

**MINUTES
CITY OF ISANTI
CITY COUNCIL
APRIL 16, 2013
ISANTI 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, Councilors Sue Larson, Adam Johnson, and Dan Collison

Members Absent: Steve Lundeen

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, Human Resources/Deputy City Clerk Karissa Henning, Police Officer Rod Barrows, Economic Development Director Sean Sullivan, and City Engineer Brad DeWolf

D. Adopt Agenda

Motion by Larson, second by Johnson to approve the agenda as presented. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

Motion by Johnson, second by Collison to approve the minutes of the April 2, 2013 regular meeting of the City Council. Motion carried unanimously.

G. Citizens Input

Sheryl Ronning, 825 Oakwood Street #201, stated she lives at Elmhurst Apartments and that there has been a semi cab parked at the Catholic Church nearby since December 21, 2012. Ronning asked of the Council if it was possible to get the semi cab moved; it is noisy and the exhaust runs into the apartments, making it uncomfortable and unpleasant for the residents.

Mayor Wimmer stated the Planning Commission is further reviewing an ordinance (which there is currently a moratorium on) in regards to parking semi cabs in town. Ronning further explained she does not mind if the semi cab is there, if at least the cab is shut off. Ronning informed the Council the semi cab is running a majority of the time.

Lorsung noted the Community Service Officer did look into this matter in regards to zoning and the church is residentially zoned.

There was questioning from the Council as to if a vehicle unattended can be left running. Police Office Barrows noted it is legal to leave a vehicle running unattended.

Bonnie Ambrose, 825 Oakwood Street #110, also brought to the Council's attention her concern with potential health problems arising from having the semi cab running in the church parking lot; the diesel engine fumes waft into the apartments. Diana Meyer, 825 Oakwood Street #101, added since the semi cab has been parked at the church parking lot, she has had sleeping issues and headaches from the fumes.

Mayor Wimmer stated the Planning Commission will further review the ordinance with the semi cab issue Elmhurst is currently facing in mind, and that he will talk to the Pastor of the church tomorrow.

H. Announcements

Announcements were read.

I. Council Committee Reports

Councilor Larson reported on:

- **Anoka Ramsey Advisory Council**
 - Discussion on the bond and levy question to be placed on the ballot
- **Northern Lights Express (NLX)**
 - Environmental study completed
- **Friends of the Isanti Area Library**
 - 25 boxes left of used books
 - Free book coupons
- **Isanti Community Center Task Force**
 - Working on attaining a matching grant
- **Upcoming Events**
 - City Wide Clean-Up
 - City Wide Garage Sale
 - Isanti Area Pet Clinic
 - Take a Kid Fishing Day

Mayor Wimmer informed the Council that there will be a Bike-Walk Trail Committee meeting taking place. There was a request from Bill Carlson to put up a Spirit River interpretive sign on the Bike-Walk Trail.

J. Public Hearings

None.

K. Business Items

1. Resolution No. 2013-067 Accepting the 2012 Annual Financial Report and Management Letter

City Auditors Steve McDonald and Matt Vos from Abdo, Eick and Meyers, LLP were present to discuss the financial report and management letter.

McDonald noted that with the change in Finance Directors it was found that there was still a clean internal control, which can be seen as very positive; there were no material weaknesses.

McDonald stated that they met their objective in the audit process. McDonald stated that they did not have any findings. McDonald stated that there were no incidents of non-compliance.

Vos continued to review the management letter in further detail:

Vos highlighted that on page 3 of the management letter that the general fund balance decreased \$90,960 from 2011. The total fund balance of \$2,169,263 is 83% of the 2013 budgeted expenditures and transfers out. Vos noted the City's ending fund balance is above the targeted level.

Vos reported that on page 4 the unassigned fund balance decreased from 80% in 2011 to 70% in 2012; the City is using more reserves. Vos noted that from 2011 to 2012 the total fund balance slightly decreased from 89% to 83%. Vos added that in 2008 the total fund balance was at 65% and that the City remains in a healthy position.

Vos outlined on page 5 the City's final budget called for a decrease in fund balance of \$514,976. Vos indicated it can also be seen that in 2012 the 2011 Local Government Aid (LGA) funds were used; the 2012 LGA funds will be used in 2013. Mayor Wimmer noted that the Council had decided to use LGA funds this way in case the City does not receive LGA funds in the future, because the City will then have an extra year to buffer against that change in funds received; leading to a better control of the City's expenses.

Vos stated page 7 shows mostly steady lines for expenditures by department. There is a slight increase seen from 2011 to 2012 in public works due to projects such as the County Road 5 Sidewalk project and the Railroad Avenue project. Vos noted the City is spending less compared to peer cities. On average the City is spending 10% less.

Mayor Wimmer added that in comparison to peer cities the City administrative costs are 26% lower, public works costs are 39% lower, and park and recreation costs are 38% lower. The City is 5% higher in public safety and 400% higher in economic development; this is because the Council has put an emphasis on the importance of public safety and economic development for the City.

Vos made comment that it should also be noted within the percentage increase seen for public safety, that building inspections collect enough revenue to offset those costs.

Vos noted on page 8 that the decrease in the park fund was a combination of \$130,311 transferred to the general fund and nearly \$133,000 spent on the Legacy Park Trail project. Vos reviewed that for the capital projects fund that the City should monitor the deficit funds to ensure there will be future revenues to remove the deficits.

Vos called attention to page 9's comparison of net debt per capita. From 2007 and 2008 the City had on average \$1,000 in net debt per capita and is now down to \$630 in 2012. This shows the

City is not over relying on taxes to pay off debt. Vos also noted that there is a total of \$4,640,000 in outstanding bonds.

Vos reviewed the water and sewer utility funds on pages 10 and 11 and recommended for the Council to keep an eye on the water and sewer utility fund rates and that the rates are reviewed annually.

Vos reported that on page 12 the liquor fund has shown significant improvement with nearly an 8.5% increase in sales from 2011 to 2012 and almost a 10% decrease in operating expenses. Vos noted the City's gross profit of 26.2% and 26.5% in 2011 and 2012 are above the statewide averages.

Vos outlined the comparison statics (of the City of Isanti compared to peer cities) provided on page 14 in terms of debts, taxes and spending. Vos mentioned the City's debt to assets is consistently less than its peer group.

Mayor Wimmer added that within the ratio analysis for taxes per capita, the peer group taxes per capita are going up and the City's taxes per capita are going down.

Motion by Larson, second by Johnson to approve Resolution No. 2013-067 as presented.
Motion carried unanimously.

2. Catholic Charities Senior Dining Meals on Wheels

Mayor Wimmer stated he received a request to expand Senior Dining from two to five days a week. Currently Senior Dining is on Mondays and Wednesdays. Mayor Wimmer noted there had been discussion that doing this could hurt revenue generating activities but, in review of the events calendar for the Community Center, it appears this would not be the case. Mayor Wimmer requested of the Council to consider Senior Dining be expanded up to five days a week, with flexibility to certain projects and annual events that take place.

Motion by Larson, second by Johnson to allow Senior Dining to go up to five days a week with the flexibility to allow certain special events to take place. Motion carried unanimously.

3. Resolution No. 2013-068 Approving the Special Event Application as Requested by John Bettendorf on Behalf of the Isanti Area Chamber of Commerce for a Bluebird Family Fun Fest

John Bettendorf, 738 Park Brook Road, stated the Family Fun fest would have a 5k run, kids games and other active events. This event would help raise money for the Community Center along with promote fun activities for the community. There was discussion and direction on Bettendorf reviewing the parking and electrical needs with City staff.

Motion by Larson, second by Johnson to approve Resolution No. 2013-068 as presented.
Motion carried unanimously.

4. Resolution No. 2013-069 Authorizing Staff to Seek Help with Community Summer Events Through Providing a Paid Internship Opportunity

Motion by Larson, second by Johnson to approve Resolution No. 2013-069 as presented.
Motion carried unanimously.

5. Connexus Energy Street Lighting Proposal - Railroad Avenue Improvements

DeWolf reported as part of the Railroad Avenue improvements project it is proposed to install new street lighting along Railroad Avenue SE and South Passage SE to enhance visibility for drivers and pedestrians. Eight lights are proposed along the project at an estimated total cost of \$27,934. Connexus energy will install, retain ownership and provide ongoing maintenance at a rate of \$8.46 per light per month.

Motion by Larson, second by Johnson to approve the proposal from Connexus Energy to install and maintain eight street lights along Railroad Avenue SE and South Passage SE. Motion carried unanimously.

6. Resolution No. 2013-070 Awarding Fire Extinguisher Services

Two quotes were received on time; the low quote was received from Minnesota Conway.

Motion by Larson, second by Johnson to approve Resolution No. 2013-070 with MN Conway as the fire extinguisher service provider as presented. Motion carried unanimously.

7. Ordinance No. 549 Amending Isanti City Code Chapter 284 Streets and Sidewalks, Article 1 Street Naming and Numbering

Motion by Johnson, second by Larson to approve Ordinance No. 549 as presented. Motion carried unanimously.

8. Ordinance No. 550 Amending Ordinance 445 as Requested by Greg Biskey

Lorsung reported that there were two recommended text amendments. The Planning Commission recommended the use of a conditional use permit with up to fifteen required hours for the museum to be open. Staff's recommendation is for this to be a permitted use with twenty hours being required of the museum to be open.

Motion by Larson, second by Johnson to approve the staff proposed recommendation (Ordinance No. 550) as presented. Motion carried unanimously.

9. Resolution No. 2013-071 Approving Site Plan/Building Appearance to Construct a Professional Office Building as Requested by Therapy Associates Inc. on the Property at 904 6th Avenue Court NE

Motion by Larson, second by Johnson to approve Resolution No. 2013-071 as presented.
Motion carried unanimously.

10. Resolution No. 2013-072 Authorizing an Amendment to the Existing Refuse Service Contract with East Central Sanitation to Add a Refuse Container at Legacy Park

Motion by Larson, second by Collison to approve Resolution No. 2013-072 as presented.
Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$190,329.09 and Payroll in the Amount of \$71,256.85
2. Final Minutes of the March 12, 2013 Planning Commission Meeting
3. **Resolution No. 2013-073 Authorizing Payment of Fees Associated with Conveyance of Rum River Meadows Park Property to the City of Isanti**
4. Request from Allen Torkelson to Withdraw the Petition to Amend Ordinance No 445 Zoning, Section 6 Residential Districts, Article 1 “R-1 Single-Family Residential, Subdivision 7 Special Regulations (A) to Amend the Minimum Livable Floor Space Required Above Grade
5. **Resolution No. 2013-074 Amending the Employee Education and Training Policy Within the Personnel Policy**
6. **Resolution No. 2013-075 Offering the Position of Part Time Liquor Store Clerk to Mr. Terry Anderson**
7. Request by City Administrator Lorsung to Serve on the 2013 LMC Policy Committee
8. Request that Abandoned Property be Considered Surplus Property

Motion by Johnson, second by Larson to approve the Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion by Larson, second by Johnson to adjourn. Motion passed unanimously.

Meeting adjourned at 8:04 p.m.

Respectfully Submitted,

Karissa Henning
Human Resources/Deputy City Clerk