

**CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2018 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources / City Clerk Katie Brooks, City Attorney Clark Joslin, Police Chief Gene Hill, Economic Development Director Sean Sullivan, Public Works Director Josi Wood, and Assistant City Engineer Jason Cook

Others Present: Jenny Garvey, Melissa Bettendorf, Tara Hallberg, Jeff Johnson, Dean George, Isanti County Commissioner Mike Warring

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items L.13 – Resolution Approving the 2018 Isantian Newsletter Ad Rates and Sponsorship Packages and L.14 – Resolution Authorizing the Purchase of City Promotional Bags

Motion by Lorinser, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. City of Isanti - Recipient of MDH 2016 Water Fluoridation Quality Award

The Minnesota Department of Health announced that the City of Isanti has been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention. There were 1,396 cities in 29 states that received the award for 2016, and in Minnesota there were only 104 of the possible 603 entities receiving it, with the City of Isanti being one of them. Nationally, nearly three quarters of the population is served by public water systems. The Public Works Department is to be commended.

2. Presentation of Green Steps City Signage

Public Works Director, Josi Wood, has taken the lead with the Green Steps Program and been instrumental in getting the City of Isanti to Step 4, which is a big milestone. The Green Steps Program, which is sponsored by and run through the Minnesota Pollution Control Department, gets the City to look at the environmental impact of all decisions and things that can be done for better environmental practices. The City of Isanti is the only Green Step City in the area.

F. Approve City Council Minutes

1. December 19, 2017 - Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. CITY OFFICES CLOSED

Monday, January 15, 2018

(In observance of Martin Luther King Jr. Day)

2. City Council Meeting

Tuesday, January 16, 2018 at 7:00 p.m.

3. Planning Commission Meeting

Tuesday, January 16, 2018

(Immediately following the City Council Meeting)

4. City Council Goal Setting Session

Monday, January 22, 2018 at 8:00 a.m.

5. Park, Recreation, & Culture Board Meeting

Tuesday, January 23, 2018 at 6:00 p.m.

I. Council Committee Reports

None.

J. Public Hearings

None.

K. Business Items

1. Interview Applicant for the Vacant Term Seat for Park, Recreation & Culture Board

Jenny Garvey, 1000 Isanti Parkway, was the only applicant for the open Park, Recreation, & Culture Board seat. Ms. Garvey was asked questions specific to the Board.

Motion by Lundeen, second by Lorinser to re-appoint Jenny Garvey to the open Park, Recreation, & Culture seat. Motion carried.

2. Resolution 2018-001 Designating Committees and Representatives for City Commissions and Advisory Boards for 2018

Mayor Wimmer indicated that appointments to the Boards would be the same as in 2017.

Motion by Lundeen, second by Lorinser to approve the resolution. Motion carried.

City Administrator Don Lorsung

3. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2018

a. Open Bids for the Designation of the City's Official Newspaper

City Administrator Lorsung informed the Council that the City received two bids. One was from ECM Isanti County News and the other from Isanti-Chisago County Star. He then proceeded to open those bids.

Isanti County News

\$4.77 per column inch (11 lines/inch)

3,906 distributions in 55040 zip code (Isanti

Isanti-Chisago County Star

\$2.25 per column inch (9 lines/inch)

1,710 distributions in City of Isanti

Mayor Wimmer said that the Isanti County News is more expensive, but it reaches all the residents and covers the community more.

b. Resolution 2018-002 Designating Isanti County News as the City's Official Newspaper after the opening the two sealed bids received

Motion made by Lorinser to approve the Isanti County News, second by Bergley. Motion carried.

Councilmember Bergley requested to go back to Committee Assignments to suggest that Economic Development Director Sean Sullivan attend the Chamber of Commerce meetings in the Mayor's stead. Mayor Wimmer said it is a Council assignment and will not be changed.

c. Resolution 2018-003 Appointing Depositories and Professional Services, and Setting City Council Meetings for Year 2018

Motion was made by Lorinser to approve, second by Collison. Motion carried.

4. Resolution 2018-004 Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

Motion by Lorinser, second by Collison to approve the resolution. Motion carried.

5. Resolution 2018-005 Approving 2018 Community Garden Handbook and Registration Form

Motion by Bergley, second by Lundeen to approve the resolution. Motion carried.

6. Resolution 2018-006 Approving Preliminary Plat “Kwik Trip 1019” with Conditions

Motion by Lorinser, second by Lundeen to approve the resolution as presented. Motion carried.

7. Resolution 2018-007 Approving Site Plan / Building Appearance and Conditional Use Permit for Kwik Trip, Inc. with Conditions

Motion by Lundeen, second by Collison to approve the resolution with conditions. Motion carried.

City Attorney Clark Joslin

8. Review Conflict of Interest Policy

a. Resolution 2018-008 Approving the City of Isanti Conflict of Interest Policy

City Attorney Clark Joslin addressed the Council regarding the annual review of the City of Isanti’s Conflict of Interest Policy. Mr. Joslin explained the Conflict of Interest policy was adopted by the City several years ago and is readopted each year. There are no significant changes in the law, nor have there been changes in the terms of the policy from prior years. The purpose of the policy is to avoid the appearance of impropriety, conflicts of interest, or that the City Council’s decisions are based on anything other than the Council’s best judgements and actions for the betterment of the City and the benefit of the residents and taxpayers of the City. To that end, the policy provides that members are to avoid and decline to participate in any business transactions in which they, a spouse, or an immediate family member would have a direct financial interest. Mr. Joslin noted there is a state law at the end of the policy which provides that it is a criminal offense to knowingly participate in any matter in which they have a direct financial interest. Mr. Joslin continued to review the policy and give examples of what would constitute a conflict. He also said that conflicts are not always financial or contractual in nature and may instead fall into a gray area between personal interest and benefit. Mr. Joslin provided examples of when this could occur. He said the bottom line was that decisions are to be made on objective criteria and not personal criteria, and concluded with the adage of “if in doubt, check it out”. Councilmembers and Board members may contact him if they have any questions about this. Mr. Joslin also shared that there is an updated memo in brochure form regarding Conflicts of Interest on the League of Minnesota Cities website.

Mr. Joslin also touched briefly on the Open Meeting Law by saying the League of Minnesota Cities has a very detailed memo on this topic which was recently updated and can be accessed on their website. The main points are that: all meetings of the City Council and advisory boards are subject to the Open Meeting Law; notice for all meetings is required; no official business can be discussed or conducted outside of the official meetings in any form in order to provide transparency.

L. Approve Consent Agenda

- 1.** Consider Accounts Payable in the Amount of \$194,242.76 and Payroll in the Amount of \$93,862.41 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of \$10,866.48
- 2.** Final Meeting Minutes for the November 21 Planning Commission Meeting
- 3.** Pay Request No. 3 for the 2017 Palomino Road Improvement \$6,156.00

4. **Resolution 2018-009** Resolution Approving the Temporary Increase in Hours for Code Enforcement / Zoning Tech Matt Lindholm
5. **Ordinance No. 682** to Amend the Code for the City of Isanti, Chapter 325, Water
6. **Ordinance No. 683** to Amend the Code for the City of Isanti, Chapter 260, Sewer
7. **Ordinance No. 684** to Amend the Code for the City of Isanti, Chapter 281, Stormwater
8. **Ordinance No. 685** to Amend the Code for the City of Isanti, Chapter 160, Fees
9. **Resolution 2018-010** Accepting the Resignation of Part-time Peace Officer Lowell Schweiger
10. **Resolution 2018-011** Approving Termination of Probationary Reserve Officer Brent Tholen
11. **Resolution 2018-012** Approving Staff to Submit Applications for Grants to Activities in PR&C for 2018
12. **Resolution 2018-013** Approving Permanent Hire of Human Resources/City Clerk Katie Brooks
13. **Resolution 2018-014** Approving the 2018 Isantian Newsletter Ad Rates and Sponsorship Packages
14. **Resolution 2018-015** Authorizing the Purchase of City Promotional Bags

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the December 19, 2017 Planning Commission Meeting

A Motion to adjourn was made by Lundeen, second by Bergley at 7:21 p.m.; motion carried. Before the meeting was adjourned, City Administrator Lorsung reminded Council there was a Resolution attached to Business Item 8. and asked if it should be added to the next Council session. A decision was made to call the City Council back to order.

Mayor Wimmer called the meeting back to order at 7:22 p.m. to approve Resolution 2018-008 approving the City of Isanti Conflict of Interest Policy.

Motion by Lundeen, second by Bergley to approve the policy. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,



Jeannifer Anderson
Administrative Data Clerk