

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL  
May 7, 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, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, Human Resources/Deputy City Clerk Karissa Henning, Police Chief Ron Sager, Economic Development Director Sean Sullivan, Planning and Parks Director Lisa Wilson and City Engineer Brad DeWolf

**D. Adopt Agenda**

1. Addendum:

Add New L.11 Resolution Authorizing the Execution of Repayment Agreement with J Robinson Construction, LLC

Add New L.12 Resolution Authorizing the Execution of Repayment Agreement with Susan A. Torkelson Inc.

Mayor Wimmer announced that Economic Development Director Sean Sullivan has rescinded his letter of resignation and to remove L.5 from the consent agenda.

Remove L.5 Resolution Accepting the Resignation of Economic Development Director Sean Sullivan

Motion by Larson, second by Collison to approve the agenda with the addendum(s) as presented. Motion carried unanimously.

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

None.

**F. Approve City Council Minutes**

Motion by Johnson, second by Larson to approve the minutes of the April 16, 2013 regular meeting of the City Council. Motion carried unanimously.

**G. Citizens Input**

Glenn Farrell, 200 1<sup>st</sup> Avenue NW, introduced to the Council his idea of erecting a large double sided billboard for businesses to rent space on to generate money for downtown events instead of

the City spending \$15,000 to implement street dances and other events downtown. Farell explained the \$15,000 could then go towards maintaining the Community Center. Farell stressed his concern of the City spending money to aid private businesses and not on City buildings.

Mayor Wimmer stated there is currently a sign pointing into downtown Isanti and that the \$15,000 the City is putting into downtown events is a marketing investment. The more eyes and traffic the City can bring into downtown Isanti is a good thing; it can benefit the City as whole.

## **H. Announcements**

Announcements were read.

## **I. Council Committee Reports**

Councilor Larson reported on:

- **Northern Lights Express (NLX)**
  - Public hearing
- **Fire Department**
  - Discussions on taxing district
  - Pension relief fund
- **Arena Board**
  - Wall partition
  - Ice anticipated for July 15<sup>th</sup>
  - Looking at repairs
- **GPS 45:93**
  - Financial Summit
- **Anoka Ramsey Advisory Committee**
- **Isanti Community Center Task Force**
  - Sponsorship program
- **Upcoming Events**

Mayor Wimmer noted that two bands have been booked for the upcoming summer street dances, the Killer Hayseeds and Boogie Wonderland. Mayor Wimmer also mentioned the Mayor's Employer Luncheon will be on June 18<sup>th</sup>.

## **J. Public Hearings**

None.

## **K. Business Items**

### **1. Presentation on National Incident Management Systems (NIMS)**

Mari Bostrom, the Emergency Management Director from Isanti County, provided to the Council the *Emergency Management Handbook for Government Officials* along with other printed resources. Bostrom highlighted some areas within the handbook she found as important and notated what was required of the Council in regards to National Incident Management (NIMS) training. Bostrom touched on attaining grants, grant requirements and emergency operation plans. The Mayor discussed the idea of having a tabletop emergency exercise for the City this fall.

### **2. Introduction of Congressman Nolan's Field and Constituent Service Representative**

Rick Olseen, Congressman Nolan's Representative, briefly introduced himself and shared with the Council information on Congressman Nolan, including Nolan's background and what he is currently working on. Olseen thanked the Council for their time and noted that Nolan is happy to reach out to the City from a Congressional level.

### **3. Resolution 2013-076 Approving a Special Event Request from the Isanti Area Chamber of Commerce for Jubilee Days**

Dave England reported there are a couple changes to this year's event such as adding a craft show and the removal of the pig roast. Mayor Wimmer noted this is a great cross promotional event that will be running along with the Farmer's Market.

Motion by Lundeen, second by Larson to approve Resolution No. 2013-076 as presented. Motion carried unanimously.

### **4. Fire District Discussion**

Mayor Wimmer reported that the legislation on the Fire District becoming an independent fire district is being held up. Mayor Wimmer noted the City would benefit from the Fire District becoming an independent taxing district because there are a lot of indirect costs that would be taken away from the City. Mayor Wimmer explained he would like to move forward with discussions between the City and townships on all possible future options in regards to the Fire District. Mayor Wimmer further mentioned that the City does not have as much voting power as the amount of responsibility it currently holds for the Fire District, and he would like to look into renegotiating the current agreement with the townships. Mayor Wimmer added that the Fire District also uses a portion of a City Building and water for free.

Larson noted she would approve moving forward with discussions in regards to the Fire District. Larson added that City of Isanti may take up a larger portion of Fire services due to its larger population.

Motion by Lundeen, second by Johnson to approve moving forward in having discussions with the townships in regards to the Fire District and all possible future options. Motion carried unanimously.

### **5. Economic Development Transition and City Staffing Discussion**

Mayor Wimmer explained that as one of the City Council's goals to bring utility billing in-house, he would like to start seriously looking into this matter as staff continues to have ongoing issues with the utility billing vendor. This would require a full-time utility billing clerk position. Mayor Wimmer also noted he would like to bring back in-house the scheduling and operations of the Community Center. Mayor Wimmer stated that if the City were to bring back in-house the operations of the Community Center, he envisions a part-time position that would also be able to assist in parks and recreation and community events. Mayor Wimmer noted that staff is stretched thin and that there is no way to bring the operations of the Community Center or utility billing in-house without hiring on additional staff. Mayor Wimmer added that these positions would help alleviate the already heavy workload on staff as well. Mayor Wimmer requested of Council to consider looking at bringing in a full-time utility billing clerk as soon as possible, and in August, closer to when the intern leaves, he would like to see a transition from the intern to a

part-time parks and community events position. Mayor Wimmer requested Council approval for staff to move forward with preparing job descriptions, points, and salary ranges for the above mentioned positions and for this to be brought back to the May 21, 2013 Council meeting. Mayor Wimmer added he would also like for the Council to review the transitioning of the Park and Recreation Board to the Parks and Culture Board at the next meeting as well.

Motion by Johnson, second by Lundeen to authorize staff to prepare job descriptions, points and salary ranges for a full-time utility billing clerk and a part-time parks and community events position, and to bring back the consideration of transitioning the Parks and Recreation Board to the Parks and Culture Board at the next City Council meeting. Motion carried unanimously.

**6. Resolution 2013-077 Approving the Modifications to the Site Plan/Building Appearance Approval as Requested by Vision Wake Park for Property Located within Bluebird Park at 680 1st Ave NW**

Wilson reported that because this is on parkland a permit is not needed. There was discussion concerning building requirements and that this is a temporary structure on City parkland.

Motion by Larson, second by Johnson to approve Resolution No. 2013-077 as presented. Motion carried unanimously.

**7. Resolution 2013-078 Authorizing Use of Municipal State Aid Funds Within the City of Isanti – Heritage Boulevard Sidewalk**

DeWolf reported that the safe route to school grant was denied due to the large number of applicants, but noted the sidewalk project is eligible to use Municipal State Aid funds and has been approved by the Minnesota Department of Transportation District 3 State Aid Engineer. The proposed installation of a new concrete sidewalk along the south side of Heritage Boulevard from Elim Lane NE to Credit Union Drive NE is estimated to be at \$61,000, and \$56,000 of that is State Aid eligible. The remaining \$5,000 is not State Aid eligible because the costs relate to the construction of the City water system.

Motion by Larson, second by Johnson to approve Resolution No. 2013-078 as presented. Motion carried unanimously.

**8. Resolution 2013-079 Authorizing Advertisement for Bids Within the City of Isanti 2013 – Railroad Avenue & Walk Improvements**

DeWolf reported with the approval of the use of State Aid Funds for the sidewalk project, it is requested that the Council approve the plans and specifications, entitled 2013 Railroad Avenue and Walk Improvements, and authorize advertisement for bids.

Motion by Lundeen, second by Larson to approve Resolution No. 2013-079 as presented. Motion carried unanimously.

**9. Ordinance 551 Amending the Code for the City of Isanti, Chapter 325, Water**

Motion by Johnson, second by Lundeen to approve Ordinance No. 551 as presented. Motion carried unanimously.

**L. Approve Consent Agenda**

1. Consider Accounts Payable in the Amount of \$175,579.50 and Payroll in the Amount of \$70,732.11
2. Final Minutes of the March 26, 2013 Park and Recreation Meeting
3. Final Minutes of the March 26, 2013 EDA Meeting
4. **Resolution 2013-080** to Authorize Sale of a Forfeiture Vehicle
5. ~~**REMOVED-Resolution Accepting the Resignation of Economic Development Director Sean Sullivan**~~
6. **Resolution 2013-081** Approving Amendments to the Economic Development Director Job Description
7. **Resolution 2013-082** Approving an Amendment to a Special Event Permit for the Cambridge-Isanti Soccer Club
8. **Resolution 2013-083** Authorizing Payment for Wetland Credits Within the City of Isanti
9. **Resolution 2013 -084** Requesting for the Termination of the Development Agreement with Isanti Hotel Partners, LLC
10. **Resolution 2013-085** Authorizing the Purchase of a Squad Cell Phone for the Police Department
11. **Resolution 2013-086** Authorizing the Execution of Repayment Agreement with J Robinson Construction, LLC
12. **Resolution 2013-087** Authorizing the Execution of Repayment Agreement with Susan A. Torkelson Inc

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

**Adjournment**

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

Meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Karissa Henning  
Human Resources/Deputy City Clerk