

**CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, APRIL 5, 2016  
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: Paul Bergley, Dan Collison and Steve Lundeen

Members Absent: Adam Johnson

Staff Present: City Attorney Clark Joslin, Human Resources/City Clerk Karissa Henning, Police Chief Gene Hill, Economic Development Director Sean Sullivan and City Engineer Brad DeWolf

**D. Adopt Agenda**

Councilmember Lundeen asked that item L.10 be moved to K.15.

Motion by Lundeen, second by Collison to approve the agenda with the aforementioned modification.  
Motion carried unanimously.

**E. Proclamations/Commendations/Certificate Awards**

1. Week of the Child - April 10 through April 16, 2016

Mayor Wimmer read the proclamation and then invited all young guests attending the meeting to receive a small gift and have a group picture taken with the Mayor.

2. **Commendation to Karissa Henning, Human Resources/City Clerk**

Mayor Wimmer read the plaque presented to Henning for her nearly 5 years of service to the City of Isanti and noted that Karissa will be providing guidance to the City as needed following her departure.

**F. Approve City Council Minutes**

1. March 15, 2016 – Regular Meeting of the City Council

Motion by Lundeen second by Collison to approve the regular City Council Meeting Minutes of March 15, 2016 as presented

**G. Citizens Input**

None

**H. Announcements**

Announcements were read

**I. Council Committee Reports**

The Mayor stated that he, DeWolf and Wood took a walk along Main Street and discussed a number of issues including the condition of the sidewalk in front of Isanti Meats, which seems to have been made of sub grade materials. The City will be looking into costs for having this repaired including the curb and road which is showing significant wear. The Mayor expressed concern that, despite the mild winter, curbs were

showing significant wear. He allowed that the wear may be due to an equipment or training issue, but asked that this be addressed at the next Public Works Committee meeting.

The Mayor stated that the City would be meeting with the Fire District the following day; noting that the Fire District performed a controlled burn of some grasses and there was apparently some confusion as to where the burns should and should not be done. The Mayor stated that there had been a long held understanding that the City would not have open fires apart from backyard camp fires, etc. The Mayor noted that current City Code refers to State Statute, so the City intends to update City code to reflect the long time understanding and practices that have been in place. The Mayor underscored his belief that there is no need to do burns of this type within City limits.

The Mayor updated the Council on where the City is in the process of creating a preliminary Utility Fee Report. Although the report was not ready to be presented at this meeting, the Mayor wanted to give the Council a sense of what is being recommended. Under consideration is the cutting of the City Sanitary Base fee in half and the Water Base Fee being reduced by 25%. This would give all residents a \$16.00 per month reduction in their current fees. The Mayor indicated that the process would be to: confirm the preliminary report would take the City to where it wants to be; it will then be presented at the next City Council meeting; and the Council will officially adopt it as it does with all the fees at the end of the year. The Mayor remarked that it may be that another adjustment could be made to the fees; however, he does want the report to be reviewed by the new Finance Director prior to making any determinations.

The Mayor indicated there would have been another item to address at this meeting had Lorsung been available; however, the Mayor still wished to mention to the Council that committees are referred to as committees because they meet on a regular basis. The Personnel and Financial Committees, however, have been meeting more frequently so the City will start counting interviews, meeting negotiations, etc. as meetings. The Council is to receive a per diem for each committee meeting they attend.

Bergley stated that he has been attending the North 65 Trunk Highway meetings and noted that Lorsung has spoken with Carolyn Braun who administrates the coalition meetings and she made it clear that the City of Isanti is not a member of the coalition. Presently Bergley attends these meetings; however, his participation is merely that of an observer and not a voting member. Bergley asked if the Council wanted him to continue to attend those meetings. Bergley also asked if the City has made the statement that it is not happy with the Quorum consisting of such a low number of members. The Mayor responded that he had received a call from one of the supervisor's from Athens Township who indicated that the City of Isanti still needed to attend, that the City is still a member of the coalition and having failed to sign the Joint Powers Agreement does not exclude the City from membership as the coalition. The Mayor responded to the supervisor that this was not what the City had been told and forwarded the written communication to him that Lorsung had received from Ms. Braun stating that the City is not a member. The Mayor indicated that it is now up to the Coalition to determine if the City of Isanti is a member or not. The Mayor remarked that several of the Coalition board members were under the impression that the City is still, or should be, a member and apparently their staff does not agree. The Mayor reiterated that the City wants to be a member of the coalition; however, the City believes that having 40% of the membership represent a quorum is unacceptable. Bergley stated that the Coalition is not recognizing Isanti as long as Isanti does not pay its dues as members. Bergley asked how long it will take the City to determine its stance one way or the other. The Mayor responded that he did not feel Bergley needed to continue to attend the meetings although he allowed that Bergley is free to do so and it would be informative if he chose to continue. The Mayor replied that the supervisor from Athens Township with whom he spoke was surprised by the communication received by the City as it had not been previously discussed at any of the meetings. Bergley expressed his willingness to continue attending the meetings as a number of interesting topics are discussed that pertain to

the area. The Mayor suggested that the City give the coalition one month to make a determination on this issue.

**J. Public Hearings - None**

**K. Business Items**

**1. Resolution 2016-095 Approving a Special Event Request for a Run/Walk for the Isanti Intermediate School and School for All Seasons**

Jesse Jennisen, one of the event director's, indicated that any money raised by this event would be given as a scholarship to seniors at Cambridge-Isanti High School.

Motion by Collison second by Bergley to approve Resolution 2016-095 as presented. Motion carried unanimously.

**2. Resolution 2016-096 Approving a Special Event Application for the Cambridge-Isanti Soccer Club Kohl's Cup**

Jenny Nystrom, President of the Cambridge-Isanti Soccer Club, stated that the club was hoping to get approval to host the Kohl's American Cup which would be held on June 11<sup>th</sup> of this year. Ms. Nystrom indicated that they expect approximately 1,000 players and their families. The Mayor noted that it is one of the big events the Cambridge-Isanti Soccer Club is involved with and that they do a great job. He also remarked that there was a period a few years back where the grounds were not being managed as well as they are today and that the past two presidents of the organization have done a fantastic job.

Motion by Lundeen second by Bergley to approve Resolution 2016-096 as presented. Motion carried unanimously.

**3. Consider Rum River BMX Association Special Event Requests**

- a. Resolution 2016-097 Approving a Special Event Application for the Land O' Lakes National Event, May 13 -15, 2016**
- b. Resolution 2016-098 Approving a Special Event Application for the State Champion Race and Olympic Day Event, June 25-26, 2016**
- c. Resolution 2016-099 Approving a Special Event Application for the MN State BMX Finals, August 26-28, 2016**
- d. Resolution 2016-100 Approving a Special Event Application for the Double Point BMX Racing Event and College Scholarship Fundraiser, October 29-30, 2016**

Motion by Lundeen second by Bergley to approve Resolutions 2016-097, 2016-098, 2016-099 and 2016-100 as presented. Motion carried unanimously.

Lundeen asked Track Operator Kevin Riedemann if the person who would follow Riedemann would do as good a job as Track Operator. Riedemann indicated that as the association grows and evolves, systems are being put in place that will solidly sustain the organization. Lundeen has been told by many people who have been involved with the BMX track that Riedemann does an outstanding job and those people are afraid of the day when Riedemann would elect to step down. Lundeen stated his hope that Riedemann is grooming someone to follow in his footsteps. Riedemann noted that it has been a big part of his family's life; having done tremendous things for them, as well as, other members of the organization and community. He stated that it is a passion that you can't turn off and walk away from unless you know it is in good, solid hands and things are running smoothly. Riedemann commented that he had recently attended a track operators' summit, noting it was very flattering to hear from others about what the community of Isanti is doing and

how the partnership between the City and the Track is really blossoming.

4. Consider Resolutions to Accept Bids for River Bluff Preserve Park Improvements for a Parking Lot, Water Line and Trails
  - a. **Resolution 2016-101 Awarding the Bid for the Parking Lot For River Bluff Preserve**
  - b. **Resolution 2016-102 Awarding the Bid for the Water Line for the Community Garden in River Bluff Preserve**
  - c. **Resolution 2016-103 Awarding the Bid for the Trails for River Bluff Preserve**

Bergley raised the question of how long it would be until the Park Dedication Fund would repay the General Fund. The Mayor stated that when the economy had slowed down, the Council approved taking approximately \$140,000 out of the Parks & Rec. Fund which was the interest money to help balance the General Fund. The General Fund never paid this back. Park Dedication Funds can only be used for new parkland purchases or new equipment. Although the Mayor could not state exactly when the \$27,000 borrowed from the General Fund would be replenished, he anticipated it would be within 5 years.

Collison asked if the parking lot would be large enough for someone pull in with a pickup truck and back up easy enough when they wanted to leave. The Mayor responded that there was parking on the one side. Collison stated that the parking seemed a bit narrow.

Motion by Lundeen second by Collison to approve Resolutions 2016-101, 2016-102 and 2016-103 as presented. Motion carried unanimously

#### **5. City of Isanti Organizational Chart 2016- 2020**

The Mayor stated that the Organizational Chart was one of the goals from City Council goal setting. The Mayor remarked that at this time, the City is in flux with a couple positions that are currently open; however, the organizational chart reflected the timeline and how the City sees these positions developing going forward. Bergley asked if the financial impact of position changes from 2016 to 2020 as described in the proposal was known. The Mayor indicated that this Organizational Chart reflected the plan. In planning budgets in subsequent years, the budget would need to address this plan. The Mayor noted that the plan for the organization is not locked, but rather would reflect the economy and growth of a given year.

Motion by Lundeen second by Bergley to approve the City of Isanti Organizational Chart as presented. Motion carried unanimously.

6. **Resolution 2016-104 Approving to Increase the Part-Time Community Events and Parks Coordinator Position to a Full-Time Position; Approving the Amended Job Description, Pay, and Points; and Promoting Part-Time Community Events and Parks Coordinator Katie Everett to the New Full-Time Community Events and Parks Coordinator Position**

Motion by Collison second by Bergley to approve Resolution 2016-104 as presented. Motion carried unanimously..

7. **Resolution 2016-105 Promoting Public Services Director Josi Wood to Public Services Director/ Assistant City Administrator and Approving an Amended Job Description, Pay Range, and Points**

Motion by Lundeen second by Bergley to approve Resolution 2016-105 as presented. Motion carried unanimously

8. **Resolution 2016-106 Removing a City Councilor from City Boards and Commissions**

Motion by Bergley second by Collison to approve Resolution 2016-106 as presented. Motion carried unanimously.

**9. Resolution 2016-107 Authorizing Hiring Recommendations to go to Council Prior to the Completion of Background and Reference Checks to Expedite the Hiring Process**

Motion by Lundeen second by Bergley to approve Resolution 2016-107 as presented. Motion carried unanimously.

**10. Resolution 2016-108 Authorizing the Movement of Certain Fund Balances**

Motion by Lundeen second by Bergley to approve Resolution 2016-108 as presented. Motion carried unanimously.

**11. Resolution 2016-109 Adopting a Fund Balance Policy for Water Fund 601 and Sewer Fund 602**

The Mayor noted that the policy states that, like the General Fund, the City will never go below 50% of the fund balance. This policy relates to maintaining a Bond rating.

Motion by Lundeen second by Bergley to approve Resolution 2016-109 as presented. Motion carried unanimously.

**12. Resolution 2016-110 Approving an Operating Agreement between the City of Isanti and the Cambridge-Isanti School District for the Use of the River Bluff Preserve and the Community Garden**

The Mayor indicated that the school grades Kindergarten through eighth would be working a one acre plot as part of an on-going project.

Motion by Lundeen second by Bergley to approve Resolution 2016-110 as presented. Motion carried unanimously.

**13. Resolution 2016-111 Approving the Purchase of a Server for the Finance Department**

The Mayor explained that this is to take on the new software system for the Finance Department.

Motion by Lundeen second by Bergley to approve Resolution 2016-111 as presented. Motion carried unanimously.

**14. Resolution 2016-112 Approving the Purchase of Employee Replacement Computers**

Five of the computer replacements were budgeted for 2016. A sixth computer was been determined to desperately need replacement as well.

Motion by Lundeen second by Bergley to approve Resolution 2016-112 as presented. Motion carried unanimously.

**15. Resolution 2016-113 Authorizing Staff to Accept a Donation from Allina Health for up to Four Res-Q-CPR System Devices**

The Mayor stated that this item was moved up from the Consent Agenda as it is a significant donation. The recitation devices sell for \$1,350 each and Allina Health has donated three to the City of Isanti Police Department. Chief Hill gave a description of the device and its use.

Motion by Lundeen second by Collison to approve Resolution 2016-113 as presented. Motion carried unanimously.

**L. Approve Consent Agenda**

1. Consider Accounts Payable in the Amount of \$302,539.85 and Payroll in the Amount of \$93,939.30
2. Final Meeting Minutes of the February 23, 2016 Parks, Recreation and Culture Board Meeting
3. **Resolution 2016-114** Acknowledging Permanent Employee Status for Community Events and Parks Coordinator Katie Everett
4. **Resolution 2016-115** Accepting the Resignation of Human Resources/City Clerk Karissa Henning
5. **Resolution 2016-116** Authorizing the Chief of Police to Purchase and Install the Interview Room Video and Audio Recording System
6. **Resolution 2016-117** Authorizing the Sale of Seized/Forfeited Firearms to S.H.R. Sales and to Purchase New, Modern Shotguns
7. **Resolution 2016-118** Authorizing the Purchase of a New Panasonic Toughbook CF-31 Computer for a Squad Car
8. **Resolution 2016-119** Offering the Position of Police Officer to Brian Saba
9. **Resolution 2016-120** Authorizing Language Changes to Update Several Police Department Policies
10. **Resolution 2016-121** Approving an Amendment to the Personnel Policy Section 13, Employee Education & Training
11. **Resolution 2016-122** Approving the Extension of the City Hall Server Warranty to February 2018
12. **Resolution 2016-123** Approving Funding for the Public Services Director Josi Wood to Attend Training on Municipal Engineering Fundamentals
13. **Resolution 2016-124** Authorizing a Memorandum of Understanding (MOU) with PDL Properties, LLC
14. **Resolution 2016-125** Approving Specifications and Authorizing the Request for Quotes for Electrical Maintenance Services
15. **Resolution 2016-126** Accepting the Resignation of Administrative Data Clerk Carla Scharber
16. **Resolution 2016-127** Accepting the Resignation of Finance Director Brenda Frechette
17. **Resolution 2016-128** Offering the Seasonal Parks Maintenance Positions to Greg Rambow and Justin McDonough
18. **Resolution 2016-129** Adopting an Amendment to the Policy on Naming Parks
19. **Resolution 2016-130** Approving the State of Minnesota Joint Powers Agreements with the City of Isanti on Behalf of its City Attorney and Police Department

Motion by Lundeen, second by Collison to approve the consent agenda. Motion carried unanimously.

Motion by Lundeen, second by Bergley to adjourn. Motion carried unanimously. Meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Carla Scharber  
Administrative Data Clerk