

**MINUTES
CITY OF ISANTI
CITY COUNCIL
March 1, 2011
Isanti City Hall**

Mayor Wimmer called the meeting to order at 8:45 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Councilors Louise Duff, Jim Kennedy, Sue Larson, and Ross Lorinser.

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Assistant City Administrator/City Clerk Irene Bauer, City Attorney Clark Joslin, Finance Director Kristi Smith, Economic Development Director Sean Sullivan, and City Engineer Brad DeWolf

Motion by Larson, second by Kennedy to approve the agenda as amended. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards.

There were none.

F. Approve Minutes

Motion by Duff, second by Larson to approve the minutes of the February 15, 2011 regular meeting of the City Council as presented. Motion carried unanimously.

G. Citizens Input.

H. Announcements - Announcements were read.

I. Council Committee Reports

Councilor Larson reported on the following meetings she had attended:

- NLX Alliance
 - o Mille Lacs Band of Ojibwa are a voting member
- LMC
 - o City Services
- Friends of the Isanti Area Library
 - o Lifetime Membership Drive
- Arena Board
 - o Reviewing by-laws
 - o Circus scheduled for April 22nd & 23rd
 - o Home Show scheduled for March 26th & 27th
- Fire District
 - o Next Meeting at Station 3 -- 03-16-2011
 - o Now meet the requirements for an annual audit

- ECRDC
 - o Approved MNDOT contract for coordination planning
- GPS
 - o Working with the ECRDC to put on financial resource summit
- City of Isanti
 - o Open House meeting for 2011 Street & Utility Improvements Project on March 8th at City Hall 5:00 p.m. to 6:45 p.m.

Mayor Wimmer stated he wanted to thank Lieutenant Hill for the quick response to find out why the sirens went off on the evening of February 28th.

J. Public Hearings

There were none.

K. Business

1. Interview Applicant for Appointment to Fill the Open Park & Recreation Board Seat

There was brief discussion that the applicant met the requirements for a Youth Representative to the Park and Recreation Board, but did not meet the age requirement for a Board member. There was discussion if the Park and Recreation Board should continue to be composed of a six board membership or if the Board should be changed back to a five member Board.

Motion by Duff, second by Lorinser to change the number of members to sit on the Park and Recreation Board to five members and that Board Members must be eighteen years or older. Motion carried unanimously.

2. Resolution No. 2011-033, a Resolution Approving Amendment to Spending Plan for the Use of Tax Increments to Stimulate Construction

Sullivan gave a staff report whereas on October 19, 2010 the City Council adopted Resolution 2010-245 adopting a written Spending Plan for the Use of Tax Increment that set assistance amounts, identified job creation criteria, defined the project, and authorized the execution of Development Agreements. Entities that were approved for the use of Tax Increment were C.L. Hough, LLC, Krayola Kids Childcare Center, Inc and Prairie Senior Cottages, LLC. Krayola Kids Childcare Center, Inc and Prairie Senior Cottages, LLC have since created new entity names for their projects. Spending Plans were previously approved for the above stated entities and have since been amended and the changes will be incorporated into the respective Development Agreements.

Motion by Kennedy, second by Duff to approve Resolution No. 2011-033 as presented. Motion carried unanimously.

3. Resolution No. 2011-034, a Resolution Authorizing Revolving Loan Fund Agreement and Standby Agreement with H.M. Chris, LLC and Central Minnesota Development Company

Sullivan gave a staff report whereas on October 19, 2010 City Council approved an assistance package of \$100,000 for the Krayola Kids Childcare Center with \$50,000 being a loan from the City Revolving Loan Fund. Part of that approval was contingent on a satisfactory bank review and approval from the Revolving Loan Fund Committee's

bank recommendation. Landmark Bank has reviewed the project and drafted a Loan Agreement on behalf of the City of Isanti Revolving Loan Committee and City Council. The review is satisfactory and the bank has given the approval to proceed.

Sullivan stated four entities are involved in the financing of this project. Central Minnesota Development Company (CMDC), the SBA lender involved, has requested that the City enter into a Standby Agreement that would ask the City to "defer payment" for a period of no more than one year in the event of less than a 1.0:1 debt service coverage ratio is achieved. If this Standby Agreement is exercised by CMDC it will only be in effect for one calendar year and will terminate immediately afterward. The Development Advisory Committee (DAC) has reviewed the terms of a Standby Agreement and recommends the above stated terms.

Motion by Kennedy, second by Larson to approve Resolution No. 2011-034 as presented. Motion carried unanimously.

4. Update and Discussion on Pedestrian Bridge and Trail Funding Opportunities

DeWolf gave a staff report whereas at the February 15, 2010 meeting the City Council directed to evaluate additional trail funding opportunities, particularly funding provided through the Clean Water, Land and Legacy Amendment that was passed by statewide voters in 2008. DeWolf reviewed each of the three state grants. DeWolf stated applications for the above stated grant programs are due by March 31 and grant awards would be announced in July 2011.

A fourth grant program is the Safe Routes to School (SRTS) grant and DeWolf stated that the City has applied for funds from this grant for the County Road 5 sidewalks and have been unsuccessful in securing funding from the grant. That application for this grant typically occurs in June and awards are announced in about ninety days and are then placed on the state's Surface Transportation Improvement Plan.

Mayor Wimmer stated that he would not want to make application for the SRTS grant for pedestrian bridge funding as the City should consider re-applying for this grant for the County Road 5 sidewalks again.

There was review of the matching funds required for the state and federal grant funds that have been secured. There was discussion on the cost of obtaining easements to date, the use of Park Dedication Funds, and that it is not the intent to use General Fund funds for the project.

There was a question as to the cost to write the grants and DeWolf stated it would be approximately \$2,500.

There was discussion that should the pedestrian bridge be constructed there would be very little use on the bridge because development has stopped on the east side of Highway 65 due to the down turn in economics. There was comment that sometime in the future when development returns there may be a need for the connection.

It was questioned if the City does not move forward with the project, does the 4th Avenue Street construction need to take place. Mayor Wimmer stated that he would propose the City does not put the street in and that there may be an opportunity to work with a property owner so Richard Avenue can be extended to Main Street; but there will be a need to install the sanitary sewer line.

DeWolf stated that the City does need to place sanitary sewer through this area and if the Council chooses not to construct 4th Avenue the sanitary sewer can be installed using a trenchless method along the property line, and the City would maintain a utility easement over the sanitary sewer for long term City maintenance; and that a trenchless installation will not damage the property with the sewer construction.

There was considerable discussion on the pros and cons should the pedestrian bridge project not move forward.

Motion by Lorinser, second by Larson to end the pedestrian bridge project and notify the affected entities of this action. Motion carried unanimously.

5. Resolution No. 2011-035, a Resolution Authorizing the Movement of Certain Funds, Designations of Fund Balances and Closing of Funds for 2010

Motion by Lorinser, second by Kennedy to approve Resolution No. 2011-035 as presented. Motion carried unanimously.

6. Consider Amendments to City Code and Fee Schedule

There was brief discussion on the cost of faxing in and out.

a. Ordinance No. 500, an Ordinance Amending City Code – Chapter 160, Fees

b. Resolution No. 2011-036, a Resolution Adopting Fees Within the City of Isanti

Motion by Kennedy, second by Lorinser to approve Ordinance No. 500 and Resolution No. 2011-036 as presented. Motion carried unanimously.

7. Resolutions Awarding Contracted Services

Bauer gave a staff report on contracted services whereas two bids were received for cleaning services and the quote from Bill's Quality Cleaning was the low quote and remained the same as the previous quote awarded to Bill's Quality Cleaning for the service for the cleaning of City Hall and the Police Department; and DT Cleaning came in with the low quote for the cleaning of the Community Center.

One quote was received for fire extinguisher services and one quote was received for newsletter publication services.

a. Resolution No. 2011-037, a Resolution Awarding Cleaning Services

b. Resolution No. 2011-038, a Resolution Awarding Fire Extinguisher Services

c. Resolution No. 2011-039, a Resolution Awarding Newsletter Services

Motion by Kennedy, second by Larson to approve Resolution No. 2011-037 awarding cleaning services to Bill's Quality Cleaning for the cleaning of City Hall and the Police

Department and to DT Cleaning for the cleaning at the Community Center according to the specifications for the service; approve Resolution No. 2011-038 awarding fire extinguisher services to Minnesota Conway; and approve Resolution No. 2011-039 awarding newsletter publication services to ECM Publisher's, Inc./Scotsman & Isanti County News. Motion carried unanimously.

8. Resolution No. 2011-040, a Resolution Authorizing City Staff to Accept the Fee Allowing Exclusive Use of the Mattson Park Tennis Courts by C-I Community Education

Lorsung gave a staff report whereas Cambridge-Isanti Community Education has requested the exclusive use of the Mattson Park Tennis Courts because the courts they normally use at the high school will be resurfaced over the summer months. C-I Community Education are requesting the use of the courts from June 20-23 and from June 27-30 beginning at 8:45 a.m. to 11:00 a.m.

The Park and Recreation Board reviewed this matter at their February 22, 2011 meeting and recommended approval of the request to City Council and a three percent usage fee for the use of the courts.

Amy Lamb, representative from Community Education was present and reviewed the three percent fee and Ms. Lamb stated the amount the City will receive is based on the number of registered students and could range from \$50 to \$100.

Motion by Lorinser, second by Larson to approve Resolution No. 2011-040 as presented. Motion carried unanimously.

9. Resolution No. 2011-041, a Resolution Authorizing City Staff to Enter into the GIS Agreement with Isanti County for the Use of Go Spatial

Lorsung gave a staff report whereas City staff met with representatives from Isanti County, the City of Braham and the City of Cambridge to view the County's Go Spatial GIS website. The site allows the City to have access to up-to-date parcel information and would also allow City staff to query parcels for research purposes and to create maps.

The County indicated that use of the current system would be at no cost to the City. However the County will be updating its aerial photos that will be displayed on the Go Spatial system; and once the aerials have been taken, the County could be requesting that each of the communities using the Go Spatial system contribute funds towards the cost. The cost for the City at this time would be \$700 to allow for the oblique views of parcels.

In addition, the County is open to allowing the Cities to add layers to the site and can be added to the site at no cost to the City if they are in a GIS format and are based on the County's Coordinates. City Engineer Bolton & Menk have mapping files for Isanti and a cost estimate for the GIS incorporation is on a hourly bases for a fee not to exceed \$2,000. The total cost to the City for the Go Spatial project at this time is a total of \$2,700 with funding coming from the Water and Sewer Fund, Planning, Building, and EDA budgets.

Motion by Kennedy, second by Larson to approve Resolution No. 2011-041 as presented. Motion carried unanimously.

10. Resolution No. 2011-042, a Resolution Adopting Nuisance Mowing on Large Tracts and Subdivisions Policy

Motion by Lorinser, second by Kennedy to approve Resolution No. 2011-042 as presented.

There was discussion on the policy for nuisance mowing on large tracts and subdivisions. Mayor Wimmer stated that he was contacted by a couple of entities and that both owned large tracts of land. One of the entities inquired if it would be acceptable if the first fifty feet on the parameter of the acreages was mowed instead of the full tract of land; this party had acreage in excess of sixty acres. Council discussed the concept presented and was in consensus that this would be acceptable. It was confirmed by staff that this is for the areas that are adjacent to developed properties.

The motion was amended to include that the first fifty feet on the outside parameter of the lots must be mowed.

Motion by Lorinser, second by Kennedy to approved Resolution No. 2011-042 as amended. Motion carried unanimously.

J. Consent Agenda

1. Consider Accounts Payable in the Amounts of \$247,865.20 and Payroll in the Amount of \$68,351.14
2. Approval of January 25, 2011 Park and Recreation Board Minutes
3. Approval of January 25, 2011 EDA Minutes
4. Approve City Administrator's Absence at the May 3rd Council Meeting
5. Resolutions Approving On-Sale and Sunday Liquor License Renewals to the following:
 - a. **Resolution No. 2011-043**, a Resolution Approving On-Sale and Sunday Liquor License Renewal to Junction Bowl/Whistle Stop Bar & Grill
 - b. **Resolution No. 2011-044**, a Resolution Approving On-Sale and Sunday Liquor License Renewal to Rum River VFW Post 2735
 - c. **Resolution No. 2011-045**, a Resolution Approving On-Sale and Sunday Liquor License Renewal to Wintergreens Golf & Grill
 - d. **Resolution No. 2011-046**, a Resolution Approving On-Sale and Sunday Liquor License Renewal to DJ's Grill House & Spectacular Events
 - e. **Resolution No. 2011-047**, a Resolution Approving 3.2 On-Sale and Sunday Liquor License Renewal to Sanbrook Golf Course
6. **Resolution No. 2011-048**, a Resolution Approving Pawnshop License to Northern Pawn, Inc.
7. **Resolution No. 2011-049**, a Resolution Ending Probationary Period and Promotion to Permanent Employee Status for Public Works Maintenance Technician Joshua Becker
8. Approve Distribution Agreement Agreeing to Distribute Hometown Productions Free Maps from City Hall
9. **Resolution No. 2011-050**, a Resolution Authorizing Disposal of Forfeiture Property
10. Consider Approvi ng MetLife Insurance (Dental & Life) Extension
11. Consider Cancelling the March 16, 2011 City Council Work Session

Motion by Kennedy, second by Lorinser to approve the Consent Agenda items as presented. Motion carried unanimously.

N. **Closed Session** There was none.

Adjournment

Motion by Kennedy, second by Lorinser to adjourn. Motion passed unanimously.
Meeting adjourned at 9:28 p.m.

Respectfully Submitted,

Irene J. Bauer
Assistant City Administrator/City Clerk