

**MINUTES
CITY OF ISANTI
CITY COUNCIL
April 6, 2010
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 Jim Kennedy, Jeffery Kolb, Sue Larson, and Ross Lorinser.

Members Absent: None.

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, Finance Director Kristi Smith, City Engineer Brad DeWolf, Economic Development Director Sean Sullivan, and City Planner/Parks Coordinator Lisa Krause.

D. Adopt Agenda

Wimmer questioned if there were any changes or modifications to the Agenda.

Lorsung stated that there were none.

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

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

Motion by Lorinser, second by Larson to approve the minutes of the March 16, 2010 Work Session and March 16, 2010 Regular Meeting as presented. Motion carried unanimously.

G. Citizens Input

1. Presentation by Kathi Schaff, Manager of Business Development and Chamber Partners on "Grow Minnesota Program"

Schaff stated that she is the Director of Business Development with the "Grow Minnesota Program" through the Minnesota Chamber of Commerce. Schaff stated that the program is a private sector led initiative that has been running for 7 years in cooperation with other local chamber of commerce around the state.

Schaff stated that in the 7th year, there are 55 local chambers operating in over 250 communities throughout the State that are a part of the program. Schaff stated that this is the only program of its kind in the US that partners with local chambers to encourage face to face visits with businesses. Schaff stated that the face to face visits are to help with business retention, to strengthen and grow relationships with companies. Schaff stated that the program does not duplicate or compete with public sector programs or initiatives. Schaff stated that the local chambers are to work with the public sector to find out who is talking to which businesses to avoid duplicative efforts. Schaff stated that the Isanti Chamber has done a great job. Schaff

stated that the Isanti Chamber is a growing and progressive chamber that is trying to tackle the issue of getting more jobs within the community.

Schaff stated that there are other resources through the Grow Minnesota Program. Schaff stated that there is a "lead" sharing program, in which if the community is interested in a particular "lead", proposals can be prepared and sent. Schaff stated that there is an on-line tool for businesses. Schaff stated that this is a cooperative effort to have a single portal to get businesses to the resources that they need quickly.

Schaff stated that they have received funding in the amount of \$5 million to assist companies in the recession to get them over the hump, retain employees, and keep the businesses growing. Schaff stated that there are businesses struggling that need help because 932 applications were received for the funding, which resulted in requests totaling \$86 million in funding.

Schaff stated that they are working on a State-Wide Marketing Plan. Schaff stated that neighboring states have funds and a plan in place, but the State of Minnesota does not and is behind on this aspect. Schaff stated that this is a great opportunity for the chamber and the community. Schaff stated that the community is growing and new businesses are coming.

Kolb questioned the job searches that are being conducted by state representatives in other nations overseas. Kolb questioned where those jobs go when they do come back to the state and how the City would get in the pool for those jobs.

Schaff stated that tax dollars do not go towards these efforts. Schaff stated that many times company representatives go overseas themselves and make those connections. Schaff stated that she would get back to Councilmember Kolb with some information on the results of the program.

H. Announcements

Wimmer read the announcements.

I. Council Committee Reports

Larson stated that the Friends of the Library met and has scheduled a fundraiser for April 21st from 4 p.m. to 9 p.m. at Wintergreens. Larson stated that a portion of the funds would go towards the Friends of the Library efforts.

Larson stated that the Community Awareness Forum has been scheduled for Thursday, April 8th from 6:30 to 8:30 at the Isanti Middle School. Larson stated the focus will be on where our taxes go. Larson stated that the Mayor is scheduled to speak at the event.

Larson stated that the Arena Board met and the compressor has been installed and is working. Larson stated that there were discussions on summer maintenance projects and ice times/charges. Larson stated that if the costs to the facility with Connexus increase, those costs will be added onto the ice time cost for next year.

Larson stated that the LMC Conference is scheduled for June 23-25. Larson stated that they are taking registrations for that event.

Larson stated that the Community Involvement Team has the pet clinic scheduled for April 24th at the Ice Arena. Larson stated that dog and cat vaccinations as well as licenses can be obtained.

Larson stated that the Farmer's Market starts on April 17th through October. Larson stated that this event is expected to bring people into the downtown.

Larson stated that GPS 45-93 met and is continuing to work on marketing ideas and rapid response team ideas, to get perspective leads to the right individuals to bring in more jobs and businesses. Larson stated that they are looking at MNCAR membership, which is free through July.

Larson stated that the Isanti Fire Board met and the discussion on billing for fire/medical runs was discussed. Larson stated that Station 3 building project is moving along. Larson stated that the Rodeo Association has paid the last payment towards the land. Larson stated that the Chevy gas truck has been painted and is ready to go.

Wimmer stated that the audit will be presented at the next Council meeting.

Kolb stated that the Cable Commission has met and discussed the outstanding interest charges. Kolb stated that they have settled on the \$11,500 and no additional attorney fees. Kolb stated that the cable commission has been notified that the City of Isanti will no longer be part of the current commission as of December 31st.

J. Public Hearings.

1. **Resolution 2010-075, a Resolution Approving the Termination of Operations for Michael Miller Properties, LLC and the Assignment of the Business Subsidy Agreement to TNK Holdings, LLC**

Wimmer opened the public hearing at 7:14 p.m..

Lorsung stated that the parties will not be in attendance this evening.

Sullivan presented the staff memo on the item.

Wimmer questioned if anyone from the public wished to speak on the item. Wimmer closed the public hearing at 7:16 p.m.

Lorinser questioned if the use were similar to what was previously on the property.

Wimmer stated yes and there will be an additional product(s) line.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-075 as presented.
Motion carried unanimously.

K. Business Items

1. **Resolution 2010-076, a Resolution Authorizing City staff to apply for the Centerpoint Energy Community Partnership Grant**

Sager stated that there is a community partnership grant available through Centerpoint Energy. Sager stated that the City is in need of two additional 800 MHz radios. Sager stated that the grant is a 50% match and monies have been set aside in the capital replacement fund for the match. Sager stated that he is requesting permission to apply for the grant.

Lorinser questioned the timeline for switching to the 800 MHz.

Sager stated that they can see the system being up and functional by 2012. Sager stated that they have portable and mobile radios. Sager stated that the plan has to be approved, but no additional towers are needed.

Motion by Kennedy, second by Lorinser to approve Resolution No. 2010-076 as presented.
Motion carried unanimously.

2. Resolution No. 2010-077, a Resolution Approving Addendum to the Agreement with OPUS 21 Relating to Utility Billing Services

Smith stated that the memo is an update on the OPUS 21 services and an addendum to the Agreement with OPUS 21 for utility billing services. Smith stated that there have been issues that have come forth as part of the conversion process. Smith stated that the snow removal billing and non-compliance fees have been posted within the system. Smith stated that there are 6 properties that will see this on their upcoming statement. Smith stated that sewer consumption rates on the zero use list has been corrected and 26 properties will be billed with the next statement. Smith stated that month end reports are being completed as we speak. Smith stated that there are 24 properties that will see adjustments on their upcoming statements.

Wimmer stated that within the letter provided by Mr. Shuba, it indicates that there is one missed billing and he is aware of at least one water/sewer that came out very late and a snow billing. Wimmer stated that people had called questioning why they were being billed for stuff from December.

Smith stated that there was one set of invoices for February services that were mailed late. Smith stated that some were posted timely and some were posted after the fact. Smith stated that everything has been posted at this point. Smith stated that some of the issues surrounded vacant lots and having OPUS get those addresses into their system.

Wimmer questioned where we go from here. Wimmer stated that he was not impressed by the meeting that staff had with OPUS. Wimmer questioned if we are to a point where we have confidence that this will not keep happening.

Smith stated that there have not been issues in the last few days. Smith stated that there will be the residential sewer re-calc coming up and we will get a file to review. Smith stated that she does not see any issues at this point. Smith stated that not all of the issues were directly related to OPUS, as these were more issues with the information that was provided to the company by the previous provider.

Wimmer stated that in going through the issues with Finance Committee, they had concerns regarding the communication issues. Wimmer questioned if this would happen again.

Michael Shuba, OPUS 21 representative, stated that since the meeting last week there have been take aways. Shuba stated that the 220 bills being late were inexcusable. Shuba stated that mechanisms are in place to ensure that the billing cycles are watched. Shuba stated that the communication item will be addressed. Shuba stated that 2 people have been identified within the office to discuss issues daily and provide immediate feedback to the City. Shuba stated that the committed team approach will be implemented until all of the issues have been corrected moving forward.

Shuba stated that they have moved through the items and have resolved the issues that have been brought to their attention. Shuba stated that they are aware of the residential re-calc at the end of the month and will be working with the City to ensure accuracy.

Wimmer questioned if this will happen again.

Shuba stated that as much as he could promise that, it would not happen again.

Kolb stated that there is always a transition period. Kolb stated that he hoped communication remains open.

Lorinser stated that he had questioned how much of the issues were growing pains issues. Lorinser stated that what had alarmed him was that the City was not getting an answer. Lorinser stated that as long as the communication issues are worked on, then the City can work through the other issues.

Shuba stated that some of the issues should not have occurred and they will work to ensure that they do not happen again. Shuba stated that the billing issue and lack of response issues should not have occurred. Shuba stated that the mailing issues and the lack of PO Box numbers were not found out until after mail was returned.

Wimmer stated that the goal was to have other items billed out through OPUS as well. Wimmer stated that the more things that can be billed out on-line, then the easier it will be for City staff and residents. Wimmer requested clarification on the motion.

Smith stated that the addendum would allow for a reduced charge for e-bills. Smith stated that e-mail bills would be 7 cents versus the 12 cents for a paper copy. Smith stated that this is currently not provided for within the original agreement.

Motion by Lorinser, second by Kolb to approve Resolution No. 2010-077 as presented. Motion carried unanimously.

3. Resolution No. 2010-078, a Resolution Setting Rental Terms for City Property (236 Broadway Street SE)

Lorsung presented the items contained within the staff memo.

Kolb questioned if five applications are received, how will the City determine who gets approved.

Lorsung stated that it will be first-come, first-serve. Lorsung stated that the applications would be calendared and background checks completed.

Motion by Kennedy, second by Kolb to approve Resolution No. 2010-078 as presented. Motion carried unanimously.

4. Resolution No. 2010-079, a Resolution Authorizing Administrative Citations for Certain Traffic Offenses Pursuant to Minn. Stat. 169.999

Lorsung presented the staff memo and Memorandum of Understanding.

Lorinser questioned if the policy can be reviewed in a year or so to see if it worthwhile.

Larson stated that with the item being new, it will be something to revisit.

Wimmer stated that the benefit to this is the fines are substantially less than the state fines. Wimmer stated that he does not see it as a money maker for the City, but gives the City more control and is reasonable. Wimmer stated that the state normally gets the big cut, but it does have to pay for itself. Wimmer stated that the fees will be looked at when the City does look at the fee schedule as well.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-079 as presented.

Motion carried unanimously.

5. Update on Website

Lorsung outlined the memo and the issues. Lorsung stated that the audio is still an issue. Lorsung stated that staff was having trouble getting the Council Agenda on the website. Lorsung stated that Ms. Krause had checked prior to the meeting and the agenda is still not on the website. Lorsung stated that Mr. Apitz has completed many of the areas of concerns; however, it has taken a lot of staff time to get those items completed.

Lorinser questioned how long we have been working on this.

Lorsung stated since the initial start of the conversion process.

Wimmer stated that it is probably been a good six months.

Lorinser stated that the City needs to get the website up or move to a different provider.

Wimmer stated that the message had been made clear to Mr. Apitz at several points. Wimmer stated that when he does the work it is great work, but City staff has been struggling through. Wimmer stated that the other problem is getting the information out there. Wimmer stated that there have been months and months where this information is not there. Wimmer stated that Mr. Apitz was notified that this would be discussed at this evening's meeting and he is not present. Wimmer stated that it has been made clear that the website needed to function properly or the City would be moving on.

Lorinser questioned if he wanted our service.

Lorsung stated that his recommendation is to have a timeline in place where it has to be all up and if the website is not up completely, the City will go out for RFPs.

Wimmer questioned when the next meeting is.

Lorsung stated April 20th.

Wimmer stated that there have been so many deadlines. Wimmer stated that staff has done a great job, but Ms. Bauer has been struggling to get communication back and to get items on the website.

Lorinser stated that the website has to be complete by Monday, April 19th.

Wimmer stated that the list of open items completed should be provided at the April 20th meeting

Motion by Lorinser, second by Kolb to establish a deadline of April 19th to have all open items completed on the City website by Aluna Design. Motion was unanimously approved.

L. Consent Agenda

1. Consider Accounts Payable in the Amounts of \$279,230.16 and Payroll in the Amount of \$136,031.52
2. **Resolution No. 2010-080**, a Resolution Approving Neighborhood Stabilization Program Items
3. **Resolution No. 2010-081**, a Resolution Accepting Part Time Police Officer Ryan Vandenheuvel's Resignation
4. Approve Reimbursement to Blaine Jaycees
5. **Resolution No. 2010-082**, a Resolution Approving Temporary On-Sale Liquor License and Exempt Gambling Permit for St. Elizabeth Catholic Church
6. **Resolution No. 2010-083**, a Resolution Approving Exempt Gambling Permit for East Central MN Vietnam Veterans #684

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

Adjournment

Motion by Lorinser, second by Kolb to adjourn. Motion passed unanimously. Meeting adjourned at 7:39 p.m.

Respectfully Submitted,

Lisa M. Krause, AICP
City Planner / Parks Coordinator