

**MINUTES  
CITY OF ISANTI  
CITY COUNCIL MEETING  
TUESDAY, JUNE 16, 2020 – 7:00 P.M.  
CITY HALL**

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at [kbrooks@cityofisanti.us](mailto:kbrooks@cityofisanti.us) or 763-444-5512.  
Mayor Johnson called the meeting to order at 7:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres and Community Development Director Sheila Sellman

**D. Public Comment**

None

**E. Adopt Agenda**

Addendum:

**K.3 Revision** Covid-19 Preparedness Plan

**Add K.7 Resolution 2020-116** Authorizing Payment up to 50% for Appraisal of the Police Department/ Fire Station facility

**Move L.2 to K.8 Resolution 2020-117** Approving an Agreement for Services for Position Classification and Compensation Study

**Add L.4 Resolution 2020-120** Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

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

**F. Proclamations/ Commendations/ Certificate Awards**

**1. Presentation of 2020 Isanti Ambassadors and Candidates**

The current Isanti Ambassadors introduced themselves and shared their favorite memory from their service year.

**2. 2019 Waste Water Treatment Award**

City Administrator Josi Wood shared that Isanti has been awarded the Waste Water Treatment award for a number of years and it is a great testament of the great staff in the Public Works department. Wood continued to share that the award is achieved by having great testing results and Public Works does a lot of testing and mandated required reporting that needs to be done for the Waste Water facility.

**G. Approve City Council Minutes**

- 1. June 2, 2020- Regular Meeting of the City Council**
- 2. April 21, 2020- Planning Commission Meeting**

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

## **H. Announcements**

1. Park, Recreation, & Culture Board Meeting Tuesday, June 23, 2020 at 6:00 p.m.
2. CITY OFFICES CLOSED Friday, July 3, 2020  
(*In Observance of Independence Day*)
3. City Council Meeting Tuesday, July 7, 2020 at 7:00 p.m.
4. EDA Meeting Tuesday, July 7, 2020  
(*Following the City Council Meeting*)

## **I. Council Committee Reports**

None

## **J. Public Hearings**

None

## **K. Business Items**

1. **Resolution 2020-112** Approving Special Event Street Dances for June 20 and September 12, 2020

Mayor Jeff Johnson shared the Farmers Daughters has been rescheduled for September 12<sup>th</sup> and June 20<sup>th</sup> Bad Jack will be performing along with 7 other vendors.

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

### **City Administrator Josi Wood**

2. **Resolution 2020-113** Approving a Liquor License Renewal for Patlok Design Inc. DBA Sanbrook Golf Course

City Administrator Josi Wood shared that Sanbrook Golf Course has submitted the renewal application and staff is recommending renewal of the liquor license and a representative is in attendance.

Sheryl Harker, Sanbrook Golf Course, shared that normally Sanbrook applies for renewal in March but were unable to make the deadline. Harker continued to share that Sanbrook owner Lyle and herself were still in Arizona because of COVID-19 they were unable to travel which is why it is being requested now.

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

3. Approving COVID-19 Preparedness Plan

City Administrator Josi Wood explained that this is a revised Preparedness Plan for the City of Isanti and the Governor's orders required businesses to reopen safely with a Preparedness Plan. Wood continued to share that it did not originally include the critical sector businesses who were already allowed to be open until June 5<sup>th</sup>. Then later, it was required that critical sector businesses must have a preparedness plan. Wood went on to share that the reason there is an addendum on this is because it is required by law and this plan must to be adopted by June 29<sup>th</sup>, however, new

revisions were sent out yesterday and staff made the adjustments that morning. Wood further shared what the plan entails to have the workplace be safe for staff, patrons and residents.

Gordon asked if it was a requirement to offer COVID-19 sick leave.

Wood stated that COVID-19 leave is required from the government by the Cares Act to allow 80 hours for people to use for specific reasons for COVID-19 leave. It's for full-time employees who have been exposed to it, they are required and mandated to stay home. Wood further shared that it was also used for reasons that if people had child care issues they were allowed to take off to stay with their children because of social distancing school as well as distance learning.

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

#### **Community Development Director Sheila Sellman**

##### **5. Call for Public Hearing -Nuisance Abatement 105 Railroad Ave**

Community Development Director Sheila Sellman shared that in Spring of 2019 the interior wall of 105 Railroad Ave had collapsed. The owner had pulled a building permit to fix the wall in August of 2019 and the roof also sustained damage as well and needs to be repaired. Permits are valid for 180 days and stay valid as long as there's visible progress. The owner of the building has been working on repairs for 10 months and MNSPECT has had several conversations and written correspondence with the owner. The wall has been repaired, but has not been complete where the outside needs to be weathertight and sided. Sellman further shared that the roof is not complete yet as well. The last written correspondence was asking the owner, back in November, to provide a written timeline of when the repairs were going to be made by December 10<sup>th</sup>. The written timeline was received on January 1<sup>st</sup> and the work would be completed as weather permitting. A final letter was sent to the owner indicating the repairs needed to be completed by June 15<sup>th</sup> or the council may take action. An inspection was done on June 12<sup>th</sup> and it was not completed. MNSPECT spoke with the owner and the owner said that he will begin repairing the rear wall and roof soon.

Motion by Lundeen, second by Collison to call for a public hearing at the next city council meeting for an immediate nuisance abatement. Motion passed 5-0. Motion carried.

#### **Public Services Director Matt Sylvester**

##### **5. Resolution 2020-114 Authorizing the Purchase of Generators for City Facilities**

City Administrator Josi Wood shared that in the Capital Improvements Plan this is something that had been talked about before the plan was being developed. These generators are for emergency. Wood further shared that these are new generators; not replacements; as Isanti has not had generators at the following facilities Isanti Community Center, Police Department/ Well I, Public Works Shop, 8<sup>th</sup> Ave LS, City Hall Transfer Switch, Rum River, Carlson, Deer Haven, Palomino, Subway, BMX, East Dual and Unity Lift Stations. Wood further shared that there is a generator at the Water Treatment Plant that was installed in 2008 and runs Wellhouse III as well as a generator

at the main lift station as there is no place for it to go if there way a power outage and has had a generator for over a decade.

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

**6. Resolution 2020-115** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same

City Administrator Josi Wood shared that this is authorizing Isanti Redbirds to conduct baseball games within the City of Isanti and authorize staff to formalize by resolution said action. Wood further shared that the Minnesota Baseball Association is seeking that Redbirds have approval because their entity is within the City of Isanti.

Motion by Lundeen, second by Collison to authorize Isanti Redbirds to conduct baseball games within the City of Isanti and authorize staff to formalize by resolution. Motion passed 5-0. Motion carried.

**7. Resolution 2020-116** Authorizing Payment up to 50% for Appraisal of the Police Department/ Fire Station Facility

City Administrator Josi Wood shared that this resolution is offering to pay up to 50% for an appraisal of the Police Department/ Fire Station facility. Staff drafted this as it was previously discussed earlier in the evening at the Committee of the Whole meeting with a max cost for the City of Isanti of \$1500.

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

**8. Resolution 2020-117** Approving an Agreement for Services for Position Classification and Compensation Study

Councilmember Gordon stated that he knows this is in the budget but paying \$17,000 to do a study to see if the City needs to hire more help or pay more where he trusts staff to make those decisions.

Wood stated that this study does not indicate if more employees need to be hired or if people need to be let go. This study is recommended by the League of Minnesota Cities every 10 years to ensure compliance with federal regulations and pay equity compliance. Wood continued to share that has never been one conducted in the City of Isanti. Wood further shared that what this study is going to do is look at job descriptions and ensure they are up to date and in compliance with federal and state regulations. The study also looks at classification which is assigning points and right now the City uses a point system however, there is more than one used. Wood stated the last part of the study is a compensation analysis where it compares other positions to ensure the City is competitive for recruiting purposes. Wood went on to share that there have been a lot of recruiting challenges that have happened in the City and the current staff now is a great group of people and this will help retain them. A way to save costs is to take a company that will give the City

templates to make sure certain elements are added into the job descriptions and then staff is doing the work of typing up the new job descriptions.

Motion by Lundeen, second to approve resolution as presented. Motion passed 4-1 with Gordon voting nay. Motion carried.

**L. Consent Agenda**

1. Consider Accounts Payable in the Amount of \$822,763.83 Payroll in the Amount of \$103,856.76
- ~~2. Resolution 2020-XXX Approving an Agreement for Services for Position Classification and Compensation Study~~
2. **Resolution 2020-118** Accepting Resignation of PT Liquor Clerk Scott Norsworthy
3. **Resolution 2020-119** Accepting Donations for the 2020 Medallion Hunt and Family Day Event
4. **Resolution 2020-120** Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

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

**M. Other Communications**

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

**Adjournment**

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jaden Moore". The signature is written in a cursive, flowing style.

Jaden Moore

Deputy City Clerk/ Human Resources