

**MINUTES
CITY OF ISANTI
CITY COUNCIL
June 03, 2008**

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members Alan Duff, Ralph Johnson, Jeffery Kolb, and Sue Larson.

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Assistant City Administrator/City Clerk Irene Bauer, City Attorney Clark Joslin, City Engineer Brad DeWolf, Finance Director Rita Pierce, and Community Development Director Carla Vita,

Motion by Larson, second by Duff to approve the agenda as amended. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

Recognition to Community Pride Bank - Donation to the City of Isanti

Greg Owens, Community Pride Bank, presented a \$350.00 donation to the City. Mayor Wimmer accepted the donation on behalf of the City with the donation to be used towards costs for the Employer's Recognition Lunch to be held on June 11th.

F. Approve Minutes

Motion by Johnson, second by Larson to approve the May 20, 2008 Regular City Council Meeting minutes as presented. Motion carried unanimously.

G. Citizens Input

There was none.

H. Announcements

Announcements were read.

I. Council Committee Reports

Councilmember Larson reported on the following meetings she had attended:

- Hwy 65 Coalition
- Friends of the Library and that a Pancake Breakfast has been scheduled for June 29, 2008.
- Arena Board

Mayor Wimmer reported on the ICP meeting he had attended.

Councilmember Duff reported the Public Works Committee had met and items they discussed have been placed for Council action within the agenda.

J. PUBLIC HEARINGS:

1. Proposed Amendment to Business Subsidy Agreement with Stoppelman Excavating

Mayor Wimmer opened the public hearing at 7:05 p.m. Vita gave an overview of the request by Stoppelman Excavating whereas Stoppelman Excavating has requested an extension to their Business Subsidy Agreement for a period of one year or to July 1, 2009 that will allow for adding an additional job as required within their Business Subsidy Agreement.

Hearing no questions or comments, Mayor Wimmer closed the hearing at 7:06 p.m.

a. Resolution No. 2008-141, a Resolution Authorizing the Execution of the First Amendment to a Business Subsidy Agreement with Stoppelman Excavating

Motion by Larson, second by Johnson to approve Resolution No. 2008-141 as presented. Motion carried unanimously.

K. BUSINESS ITEMS:

1. Special Event Application – Community Pride Bank – Greg Owens

Motion by Johnson, second by Larson to approve the requests as provided within Community Pride Bank's Special Event application whereas they are planning to hold their 3rd Annual Jubilee/Rodeo Days Community Picnic at the bank site located at 905 6th Avenue Court NE as follows:

- a) Allow Parking on all streets around the Bank that include Cajima Street, 6th Avenue Court NE, 7th and 8th Avenue NE.
- b) Allow golf cart transportation to move attendees from their parking site to the bank location.
- c) Allow craft vendors to set up along Cajima Street.

Motion carried unanimously.

2. Consider Booktown Isanti Location at City Hall

Wimmer reviewed a request from Kimberly Hurd Horst, Minnesota Center whereas she is establishing 'Booktown Isanti' in the community. Wimmer proposed Council consider the lobby of City Hall as a site for Booktown Isanti. The book self will be maintained by the group and will not involve City staff time.

Motion by Johnson, second by Larson to approve the City Hall lobby as a site for a Booktown Isanti location. Motion carried unanimously.

3. Amending Fee Table and Adopting Fees

a. Ordinance No. 436, an Ordinance Amending Ordinance No. 429, an Ordinance Setting Forth Fees Within the City of Isanti

Pierce gave a staff report whereas certain services that require a fee to be paid are not included within the fee table and reviewed the amendment to the fee table.

Motion by Larson, second by Duff to approve Ordinance No. 436 as presented.
Motion carried unanimously.

b. Resolution No. 2008-142, a Resolution Adopting Fees Within the City of Isanti

Pierce reviewed the fees that will be applied to the fee table as set forth within Ordinance No. 436 and are established within the proposed resolution to adopt the fees.

Motion by Larson, second by Duff to approve Resolution No. 2008-142 as presented.
Motion carried unanimously.

4. Consider Making Application to State of Minnesota for Expending MSA Funds for Railroad Crossing

Pierce gave a staff report whereas in November 2007 the Council authorized entering into an agreement with BNSF Railroad Company and the Commissioner of Transportation for railroad crossing signals and gates on Isanti Parkway. The City has set aside \$15,224.10 in the Capital Replacement Fund designated for Public Safety Improvements.

As part of the discussion for amending the 2008 Budget at the May 20, 2008 Council meeting, there was comment made that the City may be able to draw State aid for the City's share of the railroad crossing. The City Engineer has reviewed this with the State and has obtained the steps needed to access these funds.

Motion by Larson, second by Duff to direct staff to move forward to take the necessary steps that will allow the use of State aid for the railroad crossing. Motion carried unanimously.

5. De-annexation of Property – Kathryn Swing

Vita gave a staff report whereas a petition for Detachment of Property was received from Ms. Kathryn Swing. The request for detachment includes two parcels that are located in the general area of the intersection of Madison Avenue SW and Chaparral Trail SW. Ms. Swing gave a reason for detachment was because of high taxes.

Vita stated the Development Advisory Committee (DAC) met to review the request. DAC did not feel that the detachment should be supported as City services that include water and sewer and improvement streets are located in the area and adjacent to the subject property. The surrounding properties of the subject property have been developed as residential housing.

City Attorney Joslin stated that Council must determine if the petition is justified.

There was discussion on the information as provided by DAC with further comment that the property is an 'island' and is generally surrounded by City property except one parcel located to the south of the subject property.

Motion by Duff, second by Kolb to deny the detachment request by Ms. Swing with the determination that the subject property has city services accessible to it and that the subject property is surrounded by residential development. Motion carried unanimously.

6. Resolution No. 2008-143, a Resolution Calling for a Public Hearing to Consider the Granting of a Property Tax Abatement to Joseph Demo, Pursuant to Minnesota Statutes, Sections 116J.993 to 116J.995, 469.105 and 469.1812.

Vita gave a staff report whereas Isanti Custom Meats has pursued the opportunity to purchase property from the EDA to establish a new store that will be known as 'Isanti Retail Meats'. Vita reviewed the job creations and public assistance abatement process. Vita reported the Isanti City Partnership Committee has recommended that abatement for the project is approved, and that at its May 27, 2008 meeting the EDA recommended to City Council to order a public hearing for a business subsidy for the Isanti Retail Meats project.

Motion by Larson, second by Duff to approve Resolution No. 2008-143 that orders a public hearing to be held on June 17, 2008 at 7:00 p.m. Motion carried unanimously.

7. Resolution 2008-144, a Resolution Designating Revolving Loan Fund Advisory Committee for Year 2008

Vita gave a staff report whereas on May 6, 2008 the Council approved the Revolving Loan Fund Policy and established a Revolving Loan Fund. The policy provides that a Revolving Loan Fund Advisory Committee is established.

Mayor Wimmer recommended the following persons to sit on the Revolving Loan Fund Advisory Committee:

- John Moritz – Landmark Community Bank
- Greg Owens – Community Pride Bank
- JeanMarie Nordluud – MinnCo Credit Union
- Brad Larson – Lake State Federal Credit Union
- Jaysen Guthmueller – business at large
- George Wimmer - Mayor

Motion by Duff, second by Larson to approve Resolution No. 2008-144 with the above stated persons to be appointed to the Revolving Loan Fund Advisory Committee. Motion carried unanimously.

8. Resolution No. 2008-145, a Resolution Authorizing the Purchase of Six Trash Receptacles from Metal Coatings & Mfg. Co.

Vita gave a staff report whereas staff has been working with the Isanti Lions on downtown garbage cans to replace the current receptacles that are in disrepair. The Lions have offered to contribute \$500 towards the cost of replacement containers with the condition that they receive recognition by placing their logo on the containers.

Staff has received quotes for six trash receptacles from Metal Coatings for a cost of \$3,824.90 and UpBeat Inc. for a cost of \$4,200.00.

There was discussion on the location that the containers will be placed in the downtown area; as well as discussion on proposed benches that are to be placed in the downtown area and that the benches may need to be secured.

Motion by Larson, second by Kolb to approve Resolution No. 2008-145 and award the low quote to Metal Coatings & Mfg. Co. in the amount of \$3,824.90 for the purchase of six trash receptacles. Motion carried unanimously.

9. Consider Membership to the Isanti Area Chamber of Commerce

Vita gave a staff report whereas in the past the City has authorized the use of City funds to pay for membership in the Isanti Area Chamber of Commerce. The cost for membership for year 2008 is \$440 and the Council budgeted \$200 for dues.

There was discussion that the City has ties to the Chamber whereas the City provides 'in-kind' services for various Chamber events as well as contributes financially to Chamber events.

There was comment that it is rare that cities are members to Chamber of Commences.

Motion by Larson, second by Duff to not pay membership dues for year 2008 and to continue the partnership with the Chamber and to continue sponsorship of their events. Motion carried unanimously.

10. WWTF Paint Project

DeWolf provided an update on why more bids were not received when the painting for the Wastewater Treatment Facility and Building project went out to bid. DeWolf stated the reasons he received for not bidding the project was the timing of the project and that the paint specified could not be bought locally.

DeWolf proposed that their firm clarify the specifications, change the paint materials and request that each building is bid separately so Council can then determine the portion of the bids they would approve based on buildings and the bids received.

DeWolf stated the bid would be ready for advertising within one week and would be bid for a period of 21 days.

Motion by Duff, second by Larson to accept DeWolf's project plan as proposed and stated above. Motion carried unanimously.

11. Resolution No. 2008-146, a Resolution Authorizing Execution of a Master Partnership Contract Between the Minnesota Department of Transportation (MN/DOT) and the City of Isanti

DeWolf gave a staff report whereas the City has the opportunity to enter into a partnership contract with the Minnesota Department of Transportation. The Partnership Contract provides an opportunity for the City and MN/DOT to work together on items such as roadway maintenance and to share professional services. When the contract has been approved and signed, it is valid for five years.

City Attorney Joslin stated that he had reviewed the contract.

Motion by Duff, second by Larson to approve Resolution No. 2008-146 as presented. Motion carried unanimously.

12. Resolution No. 2008-147, a Resolution Accepting Bid for the 2008 Street and Utility Improvement Project

Lorsung gave a staff report whereas approval has been received for the 2008 Street and Utility Improvement project from the Army Corps of Engineers and from BWSR for the storm water ponds that are a part of the project. The City Engineer has reviewed the project to determine if any portion of the project could be cut or delayed that would lower City costs; the Engineer found the project has already been cut to the basic needs and finds the project should not be delayed.

Lorsung reviewed the financial impact the project will have on the City.

Motion by Duff, second by Larson to approve Resolution 2008-147 that awards the bid to Douglas-Kerr Underground, LLC in the amount of \$470,673.59. Motion carried unanimously.

13. Resolution No. 2008-148, a Resolution Accepting Bid for the Liquor Store Project

Lorsung gave a staff report whereas bids were received for the cooler/beer cave component of the Liquor Store project. The low bid for the cooler/beer cave was received from Britz Store Equipment in the amount of \$63,700.

Lorsung reviewed the quotes received for the other equipment and components for the project. Lorsung reported the total for the project is expected to be \$138,165. It was noted the original estimated cost for the project was \$165,000.

There was discussion on the bids received from Johnson Decorating for the floor. Bids received were for the floor repair based on the reconstruction and total floor replacement. The bid received to patch based on the reconstruction within the area was for \$1,538;

however the patch will not match the existing floor. A second bid was received in the amount of \$3,570 for a new floor.

Motion by Larson, second by Kolb to approve Resolution No. 2008-148 that awards the cooler replacement bid to Britz Store Equipment in the amount of \$63,700 and awards the other equipment project work as specified within the resolution; and to award the bid to Johnson Decorating to replace the floor for the bid amount of \$3,570. Motion carried 4-0 (Johnson abstained).

14. Discussion on Improvement of 3rd Avenue

Lorsung gave a staff report whereas the Public Works Committee has recommended Council discuss the possible improvement of Third Avenue.

DeWolf stated that they would recommend updating the feasibility report.

There was general discussion on financing the project, how this would affect the debt load of the City; and even as a 429 project, most of the cost would be the Cities responsibility because all the property to the east of 3rd Avenue north of Isanti Parkway is owned by the City.

There was discussion on the safety issues based on its proximity to the soccer fields; and discussion if Isanti Township would be participating by paving their section of the road.

There was discussion if the project could be combined with other City projects such as the 2008 Street Improvement project. DeWolf stated that the 2008 Street Improvement Project will start in June, and the 3rd Avenue project would have to go through the bid process and therefore it would not work to have the project combined with the 2008 Improvement project.

Motion by Kolb, second by Larson to table an action on this item to the June 17th meeting, and direct staff to provide how the cost of the project would affect the City and speak with the Township regarding their interest in the project. Motion carried unanimously.

15. Water Treatment Facility Roof Cost Analysis and Revised Site Plan

Bryan Oakley, MFRA provided the cost-effective analysis of the two roofing systems options for the Water Treatment Facility. The cost analysis provided Equivalent Uniform Annual Cost for a standing seam metal roof for an amount of \$2,610.16 and an asphalt shingle roof for a cost of \$1,837.15. Oakley reported the cost analysis does not include annual maintenance or insurance costs; however typically, roof penetrations will tend to increase the amount of maintenance required.

There was consensus of Council to use asphalt shingles for the Water Treatment Facility.

Oakley reviewed the site plan whereas Council had directed the pine trees located on the plan are moved to another location. The revised plan moves three of the pine trees to the

north and replaces the remaining four pine trees with white oaks. Because of the slop on the south border, Staff recommended that there are no trees on the south border to allow for easier mowing.

Vita stated that the City would like to extend the site to the north and to the east of the triangle piece for future City use. There was discussion if the trees that are proposed to be placed on the south border could be moved to this area. It was questioned if this area would be mowed and there was general discussion on the subject. Vita also provided information on the requirements according to ordinance of the number of trees needed and that the plan presented exceeds the number of required trees.

Council was in consensus to amend the revised site plan to allow the four white oak trees to be removed from the south border and to plant them in the northerly area east of the triangle area.

Oakley reported that water test results were received for Well No. 3 that provided organic testing and Xylen was found to be over the limit. At this time it is not certain how this will affect the City. Oakley stated that the Water Treatment Plant is not designed to treat organics.

16. Consider Proposal to Provide Construction Engineering Services, Accepting Plans and Specifications; and Ordering Advertisement to go out for Bids for the Construction of the Water Treatment Facility

a. Resolution No. 2008-149, a Resolution Accepting Proposal to Provide Construction Engineering Services for the Construction of the Water Treatment Facility

Lorsung gave a staff report whereas proposals for Construction Engineering Services for the Water Treatment Facility were received from MFRA and Bolton and Menk. Bolton & Menk proposed to provide the services for a cost of \$300,000 to \$325,000; Bolton & Menk's proposal also provided that the project would be completed in September 2009; this would allow for the water mains to be flushed prior to startup of the Water Treatment Plant. MFRA proposed to provide the services for a cost of \$350,000 with a completion date of the project in November 2009.

Motion by Larson, second by Duff to approve Resolution No. 2008-149 that awards Construction Engineering Services for the Water Treatment Facility to Bolton and Menk as proposed. Motion carried unanimously.

b. Resolution No. 1008-150, a Resolution Accepting Plans and Specifications and Ordering Advertisement to go out for Bids for the Construction of the Water Treatment Facility

Motion by Larson, second by Johnson to approve Resolution No. 2008-150 as presented. Motion carried unanimously.

17. Resolution No. 2008-151, a Resolution Approving Application for Exempt Gambling Permit for the Lake of the Woods Minnesota Deer Hunters Association

Lorsung gave a staff report whereas the MN Deer Hunters Association submitted a request for an exempt gambling license and requested the \$50.00 City application fee is waived.

Motion by Duff, second by Kolb to approve Resolution No. 2008-151 as presented and to not waive the \$50.00 application fee. Motion carried unanimously.

L. Consent Agenda

The following consent agenda was considered:

1. Accounts Payable in the Amounts of \$172,079.99 and Payroll in the Amount of \$69,009.70
2. Approve Minutes:
 - a. April 22, 2008 Park & Recreation Board
 - b. April 22, 2008 EDA
3. **Resolution No. 2008-152, a Resolution Offering Part-Time Liquor Store Clerk Position to Ms. Lisa Clausen**
4. **Resolution No. 2008-153, a Resolution Extending the Appointment of Ms. Lisa Crawford as Interim Liquor Store Manager**
5. **Resolution No. 2008-154, a Resolution Accepting Donation from Community Pride Bank**
7. Consider Special Event Application Requesting the use of City Hall and the City Hall Parking Lot for the Rum River Bike Classic

Motion by Johnson, second by Kolb to approve the above stated Consent Agenda as presented. Motion carried unanimously.

M. Other Communication

Other communication was reviewed as presented.

Adjournment

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

Meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Irene J. Bauer
Assistant City Administrator/City Clerk