Adm.	2,080	\$20.84	\$ 43,337.80					\$ 43,337.80
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst Finance Director		70.0% Admin								
1/1/2021	Step 5	10.0% Water Adm.	1,208	\$29.68	\$ 35,852.81				WAIVE	\$ 62,608.50
8/1/2021	Step 6	10.0% Sewer Adm.	872	\$30.68	\$ 26,755.69					
		10.0% Liquor Adm.								
Receptionist / Utility Billing Clerk		25% Admin								
1/1/2021	Step 7	3.5% Plan/Zone	2,080	\$23.86	\$ 49,625.15					\$ 49,625.15
		10% Bldg Insp								
		3.5% PRC								
		3.0% EDA								
		25% Water Adm.								
		25% Sewer Adm.								
		5% Liquor Adm.								
Utility Billing / Accounting Clerk		45.0% Water								
1/1/2021	Step 4	45.0% Sewer	328	\$23.46	\$ 7,696.38				WAIVE	\$ 50,245.19
2/27/2021	Step 5	10.0% Storm	1,752	\$24.29	\$ 42,548.80					
<b>TOTAL ADMINISTRATION DEPARTMENT</b>										
										\$ 521,379.13
<b>Community Development Department</b>										
Community Development Director		50% Plan/Zone								
1/1/2021	Step 5	5% Bldg Insp	648	\$43.97	\$ 28,494.01					\$ 93,591.61
4/23/2021	Step 6	5% Code Enf.	1,432	\$45.46	\$ 65,097.60					
		40% EDA								
Community Development Specialist		50% Plan/Zone								
1/1/2021	Step 1	45% Bldg Insp	752	\$25.66	\$ 19,299.98					\$ 54,715.76
5/12/2021	Step 2	5% Code Enf.	1,328	\$26.67	\$ 35,415.79					
<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT</b>										
										\$ 148,307.37



		By Department	Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
<b>Police Department</b>										
Chief	1/1/2021	100% Police	2,080	\$50.33	\$ 104,686.93	\$ 2,415.85				\$ 107,102.78
Lieutenant	1/1/2021	100% Police	1,488	\$ 41.35	\$ 61,534.60					\$ 90,968.11
	9/17/2021		592	\$ 42.12	\$ 24,933.68		\$ 3,874.83	\$ 625.00		
Investigator	1/1/2021	100% Police	2,080	\$38.71	\$ 80,506.52	\$ 1,857.84	\$ 3,560.87	\$ 625.00	WAIVE	\$ 86,550.22
Officer	1/1/2021	100% Police	552	\$ 34.41	\$ 18,991.56				WAIVE	\$ 77,191.68
	4/7/2021		1,528	\$ 35.54	\$ 54,305.43		\$ 3,269.70	\$ 625.00		
Officer	1/1/2021	100% Police	2,080	\$ 33.26	\$ 69,179.14		\$ 3,059.85	\$ 625.00		\$ 72,863.98
Officer	1/1/2021	100% Police	200	\$ 35.54	\$ 7,108.04					\$ 80,119.44
	2/4/2021		1,880	\$ 36.71	\$ 69,009.35		\$ 3,377.05	\$ 625.00		
Officer	1/1/2021	100% Police	608	\$ 31.08	\$ 18,899.32					\$ 69,799.56
	4/17/2021		1,472	\$ 32.15	\$ 47,317.88		\$ 2,957.37	\$ 625.00		\$ 68,407.66
	1/1/2021		1,920	\$ 31.08	\$ 59,682.05					
	12/2/2021		160	\$ 32.15	\$ 5,143.25		\$ 2,957.37	\$ 625.00		\$ 81,947.38
Officer	1/1/2021	100% Police	2,080	\$ 37.44	\$ 77,877.78		\$ 3,444.59	\$ 625.00		
	1/1/2021	100% Police	1,736	\$ 30.06	\$ 52,176.00					\$ 66,353.80
	11/1/2021	100% Police	344	\$ 31.08	\$ 10,693.03		\$ 2,859.76	\$ 625.00		\$ 58,401.40
Police Secretary	1/1/2021	100% Police	2,080	\$27.44	\$ 57,084.08	\$ 1,317.32				\$ 23,117.76
Police Secretary	1/1/2021	100% Police	1,040	\$22.23	\$ 23,117.76					\$ 23,858.22
PT Data Entry Clerk	1/1/2021	100% Police	1,040	\$22.94	\$ 23,858.22					\$ 27,696.93
Code Enf. Officer	1/9/2021	100% Police PT	1,073	\$18.16	\$ 19,487.60					
	9/16/2021		435	\$18.87	\$ 8,209.33					
FTO Training		100% Police	1,200	\$ 2.00	\$ 2,400.00					\$ 2,400.00
PT Officers		100% Police PT								\$ 60,000.00
OT Officers		100% Police OT								\$ 40,000.00
<b>TOTAL POLICE DEPARTMENT</b>										\$ 1,036,778.94

		By Department	Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
<b>Public Services Department</b>										
Public Services Director										
1/1/2021	Step 4	4.1% Gen Maint	608	\$ 43.67	\$ 26,554.33					\$ 94,811.61
4/17/2021	Step 5	21.2% Streets	1,472	\$ 45.20	\$ 66,539.55					
		1.0% Sanitation			\$ 93,093.88	\$ 1,717.73				
		25.0% PRC								
		18.6% Water								
		25.8% Sewer								
		4.3% Storm								
Foreman		4.8% Gen Maint								
1/1/2021	Year 1	24.6% Streets	728	\$ 31.70	\$ 23,079.52					\$ 72,931.74
5/8/2021	Year 2	1.1% Sanitation	1,352	\$ 32.87	\$ 44,444.22					
Licenses	C/D, Pest	13.1% PRC	2,080	\$ 2.60	\$ 5,408.00					
		21.5% Water			\$ 72,931.74					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								
1/1/2021	Year 5	24.6% Streets	2,080	\$ 29.52	\$ 61,400.05					\$ 69,520.18
Licenses	C/D, Utility Lead	1.1% Sanitation	2,080	\$ 3.15	\$ 6,552.00					
		13.1% PRC			\$ 67,952.05	\$ 1,568.12				
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								
1/1/2021	6 mos.	24.6% Streets	400	\$ 23.88	\$ 9,552.92					\$ 51,600.16
3/11/2021	1 Year	1.1% Sanitation	1,680	\$ 24.78	\$ 41,631.24					
Licenses	Pest	13.1% PRC	2,080	\$ 0.20	\$ 416.00					
		21.5% Water			\$ 51,600.16					
		29.9% Sewer								
		5.0% Storm								
Equipment Mechanic		4.8% Gen Maint								
1/1/2021	Year 5	24.6% Streets	2,080	\$ 32.34	\$ 67,275.52					\$ 67,275.52
Licenses		1.1% Sanitation	2,080		\$ -					
		13.1% PRC			\$ 67,275.52					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								

		By Department	Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Mntc Tech II		4.8% Gen Maint								\$ 53,101.82
1/1/2021	1 year	24.6% Streets	808	\$ 24.78	\$ 20,022.64					
5/22/2021	2 year	1.1% Sanitation	1,272	\$ 25.68	\$ 32,663.18					
Licenses	Pest	13.1% PRC	2,080	\$ 0.20	\$ 416.00					
		21.5% Water			\$ 53,101.82					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								\$ 52,857.54
1/1/2021	1 year	24.6% Streets	1,080	\$ 24.78	\$ 26,762.94					
7/8/2021	2 year	1.1% Sanitation	1,000	\$ 25.68	\$ 25,678.60					
Licenses	Pest	13.1% PRC	2,080	\$ 0.20	\$ 416.00					
		21.5% Water			\$ 52,857.54					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								\$ 52,634.81
1/1/2021	1 year	24.6% Streets	1,328	\$ 24.78	\$ 32,908.50					
8/21/2021	2 year	1.1% Sanitation	752	\$ 25.68	\$ 19,310.31					
Licenses	Pest	13.1% PRC	2,080	\$ 0.20	\$ 416.00					
		21.5% Water			\$ 52,634.81					
		29.9% Sewer								
		5.0% Storm								
Public Services OT		100.0% Streets OT								\$ 20,000.00
		100.0% Sanitation OT								\$ 500.00
		100.0% PRC OT								\$ 1,250.00
		100.0% Water OT								\$ 13,000.00
		100.0% Sewer OT								\$ 13,000.00
		100.0% Storm OT								\$ 1,000.00
Parks, Recreation & Culture Manager		100.0% PRC							WAIVE	\$ 59,362.24
1/1/2021	Step 3		648	\$27.82	\$ 18,026.56					
4/23/2021	Step 4		1,432	\$28.87	\$ 41,335.68					
Custodian		100.0% PRC PT								\$ 3,819.70
1/1/2021	Step 1		312	\$12.24	\$ 3,819.70					
Seasonal		17.4% Streets PT								
		30.6% Sanitation PT								\$ 27,000.00
		52.0% PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT										\$ 653,665.32

		By Department	Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
<b>Liquor Store</b>										
Manager	1/1/2021	100% Liquor	2,080	\$38.99	\$ 81,091.12					\$ 81,091.12
Asst. Manger	1/1/2021	100% Liquor	1,136	\$25.39	\$ 28,844.71					\$ 53,653.18
	7/19/2021		944	\$26.28	\$ 24,808.48					
Clerk II	1/1/2021	100% Liquor	208	\$17.78	\$ 3,699.21					\$ 38,199.61
	2/6/2021		1,872	\$18.43	\$ 34,500.40					
Clerk III	1/1/2021	100% Liquor	1,248	\$15.04	\$ 18,772.30					\$ 18,772.30
Clerk III	1/1/2021	100% Liquor	1,248	\$16.22	\$ 20,240.52					\$ 20,240.52
PT Clerk	Step 2	100% Liquor PT	544	\$12.73	\$ 6,925.24					\$ 44,969.53
PT Clerk	Step 2		544	\$12.73	\$ 6,925.24					
PT Clerk	Step 2		544	\$12.73	\$ 6,925.24					
PT Clerk	Step 1		544	\$12.25	\$ 6,664.61					
PT Clerk	Step 1		544	\$12.25	\$ 6,664.61					
PT Clerk	Step 1		544	\$12.25	\$ 6,664.61					
PT Clerk	Shift Differential		2,800	\$1.50	\$ 4,200.00					
Total Part Time Clerks					\$ 44,969.53					
<b>TOTAL LIQUOR STORE</b>										\$ 256,926.27

Acct Number	Type	Title / Detail	12/31/2021 PROPOSED 2021 BUDGET	12/31/2020 FINAL 2020 BUDGET	12/31/2019 FINAL 2019 BUDGET	12/31/2019 2019 ACTUAL	12/31/2018 2018 ACTUAL	12/31/2017 2017 ACTUAL
101		GENERAL FUND REVENUES						
101-25300	EQ	Unreserved Fund Balance	-	-	522,377			
101-31000	R	General Property Taxes	1,894,132	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R	General Prop Taxes-Delinq	20,300	24,000	-	42,685	19,721	27,623
101-31801	R	Tax Forfeited Sales	2,000	2,600	-	1,891	2,547	1,726
101-31900	R	Penalties and Interest DelTax	1,700	2,200	-	3,337	1,024	2,746
		<b>TOTAL TAXES</b>	<b>1,918,132</b>	<b>1,881,692</b>	<b>1,817,814</b>	<b>1,844,384</b>	<b>2,170,165</b>	<b>2,018,262</b>
101-32100	R	Business Licenses/Permits	12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R	Non-Business Licenses/Permits	8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R	Building Permit Fee	175,000	198,100	-	174,440	190,248	210,052
101-32211	R	Plan Check Fee-Bldg. Permit	98,000	95,000	-	97,651	110,482	80,250
101-32212	R	Plumbing Fee-Bldg. Permit	12,500	14,700	-	12,241	16,734	11,408
101-32213	R	Mechanical Fee-Bldg. Permit	13,250	12,400	-	13,181	12,961	9,294
101-32214	R	Fireplace Fee-Bldg. Permit	-	-	-	-	-	-
101-32215	R	Septic Fee	-	-	-	-	-	-
101-32216	R	S/W Connection Fee	3,000	1,300	-	3,075	2,225	900
101-32217	R	Sprinkler Fee	250	300	-	-	612	-
101-32218	R	License Verification Fee	1,000	1,500	-	920	1,425	1,530
101-32219	R	Electrical Permit	23,000	22,700	-	21,506	24,140	22,583
101-32240	R	Animal Licenses	3,000	3,600	-	2,970	3,530	4,235
101-32250	R	Special Vehicle Permit	800	700	-	950	800	650
		<b>TOTAL LICENSES/PERMITS</b>	<b>350,800</b>	<b>375,400</b>	<b>313,000</b>	<b>348,118</b>	<b>391,103</b>	<b>362,329</b>
101-33100	R	Federal Grants and Aids	79,667	8,600	10,000	8,102	6,477	10,906
101-33400	R	State Grants and Aids	-	-	-	-	-	-
101-33401	R	Local Government Aid	780,176	737,393	635,435	635,435	631,811	585,309
101-33403	R	LGA-Market Value Credit	150	-	-	164	391	18
101-33404	R	PERA Rate Increase Aid	1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R	Police Training Reimbursement	-	-	-	-	-	-
101-33418	R	Muni State Aid St. Maintenance	69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R	Other State Aid Grants	-	-	-	-	-	-
101-33423	R	POST Training Aid	6,000	6,400	3,500	5,965	10,527	-
101-33424	R	Police State Aid	72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R	County Grants	-	-	-	-	-	-
101-33601	R	Regional Grants	-	-	-	-	-	2,500
101-33610	R	County Grants/Aid for Hwy	-	-	-	-	-	-
		<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,008,198</b>	<b>897,293</b>	<b>788,779</b>	<b>789,776</b>	<b>789,501</b>	<b>731,448</b>



Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R	Charges for Services	-	-	-	516	-	-
101-34100	R	General Gov t Charges for Svcs	3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R	Rent Revenue	-	-	-	-	-	-
101-34103	R	Zoning and Subdivision Fees	13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R	Plan Check Fee	-	-	-	-	-	-
101-34105	R	Sale of Maps and Publications	-	-	-	-	-	-
101-34106	R	Advertising Revenue	1,500	1,500	4,200	3,813	3,524	-
101-34110	R	Land Rent	1,000	3,500	900	1,260	1,028	4,382
101-34112	R	Dog Rm/Bd Charges	-	700	500	-	395	792
101-34113	R	Community Ctr Rent Revenue	12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R	Copy Machine Copy Sales	75	200	-	85	135	158
101-34115	R	Lease Revenue	76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R	Police Charges for Services	1,000	400	700	1,513	2,125	399
101-34202	R	Security Services	-	-	-	-	-	-
101-34203	R	Accident Reports	-	-	-	-	-	-
101-34205	R	Pawn Shop Transactions	1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R	School Dist Resource Officer	84,056	88,471	76,000	80,756	60,162	28,722
101-34211	R	PD Charges for Svcs	-	-	-	-	-	-
101-34212	R	Nuisance Abatement	3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R	PW Other Charges for Svcs	750	1,100	800	652	1,266	1,024
101-34304	R	Street Cut Charges	4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R	Snow Removal	-	100	100	-	10	16
101-34306	R	Weed/Grass Removal	-	-	-	109	(96)	1,724
101-34700	R	Park Rental Fees	500	800	1,500	585	1,010	240
101-34750	R	Rec Program Fees	300	350	350	313	291	368
101-34780	R	Park Fees	50	-	-	40	65	50
101-34951	R	Surplus Property Rev	-	250	-	-	-	-
		<b>CHARGES FOR SERVICES</b>	<b>202,011</b>	<b>244,215</b>	<b>222,987</b>	<b>230,468</b>	<b>223,487</b>	<b>204,468</b>
		<b>TOTAL</b>						

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R	Fines and Forfeits	50	-	-	56	32	200
101-35102	R	Parking Fines	1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R	Other Fines	-	-	-	-	-	-
101-35105	R	Highway Fines	35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R	Dog Impound Fee	-	1,300	1,250	-	1,279	1,195
101-35107	R	NSF Fines	-	-	-	-	-	-
101-35108	R	Bldg. Inspection Penalty	-	-	-	-	-	-
101-35110	R	Storage Fees	-	-	-	-	-	-
101-35120	R	Administrative/Traffic Citation	14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R	Administrative Citation	2,000	2,200	2,000	1,160	2,708	2,094
		<b>FINES AND FORFEITURES</b>	<b>53,050</b>	<b>49,800</b>	<b>40,250</b>	<b>52,502</b>	<b>56,622</b>	<b>47,077</b>
101-36100	R	Special Assessments	-	-	-	-	-	-
101-36200	R	Miscellaneous Revenues	1,000	2,400	3,000	955	469	2,821
101-36201	R	Refunds & Reimbursements	7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R	Loan Payments	-	-	-	-	-	-
101-36205	R	Pop Machine Sales - City Hall	-	-	-	-	-	-
101-36206	R	Election Expense Reimbursement	-	-	-	-	-	-
101-36210	R	Interest Earnings	20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R	Contributions and Donations	-	-	-	-	5,000	-
101-36231	R	Community Center Contributions	-	-	-	-	-	-
101-37460	R	General Penalty	100	200	-	22	186	139
101-37840	R	Cash Over - (Short)	-	-	-	-	-	-
101-37843	R	Bank Charges	-	-	-	-	-	-
101-37844	R	Error Adjustment	-	-	-	21	(0)	-
101-39102	R	Sale of Property	-	-	-	649	737	-
101-39103	R	Insurance Proceeds	-	-	-	-	-	-
		<b>MISCELLANEOUS</b>	<b>28,100</b>	<b>33,200</b>	<b>47,000</b>	<b>74,537</b>	<b>36,620</b>	<b>29,739</b>
101-39200	R	Interfund Operating Transfers	-	-	-	-	-	-
101-39203	R	Transfer from Other Fund	494,150	451,176	369,150	369,150	369,150	396,182
		<b>TRANSFERS IN</b>	<b>494,150</b>	<b>451,176</b>	<b>369,150</b>	<b>369,150</b>	<b>369,150</b>	<b>396,182</b>
101-39999	R	Prior Period Adjustment	-	-	-	-	-	-
<b>101</b>		<b>GENERAL FUND REVENUES</b>	<b>4,054,441</b>	<b>3,932,776</b>	<b>4,121,357</b>	<b>3,708,935</b>	<b>4,036,647</b>	<b>3,789,505</b>

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>41110</b>		<b>COUNCIL</b>						
101-41110-100	E	Wages & Salaries General	24,927	21,777	24,927	25,327	22,577	22,582
		Council & Board Wages						
101-41110-120	E	Employer Contrib Ret General	1,907	1,666	1,907	1,938	1,727	1,459
		FICA / Medicare						
101-41110-130	E	Employer Paid Ins General	-	-	-	-	-	-
101-41110-151	E	Worker's Comp Insurance	-	-	-	-	-	21
101-41110-200	E	Office Supplies (GENERAL)	250	700	125	143	208	-
101-41110-208	E	Training and Instruction	2,500	4,750	4,750	693	499	919
101-41110-220	E	General Supplies	-	-	-	13	-	-
101-41110-303	E	Engineering Fees	-	-	150	-	-	-
101-41110-305	E	Technology	1,000	2,000	1,000	861	1,225	-
101-41110-351	E	Legal Notices Publishing	1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E	General Liability Ins	5	25	160	29	132	150
101-41110-433	E	Dues and Subscriptions	6,630	9,200	6,137	6,169	5,939	7,753
		League of Minnesota Cities	\$ 6,600					
		LMC MN Mayors Association	\$ 30					
101-41110-437	E	Other Miscellaneous	-	-	-	26	-	101
<b>41110</b>	<b>TOTAL</b>	<b>COUNCIL</b>	<b>38,719</b>	<b>41,868</b>	<b>41,656</b>	<b>36,025</b>	<b>33,827</b>	<b>34,436</b>
<b>41200</b>		<b>ELECTIONS</b>						
101-41200-100	E	Wages & Salaries General	-	5,560	-	-	3,592	-
101-41200-200	E	Office Supplies (GENERAL)	-	100	100	-	-	-
101-41200-208	E	Training and Instruction	-	1,300	-	-	661	-
101-41200-303	E	Engineering Fees	-	-	-	-	-	-
101-41200-351	E	Legal Notices Publishing	-	200	250	-	77	-
101-41200-361	E	General Liability Ins	-	-	-	-	-	-
101-41200-439	E	Election Expenses	200	1,700	1,000	154	5,296	1,138
<b>41200</b>	<b>TOTAL</b>	<b>ELECTIONS</b>	<b>200</b>	<b>8,860</b>	<b>1,350</b>	<b>154</b>	<b>9,627</b>	<b>1,138</b>

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500		FINANCIAL ADMINISTRATION						
101-41500-100	E	Wages & Salaries General						
101-41500-101	E	PT Salaries & Wages	310,462	300,019	274,583	266,374	263,551	274,277
101-41500-102	E	Full-Time Employees OT	4,900	5,500	-	-	-	-
101-41500-103	E	Health Stipend (HRA)	-	-	-	26	-	-
101-41500-112	E	Contracted Services	-	-	-	-	-	-
		Codification Maint. Fee	10,795	36,235	13,240	11,871	10,004	7,944
		Isantian Newsletter						
		City Code Update (30%)						
101-41500-120	E	Employer Contrib Ret General	47,385	45,646	41,184	39,286	39,143	40,105
101-41500-130	E	Employer Paid Ins General	51,397	49,926	43,486	44,618	49,696	51,949
101-41500-142	E	Unemployment Comp Benefit Pymt	-	-	-	25	-	48
101-41500-151	E	Worker's Comp Insurance	2,937	2,731	1,328	1,536	1,627	1,992
101-41500-200	E	Office Supplies (GENERAL)	3,500	3,900	3,640	3,491	2,504	3,465
		Miscellaneous						
		15% to EDA, PRC, P/Z	\$ 6,500					
101-41500-202	E	Duplicating and copying supply	1,870	1,980	2,240	1,473	1,552	1,752
		Copier Lease						
		Paper / Supplies						
		15% to P/Z, PRC, EDA	\$ (1,530)					
101-41500-207	E	Computer Supplies	-	-	-	-	-	-
101-41500-208	E	Training and Instruction	11,235	12,775	9,235	8,176	7,062	7,073
		City Clerk Training						
		General HR Training	\$ 1,345					
		ICMA Conference - C Mgr/Wood	\$ 2,500					
		MCMA Conference - C Mgr/Wood	\$ 800					
		League Conference - C Mgr/Wood	\$ 800					
		LMC Conf. Betker/Brooks	\$ 1,600					
		MNGFOA Conference - Fin Dir	\$ 575					
		MNGFOA Conference - Asst Fin Dir	\$ 575					
		General Admin Training	\$ 800					
		Finance Dept Training	\$ 1,000					
101-41500-220	E	General Supplies	250	-	-	73	-	-
101-41500-300	E	Professional Srvs (GENERAL)	50,568	46,530	43,641	75,783	32,833	37,374
		City Attorney	\$ 40,000					
		Safety Training (8%)	\$ 568					
		Mediation / Arbitration	\$ 10,000					

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E	Audit & Accounting Services						
		Annual Financial Audit	\$ 30,080		14,683	15,875	18,090	39,792
		AUP (Agreed Upon Procedures)	\$ 5,000					
		12.5% each Water, Sewer, Storm, Liquor	\$ (17,540)					
101-41500-303	E	Engineering Fees						
101-41500-305	E	Technology						
					100			
				6,241	5,350	6,551	604	(675)
							5,168	5,137
101-41500-320	E	Communications (GENERAL)						
				1,536	-	1,803	754	-
		Verizon	\$ 1,548					
101-41500-322	E	Postage						
				5,385	5,385	4,423	4,759	4,789
		Bulk Mailing - Isantian	\$ 1,900					
		PO Box Fee	\$ 120					
		Postage 5,000 @ \$0.55	\$ 2,750					
		Certified Letters	\$ 320					
101-41500-335	E	Auto Expense						
				110	2,953	1	2,980	1,487
		City Hall Vehicle(s)	\$ 110					
101-41500-351	E	Legal Notices Publishing						
				600	600	66	254	115
101-41500-361	E	General Liability Ins						
				2,420	3,367	2,321	3,311	2,301
101-41500-366	E	Bonds/Life Insurance						
				-	-	-	-	-
101-41500-404	E	Repairs/Maint Machinery/Equip						
				-	-	2	-	-
101-41500-433	E	Dues and Subscriptions						
				2,472	2,270	3,290	1,707	2,998
		MN City/Cty Management Assoc	\$ 160					
		MN Clerks & Finance Officers Assoc	\$ 50					
		SHRM Membership	\$ 230					
		ICMA	\$ 1,057					
		Int'l Institute of Municipal Clerks	\$ 170					
		MN GFOA	\$ 140					
		MN Society of CPAs	\$ 280					
		AICPA	\$ 285					
		MN Board of Accountancy	\$ 100					
101-41500-437	E	Other Miscellaneous						
				2,000	-	32	-	-
101-41500-500	E	Capital Expenditures						
				-	3,671	3,320	-	-
101-41500-511	E	Land Acquisition						
				-	-	-	-	-
101-41500-721	E	Contingency Fund						
				-	-	-	-	-
41500		FINANCIAL ADMINISTRATION						
			531,085	543,442	470,935	490,416	445,598	481,922
		TOTAL						



Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>41501</b>		<b>SPECIAL PROJECTS</b>						
101-41501-100	E	Wages & Salaries General	-	55,753	91,073	89,708	-	-
101-41501-102	E	Full-Time Employees OT	-	-	-	-	-	-
101-41501-103	E	Health Stipend (HRA)	-	-	-	-	-	-
101-41501-112	E	Contracted Services	-	5,000	5,000	3,984	-	-
101-41501-120	E	Employer Contrib Ret General	-	8,447	13,798	12,869	-	-
101-41501-130	E	Employer Paid Ins General	-	6,904	18,553	17,526	-	-
101-41501-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-
101-41501-151	E	Worker's Comp Insurance	-	534	689	823	-	-
101-41501-200	E	Office Supplies (GENERAL)	-	-	-	-	-	-
101-41501-202	E	Duplicating and copying supply	-	600	600	52	-	-
101-41501-207	E	Computer Supplies	-	-	-	-	-	-
101-41501-208	E	Training and Instruction	-	1,400	3,600	3,773	-	-
101-41501-220	E	General Supplies	-	-	-	-	-	-
101-41501-300	E	Professional Svcs (GENERAL)	-	-	-	-	-	-
101-41501-301	E	Audit & Accounting Services	-	-	-	-	-	-
101-41501-303	E	Engineering Fees	-	-	-	-	-	-
101-41501-305	E	Technology	-	-	-	-	-	-
101-41501-320	E	Communications	-	540	-	-	-	-
101-41501-322	E	Postage	-	-	-	-	-	-
101-41501-335	E	Auto Expense	-	1,558	3,116	260	-	-
101-41501-351	E	Legal Notices Publishing	-	-	600	8	-	-
101-41501-361	E	General Liability Ins	-	-	-	-	-	-
101-41501-366	E	Bonds/Life Insurance	-	-	-	-	-	-
101-41501-404	E	Repairs/Maint Machinery/Equip	-	-	-	-	-	-
101-41501-433	E	Dues and Subscriptions	-	1,290	930	1,050	-	-
101-41501-437	E	Other Miscellaneous	-	-	-	-	-	-
101-41501-500	E	Capital Expenditures	-	-	-	-	-	-
101-41501-511	E	Land Acquisition	-	-	-	-	-	-
101-41501-721	E	Contingency Fund	-	-	-	-	-	-
<b>41501</b>		<b>TOTAL</b>	-	<b>82,026</b>	<b>137,959</b>	<b>130,053</b>	-	-
		<b>SPECIAL PROJECTS</b>						

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>41910</b>		<b>PLANNING AND ZONING</b>						
101-41910-100	E	Wages & Salaries General			68,848	30,081	68,906	56,976
101-41910-101	E	Part Time Salaries and Wages	79,491	77,882	6,300	-	-	-
101-41910-103	E	Health Stipend (HRA)	2,450	2,800	-	-	-	-
101-41910-112	E	Contracted Services	-	-	-	-	-	-
101-41910-112	E	Zoning Code Update	10,000	-	-	10,648	-	28,443
101-41910-120	E	Employer Contrib Ret General						
101-41910-130	E	Employer Paid Ins General	11,960	12,121	10,160	4,308	9,970	7,900
101-41910-142	E	Unemployment Comp Benefit Pymt	13,283	6,615	9,855	3,354	8,316	5,428
101-41910-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-
101-41910-151	E	Worker s Comp Insurance	742	711	493	578	369	568
101-41910-200	E	Office Supplies (GENERAL)	1,250	1,525	1,200	814	573	1,862
		15% from Admin	\$ 1,000					
		Miscellaneous	\$ 250					
101-41910-202	E	Duplicating and copying supply	510	540	840	728	503	601
		15% from Admin	\$ 510					
101-41910-208	E	Training and Instruction	2,000	2,130	1,130	687	1,081	623
		MN APA Conference	\$ 1,500					
		Continuing Education - CDD	\$ 500					
101-41910-300	E	Professional Svcs (GENERAL)	6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E	Auditing and Acct g Services	-	-	-	-	-	-
101-41910-303	E	Engineering Fees	3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E	Technology	3,712	3,189	3,526	3,040	2,835	2,147
		WB IT Solutions (10%)	\$ 3,110					
		Civic Systems Support (5.45%)	\$ 602					
101-41910-310	E	Annexation Payments	17,600	23,862	41,187	21,250	1,824	-
		Annex. Pmt to Township - A-2457(OA)-32	\$ 11,218					
		Annex. Pmts. to Residents - A-2457(OA)-32	\$ 6,382					
101-41910-320	E	Communications (GENERAL)	264	1,513	800	528	685	584
		Verizon - 50% CDD Phone	\$ 264					
101-41910-322	E	Postage	50	50	50	2	13	158
101-41910-335	E	Auto Expense	55	55	55	1	82	38
		10% from Admin	\$ 55					
101-41910-351	E	Legal Notices Publishing	300	300	300	116	664	304
101-41910-361	E	General Liability Ins	10	63	411	76	387	389
101-41910-433	E	Dues and Subscriptions	350	-	-	-	-	-
		MN APA Membership	\$ 100					
		North TH 65 Corridor Coalition	\$ 250					
101-41910-437	E	Other Miscellaneous	900	950	950	787	908	1,217
		Isanti County Recorder / Misc.	\$ 900					
101-41910-500	E	Capital Expenditures	-	-	2,500	1,113	2,871	8,577
<b>41910</b>		<b>TOTAL PLANNING AND ZONING</b>	<b>153,927</b>	<b>141,306</b>	<b>156,605</b>	<b>86,632</b>	<b>104,931</b>	<b>134,645</b>

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941		MUNICIPAL BUILDING							
101-41941-100	E	Wages & Salaries General		-	200	-	32	50	-
101-41941-112	E	Contracted Services		960	1,337	1,242	1,161	856	1,230
		Alarm Monitoring \$ 610							
		Shred-N-Go \$ 350							
101-41941-120	E	Employer Contrib Ret General		-	15	-	5	4	-
101-41941-130	E	Employer Paid Ins General		-	-	-	-	-	-
101-41941-210	E	Operating Supplies (GENERAL)		5,250	2,100	1,890	2,214	1,060	759
		Misc. Supplies \$ 1,000							
		Conference Table \$ 3,500							
		Flags \$ 750							
101-41941-300	E	Professional Svcs (GENERAL)		-	-	-	-	-	-
101-41941-303	E	Engineering Fees		-	-	-	-	-	-
101-41941-305	E	Technology		8,065	7,535	7,507	7,428	6,431	6,809
		Panic Button Monitoring \$ 290							
		WB IT Solutions (25%) \$ 7,775							
101-41941-320	E	Communications (GENERAL)		5,427	5,893	3,843	2,852	4,317	3,773
		Landline Service \$ 3,168							
		City Hall Phone System Maint. (90%) \$ 2,106							
		Long Distance \$ 153							
101-41941-361	E	General Liability Ins		2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E	Utilities		12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E	Maint & Repairs - Bldgs.		7,685	8,451	7,632	9,499	10,000	5,767
		Janitorial Services \$ 5,346							
		Rug Service \$ 864							
		Garbage/Recycling Services \$ 250							
		Fire Suppresion Inspection \$ 225							
		Miscellaneous \$ 1,000							
101-41941-405	E	Depreciation (GENERAL)		-	-	-	-	-	-
101-41941-410	E	Rentals		-	-	-	-	-	-
101-41941-500	E	Capital Expenditures		-	-	18,350	17,454	4,950	3,801
101-41941-700	E	Transfers (GENERAL)		-	-	-	-	-	-
41941		TOTAL MUNICIPAL BUILDING		41,917	41,357	55,286	54,234	39,323	33,705

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110		POLICE ADMINISTRATION						
101-42110-100	E	Wages & Salaries General	909,082	690,289	775,035	630,007	608,564	730,294
101-42110-101	E	Part Time Salaries and Wages	87,697	78,356	40,000	137,166	85,258	58,523
101-42110-102	E	Full-Time Employees OT	40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E	Health Stipend (HRA)	-	-	-	-	-	-
101-42110-112	E	Contracted Services	-	-	-	3,375	-	345
101-42110-113	E	Uniform Pay	11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E	Crime Prevention	2,000	2,000	300	434	136	334
101-42110-118	E	Salary Contingency	-	-	-	-	-	-
101-42110-120	E	Employer Contrib Ret General	186,746	146,211	152,196	147,846	124,678	135,789
101-42110-130	E	Employer Paid Ins General	183,056	154,893	183,831	132,382	130,040	120,960
101-42110-142	E	Unemployment Comp Benefit Pymt	-	-	-	2,135	-	-
101-42110-151	E	Worker's Comp Insurance	70,618	48,918	32,986	38,694	22,904	31,760
101-42110-200	E	Office Supplies (GENERAL)	3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E	Computer Supplies	-	100	100	60	-	79
101-42110-208	E	Training and Instruction	17,000	17,000	12,500	15,347	15,731	10,613
		Ammunition	\$ 4,000					
		MN Chiefs Annual Conference	\$ 800					
		Jubilee Days Meeting	\$ 350					
		Misc Training/Courses	\$ 10,450					
		Misc. Reserve Training	\$ 500					
		Patrol On-line	\$ 900					
101-42110-240	E	Small Tools and Minor Equip	2,710	3,056	3,256	2,877	2,196	5,458
		Copy Machine Lease	\$ 1,260					
		Radar Calibration	\$ 250					
		Misc Small Tools/Equipment	\$ 600					
		Misc Investigator Equipment	\$ 600					
101-42110-300	E	Professional Svcs (GENERAL)	67,094	58,751	45,537	52,744	53,282	44,480
		Prosecution (\$4,084/month)	\$ 49,000					
		Safety Training (14%)	\$ 994					
		Interpreter Services	\$ 600					
		Officer Wellness	\$ 7,200					
		Admin Citation Payment	\$ 4,800					
		Pre-Employment & Drug Testing	\$ 4,500					
101-42110-305	E	Technology	13,708	11,727	12,859	13,838	20,358	13,708
		LETG Software Maintenance and Support	\$ 8,410					
		WB IT Solutions (10%)	\$ 3,110					
		Watchguard Server/Support	\$ -					
		i-Crime Fighter	\$ 1,296					
		Civic Systems Support (5.45%)	\$ 602					
		Anti Spam Software	\$ 290					

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E	Communications (GENERAL)						
		Verizon	\$ 8,424					5,522
		Landline Service	\$ 1,740					
		Long Distance	\$ 90					
		BCA Connection	\$ 180					
101-42110-321	E	Cell Phone Reimbursement						60
101-42110-335	E	Auto Expense						26,496
		Fuel/Washes	\$ 21,000					
		PW Labor	\$ 850					
		GEO Tab	\$ 2,410					
		Repairs	\$ 10,000					
101-42110-336	E	PD Reserves						
101-42110-351	E	Legal Notices Publishing						
101-42110-361	E	General Liability Ins						
101-42110-380	E	Utilities						
101-42110-401	E	Maint & Repairs - Bldgs.						
		Janitorial Services	\$ 2,000					
		Rug Service	\$ 430					
		Garbage/Recycling Services	\$ 190					
		Fire Suppression Inspection	\$ 170					
		Misc. Services	\$ 2,000					
		Misc. Equipment	\$ 2,000					
101-42110-404	E	Repairs/Maint Equipment						
101-42110-433	E	Dues and Subscriptions						
		Lexipol Annual Subscription	\$ 5,810					
		Post License \$90/Officer every 3 years	\$ 270					
		Tri County Law Enforcement	\$ 75					
		MN Chiefs of Police Assoc.	\$ 310					
		Range Dues/Special Response Team	\$ 2,200					
101-42110-440	E	Prisoner Expense						
101-42110-442	E	Forfeitures						
101-42110-500	E	Capital Expenditures						
101-42110-501	E	Replacement Fund						
101-42110-700	E	Transfers (GENERAL)						
101-42110-721	E	Contingency Fund						
42110		TOTAL POLICE ADMINISTRATION	1,698,267	1,367,042	1,446,867	1,397,350	1,195,400	1,307,301
42280		FIRE PROTECTION						
101-42280-300	E	Professional Svcs (GENERAL)						
101-42280-380	E	Utilities	3,620	2,540	2,540	3,416		
101-42280-390	E	Public Safety Expense	259,310	246,965	231,249	231,246	224,513	209,043
101-42280-401	E	Maint & Repairs - Bldgs.						
42280		TOTAL FIRE PROTECTION	262,930	249,505	233,789	234,663	224,513	209,043



Acct Number	Type	Title / Detail		PROPOSED		FINAL		FINAL		2017 ACTUAL
				2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL		
42401										
101-42401-100	E	BUILDING INSPECTION ADMIN								
		Wages & Salaries General								
101-42401-101	E	Part Time Salaries and Wages			34,264	35,013	54,665	48,018	42,432	73,406
101-42401-102	E	Full-Time Employees OT			-	-	-	-	250	-
101-42401-103	E	Health Stipend (HRA)			-	-	-	-	-	-
101-42401-105	E	Labor Credit - Work for Others			-	-	-	-	-	-
101-42401-112	E	Contracted Services			242,900	267,985	219,738	272,916	288,748	17,211
		Building Official	\$	224,500						
		Electrical Inspector	\$	18,400						
101-42401-120	E	Employer Contrib Ret General			5,191	5,396	8,282	7,458	6,426	10,826
101-42401-130	E	Employer Paid Ins General			5,658	4,929	8,550	7,829	6,946	19,838
101-42401-142	E	Unemployment Comp Benefit Pymt			-	-	-	-	-	2
101-42401-151	E	Worker's Comp Insurance			335	335	529	616	503	657
101-42401-200	E	Office Supplies (GENERAL)			-	-	1,265	625	824	829
101-42401-202	E	Duplicating and copying supply			-	-	840	489	502	595
101-42401-207	E	Computer Supplies			-	-	-	-	-	110
101-42401-208	E	Training and Instruction			-	500	500	115	-	698
101-42401-210	E	Operating Supplies (GENERAL)			100	50	210	199	99	84
101-42401-300	E	Professional Svcs (GENERAL)			-	935	4,319	2,709	3,642	3,870
101-42401-301	E	Auditing and Acct'g Services			-	-	2,937	3,175	3,618	7,958
101-42401-303	E	Engineering Fees			-	2,000	10	-	-	235
101-42401-305	E	Technology			2,396	1,356	2,562	2,530	2,857	2,839
		PSN Monthly eBill (20%)	\$	140						
		Civic Systems Support (20.43%)	\$	2,256						
101-42401-320	E	Communications (GENERAL)			26	297	600	446	880	1,178
		Verizon - 5% CDD Phone	\$	26						
101-42401-335	E	Auto Expense			55	1,155	2,110	592	958	1,178
		10% from Admin	\$	55						
101-42401-351	E	Legal Notices Publishing			50	-	50	66	53	359
101-42401-361	E	General Liability Ins			270	351	785	352	738	698
101-42401-380	E	Utilities			-	-	1,412	1,271	991	995
101-42401-401	E	Maint & Repairs - Bldgs.			-	-	746	1,051	1,566	641
101-42401-405	E	Depreciation (GENERAL)			-	-	-	-	-	-
101-42401-433	E	Dues and Subscriptions			-	-	-	-	-	-
101-42401-437	E	Other Miscellaneous			-	-	-	3	-	-
101-42401-500	E	Capital Expenditures			-	-	2,500	1,125	-	18,455
101-42401-700	E	Transfers (GENERAL)			-	-	-	-	-	-
42401		TOTAL			291,245	320,302	312,610	351,585	362,032	162,663

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>42402</b>		<b>CODE ENFORCEMENT</b>							
101-42402-100	E	Wages & Salaries General		7,415	7,260	34,944	32,077	25,870	6,857
101-42402-101	E	Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E	Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E	Employer Contrib Ret General		1,123	1,110	5,294	5,169	5,002	3,336
101-42402-130	E	Employer Paid Ins General		1,257	593	4,072	3,486	2,708	677
101-42402-151	E	Worker's Comp Insurance		73	70	264	311	152	217
101-42402-200	E	Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E	Computer Supplies		-	-	200	-	15	116
101-42402-208	E	Training and Instruction		-	250	250	61	-	-
101-42402-300	E	Professional Svcs (GENERAL)		1,000	2,600	2,750	1,332	858	593
		Attorney/Abatement/Hearings	\$ 1,000						
101-42402-305	E	Technology		786	385	1,186	1,016	1,162	1,125
		Civic Systems Support (7.12%)	\$ 786						
101-42402-320	E	Communications		26	1,023	1,092	538	354	-
		Verizon - 5% CDD Phone	\$ 26						
101-42402-322	E	Postage		125	200	125	38	116	82
101-42402-335	E	Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E	Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E	General Liability Ins		300	337	415	317	392	263
101-42402-494	E	Property Management		-	-	-	-	-	-
101-42402-500	E	Capital Expenditures		-	-	2,500	1,113	-	-
<b>42402</b>		<b>CODE ENFORCEMENT</b>		<b>12,231</b>	<b>15,378</b>	<b>54,342</b>	<b>45,863</b>	<b>43,795</b>	<b>33,045</b>
<b>42500</b>		<b>CIVIL DEFENSE</b>							
101-42500-112	E	Contracted Services		2,140	2,300	2,300	4,280	-	2,140
		Siren Maintenance	\$ 2,140						
101-42500-220	E	General Supplies		-	-	-	-	-	-
<b>42500</b>		<b>CIVIL DEFENSE</b>		<b>2,140</b>	<b>2,300</b>	<b>2,300</b>	<b>4,280</b>	<b>-</b>	<b>2,140</b>
<b>42700</b>		<b>ANIMAL CONTROL</b>							
101-42700-112	E	Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E	Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E	Disposal-Animal		90	90	90	-	-	-
101-42700-300	E	Professional Svcs (GENERAL)		-	-	-	-	-	-
101-42700-322	E	Postage		-	-	-	-	-	-
101-42700-361	E	General Liability Ins		1	4	17	3	17	20
101-42700-417	E	Uniform Rentals		-	-	-	-	-	-
<b>42700</b>		<b>ANIMAL CONTROL</b>		<b>3,091</b>	<b>4,874</b>	<b>4,887</b>	<b>1,568</b>	<b>3,722</b>	<b>4,720</b>

Act Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010		GENERAL CITY MAINTENANCE						
101-43010-100	E	Wages & Salaries General	24,044	23,330	20,713	17,493	19,542	20,483
101-43010-102	E	Full-Time Employees OT	-	-	500	12	(2)	2
101-43010-103	E	Health Stipend (HRA)	-	-	-	-	-	-
101-43010-113	E	Clothing Replacement	50	45	20	43	27	14
101-43010-120	E	Employer Contrib Ret General	3,643	3,534	3,229	2,609	2,882	2,995
101-43010-130	E	Employer Paid Ins General	6,572	6,340	6,451	4,601	5,030	5,038
101-43010-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-
101-43010-151	E	Worker s Comp Insurance	2,129	1,995	1,755	2,080	509	465
101-43010-208	E	Training and Instruction	50	200	200	47	19	15
101-43010-212	E	Motor Fuels	-	-	-	-	-	-
101-43010-220	E	General Supplies	450	500	500	493	426	137
101-43010-222	E	Gen l Operating Expense	3,140	5,325	5,325	688	3,218	3,537
		Torch Gas \$ 200						
		Towel/Rug Service \$ 440						
		Parts/Oil/Supplies \$ 2,500						
101-43010-240	E	Small Tools and Minor Equip	500	1,500	1,500	-	432	872
101-43010-300	E	Professional Svcs (GENERAL)	-	-	-	-	-	-
101-43010-303	E	Engineering Fees	-	-	-	-	-	-
101-43010-305	E	Technology	-	-	58	57	56	53
101-43010-320	E	Communications (GENERAL)	-	12	12	9	207	8
101-43010-351	E	Legal Notices Publishing	-	-	-	6	-	456
101-43010-361	E	General Liability Ins	1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E	Utilities	11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E	Ground Maintenance	350	-	-	360	-	725
101-43010-401	E	Maint & Repairs - Bldgs.	3,380	2,400	2,322	1,833	2,222	3,128
		Garbarge/Recycling Services \$ 2,880						
		Miscellaneous \$ 500						
101-43010-404	E	Repairs/Maint Machinery/Equip	370	500	500	343	335	630
		Annual Lift Inspection \$ 370						
101-43010-405	E	Depreciation (GENERAL)	-	-	-	-	-	-
101-43010-410	E	Rentals	-	675	675	-	35	-
101-43010-417	E	Uniform Rentals	310	330	264	244	300	245
101-43010-500	E	Capital Expenditures	-	-	-	-	-	-
101-43010-501	E	Replacement Fund	-	-	-	-	-	-
101-43010-530	E	ImprovementsOtherThanBldgs	-	-	-	-	-	-
101-43010-700	E	Transfers (GENERAL)	-	-	-	-	-	-
101-43010-701	E	Equipment/Bldg Payments	-	-	-	-	-	-
101-43010-720	E	Operating Transfers	-	-	-	-	-	-
43010		GENERAL CITY MAINTENANCE	58,238	59,918	57,991	43,426	47,642	50,912

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100		HWYS, STREETS, & ROADS						
101-43100-100	E	Wages & Salaries General	123,401	119,731	124,682	117,247	120,594	125,246
101-43100-101	E	Part Time Salaries and Wages	4,698	4,809	4,631	2,729	2,097	16
101-43100-102	E	Full-Time Employees OT	20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E	Health Stipend (HRA)	-	-	-	-	-	-
101-43100-105	E	Labor Credit - Work for Others	(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E	Contracted Services	-	-	-	-	-	-
101-43100-113	E	Clothing Replacement	250	175	100	219	188	71
101-43100-120	E	Employer Contrib Ret General	22,437	21,443	19,962	20,931	20,284	18,797
101-43100-130	E	Employer Paid Ins General	33,719	32,529	38,718	36,817	32,305	27,930
101-43100-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-
101-43100-151	E	Worker's Comp Insurance	13,263	10,581	11,319	13,121	13,194	19,327
101-43100-208	E	Training and Instruction	500	800	800	342	576	82
101-43100-212	E	Motor Fuels	20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E	General Supplies	15,500	12,650	9,000	6,582	11,095	8,879
		Mosquito Spray - Promethium	\$ 5,500					
		Miscellaneous	\$ 10,000					
101-43100-226	E	Signs	500	500	500	510	3,826	9,617
101-43100-229	E	Gravel	3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E	Salt/Sand	50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E	Street Maintenance	9,700	11,000	10,052	9,172	10,008	6,821
		Special Assessments	\$ 700					
		Street/Sidewalk Repair	\$ 9,000					
101-43100-240	E	Small Tools and Minor Equip	1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type	Title / Detail		PROPOSED		FINAL		FINAL		2017 ACTUAL
				2021 BUDGET		2020 BUDGET		2019 BUDGET		
101-43100-300	E	Professional Svcs (GENERAL)		1,264		1,939		1,500	1,618	1,885
										1,281
			Safety Training (14%)							
			CDL Drug Testing (30%)							
101-43100-303	E	Engineering Fees		25,000		30,000		21,000	16,609	19,452
101-43100-305	E	Technology		642		295		352	378	500
										403
			Civic Systems Support (5.45%)							
			Anti Spam Software							
101-43100-320	E	Communications (GENERAL)		2,240		2,622		3,203	2,598	2,902
										2,673
			Verizon							
			Landline Service							
			Long Distance							
101-43100-351	E	Legal Notices Publishing		-		-		-	139	149
101-43100-361	E	General Liability Ins		3,820		4,223		6,863	4,163	6,472
101-43100-380	E	Utilities		-		-		-	(1,092)	1,092
101-43100-400	E	Grounds Maintenance		750		1,000		1,000	342	600
101-43100-401	E	Maint & Repairs - Bldgs.		1,000		1,300		1,630	1,004	1,878
101-43100-404	E	Repairs/Maint Machinery/Equip		28,000		32,000		24,000	25,350	41,813
101-43100-410	E	Rentals		300		300		300	72	886
101-43100-417	E	Uniform Rentals		1,750		1,507		1,559	1,553	1,413
101-43100-433	E	Dues and Subscriptions		110		200		200	106	103
										100
			APWA (25%)							
101-43100-494	E	Property Management		-		-		-	-	-
101-43100-500	E	Capital Expenditures		-		-		24,450	24,426	15,680
101-43100-511	E	Land Acquisition		-		-		-	-	-
101-43100-531	E	Improvement-Land		-		-		-	-	-
43100		TOTAL		381,594		392,154		396,771	395,418	395,378
		HWYS, STREETS, & ROADS								355,234



Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160		<b>STREET LIGHTING</b>						
101-43160-303	E	Engineering Fees	-	-	-	-	-	-
101-43160-361	E	General Liability Ins	-	-	-	-	-	-
101-43160-380	E	Utilities	51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E	Capital Expenditures	-	-	-	-	16,806	11,258
43160	<b>TOTAL</b>	<b>STREET LIGHTING</b>	<b>51,130</b>	-	<b>60,000</b>	<b>48,239</b>	<b>64,636</b>	<b>60,557</b>
43210		<b>SANITATION ADMINISTRATION</b>						
101-43210-100	E	Wages & Salaries General	5,567	5,400	3,922	4,056	4,539	10,165
101-43210-101	E	Part Time Salaries and Wages	8,262	7,900	7,608	7,592	6,293	199
101-43210-102	E	Full-Time Employees OT	500	450	250	434	303	426
101-43210-103	E	Health Stipend (HRA)	-	-	-	-	-	-
101-43210-112	E	Contracted Services	-	-	-	-	-	-
101-43210-113	E	Clothing Replacement	15	-	5	10	8	3
101-43210-120	E	Employer Contrib Ret General	2,171	2,083	1,280	1,250	1,195	1,190
101-43210-130	E	Employer Paid Ins General	1,518	1,465	1,493	1,358	1,348	1,180
101-43210-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-
101-43210-151	E	Worker s Comp Insurance	1,164	1,040	331	392	108	-
101-43210-208	E	Training and Instruction	-	-	-	11	0	-
101-43210-212	E	Motor Fuels	1,200	1,200	900	1,256	1,057	721
101-43210-220	E	General Supplies	-	-	-	13	-	45
101-43210-300	E	Professional Svcs (GENERAL)	750	500	300	380	799	424
		Clean-Up Day \$ 750						
101-43210-303	E	Engineering Fees	-	-	-	-	-	-
101-43210-305	E	Technology	-	-	-	-	-	0
101-43210-320	E	Communications (GENERAL)	-	-	-	-	-	-
101-43210-351	E	Legal Notices Publishing	-	-	-	1	-	-
101-43210-361	E	General Liability Ins	2	10	63	12	59	71
101-43210-400	E	Ground Maintenance	2,000	3,500	3,500	270	1,993	2,061
		Compost Screening \$ 2,000						
101-43210-417	E	Uniform Rentals	30	30	18	24	25	16
101-43210-500	E	Capital Expenditures	-	-	-	-	-	-
43210	<b>TOTAL</b>	<b>SANITATION ADMINISTRATION</b>	<b>23,180</b>	<b>23,578</b>	<b>19,670</b>	<b>17,060</b>	<b>17,725</b>	<b>16,501</b>

Acct Number	Type	Title / Detail	PROPOSED		FINAL		FINAL		2017 ACTUAL
			2021 BUDGET		2020 BUDGET		2019 BUDGET		
45300		PARK,REC,CULTURE							
101-45300-100	E	Wages & Salaries General			141,462	136,907	132,444	128,082	135,459
101-45300-101	E	Part Time Salaries and Wages			22,760	22,635	25,593	13,949	13,177
101-45300-102	E	Full-Time Employees OT			1,250	-	-	1,726	1,192
101-45300-103	E	Health Stipend (HRA)			-	-	-	-	-
101-45300-112	E	Contracted Services			7,670	7,329	7,184	5,425	6,850
		Janitorial Services \$ 1,420							
		Portable Restrooms \$ 6,250							
101-45300-113	E	Clothing Replacement			130	125	60	117	99
101-45300-120	E	Employer Contrib Ret General			24,985	24,243	22,321	20,425	21,202
101-45300-130	E	Employer Paid Ins General			27,376	26,632	33,870	25,702	28,647
101-45300-138	E	Employer Paid Ins Admin			-	-	-	-	-
101-45300-142	E	Unemployment Comp Benefit Pymt			-	-	-	-	-
101-45300-151	E	Worker's Comp Insurance			11,912	11,145	9,561	11,319	3,151
101-45300-200	E	Office Supplies (GENERAL)			1,100	1,500	1,175	1,086	1,351
		15% from Admin \$ 1,000							
		Miscellaneous \$ 100							
101-45300-202	E	Duplicating and copying supply			510	540	840	569	505
		15% from Admin \$ 510							
101-45300-208	E	Training and Instruction			1,750	1,850	1,850	1,107	1,916
		PW Tech Pesticide Licensing \$ 250							
		Professional Development \$ 1,500							
101-45300-210	E	Operating Supplies (GENERAL)			2,000	2,600	2,980	1,816	2,148
101-45300-212	E	Motor Fuels			2,300	2,300	2,200	2,198	1,848
101-45300-220	E	General Supplies			3,000	4,000	3,850	1,458	2,465
101-45300-226	E	Signs			500	800	700	210	402
101-45300-240	E	Small Tools and Minor Equip			1,000	2,000	2,000	712	3,248
101-45300-300	E	Professional Svcs (GENERAL)			1,294	1,721	1,719	1,138	1,137
		Safety Training (14%) \$ 994							
		Attorney \$ 300							
101-45300-303	E	Engineering Fees			1,500	2,250	1,500	1,378	948
101-45300-305	E	Technology			2,157	1,742	1,799	2,147	1,622
		WB IT Solutions (5%) \$ 1,555							
		Civic Systems Support (5.45%) \$ 602							
101-45300-320	E	Communications (GENERAL)			1,808	2,513	2,712	2,063	2,446
		Verizon \$ 588							
		Landline Service \$ 1,200							
		Long Distance \$ 20							
101-45300-322	E	Postage			-	25	25	-	-

Acct Number	Type	Title / Detail		PROPOSED		FINAL		FINAL		2017 ACTUAL	
				2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL			
101-45300-340	E	Advertising	2020 Event Calendar			1,250	4,200	5,000	1,736	3,055	1,907
			Misc	\$ 750	\$ 500						
101-45300-351	E	Legal Notices Publishing				250	225	200	317	249	198
101-45300-361	E	General Liability Ins				19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E	Utilities				17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E	Ground Maintenance				15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E	Maint & Repairs - Bldgs.				9,190	9,738	7,460	7,344	9,976	11,624
			Garbage/Recycling Services	\$ 3,460							
			Rug Service	\$ 330							
			Fire Suppression / Inspection Services	\$ 1,400							
			Miscellaneous	\$ 4,000							
101-45300-404	E	Repairs/Maint Machinery/Equip				8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E	Rentals				100	150	450	-	-	81
101-45300-417	E	Uniform Rentals				850	739	739	754	714	702
101-45300-433	E	Dues and Subscriptions				2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	\$ 70							
			MRPA	\$ 280							
			NRPA	\$ 200							
			Storyblocks subscription (stock images)	\$ 150							
			Amazon Prime	\$ 199							
			Music License (ASCAP)	\$ 190							
			MPCC	\$ 400							
			Adobe Suite Annual Dues	\$ 600							
			APWA (25%)	\$ 110							
101-45300-437	E	Other Miscellaneous				3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	\$ 3,340							
101-45300-491	E	Recreation Program				4,875	5,550	3,550	1,571	1,853	2,943
			City Rec programs	\$ 3,000							
			Movies at ICC	\$ 1,125							
			Misc Program Supplies	\$ 750							
101-45300-494	E	Property Management				-	-	-	-	-	-
101-45300-497	E	SUMMER EVENTS				6,000	6,500	9,200	3,851	4,710	4,924
			Fireworks	\$ 6,000							
101-45300-498	E	Farmers Market				3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E	Street Dance				16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E	Capital Expenditures				-	-	10,500	6,833	44,823	43,831
101-45300-520	E	Buildings and Structures				-	-	-	-	-	-
45300		TOTAL	PARK_REC,CULTURE			363,698	371,237	393,414	319,906	364,756	364,462

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000		DEBT SERVICE (GENERAL)							
101-47000-300	E	Professional Svcs (GENERAL)		-	-	-	-	-	-
101-47000-700	E	Loss on MV of Land Held for Resale		-	-	-	-	107,237	-
47000		TOTAL		-	-	-	-	107,237	-
49000		TRANSFERS							
101-49000-700	E	Transfers (GENERAL)		-	-	-	-	257,652	-
101-49000-720	E	Operating Transfers		113,944	167,563	152,286	152,284	12,705	-
		Water - Deer Haven - End 2021	\$ 1,589						
		Sewer - Deer Haven - End 2021	\$ 1,589						
		Water - Hotel Project - End 2028	\$ 28,330						
		Sewer - Hotel Project - End 2028	\$ 56,670						
		Liquor - 2018 Imp. - End 2029	\$ 25,765						
49000		TOTAL TRANSFERS		113,944	167,563	152,286	152,284	270,357	-
49008		IMPROVEMENT FUNDS							
101-49008-437	E	Other Miscellaneous		-	-	75,000	75,000	-	-
49008		TOTAL IMPROVEMENT FUNDS		-	-	75,000	75,000	-	-
49110		MISCELLANEOUS FUNDS							
101-49110-303	E	Engineering Fees		-	-	-	-	-	-
101-49110-320	E	Communications (GENERAL)		-	-	-	-	-	-
101-49110-380	E	Utilities		420	-	-	264	256	124
		General Liability Ins	\$ 310						
		Janitorial Services	\$ 110						
101-49110-437	E	Other Miscellaneous		-	-	-	-	-	-
101-49110-490	E	Donations-Organizations		-	-	-	-	-	-
101-49110-604	E	TIF-Pay as You Go		13,432	24,066	-	-	6,191	4,960
		Hotel Project - Tax Abatement	\$ 13,432						
101-49110-612	E	Interest Expense		-	1,000	341	341	962	961
101-49110-615	E	Business Subsidy		-	-	-	-	850,000	-
101-49110-700	E	Transfers (GENERAL)		-	-	123,624	123,624	119,840	147,400
101-49110-730	E	Designated Reserve		-	75,000	-	-	-	-
49110		TOTAL MISCELLANEOUS		13,852	100,066	123,965	124,229	977,249	153,445
101		TOTAL GENERAL FUND EXPENDITURES		4,041,387	3,932,776	4,197,683	4,008,386	4,707,748	3,405,868
101		NET INC/NET INCOME / (LOSS)		13,054	-	(76,326)	(299,451)	(671,101)	383,637

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>108</b>		<b>ECONOMIC DEVELOPMENT AUTHORITY</b>						
108-31000	R	Property Taxes	86,201	79,802	62,565	62,565	56,327	-
108-31410	R	Lodging Tax	-	-	1,500	-	-	-
108-33601	R	Regional Grants	-	-	-	-	-	-
108-33621	R	Cable Franchise Fee	7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R	Land Rent	6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R	Assignment&Assumption Agreemen	-	-	-	-	-	-
108-36200	R	Miscellaneous Revenues	-	-	-	-	-	-
108-36201	R	Refunds & Reimbursements	-	-	-	4	20,023	53
108-36210	R	Interest Earnings	250	500	750	2,973	470	(237)
108-36220	R	Farmers Market	2,500	2,300	1,500	2,563	2,229	2,310
108-36225	R	Street Dance	5,250	5,000	4,000	5,225	5,128	4,010
108-36230	R	Contributions and Donations	-	-	-	-	-	5,725
108-39102	R	Sale of Property	-	-	-	-	-	-
108-39203	R	Transfer from Other Fund	-	-	87,124	87,124	92,340	147,400
<b>108</b>		<b>EDA REVENUES</b>	<b>107,291</b>	<b>100,985</b>	<b>185,239</b>	<b>186,485</b>	<b>203,623</b>	<b>182,779</b>

Acct Number	Type	Title / Detail	PROPOSED		FINAL		FINAL		2017 ACTUAL
			2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL		
108		ECONOMIC DEVELOPMENT AUTHORITY							
108-46500-100	E	Wages & Salaries General	42,525	40,186	93,239	27,625	75,330	83,952	
108-46500-101	E	Part Time Salaries and Wages	2,450	2,800	4,000	2,213	3,403	7,420	
108-46500-103	E	Health Stipend (HRA)	-	-	-	-	-	-	
108-46500-112	E	Contracted Services	-	-	-	-	-	-	
108-46500-120	E	Employer Contrib Ret General	6,360	6,308	14,162	4,109	10,378	12,917	
108-46500-130	E	Employer Paid Ins General	8,296	2,960	25,754	1,309	16,630	17,806	
108-46500-142	E	Unemployment Comp Benefit Pymt	-	-	-	-	-	-	
108-46500-151	E	Worker s Comp Insurance	381	350	678	793	529	639	
108-46500-200	E	Office Supplies (GENERAL)	1,000	1,200	875	822	447	865	
		15% from Admin							
108-46500-202	E	Duplicating and copying supply	510	540	840	541	492	605	
		15% from Admin							
108-46500-208	E	Training and Instruction	2,450	2,450	1,500	853	676	1,643	
		EDAM Conference							
		Professional Development							
108-46500-300	E	Professional Srvs (GENERAL)	10,000	6,500	5,000	768	7,784	34,272	
		Attorney							
		TIF/Tax Abatement Consultant							
108-46500-303	E	Engineering Fees	500	600	600	213	2,298	561	
108-46500-305	E	Technology	3,562	3,103	1,681	1,663	1,706	1,203	
		WB IT Solutions (5%)							
		Laserfiche Support (25%)							
		Civic Plus Support (25%)							
		Civic Systems Support (5.45%)							
108-46500-320	E	Communications (GENERAL)	814	989	1,224	524	1,079	1,201	
		Verizon - 40% CDD Phone							
		Landline Service							
		City Hall Phone System Maint. (10%)							
		Long Distance							
108-46500-335	E	Auto Expense	-	-	-	-	-	-	



Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-351	E		Legal Notices Publishing						
108-46500-361	E		General Liability Ins	20	89	596	111	494	399
108-46500-380	E		Utilities	1,460	1,401	1,145	1,380	573	583
108-46500-401	E		Maint & Repairs - Bldgs.	690	-	-	-	1,352	1,112
			Janitorial Services					-	-
			Rug Service						
108-46500-433	E		Dues and Subscriptions	1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership						
			North 65 Chamber of Commerce						
			GPS 45:93						
108-46500-437	E		Other Miscellaneous	-	-	-	-	-	-
108-46500-494	E		Property Management						35
108-46500-495	E		Marketing	5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * \$30)						
			Initiative Foundation						
			Mayor's Employer Luncheon						
			Marketing Materials						
			Networking Events						
108-46500-498	E		Farmers Market	-	-	-	-	-	-
108-46500-499	E		Street Dance	-	-	-	-	-	-
108-46500-500	E		Capital Expenditures						
108-46500-511	E		Land Acquisition	-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land	-	-	-	-	-	-
108-46500-602	E		Loan Payment	-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)	144,150	19,150	19,150	19,150	19,150	19,150
108			TOTAL EDA EXPENDITURES	232,291	97,621	185,239	71,225	149,117	208,659
108			NET INCOME / (LOSS)	(125,000)	3,364	-	115,261	54,506	(25,881)

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425		<b>STREET CONSTRUCTION</b>						
425-31000	R	General Property Taxes	286,500	-	-	-	-	-
425-33418	R	Muni State Aid St Maintenance	999,000	-	-	-	-	-
425-34951	R	Surplus Property Rev	-	-	-	-	-	-
425-36100	R	Special Assessments	69,900	-	-	-	-	-
425-36210	R	Interest Earnings	3,400	-	-	-	-	-
425-36230	R	Contributions and Donations	-	-	-	-	-	-
425-39102	R	Sale of Property	-	-	-	-	-	-
425-39201	R	Transfer from General Fund	-	-	-	-	-	-
425-39203	R	Transfer from Other Fund	-	-	-	-	-	-
425		<b>TOTAL STREET CONSTRUCTION REVENUES</b>	<b>1,358,800</b>	-	-	-	-	-
425		<b>STREET CONSTRUCTION</b>						
425-49008-300	E	Professional Svcs (GENERAL)	-	-	-	-	-	-
425-49008-303	E	Engineering Fees	-	-	-	15,328	-	-
425-49008-351	E	Legal Notices Publishing	-	-	-	-	-	-
425-49008-500	E	Capital Expenditures	-	-	-	-	-	-
425-49008-520	E	Buildings and Structures	-	-	-	-	-	-
425-49008-530	E	ImprovementsOtherThanBldgs	1,215,500	-	-	-	-	-
425-49008-620	E	Fiscal Agent's Fees	-	-	-	-	-	-
425-49008-621	E	Bond Discount	-	-	-	-	-	-
425-49008-720	E	Transfer Out	-	-	-	-	-	-
425		<b>TOTAL STREET CONSTRUCTION EXPENDITURES</b>	<b>1,215,500</b>	-	-	-	-	-
425		<b>NET INCOME / (LOSS)</b>	<b>143,300</b>	-	-	<b>15,328</b> <b>(15,328)</b>	-	-

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440		PAVEMENT MANAGEMENT PROJECTS						
440-33622	R	Gas Franchise Fee	143,414	-	-	100,459	-	-
440-33623	R	Electric Franchise Fee	174,364	-	-	199,775	-	-
440-36210	R	Interest Earnings	5,000	-	-	18,206	845	(575)
440-39203	R	Transfer from Other Fund	-	-	-	-	-	238,192
440		TOTAL PAVEMENT MANAGEMENT REVENUES	322,778	-	-	318,440	845	237,617
440		PAVEMENT MANAGEMENT PROJECTS						
440-49008-303	E	Engineering Fees	-	-	-	48,267	8,331	15,353
440-49008-351	E	Legal Notices Publishing	-	-	-	243	-	127
440-49008-530	E	ImprovementsOtherThanBldgs	316,000	-	-	203,024	-	197,928
440		TOTAL PAVEMENT MANAGEMENT EXPENDITURES	316,000	-	-	251,533	8,331	213,407
440		NET INCOME / (LOSS)	6,778	-	-	66,906	(7,486)	24,210

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601		<b>WATER FUND</b>						
601-33400	R	State Grants and Aids	-	-	-	-	-	-
601-33439	R	PERA Pension Other Revenue	-	-	-	206	779	-
601-34115	R	Lease Revenue	-	-	-	-	-	-
601-34400	R	Collector Street Fee	-	-	-	-	-	-
601-35107	R	NSF Fines	500	-	-	420	870	1,260
601-36100	R	Special Assessments	-	800	-	15	796	365
601-36200	R	Miscellaneous Revenues	7,000	-	-	7,022	7,755	8,035
601-36201	R	Refunds & Reimbursements	500	-	-	491	679	1,592
601-36203	R	Loan Proceeds	-	-	-	-	-	-
601-36210	R	Interest Earnings	15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R	Contributions - Developer	-	-	-	-	-	-
601-36262	R	Contributions - Other Funds	-	-	-	-	261,542	-
601-37100	R	Water Sales	1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R	Water Access Charge (WAC)	225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R	Water Reconnection Chg	8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R	Misc. Charges	-	-	-	-	-	-
601-37154	R	Water Meter Upgrade Fee	-	-	-	-	-	-
601-37160	R	Water Penalty	25,000	-	7,500	26,661	25,150	25,717
601-37228	R	Utility Trunk Fee	20,000	-	-	26,089	22,050	10,055
601-38888	R	Water/Sewer Collections	-	-	-	-	-	-
601-39102	R	Sale of Property	-	-	-	-	-	-
601-39200	R	Interfund Operating Transfers	-	-	-	-	-	-
601-39203	R	Transfer from Other Fund	29,919	29,920	29,920	-	1,590	-
		General Fund - Deer Haven - End 2021 \$ 1,589						
		General Fund - Hotel Project - End 2028 \$ 28,330						
601-39999	R	Prior Period Adjustment	-	-	-	-	(18,141)	-
601		<b>TOTAL WATER FUND REVENUES</b>	<b>1,575,139</b>	<b>1,203,688</b>	<b>1,193,033</b>	<b>1,392,456</b>	<b>1,534,530</b>	<b>1,273,471</b>

Acct Number	Type	Title / Detail	PROPOSED		FINAL		FINAL		2017 ACTUAL
			2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL		
601		WATER FUND							
601-49400-100	E	Wages & Salaries General		130,528	125,909	112,847	105,749	110,248	105,590
601-49400-101	E	PT Salaries & Wages		-	2,600	-	-	-	-
601-49400-102	E	Full-Time Employees OT		13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E	Health Stipend (HRA)		-	-	-	-	-	-
601-49400-105	E	Labor Credit - Work for Others		-	-	-	-	-	-
601-49400-108	E	Wages & Salaries Admin		54,557	59,984	44,665	38,525	35,793	21,877
601-49400-112	E	Contracted Services		23,330	20,400	18,400	14,807	11,176	17,097
		Leaks/Breaks/Repairs	\$ 15,000						
		Generator Service Agreement	\$ 2,530						
		Backflow Testing	\$ 4,000						
		City Code Update (30%)	\$ 1,800						
601-49400-113	E	Clothing Replacement		225	175	90	191	121	62
601-49400-114	E	Crime Prevention		-	-	-	-	-	-
601-49400-120	E	Employer Contrib Ret General		21,827	20,824	18,967	16,209	18,224	20,844
601-49400-128	E	Employer Contrib Ret Admin		8,294	9,116	6,767	7,022	5,223	-
601-49400-129	E	Pension Expense		-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E	Employer Paid Ins General		32,637	31,597	32,069	28,012	28,968	26,257
601-49400-138	E	Employer Paid Ins Admin		11,692	12,330	11,545	10,435	9,673	3,381
601-49400-142	E	Unemployment Comp Benefit Pymt		-	-	-	-	-	5
601-49400-150	E	OPEB Expense		-	-	-	3,926	7,069	-
601-49400-151	E	Worker s Comp Insurance		11,580	9,707	8,311	9,812	3,705	5,427
601-49400-208	E	Training and Instruction		2,900	2,897	3,182	1,665	2,113	2,216
		Training and Instruction	\$ 2,500						
		Civic Systems Symposium - Util. Clerk	\$ 400						
601-49400-211	E	S/W Billing Supplies		1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E	Motor Fuels		3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E	General Supplies		10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E	Chemicals		29,000	32,000	32,000	22,193	23,477	32,370
601-49400-232	E	Water Meters		30,000	30,000	20,000	21,417	28,045	36,767
601-49400-240	E	Small Tools and Minor Equip		1,000	1,750	1,400	571	1,768	752
601-49400-300	E	Professional Svcs (GENERAL)		2,614	3,546	3,555	2,011	1,469	3,506
		Safety Training (14%)	\$ 994						
		City Attorney	\$ 1,000						
		CDL Drug Testing (30%)	\$ 270						
		Continuing Disclosure Report	\$ 350						

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E	Auditing and Acct'g Services						
		Annual Financial Audit (12.5%)				3,175	3,618	7,958
		AUP (Agreed Upon Procedures)						
601-49400-303	E	Engineering Fees						
601-49400-305	E	Technology	10,000	15,000	24,000	4,764	3,444	12,959
			6,281	5,456	4,531	4,477	4,397	4,061
		PSN Monthly eBill (35%)						
		Civic Systems Support (13.46%)						
		Laserfiche Support (25%)						
		Civic Plus Support (25%)						
		WB IT Solutions (10%)						
		Anti Spam Software						
601-49400-320	E	Communications (GENERAL)	3,554	3,801	3,672	3,595	3,869	3,668
		Landline Service						
		Long Distance						
		Verizon						
601-49400-322	E	Postage	5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E	Legal Notices Publishing	300	300	200	253	437	130
601-49400-361	E	General Liability Ins	10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E	Utilities	56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E	Ground Maintenance	500	1,000	1,000	-	177	473
601-49400-401	E	Maint & Repairs - Bldgs.	5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E	Repairs/Maint Machinery/Equip	16,500	15,000	10,000	8,587	11,647	16,923
		Auto Expense (20% From Admin)						
		Miscellaneous						
601-49400-405	E	Depreciation (GENERAL)	400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E	Rentals	-	-	-	38	-	-
601-49400-415	E	Other Equipment Rentals	-	-	-	-	-	-
601-49400-417	E	Uniform Rentals	1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E	Dues and Subscriptions	4,370	3,470	3,470	3,831	3,711	4,261
		Gopher State One-Call Locates						
		American Water Works Association						
		WTF Hazardous Chemical						
		Annual Water Use Report						
		MN Rural Water Assn (50%)						
		APWA (25%)						



Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E	Other Miscellaneous		500	450	450	479	428	389
		Railroad Pipeline Permit	\$ 500						
601-49400-438	E	Bank Charges		-	-	-	-	-	20
601-49400-492	E	Testing-Waste/Water		2,000	2,000		1,134	1,471	1,649
601-49400-494	E	Property Management		-	-	-	-	-	-
601-49400-500	E	Capital Expenditures		440,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E	Replacement Fund		-	-	-	-	-	-
601-49400-530	E	ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E	Improvement-Capital		-	-	-	-	-	-
601-49400-534	E	Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E	2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E	2011 Water Meters		-	-	-	-	-	-
601-49400-601	E	Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
		2007 GO Revenue Note, PFA	\$ 56,000						
		2008 GO Revenue Note, PFA	\$ 273,000						
		2010A GO Utility Revenue Bonds - Water	\$ 25,000						
		2011 GO Water Revenue Bonds, PFA	\$ 34,000						
		2013A GO Refunding - Water	\$ 35,000						
601-49400-610	E	Interest		-	-	-	-	-	-
601-49400-611	E	Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
		2007 GO Revenue Note, PFA	\$ 9,468						
		2008 GO Revenue Note, PFA	\$ 73,861						
		2010A GO Utility Revenue Bonds - Water	\$ 3,600						
		2011 GO Water Revenue Bonds, PFA	\$ 6,193						
		2013A GO Refunding - Water	\$ 6,430						
601-49400-620	E	Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E	Bond Discount		-	-	-	-	-	-
601-49400-630	E	Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E	Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
		2011A GO Improvement Bonds (930)	\$ 4,429						
601-49400-701	E	Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E	Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E	Operating Transfers		40,000	-	-	-	338,714	-
		Capital Contribution Liquor Store Infrastructure	\$ 40,000						
601		TOTAL		1,922,956	1,470,655	1,441,677	1,337,527	1,664,037	1,407,937
601		NET INCOME / (LOSS)		(347,817)	(266,967)	(248,644)	54,929	(129,507)	(134,466)
601		NET CASH FLOW / (LOSS)		52,183	133,033	131,356	451,286	251,586	251,739

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602		SEWER FUND						
602-33400	R	State Grants and Aids	-	-	-	-	-	-
602-33439	R	PERA Pension Other Revenue	-	-	-	258	989	-
602-34000	R	Charges for Services	-	-	-	-	-	-
602-34115	R	Lease Revenue	-	-	-	-	-	-
602-34400	R	Collector Street Fee	-	-	-	-	-	-
602-34951	R	Surplus Property Rev	-	-	-	-	-	-
602-36100	R	Special Assessments	-	-	-	2	(3,660)	(53)
602-36200	R	Miscellaneous Revenues	-	-	500	-	-	-
602-36201	R	Refunds & Reimbursements	1,600	1,600	3,500	1,660	757	1,621
602-36210	R	Interest Earnings	25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R	Contributions - Developer	-	-	-	-	-	-
602-36262	R	Contributions - Other Funds	-	-	-	-	-	-
602-37153	R	Misc. Charges	-	-	-	-	-	-
602-37200	R	Sewer Sales	1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R	Utility Trunk Fee	20,000	-	-	40,887	26,950	20,290
602-37251	R	Sewer Access Charge (SAC)	300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R	Sewer Reconnection Chg	-	-	-	-	-	-
602-37260	R	Swr Penalty	5,750	-	-	5,724	5,778	6,302
602-37843	R	Bank Charges	-	-	-	-	-	-
602-39102	R	Sale of Property	-	-	-	-	-	-
602-39200	R	Interfund Operating Transfers	-	-	-	-	-	-
602-39201	R	Transfer from General Fund	58,259	58,260	68,747	-	11,115	-
602-39203	R	Transfer from Other Fund	-	-	-	-	-	-
602-39320	R	Reoffering Premium	-	-	-	-	-	-
602-39400	R	Loan Forgiveness	-	-	-	107,047	-	173,893
602-39999	R	Prior Period Adjustment	-	-	-	(0)	(24,149)	-
602		SEWER FUND REVENUES	1,985,609	1,544,688	1,498,116	1,907,470	1,549,827	1,743,952

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602		SEWER FUND							
602-49450-100	E	Wages & Salaries General		172,628	166,758	149,117	138,569	145,077	140,649
602-49450-101	E	PT Salaries & Wages		-	2,600	-	-	-	-
602-49450-102	E	Full-Time Employees OT		13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E	Health Stipend (HRA)		-	-	-	-	-	-
602-49450-105	E	Labor Credit - Work for Others		-	-	-	-	-	-
602-49450-108	E	Wages & Salaries Admin		54,557	59,984	55,333	46,773	43,622	28,653
602-49450-112	E	Contracted Services		6,600	5,950	5,950	4,177	4,771	5,297
		Leaks/Breaks/Repairs	\$ 1,500						
		Generator Service Agreement	\$ 2,300						
		WWTP Meter Calibration	\$ 1,000						
		City Code Update (30%)	\$ 1,800						
602-49450-113	E	Clothing Replacement		300	175	130	266	168	86
602-49450-120	E	Employer Contrib Ret General		28,205	27,013	24,487	20,398	23,135	27,147
602-49450-128	E	Employer Contrib Ret Admin		8,294	9,116	8,383	8,850	6,376	-
602-49450-129	E	Pension Expense		-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E	Employer Paid Ins General		44,143	42,696	43,363	36,216	37,656	35,054
602-49450-138	E	Employer Paid Ins Admin		11,692	12,330	13,258	11,702	11,017	4,400
602-49450-142	E	Unemployment Comp Benefit Pymt		-	-	-	-	-	6
602-49450-150	E	OPEB Expense		-	-	-	4,559	7,606	-
602-49450-151	E	Worker's Comp Insurance		15,306	13,198	9,773	11,518	5,019	7,509
602-49450-208	E	Training and Instruction		3,650	3,805	4,183	1,315	3,241	2,409
		Training and Instruction	\$ 3,250						
		Civic Systems Symposium - Util. Clerk	\$ 400						
602-49450-211	E	S/W Billing Supplies		1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E	Motor Fuels		3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E	General Supplies		6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E	Chemicals		70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E	Small Tools and Minor Equip		1,000	1,750	1,400	776	1,328	856
602-49450-260	E	Hauling		-	-	-	-	-	-

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E	Professional Svcs (GENERAL)						
		Safety Training (14%)	\$ 994					2,075
		City Attorney	\$ 506					
		CDL Drug Testing (30%)	\$ 270					
		Continuing Disclosure Report	\$ 500					
602-49450-301	E	Auditing and Acct g Services		4,385	2,937	3,175	3,618	7,958
		Annual Financial Audit (12.5%)	\$ 3,760					
		AUP (Agreed Upon Procedures)	\$ 625					
602-49450-303	E	Engineering Fees		6,500	3,500	6,997	4,499	964
602-49450-305	E	Technology		6,281	5,456	4,590	4,453	3,704
		PSN Monthly eBill (35%)	\$ 240					
		Civic Systems Support (13.46%)	\$ 1,486					
		Laserfiche Support (25%)	\$ 825					
		Civic Plus Support (25%)	\$ 580					
		WB IT Solutions (10%)	\$ 3,110					
		Anti Spam Software	\$ 40					
602-49450-320	E	Communications (GENERAL)		3,104	3,396	3,180	3,460	3,075
		Landline Service	\$ 990					
		Long Distance	\$ 10					
		Verizon	\$ 2,104					
602-49450-322	E	Postage		5,500	4,532	5,019	4,226	3,273
602-49450-351	E	Legal Notices Publishing		150	150	150	179	19
602-49450-361	E	General Liability Ins		21,560	20,448	17,751	19,382	17,506
602-49450-380	E	Utilities		254,000	223,590	100,014	239,625	78,524
602-49450-400	E	Ground Maintenance		1,000	1,000	-	-	1,198
602-49450-401	E	Maint & Repairs - Bldgs.		5,000	5,000	3,572	2,581	1,080
		Garbage/Recycling Services	\$ 1,520					
		Miscellaneous	\$ 3,480					
602-49450-404	E	Repairs/Maint Machinery/Equip		20,000	20,000	34,649	19,519	20,401
		Auto Expense (20% From Admin)	\$ 110					
		Miscellaneous	\$ 19,890					
602-49450-405	E	Depreciation (GENERAL)		565,000	490,000	477,000	564,320	477,075
602-49450-410	E	Rentals		-	-	-	665	-
602-49450-415	E	Other Equipment Rentals		-	-	-	-	-
602-49450-417	E	Uniform Rentals		1,600	1,560	1,370	1,432	1,465

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E	Dues and Subscriptions		1,735	1,875	1,875	1,706	1,703	1,784
		WWTF Hazardous Chemical	\$ 25						
		WWTP Annual Permit Fee	\$ 1,450						
		MN Rural Water Assn (50%)	\$ 125						
		MN Wastewater Operators Assn.	\$ 25						
		APWA (25%)	\$ 110						
602-49450-437	E	Other Miscellaneous		-	-	-	4	-	4
602-49450-438	E	Bank Charges		-	-	-	-	-	-
602-49450-492	E	Testing-Waste/Water		6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E	Property Management		-	-	-	-	-	-
602-49450-500	E	Capital Expenditures		3,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E	Replacement Fund		-	-	-	-	-	-
602-49450-530	E	ImprovementsOtherThanBldgs		-	-	-	-	-	-
602-49450-532	E	Improvement-Capital		-	-	-	-	-	-
602-49450-601	E	Debt Srv Bond Principal		365,000	355,000	260,000	260,000	428,889	620,755
		2010A GO Utility Revenue Bonds - Sewer	\$ 35,000						
		2014B GO Bonds - Sewer portion	\$ 105,000						
		2016A GO Sewer Revenue Bonds, PFA	\$ 225,000						
602-49450-611	E	Bond Interest		59,561	66,708	72,513	72,040	11,833	82,763
		2010A GO Utility Revenue Bonds - Sewer	\$ 5,585						
		2014B GO Bonds - Sewer portion	\$ 10,576						
		2016A GO Sewer Revenue Bonds, PFA	\$ 43,400						
602-49450-620	E	Fiscal Agent's Fees		802	802	505	305	802	501
602-49450-621	E	Bond Discount		-	-	-	-	-	-
602-49450-630	E	Amortization of Bond Discount		(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E	Transfers (GENERAL)		35,431	36,273	39,190	39,190	34,668	34,668
		2011A GO Improvement Bonds (930)	\$ 35,431						
602-49450-710	E	Transfer Debt from Government		-	-	-	-	-	-
602-49450-720	E	Operating Transfers		35,000	-	-	-	230,039	-
		Capital Contribution Liquor Store Infrastructure	\$ 35,000						
602		TOTAL SEWER FUND EXPENDITURES		1,837,412	2,140,401	1,524,941	1,605,614	1,703,299	1,720,393
602		NET INCOME / (LOSS)		148,197	(595,713)	(26,825)	301,856	(153,473)	23,559
602		NET CASH FLOW / (LOSS)		707,179	(111,731)	450,175	746,993	333,481	336,512

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
<b>603</b>		<b>STORM WATER FUND</b>						
603-31051	R	Tax Increments - Delinquent	-	-	-	-	-	-
603-31300	R	General Sales and Use Tax	-	-	-	-	-	-
603-33400	R	State Grants and Aids	-	-	-	-	-	-
603-33439	R	PERA Pension Other Revenue	-	-	-	-	-	-
603-36100	R	Special Assessments	-	-	-	86	233	-
603-36200	R	Miscellaneous Revenues	750	-	-	40	2,238	758
603-36201	R	Refunds & Reimbursements	50	-	-	746	3,056	-
603-36210	R	Interest Earnings	1,000	1,500	1,000	12,012	5,278	105
603-36262	R	Contributions - Other Funds	-	-	-	-	-	888
603-37300	R	Stormwater Sales	382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R	Stormwater Penalty	1,750	-	-	1,670	1,731	2,021
603-39999	R	Prior Period Adjustment	-	-	-	-	(4,001)	-
<b>603</b>		<b>TOTAL</b>	<b>386,150</b>	<b>340,803</b>	<b>298,452</b>	<b>362,392</b>	<b>330,933</b>	<b>273,799</b>



Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603		<b>STORM WATER FUND</b>						
603-49500-100	E	Wages & Salaries General	30,098	47,405	48,854	44,380	33,986	35,184
603-49500-102	E	Full-Time Employees OT	1,000	1,000	350	885	1,188	68
603-49500-108	E	Wages & Salaries Admin	-	-	4,413	-	-	-
603-49500-112	E	Contracted Services	600	250	250	-	363	149
		City Code Update (10%)						
603-49500-113	E	Clothing Replacement	50	50	20	45	52	14
603-49500-120	E	Employer Contrib Ret General	4,730	7,352	7,577	6,947	5,445	5,015
603-49500-128	E	Employer Contrib Ret Admin	-	-	669	-	-	-
603-49500-129	E	Pension Expense	-	-	-	9,993	3,001	216
603-49500-130	E	Employer Paid Ins General	7,552	7,310	9,533	9,627	7,720	6,537
603-49500-138	E	Employer Paid Ins Admin	-	-	693	-	-	-
603-49500-150	E	OPEB Expense	-	-	-	2,260	1,035	-
603-49500-151	E	Worker's Comp Insurance	2,367	2,275	3,790	4,499	785	42
603-49500-208	E	Training and Instruction	1,900	1,085	1,085	414	573	60
		Civic Systems Symposium - Util. Clerk	100					
		Sweeper/Vac Training	1,800					
603-49500-211	E	S/W Billing Supplies	350	387	387	504	293	289
603-49500-212	E	Motor Fuels	1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E	General Supplies	400	400	400	414	4,067	125
603-49500-230	E	Salt/Sand	4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E	Street Maintenance	-	-	-	-	-	112
603-49500-240	E	Small Tools and Minor Equip	700	800	1,150	263	966	488
603-49500-300	E	Professional Svcs (GENERAL)	8,408	12,250	12,250	11,102	11,025	1,919
		City Attorney						
		Engineering - MS4 Assistance						
		CDL Drug Testing (10%)						
		Safety Training (8%)						

Acct Number	Type	Title / Detail	PROPOSED		FINAL		FINAL		2017 ACTUAL
			2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL		
603-49500-301	E	Auditing and Acct'g Services		4,385	4,384	2,937	3,175	3,618	7,958
		Annual Financial Audit (12.5%)	\$ 3,760						
		AUP (Agreed Upon Procedures)	\$ 625						
603-49500-303	E	Engineering Fees		20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E	Technology		924	560	420	373	506	420
		PSN Monthly eBill (10%)	\$ 70						
		Civic Systems Support (7.37%)	\$ 814						
		Anti Spam Software	\$ 40						
603-49500-322	E	Postage		1,220	996	774	1,152	943	786
603-49500-351	E	Legal Notices Publishing		200	200	200	173	667	-
603-49500-361	E	General Liability Ins		260	346	842	374	797	1,146
603-49500-380	E	Utilities		4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E	Ground Maintenance		10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E	Repairs/Maint Machinery/Equip		5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E	Depreciation (GENERAL)		41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E	Rentals		-	1,000	1,000	-	-	-
603-49500-417	E	Uniform Rentals		300	250	250	270	236	194
603-49500-433	E	Dues and Subscriptions		1,100	1,040	1,040	636	618	30
		MS4 Stormwater Permit	\$ 400						
		MCSC Membership	\$ 700						
603-49500-437	E	Other Miscellaneous		-	-	-	-	-	(583)
603-49500-495	E	Rain Garden		5,000	-	-	-	-	-
603-49500-500	E	Capital Expenditures		114,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E	ImprovementsOtherThanBldgs		-	-	-	-	-	-
603-49500-700	E	Transfers (GENERAL)		65,000	-	-	-	-	-
		Capital Contribution Liquor Store Infrastructure	\$ 65,000						
603		TOTAL STORM WATER FUND EXPENDITURES		337,954	336,374	564,964	169,345	168,281	149,827
603		NET INCOME / (LOSS)		48,196	4,429	(266,512)	193,047	162,652	123,973
603		NET CASH FLOW / (LOSS)		89,196	49,429	(226,012)	246,300	207,687	164,604

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609		<b>MUNICIPAL LIQUOR FUND</b>						
609-31900	R	Penalties and Interest DelTax	-	-	-	-	-	-
609-33400	R	State Grants and Aids	-	-	-	-	-	-
609-33439	R	PERA Pension Other Revenue	-	-	-	420	1,312	-
609-34101	R	Rent Revenue	-	-	-	-	-	-
609-36200	R	Miscellaneous Revenues	-	-	-	40	-	-
609-36201	R	Refunds & Reimbursements	-	-	-	297	(20)	(236)
609-36202	R	Loan Payments	-	-	-	-	-	-
609-36210	R	Interest Earnings	4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R	Contributions and Donations	-	-	-	-	-	-
609-37811	R	Liquor Sales -Off Sale	1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R	Beer Sales -Off Sale	1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R	Wine Sales -Off Sale	302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R	Other Merchandise -Off Sale	167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R	Ice Sales	17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R	Cash Over - (Short)	-	-	-	-	-	-
609-37841	R	Refunds	(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R	NSF Checks	-	-	-	-	-	49
609-37843	R	Bank Charges	-	-	-	-	-	-
609-37844	R	Error Adjustment	-	-	-	-	-	-
609-37845	R	Display Revenue	-	-	-	-	-	-
609-39200	R	Interfund Operating Transfers	-	-	-	-	-	-
609-39201	R	Transfer from General Fund	25,765	79,384	53,619	-	-	-
609-39999	R	Prior Period Adjustment	-	-	-	-	(23,016)	-
609		<b>TOTAL</b>	<b>3,213,605</b>	<b>3,079,548</b>	<b>2,917,427</b>	<b>3,120,004</b>	<b>2,927,223</b>	<b>2,792,926</b>

Acct Number	Type	Title / Detail	PROPOSED			FINAL		FINAL		2017 ACTUAL
			2021 BUDGET	2020 BUDGET	2019 BUDGET	2019 BUDGET	2019 BUDGET	2019 ACTUAL	2018 ACTUAL	
609		MUNICIPAL LIQUOR FUND								
609-49750-100	E	Wages & Salaries General	211,957	203,387	185,250			200,267	169,246	152,812
609-49750-101	E	Part Time Salaries and Wages	44,970	43,782	55,101			35,744	39,470	46,903
609-49750-102	E	Full-Time Employees OT	-	-	-			974	-	-
609-49750-103	E	Health Stipend (HRA)	-	-	-			-	-	-
609-49750-105	E	Labor Credit - Work for Others	-	-	-			-	-	-
609-49750-108	E	Wages & Salaries Admin	44,632	50,349	50,826			41,165	37,905	31,837
609-49750-112	E	Contracted Services	-	-	-			-	-	-
609-49750-120	E	Employer Contrib Ret General	38,924	37,446	36,413			34,024	30,676	33,189
609-49750-128	E	Employer Contrib Ret Admin	6,790	7,656	7,700			5,698	5,568	-
609-49750-129	E	Pension Expense	-	-	-			23,606	(12,349)	35,648
609-49750-130	E	Employer Paid Ins General	49,400	47,821	44,646			49,227	37,825	32,769
609-49750-138	E	Employer Paid Ins Admin	7,632	8,399	9,035			6,811	7,320	4,834
609-49750-142	E	Unemployment Comp Benefit Pymt	-	-	-			-	263	2,769
609-49750-150	E	OPEB Expense	-	-	-			13,013	6,438	-
609-49750-151	E	Worker's Comp Insurance	13,397	13,655	9,452			11,130	5,111	7,019
609-49750-200	E	Office Supplies (GENERAL)	4,600	5,500	5,500			4,515	4,818	4,482
609-49750-208	E	Training and Instruction	1,875	2,480	2,200			987	520	392
		MMBA Conference	\$ 1,500							
		Alcohol Server Training	\$ 150							
		Food/Wine Pairing Training	\$ 175							
		Regional Meeting/Misc Training	\$ 50							
609-49750-251	E	Liquor For Resale	709,460	676,149	629,664			692,158	659,658	614,306
609-49750-252	E	Beer For Resale	1,281,990	1,162,895	1,127,465			1,250,724	1,134,532	1,099,966
609-49750-253	E	Wine For Resale	196,900	203,829	184,643			192,097	198,857	180,139
609-49750-257	E	Ice For Resale	8,350	9,084	8,665			8,142	8,863	8,453
609-49750-259	E	Other For Resale	120,390	120,585	111,537			117,455	117,643	108,816
609-49750-260	E	Hauling	10,400	10,259	9,708			10,148	10,009	9,471
609-49750-300	E	Professional Svcs (GENERAL)	1,094	1,071	1,080			969	961	951
		Safety Training (14%)	\$ 994							
		Miscellaneous	\$ 100							
609-49750-301	E	Auditing and Acct'g Services	4,385	4,384	2,937			3,175	3,618	7,958
		Annual Financial Audit (12.5%)	\$ 3,760							
		AUP (Agreed Upon Procedures)	\$ 625							
609-49750-305	E	Technology	5,907	4,816	5,060			5,592	5,697	4,556
		WB IT Solutions (10%)	\$ 3,110							
		Civic Plus Support (12.5%)	\$ 290							
		Civic Systems Support (5.45%)	\$ 602							
		Anti Spam Software	\$ 20							
		Zabinski - Firewall, Software Updates	\$ 1,885							



Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E	Communications (GENERAL)		2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	\$ 528					
			Landline Service	\$ 1,730					
			Long Distance	\$ 50					
609-49750-322	E	Postage		-	-	-	-	-	-
609-49750-340	E	Advertising		7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E	Legal Notices Publishing		500	500	500	166	1,085	685
609-49750-361	E	General Liability Ins		3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E	Dram Shop		3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E	Utilities		15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E	Ground Maintenance		300	375	375	194	-	303
609-49750-401	E	Maint & Repairs - Bldgs.		3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	\$ 490					
			Rug Service	\$ 740					
			Garbage/Recycling Services	\$ 1,630					
			Miscellaneous	\$ 1,000					
609-49750-404	E	Repairs/Maint Machinery/Equip		3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	\$ 110					
			Miscellaneous	\$ 3,390					
609-49750-405	E	Depreciation (GENERAL)		21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E	Over/Short		-	-	-	(50)	39	(5)
609-49750-433	E	Dues and Subscriptions		3,060	2,010	2,010	2,895	878	1,970
			MMBA	\$ 2,700					
			Buyer's Card MOOFSL	\$ 20					
			Music License (ASCAP)	\$ 190					
			Tobacco License	\$ 150					
609-49750-437	E	Other Miscellaneous		-	-	-	4	-	-
609-49750-438	E	Bank Charges		50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E	Check Recovery Fee		-	-	-	-	-	-
609-49750-490	E	Donations-Organizations		-	-	-	-	-	273
609-49750-493	E	Alarm System		1,120	1,144	1,144	818	1,389	871
609-49750-500	E	Capital Expenditures		-	8,360	10,670	8,108	-	-
609-49750-501	E	Replacement Fund		-	-	-	-	-	-
609-49750-520	E	Buildings and Structures		-	-	-	-	-	-
609-49750-720	E	Operating Transfers		350,000	350,000	350,000	350,000	350,000	350,000
		<b>TOTAL MUNICIPAL LIQUOR FUND EXPENDITURES</b>		<b>3,228,447</b>	<b>3,080,621</b>	<b>2,949,671</b>	<b>3,174,635</b>	<b>2,917,141</b>	<b>2,826,481</b>
609		<b>NET INCOME / (LOSS)</b>		<b>(14,841)</b>	<b>(1,073)</b>	<b>(32,244)</b>	<b>(54,631)</b>	<b>10,082</b>	<b>(33,555)</b>
609		<b>NET CASH FLOW / (LOSS)</b>		<b>6,404</b>	<b>21,927</b>	<b>(11,544)</b>	<b>3,233</b>	<b>25,416</b>	<b>22,755</b>

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614		CITY TECHNOLOGY IMPROVEMENT						
614-33621	R	Cable Franchise Fee	28,360	-	13,750	13,354	13,770	13,418
614-36210	R	Interest Earnings	100	-	50	203	269	27
614		TOTAL	28,460	-	13,800	13,557	14,039	13,445
614		CITY TECHNOLOGY IMPROVEMENT						
614-49845-200	E	Office Supplies (GENERAL)	-	-	-	-	-	-
614-49845-207	E	Computer Supplies	-	-	-	168	7,773	1,500
614-49845-300	E	Professional Svcs (GENERAL)	-	-	-	-	-	-
614-49845-404	E	Repairs/Maint Machinery/Equip	-	-	-	-	-	-
614-49845-500	E	Capital Expenditures	22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E	Transfers (GENERAL)	-	-	-	-	-	-
614		TOTAL	22,695	-	9,090	13,816	10,238	6,824
614		NET INCOME / (LOSS)	5,765	-	4,710	(258)	3,801	6,621

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920		<b>CAPITAL MAINTENANCE/REPLACEMENT</b>						
920-31000	R	General Property Taxes	438,700	-	-	-	-	-
920-33418	R	Muni State Aid St Maintenance	-	-	-	-	-	-
920-34951	R	Surplus Property Rev	-	-	-	-	-	-
920-36100	R	Special Assessments	-	-	-	333,677	-	-
920-36210	R	Interest Earnings	7,200	-	-	24,039	5,186	4,098
920-36230	R	Contributions and Donations	-	-	-	1,200	-	-
920-39102	R	Sale of Property	122,000	-	-	6,613	-	-
920-39201	R	Transfer from General Fund	-	-	36,500	36,500	27,500	-
920-39203	R	Transfer from Other Fund	-	-	-	145,659	82,367	-
920		<b>TOTAL</b>	<b>567,900</b>	<b>-</b>	<b>36,500</b>	<b>547,688</b>	<b>115,054</b>	<b>4,098</b>
		<b>CAPITAL IMPROVEMENT REVENUES</b>						

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920		CAPITAL MAINTENANCE/REPLACEMENT						
920-41110-300	E	Professional Svcs (GENERAL)	-	-	-	571	-	-
920-41110-500	E	Capital Expenditures	1,648	-	-	61,603	-	-
920-41500-300	E	Professional Svcs (GENERAL)	-	-	-	16	-	-
920-41500-500	E	Capital Expenditures	-	-	-	-	-	-
920-41910-500	E	Capital Expenditures	-	-	-	-	-	-
920-41941-500	E	Capital Expenditures	2,575	-	-	-	-	-
920-42000-500	E	Capital Expenditures	-	-	-	-	-	-
920-42110-500	E	Capital Expenditures	68,230	-	-	108,395	-	-
920-42401-500	E	Capital Expenditures	-	-	-	-	-	-
920-43010-500	E	Capital Expenditures	-	-	-	-	-	-
920-43100-500	E	Capital Expenditures	16,409	-	-	-	-	-
920-43160-500	E	Capital Expenditures	18,487	-	-	-	-	-
920-43210-500	E	Capital Expenditures	-	-	-	-	-	-
920-45186-500	E	Capital Expenditures	47,286	-	-	-	-	-
920-45200-500	E	Capital Expenditures	-	-	-	-	-	-
920-45300-500	E	Capital Expenditures	468,425	-	-	2,000	-	-
920-49110-720	E	Operating Transfers	-	82,026	-	96,066	-	-
920		TOTAL	623,060	82,026	-	268,651	-	-
920		NET INCOME / (LOSS)	(55,160)	(82,026)	36,500	279,037	115,054	4,098



Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929		2010B GO IMPR REFUNDING BONDS						
929-31000	R	General Property Taxes	-	-	-	250,000	250,000	250,000
929-31001	R	General Prop Taxes-Delinq	-	-	-	-	-	-
929-31900	R	Penalties and Interest DelTax	-	-	-	-	-	-
929-33403	R	LGA-Market Value Credit	-	-	-	-	-	-
929-36100	R	Special Assessments	-	-	-	1,907	8,811	11,295
929-36210	R	Interest Earnings	-	-	-	27,084	7,106	5,711
929-39203	R	Transfer from Other Fund	-	-	-	-	-	-
929-39310	R	Proceeds GO Bond	-	-	-	-	-	-
929		2010B GO IMPR BOND REVENUES	-	-	-	278,991	265,918	267,006
929		2010B GO IMPR REFUNDING BONDS						
929-47000-300	E	Professional Svcs (GENERAL)	400	-	-	382	267	449
929-47000-601	E	Debt Srv Bond Principal	375,000	-	-	290,000	195,000	50,000
929-47000-611	E	Bond Interest	12,000	-	-	31,215	36,090	37,190
929-47000-620	E	Fiscal Agent s Fees	500	-	-	495	495	495
929		TOTAL 2010B GO IMPR BOND EXPENDITURES	387,900	-	-	322,092	231,852	88,134
929		NET INCOME / (LOSS)	(387,900)	-	-	(43,101)	34,066	178,873

Acct Number	Type	Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			2011A IMPROVEMENT BOND						
930-31000	R		General Property Taxes	9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Dealing	-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax	-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit	-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.	-	-	-	-	-	-
930-36100	R		Special Assessments	-	-	-	-	-	-
930-36210	R		Interest Earnings	1,000	-	-	27,066	32,560	44,354
930-39203	R		Transfer from Other Fund	39,860	-	-	4,473	1,486	1,234
930-39310	R		Proceeds GO Bond	-	-	-	43,523	39,001	39,001
930-39999	R		Prior Period Adjustment	-	-	-	-	-	-
930		TOTAL	2011A IMPROVEMENT BOND REVENUES	50,227	-	-	83,970	80,108	92,459
930			2011A IMPROVEMENT BOND						
930-47000-300	E		Professional Svcs (GENERAL)	500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal	85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest	3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent's Fees	500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs	-	-	-	-	-	-
930		TOTAL	2011A IMPROVEMENT BOND EXPENDITURES	89,578	-	-	88,488	89,405	91,036
930		NET INCOME / (LOSS)		(39,351)	-	-	(4,518)	(9,297)	1,422

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931		2014A GO TAX ABATEMENT BONDS						
931-31000	R	General Property Taxes	222,036	-	-	223,611	221,616	224,871
931-31001	R	General Prop Taxes-Delinq	-	-	-	-	-	-
931-31900	R	Penalties and Interest DelTax	-	-	-	-	-	-
931-36210	R	Interest Earnings	1,000	-	-	3,110	201	504
931-39310	R	Proceeds GO Bond	-	-	-	-	-	-
931		2014A GO ABATEMENT BOND REVENUES	223,036	-	-	226,721	221,817	225,375
931		TOTAL						
931		2014A GO TAX ABATEMENT BONDS						
931-47000-300	E	Professional Svcs (GENERAL)	400	-	-	382	-	-
931-47000-601	E	Debt Srv Bond Principal	165,000	-	-	155,000	155,000	155,000
931-47000-611	E	Bond Interest	48,113	-	-	54,512	57,613	60,713
931-49008-520	E	Buildings and Structures	-	-	-	-	-	-
931-49008-530	E	ImprovementsOtherThanBldgs	-	-	-	-	-	-
931		TOTAL	213,513	-	-	209,894	212,613	215,713
931		NET INCOME / (LOSS)	9,524	-	-	16,827	9,204	9,663

Acct Number	Type	Title / Detail	PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932		2014B GO IMPROVEMENTS BONDS						
932-31000	R	General Property Taxes				51,692	52,259	47,407
932-31001	R	General Prop Taxes-Delinq	50,227	-	-	-	-	-
932-31900	R	Penalties and Interest DelTax	-	-	-	-	-	-
932-36210	R	Interest Earnings	200	-	-	569	34	127
932-39201	R	Transfer from General Fund	-	-	-	-	-	-
932-39203	R	Transfer from Other Fund	-	-	-	-	-	-
932-39310	R	Proceeds GO Bond	-	-	-	-	-	-
932		TOTAL	50,427	-	-	52,261	52,293	47,534
932		2014B GO IMPR BOND REVENUES						
932-47000-300	E	Professional Svcs (GENERAL)	400	-	-	382	267	449
932-47000-601	E	Debt Srv Bond Principal	45,000	-	-	45,000	40,000	40,000
932-47000-611	E	Bond Interest	3,206	-	-	4,500	4,960	5,290
932-47000-621	E	Bond Discount	-	-	-	-	-	-
932-49008-530	E	ImprovementsOtherThanBldgs	-	-	-	-	-	-
932-47000-720	E	Operating Transfers	-	-	-	-	5,829	-
932		TOTAL	48,606	-	-	49,882	51,056	45,739
932		NET INCOME / (LOSS)	1,821	-	-	2,379	1,237	1,796







[illegible]

























City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 8/17/2020 - 8/19/2020

Aug 19, 2020 12:16PM

## Report Criteria:

Report type: Summary

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/19/2020	54190	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	625.00
08/20	08/19/2020	54191	2941	ARCPOINT LABS OF GOLDEN VALLEY	101-20200	16,858.40
08/20	08/19/2020	54192	9	BERNICKS PEPSI-COLA	609-20200	1,363.66
08/20	08/19/2020	54193	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
08/20	08/19/2020	54194	1815	CENTURYLINK	609-20200	887.44
08/20	08/19/2020	54195	918	CRYSTAL SPRINGS ICE	609-20200	375.28
08/20	08/19/2020	54196	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,486.20
08/20	08/19/2020	54197	1941	DELTA DENTAL	861-20200	3,044.40
08/20	08/19/2020	54198	2478	EAST CENTRAL ENERGY	101-20200	33.46
08/20	08/19/2020	54199	2794	EMERGENCY EQUIPMENT CONNECTION, INC	920-20200	11,651.33
08/20	08/19/2020	54200	663	INITIATIVE FOUNDATION	108-20200	825.00
08/20	08/19/2020	54201	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,253.86
08/20	08/19/2020	54202	5	KAWALEK TRUCKING	609-20200	267.00
08/20	08/19/2020	54203	17	MCDONALD DISTRIBUTING CO	609-20200	13,179.75
08/20	08/19/2020	54204	616	MENARDS - CAMBRIDGE	101-20200	50.12
08/20	08/19/2020	54205	2364	METERING & TECHNOLOGY	601-20200	4,127.29
08/20	08/19/2020	54206	281	MINNCO CREDIT UNION	101-20200	493.31
08/20	08/19/2020	54207	1536	MINNESOTA DEED	219-20200	833.33
08/20	08/19/2020	54208	2856	MOORE, JADEN	101-20200	20.00
08/20	08/19/2020	54209	2080	MVTL LABORATORIES INC	601-20200	43.20
08/20	08/19/2020	54210	1315	NOREEN, DUSTEN	101-20200	13.25
08/20	08/19/2020	54211	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,998.88
08/20	08/19/2020	54212	12	POSTMASTER	101-20200	220.00
08/20	08/19/2020	54213	2341	RED BULL DISTRIBUTION	609-20200	225.50
08/20	08/19/2020	54214	2940	SANTA FOR HIRE LLC	101-20200	433.00
08/20	08/19/2020	54215	2396	SOUTHERN GLAZERS OF MN	609-20200	10,736.37
08/20	08/19/2020	54216	1442	ST. LOUIS MRO INC	101-20200	22.50
08/20	08/19/2020	54217	315	ST.PAUL STAMP WORKS	101-20200	177.69
08/20	08/19/2020	54218	73	STAR	101-20200	352.70
08/20	08/19/2020	54219	2942	SYMBOLARTS, LLC	101-20200	250.00
08/20	08/19/2020	54220	2793	TEAM LABORATORY CHEMICAL, LLC	101-20200	818.50
08/20	08/19/2020	54221	2870	THE FARMER'S DAUGHTERS	101-20200	1,372.00
08/20	08/19/2020	54222	1740	TOSHIBA FINANCIAL SERVICES	108-20200	219.67
08/20	08/19/2020	54223	97	TOTAL CONTROL SYSTEMS INC	602-20200	2,600.90
08/20	08/19/2020	54224	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.02
08/20	08/19/2020	54225	4	WATSON CO INC	609-20200	2,784.14
08/20	08/19/2020	54226	2009	WOOD, JOSEPHINE	101-20200	15.00

Grand Totals:

92,578.15



City of Isanti

Check Register - Mayor/Council Approval

Page: 1

Check Issue Dates: 8/26/2020 - 8/26/2020

Aug 26, 2020 01:22PM

## Report Criteria:

Report type: Summary

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/26/2020	54230	915	ABLE HOSE & RUBBER, LLC	601-20200	591.85
08/20	08/26/2020	54231	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.23
08/20	08/26/2020	54232	53	BELLBOY CORPORATION	609-20200	6,991.92
08/20	08/26/2020	54233	9	BERNICKS PEPSI-COLA	609-20200	2,197.85
08/20	08/26/2020	54234	1500	BOLTON & MENK INC	505-20200	20,868.09
08/20	08/26/2020	54235	2319	BREAKTHRU BEVERAGE	609-20200	42.44
08/20	08/26/2020	54236	2221	C & L DISTRIBUTING	609-20200	262.60
08/20	08/26/2020	54237	2321	C EMERY NELSON INC	602-20200	1,024.80
08/20	08/26/2020	54238	1474	CDW GOVERNMENT INC	101-20200	10,647.43
08/20	08/26/2020	54239	120	CONNEXUS ENERGY	101-20200	20,782.52
08/20	08/26/2020	54240	1472	CRAWFORDS EQUIPMENT INC	101-20200	175.75
08/20	08/26/2020	54241	918	CRYSTAL SPRINGS ICE	609-20200	375.30
08/20	08/26/2020	54242	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,534.09
08/20	08/26/2020	54243	2933	FALCON NATIONAL BANK	601-20200	3,814.81
08/20	08/26/2020	54244	1682	FERGUSON WATERWORKS	601-20200	542.52
08/20	08/26/2020	54245	2028	FURTHER	861-20200	10.00
08/20	08/26/2020	54246	1563	ISANTI ELECTRIC INC	101-20200	1,559.97
08/20	08/26/2020	54247	162	ISANTI RENTAL INC	101-20200	42.36
08/20	08/26/2020	54248	496	JOHN HIRSCHS	101-20200	145.60
08/20	08/26/2020	54249	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,322.43
08/20	08/26/2020	54250	5	KAWALEK TRUCKING	609-20200	173.60
08/20	08/26/2020	54251	17	MCDONALD DISTRIBUTING CO	609-20200	11,706.40
08/20	08/26/2020	54252	2116	MINUTEMAN PRESS	101-20200	496.68
08/20	08/26/2020	54253	1945	MN DEPT OF LABOR	601-20200	10.00
08/20	08/26/2020	54254	329	MN RURAL WATER ASSN	602-20200	300.00
08/20	08/26/2020	54255	2597	MNSPECT, LLC.	101-20200	40,110.40
08/20	08/26/2020	54256	870	M-R SIGN CO INC	101-20200	104.93
08/20	08/26/2020	54257	2080	MVTL LABORATORIES INC	602-20200	130.96
08/20	08/26/2020	54258	2931	NAGELL APPRAISAL & CONSULTING	108-20200	800.00
08/20	08/26/2020	54259	283	OLSON POWER & EQUIPMENT	101-20200	853.02
08/20	08/26/2020	54260	2553	O'REILLY	101-20200	473.93
08/20	08/26/2020	54261	617	PAUSTIS & SONS	609-20200	1,082.00
08/20	08/26/2020	54262	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,153.62
08/20	08/26/2020	54263	2614	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
08/20	08/26/2020	54264	315	ST.PAUL STAMP WORKS	609-20200	33.80
08/20	08/26/2020	54265	554	STEVES TIRE INC	101-20200	771.03
08/20	08/26/2020	54266	2156	SUMMIT COMPANIES	101-20200	850.00
08/20	08/26/2020	54267	2944	UNIFIRST CORPORATION	101-20200	620.08
08/20	08/26/2020	54268	42	VIKING COCA-COLA BOTTLING CO	609-20200	170.60
08/20	08/26/2020	54269	2943	VILLAGES ON THE RUM IV	101-20200	26.84
08/20	08/26/2020	54270	1286	VINOCOPA INC	609-20200	260.00
08/20	08/26/2020	54271	4	WATSON CO INC	609-20200	2,038.95
Grand Totals:						180,682.40

## City of Isanti

Gross Payroll	90,908.93
Social Security & Medicare	5,062.84
Public Employees Retirement	8,824.02
Total City Expense	<u>104,795.79</u>

Pay Date 8/21/2020

Pay Period 17 (8/2-8/15/20)

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR EXEMPT GAMBLING PERMIT FOR ST.  
ELIZABETH ANN SETON CHURCH

**WHEREAS**, the City has received an application for an exempt gambling permit from St. Elizabeth Ann Seton Church to hold a church raffle event on October 25<sup>th</sup>, 2020 at St. Elizabeth Ann Seton Church, 207 Whiskey Road NW Isanti, MN; and,

**WHEREAS**, the applicant estimates the value of prizes to be awarded is \$3,000 for the 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, Dean Carpenter, 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 application for an exempt gambling permit is approved for the following date: October 25<sup>th</sup>, 2020 at St. Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 1<sup>st</sup> day of September 2020.

Attest:

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

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

A Community For Generations.



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

## APPLICATION FOR LOCAL GAMBLING PERMIT

### Applicant Instructions:

1. Fee upon application ~~is \$100.00~~ and must be made payable to City of Isanti.

Name of Organization: St. Elizabeth Ann Seton

Address of Organization: 207 Whiskey Road NW Isanti mn 55040

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

Dean Carpenter

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Type of Event: Raffle Date of event: 10-25-2020

Location and address of event:

St. Elizabeth Ann Seton

207 Whiskey Road NW - Isanti mn 55040

Estimated value of prizes to be awarded: \$ 3,000

Name of applicant: Dean Carpenter

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

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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



## Memo for Council Action

**To:** Mayor Johnson and Members of the City Council  
**From:** Finance Director Betker  
**Date:** September 1<sup>st</sup> 2020  
**Subject:** Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

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### **Background:**

When bonds are issued preliminary expenditures such as engineering generally don't require a prior declaration of intent be made for the City to reimburse itself with bond proceeds. However, the intent to reimburse for hard costs does require that a declaration be made within 60 days.

This resolution would act as an insurance policy in case we incur costs ahead of the planned liquor store project that would not otherwise be reimbursable thru bond proceeds.

Furthermore the Council should expect that going forward staff intends to bring a "fill in the blank" version of this resolution forward at the first Council meeting of each year to be sure that the City always has all of its options available even in unexpected circumstances.

### **Recommendation:**

Staff is recommending approval of the attached resolution.

### **Attachments:**

- Res 2020-XXX Declaring The Official Intent Of The City Of Isanti To Reimburse Certain Expenditures From The Proceeds Of Bonds To Be Issued By The City



## **RESOLUTION 2020-XXX**

### **DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY**

**WHEREAS**, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

**WHEREAS**, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

**WHEREAS**, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations;

#### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI AS FOLLOWS:**

1. The City proposes to undertake the following projects (the "Projects"):  
Municipal Liquor Store Construction Project
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	<u>2020-2021 Budget</u>
G.O. Abatement Bonds, Series 2021A	\$3,325,000
Lease Revenue Bonds, Series 2021A	

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a

long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 1<sup>st</sup> day of September 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk

## RESOLUTION 2020-XXX

### OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO MICHAEL GLAVAN

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

**WHEREAS**, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

**WHEREAS**, the Chief of Police and Human Resources selected Michael Glavan as the most qualified candidate for an open Full-Time Police Officer position; and,

**WHEREAS**, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Michael Glavan for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Michael Glavan shall start at Step 5 of the Wage Scale at \$34.51 per hour.
3. That Michael Glavan shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Michael Glavan's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
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 1st day of September 2020.

Attest:

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Mayor Jeff Johnson

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Katie Brooks  
Human Resources/City Clerk

**RESOLUTION 2020-XXX**

**OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO  
JORDAN LUND**

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

**WHEREAS**, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

**WHEREAS**, the Chief of Police and Human Resources selected Jordan Lund as the most qualified candidate for the open Full-Time Police Officer position; and,

**WHEREAS**, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Jordan Lund for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Jordan Lund shall start at Step 5 of the Wage Scale at \$34.51 per hour for his experience.
3. That Jordan Lund shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Jordan Lund's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
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 1st day of September 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:** Matt Sylvester, Public Services Director  
**Date:** September 1, 2020  
**Subject:** Resolution Terminating the Buyback Agreement with Crawford's Equipment

---

### **Background**

In 2018 the City of Isanti entered into a Buyback Agreement with Crawford's Equipment. The program consisted of trading our skid steers in each year with an annual cost of \$5,400.00 for two machines. Staff reached out to Crawford's Equipment and was informed that they no longer make our current model and that there had been a significant price increase on the model that would be replacing it. The quote received was \$6,650.00 for each machine.

### **Recommendation:**

Staff is recommending that we terminate the Buyback Program with Crawford's Equipment because of the price increase and put the skidsteers into the Capital Improvement Plan for replacement.

### **Requests:**

Staff is requesting action on this item.

### **Attachment:**

- Resolution 2020-XXX



**RESOLUTION 2020-XXX**

**TERMINATING THE BUYBACK AGREEMENT WITH  
CRAWFORDS EQUIPMENT**

**WHEREAS**, in 2018 the City of Isanti had entered into a Buyback Agreement with Crawford's Equipment to purchase new skid steers with an annual cost of \$5,400.00 for two machines; and,

**WHEREAS**, staff reached out to Crawford's Equipment and was informed that they do not make our current model and that there would be a significant price increase; and,

**WHEREAS**, the current price would be \$6,650.00 for each machine; and,

**WHEREAS**, staff will add to the CIP for future replacement; and,

**WHEREAS**, because of the price increase, it is no longer in the City's best interest to continue with the Buyback Program;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota that the City terminate the Buyback Program with Crawford's Equipment and add to the CIP for future replacement.

This resolution was duly adopted by the Isanti City Council this 1st day of September, 2020.

ATTEST:

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

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



## Request for City Council Action

**To:** Mayor Johnson and Members of City Council  
**From:** Sheila Sellman, Community Development Director  
**Date:** September 1, 2020  
**Subject:** Development/Subsidy Agreement - Swanees Trucking LLC

---

### **Background:**

The EDA owns property located at XXX West Dual Blvd (PID 16.125.0020) and has this property for sale for \$1. The subject property is a certified Shovel Ready Site. The subject site is zoned Industrial and is ready for development. Swanees Trucking LLC is a trucking company looking for space to expand their office and maintenance shop. They have been in operation since 2015 and are currently located in the city of Coon Rapids. They will be start out with 12 employees (including contract employees) with the plan to increase 35 employees as their business expands.

The EDA held a public hearing at the August 18, 2020 EDA meeting. There was no one from the public present for this item. The EDA recommends approval of the sale and the development/subsidy agreement.

### **Request:**

Approval of development/subsidy agreement

### **Attachments:**

- Development/Subsidy Agreement

## CITY OF ISANTI

### DEVELOPMENT AND SUBSIDY AGREEMENT FOR SWANEES TRUCKING LLC

This Agreement (hereinafter the "Agreement") is dated as of this 18th day of August, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Swanees Trucking LLC**, a limited liability company under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 00A, Isanti Centennial Complex 3<sup>rd</sup> Rearrangement, County of Isanti, State of Minnesota, PID Number 16.125.0020, located at XXX East Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.
2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:
  - a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.
  - b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.
  - c. Proof of Authority. That the Developer provide proof that the governing boards or manager of the Developer authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board that grants such authority.
  - d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term “Plans” as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City’s files.
4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:
  - a. Sanitary sewer
  - b. Water
  - c. Storm drainage facilities
  - d. Stormwater maintenance
  - e. Parking lot
  - f. Concrete curb and gutter
  - g. Lot grading
  - h. Landscaping
5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of (\$\_\_\_\_\_ .00), which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of “temporary” erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, the Developer may request a reduction in the amount of the financial guarantee.
6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of (\$\_\_\_\_\_ .00), which amount is 5% of the City Engineer’s estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The balance in the escrow will be refunded upon completion of the Required Private Improvements, acceptance by the City.
7. Maintenance Guarantee for Landscaping. The Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of \$\_\_\_\_\_ [# plantings (XX trees) x cost/planting (\$300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting \$75/shrub x 30% average non-survival rate)], which shall be in effect for a two-year period commencing on the date of the City’s acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.
9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:
  - a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes chapter 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and



procedural objections or defenses the Developer may have to such special assessments;

- b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;
- c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and
- d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

- a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at \$125,000. The City sold the Subject Property to Developer for \$1. The value of the subsidy is the difference between the appraisal value and the purchase price.
- b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.
- c. Subsidy Goals. Developer shall create a minimum of 12 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.
- d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

- e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

- a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- c. Compliance with Laws and Regulations. If the City determines that the site plan does not comply with all City, State and Federal laws and regulations, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.
- d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.
- e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of restoring all areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Subject Property resulting from grading performed in the development of the Subject Property.
- f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.
- g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the

right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

- h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.
- i. Plat Approval Expenses. Not applicable.
- j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.
- k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City's Building Official, which authorizes the structure to be used for its intended purposes.
- l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:

Gregory Swanson  
Swanees Trucking LLC  
10600 University Ave N.W., Suite 410  
Coon Rapids MN 55448

To The City:

Josi Wood  
City Administrator  
City of Isanti  
110 1<sup>st</sup> Ave. N.W.  
Isanti, MN 55040

*[The remainder of this page is intentionally left blank.]*

The Developer:

Swanees Trucking LLC

By: \_\_\_\_\_,

Gregory Swanson

Its: \_\_\_\_\_

STATE OF MINNESOTA                    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020,  
by Gregory Swanson, \_\_\_\_\_ of Swanees Trucking LLC., a limited liability  
company under the laws of the State of Minnesota on behalf of the company.

\_\_\_\_\_  
Notary Public

The City:

City OF ISANTI

By: \_\_\_\_\_

Its: Mayor

Attest:

By: \_\_\_\_\_

Its: City Clerk

STATE OF MINNESOTA                    )

)ss.

COUNTY OF ISANTI                    )

The forgoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

\_\_\_\_\_  
Notary Public

**This document drafted by:**

Ratwik, Roszak & Maloney, P.A

730 Second Ave. S., Suite 300

Minneapolis, MN 55402



**EXHIBIT A**

**Fees Payable to the City**

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

**Call to Order:** Aaron Zdon - Chair called the meeting to order at 6:01 p.m.

**Roll Call:** Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon  
Members Absent: Brian Thum

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

Motion to approve the agenda motioned by Witte, seconded by Gordon with no modifications.  
Motion passed 3-0

**2. Meeting Minutes:** Motion by Witte; second by Gordon to approve meeting Minutes from July 28, 2020. Motion passed 3-0.

**3. Park Visits Reports Review:** Garvey explained that at the July 28, 2020 PRC Board meeting, all board members handed in their assigned park visits and staff has drafted a compilation of each members parks for review and to further discuss items and invited the PRC Board for their input and for prioritization of projects. Aaron Zdon reviewed Academy and Whisper Ridge. His findings for Academy was an overall rating of 5 and items he noted were to rake at landings of swings and slides. Garvey noted that this is battle at most of our playgrounds and that some of them have rubber mats at the slide to assist with this item. Zdon also noted another item is possible better ADA access from the road. Staff noted that they will look at this into more detail as this was not done with the original project as the park area was first developed for the school and that has ADA access via the sidewalk into the park area. Zdon noted for Whisper Ridge an overall rating of 2 and items noted were surface cracks on court, ridges and cracks from roots along trails leading into park area he also wants to ensure we discuss the future of the park in more detail in the near future on the cost to repair vs. cost to remove and replace with green space. Witte asked about a rubberized option for courts and the cost and longevity. Zdon stated we hasn't sure what that would be, Garvey also noted she was not aware of what that cost or option would entail. For tennis court repair the subsurface is what would also need to be replaced to ensure a better surface area. Garvey noted that the Whisper Ridge has a CIP plan and wasn't sure what the timeframe or items were on this park. Brian Thum had reviewed Legacy, Mattson and VFW parks. Thum noted for Legacy an overall rating of a 5 and noted these items of encroaching vegetation by FV overlook bench and stairs. Tree limb by Sunnyside landing had fallen and he requests to move the large park sign closer to the parking lot. Garvey noted that these items will be addressed by public works and are in the short-term plan and the sign was actually in the process of getting moved into the new location now that the parking lot is nearly finished. Garvey also noted that we had a map sign and that has also been returned to the park entrance along the trailhead. Thum also visited Mattson and gave an overall rating of a 3 and had nothing to note for this park. The board wondered the rating of a 3 as they all felt the park was in pretty good shape. For VFW park Thum gave an overall rating of a 4 and had nothing to note for this park. James Witte reviewed River Bluff Preserve, Rum River Meadows, and Isanti Hills Neighborhood (IHN) parks. Witte's findings for River Bluff Preserve were an overall rating of a 4 and items noted were the trails need a good cleaning, as habitat starts to move in on trails in between the steps and s curve. Steps could use the blower for debris. Witte inquired what rock base they use on the steps and to note that this shouldn't be removed when cleaning up the stairs. Branch on south zig/zag trail to look at for possible falling hazard. He noted for Rum River Meadows an overall rating of a 4 and items noted are wood chips kicked out by bench swing. Witte recommend a concrete border around playground. Garvey added that this project was actually completed two weeks ago and was our last playground area to have this completed, which we had on our project list to do. Witte also noted weed control in wood chips. Witte noted for IHN

an overall rating of a 3, and items noted were outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism, the mulch looked aged and the pavilion showed no signs of damage. Garvey noted that this park is an example of what staff has mentioned at previous meetings regarding outdated playground equipment and that we can no longer get replacement parts for this playground. Witte added a comment about the volleyball net at Rum River Meadows has a hole and this court does not seem to get used. Garvey added that a volleyball court too often is not on a grass surface and that when Bluebird park was developed this park had that as an option and wasn't installed, and then when the additional lots were secured for RRM it was decided that one could be added to this park area to have one within our park system. Jimmy Gordon reviewed Bluebird, Riverside and Unity parks. Gordon findings for Bluebird were an overall rating of a 5 and items noted were swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, and a merry-go-round addition was suggested. Garvey noted that many swings in the system squeak and have added this to the maintenance list, and continued that the city has stencils for the other items but not the hopscotch one and will look at end of year budget to see if we can purchase one to have. Gordon reviewed Riverside with an overall rating of a 4 and items noted were black residue on sides of stairs and platform and weeds in tot area in wood chips. Gordon noted for Unity an overall rating of a 4 and items noted were bleachers should be painted and/or boards replaced. Garvey indicated that the bleachers are in the 2021 CIP and will get replaced next year. Garvey then reviewed these items for prioritization:

*Short-Term and Immediate Maintenance Projects:*

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back (completed August)
- Riverside: weeds removed from tot area and residue removal.
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 10; weeds removed from mulch.

*Long-Term Projects:*

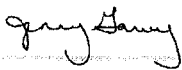
- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review

**4. Tree Plan Review-** Garvey reviewed the city does not have a tree plan in place, but staff is in the process of researching this in more detail and will bring back to a future meeting. The city has 11 parks and several of these parks are newer and have less trees than other more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill in the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside, trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at \$600 for the three trees. Staff is requesting recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Garvey reviewed the options within Bluebird to move the trees to bench areas to provide shade and provided pictures for the board to review. Zdon added that when Bluebird was first planned there was a tree plan put in place and it stopped with the crash in the market and to review this plan and the budget implications. Zdon added that they be moved to the play area and the bench areas. Witte asked about Rum River Meadows and that this has a couple of trees within the park area but on the north side of the park and inquired if that moving one to RRM be an option. Zdon asked the budgeting and plan for future years, Garvey noted that she has not started that process and that this was the start and we needed to just move these three trees at this time. It was noted that the bench in RRM on the west end would be the most beneficial to have a tree placed to provide shade. The board reviewed the Bluebird park

option to move the tree to the north bench and the west bench. Staff added that the west bench may not have enough space to plant a new tree, so asked if that was not an option what the next option they would like to see a tree be placed. Zdon suggested to shade the biffys on the north end. Gordon asked if bringing another tree to RRM would be an option. Zdon asked if it was still well used and indicated to add the other tree to provide a shade tree for the picnic tables. Direction was to have two trees at RRM, if the tree on the west side of BB playground would not be a viable option.

**5. Department Updates** – Garvey reviewed she does not have any updates at this time on the Fir Street item. Garvey created a new promotional event flyer that she gave to the board. Curious Creatures was held on August 11 with the Ice Creme theme with 10 kids at Mattson Park. Street Dance was held August 8<sup>th</sup> with Brat Pack Radio with 10 vendors and an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day. The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park. Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered and hope to have by end of September. The bathrooms on the south end of the BMX building have been vandalized twice in the last couple of weeks and they have been temporarily closed as we fix the hand dryer. The skate park had a few boards replaced that were damaged. The movie schedule has been created and movies picked the schedule will be Nov 6 – The Mighty Ducks 2; Dec 11 – The Polar Express; which we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting; Jan 22 – Frozen II; Feb 19 – Cars; and Mar 26- The Sandlot which I was not able to show this past March so bringing it back. The Isanti Family Farmers Market continues through Sept 25, Friday's from 2-6pm. The other upcoming events and projects are: the sledding hill project starting Sept 8; Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Coborn's Marketplace, Isanti Physical Therapy, Rockstad and Co. Relics & Wares); new event of a Candy Cane Flashlight Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park and the monthly Curious Creatures 9-10am Sept 15 – Back to School at Isanti Hills Neighborhood Park; Oct 6 - Police/Fire, Nov 10 – Gobble, Gobble and Dec 8 – Santa Fun all at Isanti Community Center. Garvey added that she creates Facebook events for the department on the city page. Legacy park parking lot is nearly completed. The community garden's sunflower maze is in full bloom and the maze is available for the gardeners to walk through.

**Adjournment:** Motion by Witte, second by Gordon to adjourn the August 25, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:48 p.m.



Respectfully Submitted  
Jenny Garvey  
Parks, Recreation and Culture Manager