

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 21, 2020 – 7:00 P.M.
CITY HALL**

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:

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or by calling into this number 1 (224) 501-3412 with this code 978-234-229

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 7:08 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Public Services Director Matt Sylvester (via telephone) and Chief of Police Travis Muyres

Others Present: Eric Kvamme and Jason Polzin

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add K.1.a. Rock Barrier at Unity Park Discussion

Motion by Lundeen, second by Collison to approve the agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes

1. April 7, 2020- Regular Meeting of the City Council

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

H. Announcements

1. City Council Meeting Tuesday, May 5, 2020 at 7:00 p.m.
2. EDA Meeting Tuesday, May 5, 2020
(Following the City Council Meeting)
3. Park Rec and Culture Board Tuesday April 28th - Cancelled

I. Council Committee Reports

Councilmember Steve Lundeen shared that he attended the Fire District meeting last Wednesday and he is now the chair of the Fire District. Lundeen continued to share that the Fire District has been in discussion to get Oxford Township on board with the Joint Powers Agreement changes. Lundeen further shared that the hang up is that Oxford wants to raise the hours of charge from 8 hours to 10 hours and as of right now

for the month of April calls are not being charged and if the Fire District would have been able to charge for those calls it would have been covered by now. Lundeen stated that he motioned to move forward with 10-hour charge rather than 8 so hopefully the Joint Powers Agreement will get somewhere.

Mayor Johnson asked Councilmember Collison if he has been to BMX Committee meetings.

Councilmember Collison responded he has not.

Councilmember Jimmy Gordon shared that nothing is going on with Park Recreation and Culture Board and the last meeting was cancelled and the upcoming meeting will probably be cancelled.

City Administrator Josi Wood shared that Rum River BMX were informed from the USA BMX that the National event in May will be postponed. Wood shared that another date has not been chosen, but the event has been postponed.

J. Public Hearings

None

K. Business Items

1.a. Rock Barrier at Unity Park Discussion

Mayor Jeff Johnson shared that the Fire District is looking to move rocks to park cars at Unity Park for the Rodeo grounds.

Councilmember Jimmy Gordon stated that if 4 rocks could be moved out of there then it would open it up for two lanes of traffic.

Councilmember Steve Lundeen stated that he had been assured by Fire Chief Al Jankovich that the Fire Department would do whatever they got to do to try and make something work such as resod, reseed and put down black dirt.

Councilmember Collison asked if the Fire Department is willing to put back what they take out.

Lundeen stated absolutely.

Johnson stated that he has also spoke with Chief Jankovich and he is willing to do whatever he has to do to make it work between the City and the Rodeo.

Wood stated that two representatives from the Fire District were on the phone.

Jason Polzin and Eric Kvamme both stated that they were in attendance virtually.

Jason Polzin shared that he has spoken with Jimmy Gordon as well as Al Jankovich and he agrees that if the rocks are moved it would make it easier to get trucks in and out of the softball field. Eric further shared that it was suggested to drive between the boulders but that is where the pedestrians walk and the Fire District was trying to do this safer.

Gordon stated that he tried to make that turn with his truck and the turn is difficult with a larger vehicle so in order to make that happen 4 rocks would need to be moved at the beginning from the North end of the rocks and then 3 rocks from where the port-a-potty pad which would give a straight shot into the softball field with two lanes.

Johnson stated that he would like to go to the site location with Public Services Director Matt Sylvester and Eric or Jason to point out what is needed and bring back to City Council.

Collison stated that he did not think it needed to be brought back to City Council.

Lundeen agreed that it would not need to be brought back to City Council.

Collison asked if City Council could vote for Mayor Johnson and Public Services Director Matt Sylvester can make the determination.

Wood stated if Mayor Johnson and Public Services Director Matt Sylvester go out and make the determination and make the recommendation to the Fire District that the Fire District will need to turn in a Special Event Permit and the best place to vote on it would be part of their permit because it would be in resolution and in the application as a formal request. Wood further shared that City Council votes on Special Event Permits as a business item. If Council wanted to approve the permit as written Council would do so or if City Council wanted to approve the Special Event permit with modifications council would have the chance then.

Gordon stated that they are looking for how to fill the permit out.

Johnson offered if firefighters Jason and/or Eric were available the following day, they can tell Matt Sylvester and himself what they want and apply for a permit.

Johnson asked if 9:00 a.m. would work for Eric and Jason.

Eric stated 9:00 a.m. would work.

Wood stated that the Public Services Director Matt Sylvester may be out in the morning.

Johnson asked Public Services Director Matt Sylvester if 9:00 a.m. would work.

Sylvester stated that 9:00 a.m. would work.

Johnson stated he and Sylvester would meet Eric and Jason at 9:00 a.m. Wednesday, April 22nd, 2020.

1. Update Regarding Clean-Up Day and Compost Site (*Administrator Wood*)

City Administrator Josi Wood shared that she wanted to update the City Council and the public that at the last City Council meeting there was discussion on keeping the Compost Site and Clean-Up Day open and available for residents. Wood continued to share that in that discussion as long as Governor Walz did not extend the stay at home order. Wood continued to share that the Governor did extend the stay at home order, however, there were modifications to the order that would allow for landscaping and she had reached out to the critical sector as they are the ones that get to make the determination of what does get to be open during the stay at home order and they said that the Compost Site and the Clean-Up Day to take safety precautions however, the City of Isanti can have those open.

2. Resolution 2020-085 Accepting the 2019 Annual Financial Report and Management Letter

A recorded video presentation by Steve McDonald from Abdo Eick & Meyers was shared regarding the 2019 Financial Statement Audit as well as financial highlights. McDonald shared that there were no findings of any instances for noncompliance with testing. McDonald continued to share that there had been one finding during the internal control finding which has been consistent in previous years.

McDonald shared that the City has a target of maintaining a reserve of 50% of which the city plans to spend in the following years and currently the city is at 31% which is below recommended minimums. McDonald continued to share that generally it is seen to be 35% to 50% being the target and even though it is below that number there is still adequate cash flow to fund the first 5 months but not much there for out of the ordinary expenses. McDonald further shared that the General Fund balance went backwards \$147,000 and the city had planned for a decrease of \$598,000 when the 2019 budget was approved. McDonald stated the uniqueness of the 2019 budget is that there was over \$500,000 planned in use of reserves.

McDonald continued with the Enterprise Fund, made up of the Water, Sewer, Storm Water, and Liquor Funds. McDonald shared that both the water and sewer funds have healthy cash balances and good operating margins. McDonald continued to share that storm water has had an increase in cash balances for 4 years, an ending balance of \$376,000 and operating margins that are positive. McDonald stated the liquor fund sales have increased for the last 3 years and the gross profit is healthy compared to statewide averages at almost 27% with consistent cash balances with decent profitability.

McDonald went on to share that taxes have shown consistent decreases for the last 3 years and is now trending lower than the county averages and approaching the statewide averages. McDonald continued to share that taxes per capita have been consistent with years presented but did decrease in 2019 with current expenditures per capita have been consistent except for 2018 where the business subsidy was done. McDonald further shared that capital expenditures per capita have bounced around a little with trending down for the last 3 years.

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

City Administrator Josi Wood

3. Resolution 2020-086 Approving a Memorandum of Understanding Between the City of Isanti and Independent School District No. 911 for the School Resource Officer Program

City Administrator Josi Wood shared that Superintendent Nate Rudolph reached out to her and requested that with school not in session and remoting in to have the school resource officer program suspended for the remainder of the school year effective April 1st, 2020. Wood continued to share that the Rudolph has the intent to keep the program going beginning next year but has asked to not incur the cost due to not needing the resource officer in the building. Wood further shared that the attorney did draft the MOU and Rudolph has already reviewed it as well as the School Districts Finance Director and they do agree that this is what they are requesting. Wood went on to share it has to go to the school board too.

Councilmember Bergley asked if the School Resource Officer is Full-Time. Mayor Johnson confirmed that the School Resource Officer is Full-Time.

Wood stated that the School Resource Officer is Full-Time in the schools, but the City does carry his insurance and he does work shifts when school is not in session such as Summer and Spring Breaks, etc. Wood further stated this agreement has been in place for about a year.

Gordon asked if the City would continue to pay his salary.

Wood shared that he is put back into rotation as a Patrol Officer along with the other officers.

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

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$453,861.03 Payroll in the Amount of \$101,235.86
2. **Resolution 2020-087** Approving Donation Box at Liquor Store
3. **Resolution 2020-088** Approving the Hire of Part-Time Public Works Seasonal Joel Bazey
4. **Resolution 2020-089** Adopting Purchasing and Fuel Card Policy and Authorizing Staff to Enter into a Business Credit Card Program
5. **Resolution 2020-090** Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. **Resolution 2020-091** Authorization and Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
7. **Resolution 2020-092** Awarding the Bid for the 2020 6th Avenue SW Rehabilitation Project
8. **Resolution 2020-093** Requesting Advancement of Municipal State Aid Funds
9. **Resolution 2020-094** Approving Special Event Permit Revised Dates
10. **Resolution 2020-095** Accepting Donation of Lighting Improvement at the Police Department

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

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jaden Moore". The signature is written in a cursive, flowing style. The first name "Jaden" is written in a larger, more prominent script, and "Moore" is written in a slightly smaller, more compact script. The signature is contained within a thin black rectangular border.

Jaden Moore

Deputy City Clerk/ Human Resources