

**MINUTES
CITY OF ISANTI
CITY COUNCIL
July 2, 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, Finance Director Sarah Cotton, Police Lieutenant Gene Hill, Economic Development Director Sean Sullivan, Planning and Parks Director Lisa Wilson and City Engineer Brad DeWolf

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

1. Mayor's June Great Yard Awards

Mayor Wimmer announced the winners of the Mayor's June Great Yard Awards as follows:

1 st Place	Shannon Krizan
2 nd Place	Thomas & Miranda Carnahan
3 rd Place	Kevin & Marsha Murray

The following are the prize providers of the awards:

1 st Place Prize - \$100 –	Duff Consulting, LLC
2 nd Place Prize - \$ 50 –	Startac Construction, Inc
3 rd Place Prize - \$ 25 –	My Geeky Guy, Inc

F. Approve City Council Minutes

Motion by Lundeen, second by Johnson to approve the minutes of the June 18, 2013 regular meeting of the City Council. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

Announcements were read.

I. Council Committee Reports

Councilor Larson reported on:

- **Northern Lights Express (NLX)**
 - Finances
- **East Central Regional Development Commission**
 - Annual meeting
- **League of Minnesota Cities Conference**
 - Strategic Planning, Capital Improvements and Storm Water Information Sessions
 - Isanti's strong financial planning and credit rating in comparison to other cities
- **Upcoming Events**

J. Public Hearings

None.

K. Business Items

1. Presentation of the Revenue Check to the City by Vision Wake Park

Vision Wake Park owners Kris Jedda and Jake LaFerriere presented a check to the Mayor in the amount of \$1,470.00, which was 5% of their first year's profits. This check was given to the City as per their agreement. Mayor Wimmer stated Vision Wake has done everything it has agreed to do and noted that they are a private enterprise in Bluebird Park.

2. In-House Utility Billing Proposal

Cotton reported that per Council direction to bring utility billing in house, staff had looked at three different utility billing software and service proposals and had two different companies (Civic Systems, LLC and Banyon Data Systems) come in and do demonstrations. Staff finds Civic Systems, LLC as the best vendor in regards to professional services and software.

Cotton further reported that Payment Service Network, Inc. (PSN) provides a wide arrangement of eServices for payment processing, billing and customer communication. A daily transfer of information to PSN from Civic Systems would allow residents and businesses in the City of Isanti to view, pay, and track balance information of their utility bills online. Staff recommends approval of this and that all customer accounts pay the transaction costs of these services, including a \$1 per eCheck or eSavings payment. Cotton added in addition to the option of paying utility bills online, staff will be able to take credit or debit card payments for utility bills, permits, fines and fees at charge of 2.75% per credit and debit card transaction (2.75% plus \$0.50 for payments less than \$100).

Cotton explained that the City is currently under contract with Opus21 Management Solutions, LLC for utility billing services through December 31, 2014. A \$732 per month remaining buyout has been negotiated to release the City of Isanti early from its current contract. Staff estimates limited costs for the conversion from Opus21 to Civic Systems, LLC.

Cotton outlined a tentative implementation timeline:

- Opus21 to Process and Mail Final Statements - September 23, 2013
- Civic Systems, LLC to Parallel Bill - September 23, 2013 Statements

- City Staff to Process and Mail Statements using Civic Systems, LLC UB Module – October 23, 2013

The Finance Committee has reviewed this matter and recommends a buyout from Opus21 Management, approval of services and software from Civic Systems, LLC and Payment Service Network Inc., and to immediately start the process to transfer utility billing in house - along with all costs associated with the new utility billing clerk position.

Larson made comment that she had seen Civic Systems, LLC at the League's conference and was very impressed with their services and software. Larson also noted that she had heard great reports from other cities that use Civic Systems, LLC.

Motion by Larson, second by Johnson to:

- Authorize Staff to Accept the Service and Cost Proposals of Civic Systems, LLC and Payment Service Network Inc.
- Authorize Staff to Advertise to Fill the Position of Utility Billing Clerk
- Authorize Staff to Purchase the Supplies and Equipment Outlined in the Attached Cost Summary
- Authorize Staff to Prepare a Transition Plan with Opus21 to Assist in Providing Conversion Data to Civic Systems, LLC

as presented and explained above. Motion carried unanimously.

3. Resolution 2013-121 Authorizing the Advancement of Funds

The City is only able to advance \$631,589.74 at this time, for the 2013 Railroad & Walk Improvements project. Staff recommends the City funds a short-term deficit in the amount of \$174,290.66 and the advancement of funds as follows:

\$87,145.33 from Fund 101 – General Fund

\$43,572.67 from Fund 601 – Water Fund

\$43,572.66 from Fund 602 – Sewer Fund

Repayments would be made in 2014 and 2015 as MSA Funds become available.

Mayor Wimmer pointed out that \$56,000 will be coming out of the general fund that was not budgeted for in 2014.

Motion by Lundeen, second by Larson to approve Resolution No. 2013-121 as presented. Motion carried unanimously.

4. Resolution 2013-122 Authorizing the Amendment to Resolution 2009-076 Requiring the Payment of Obligations Owed the City as a Prerequisite to Contracting to do Business with the City of Isanti

Motion by Johnson, second by Collison to approve Resolution No. 2013-122 as presented. Motion carried unanimously.

5. Resolution 2013-123 Approving the Site Plan/Building Appearance As Requested by Rum River BMX Association to Allow for an Accessory Structure to be Placed on the Property Located at 101 Isanti Parkway NW

Motion by Larson, second by Lundeen to approve Resolution No. 2013-123 as presented.
Motion carried unanimously.

6. Resolution 2013-124 Authorizing Placement of a Batting Cage on the Property Located at 620 3rd Avenue NW (Sportsman Field)

Motion by Johnson, second by Larson to approve Resolution No. 2013-124 as presented.
Motion carried unanimously.

7. Resolution 2013-125 Adopting a Tobacco Free Park Policy

Mayor Wimmer noted that the Park, Recreation and Culture Board also recommend an adjustment to include Unity Field into the Tobacco Free Park Policy.

Motion by Larson, second by Lundeen to approve Resolution No. 2013-125 as presented.
Motion carried unanimously.

8. Liquor Store Re-Roofing Project

Motion by Johnson, second by Lundeen to approve the Liquor Store re-roofing project as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$184,239.93 and Payroll in the Amount of \$71,202.42
2. Final Minutes of the May 28, 2013 Park, Recreation and Culture Board Meeting
3. Final Minutes of the April 23, 2013 EDA Meeting
4. **Resolution 2013-126** Accepting Part-Time Liquor Store Clerk Terry Anderson's Letter of Resignation
5. **Resolution 2013-127** Offering the Position of Part-Time Liquor Store Clerk to Ms. Danyette Phelps
6. **Resolution 2013-128** Accepting the Conveyance of Outlots Located Within the South Park Development
7. **Resolution 2013-129** Authorizing Payment of Engineering Fees Out of the Storm Water Utility Should One be Established
8. **Resolution 2013-130** Authorizing Approval to Modify the Agreement Between the Isanti Lions Club and the City of Isanti for Rental Scheduling and Cleaning Services of the Community Center

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

Adjournment

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

Meeting adjourned at 7:28 p.m.

Respectfully Submitted,

Karissa Henning
Human Resources/Deputy City Clerk