

AGENDA

CITY OF ISANTI CITY COUNCIL MEETING

TUESDAY, APRIL 19, 2022 – 7:00 P.M.
CITY HALL



Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Subway, 945 Eagle Drive New Town, North Dakota 58763 due to working out of state.

The public can view the City Council meeting in person or by visiting this website: <https://us06web.zoom.us/j/86888867154?pwd=K1ZkZmJucXFhOUl1MTQrSCtuYmFBdz09> or by calling into this number +1 312 626 6799 US with this meeting ID: 868 8886 7154 and passcode 609000.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

1. April 5, 2022- Regular Meeting of the City Council

H. Announcements

1. City Council Meeting Tuesday, May 3, 2022 at 7:00 p.m.
2. Economic Development Authority Meeting Tuesday, May 3, 2022
(Immediately following the City Council Meeting)
3. Parks, Recreation and Culture Board Tuesday, April 26, 2022 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

1. MS4 Presentation

K. Business Items

1. Resolution 2022-XXX Accepting the 2021 Annual Financial Report and Management Letter (Abdo, Eick and Meyers- *Steve McDonald*)

Community Development Director Stephanie Hillesheim

2. Resolution 2022-XXX Approving a Special Event Permit Application for Walk for Life

L. Approve Consent Agenda

1. Payroll in the Amount of \$119,821.68 and Accounts Payable in the Amount of \$383,681.17
2. Resolution 2022-XXX Setting Work Sessions for 2023 Budget

3. Resolution 2022-XXX Approving the Hire of Kayla Saltis for the Position of Administrative Assistant Internship
4. Resolution 2022-XXX Approving the Hire of Mason Voshell for the Position of Economic Development Internship
5. Resolution 2022-XXX To Declare Certain Property as Surplus and Authorize It's Sale by Public Surplus Online Public Auction
6. Resolution 2022-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North

M. Other Communications

1. March Police Department Report
2. March Code Enforcement Report
3. March Building Inspector Report
4. April Engineering Project Status Report

Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**



**TUESDAY, APRIL 5, 2022 – 7:00 P.M.
CITY HALL**

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

The Pledge of Allegiance was recited.

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

Member Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Police Lieutenant John McCarty, Community Development Director Stephanie Hillesheim and City Engineer Jason Cook

D. Public Comment

David Englund, Isanti Redbirds, shared the Redbirds are having their annual game on May 20th and asked if Mayor Johnson wanted to throw opening pitch for the game. Englund continued to share that Channel 9 is going to be in Isanti for the Town Ball on June 15th.

Christine Dahlman, 17540 Hwy 65 NE Ham Lake, MN shared her concerns and opposition of Gratitude Farms who submitted a quote for animal control services in K.1.

E. Adopt Agenda

ADDENDUM:

Add L.12. Resolution 2022-078 Authorizing the Closing of Funds 441 and 933

Motion by Lundeen, seconded by Collison to adopt the agenda with the modifications listed above.

Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. 2021 Wastewater Treatment Award

Mayor Johnson shared that Isanti has been awarded the Wastewater Treatment award for a number of years and it is a testament of the great staff in the Public Works department.

G. Approve City Council Minutes

- 1. March 15, 2022-** Regular Meeting of the City Council
- 2. March 15, 2022-** Committee of the Whole Meeting

Motion by Collison, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. CITY OFFICES CLOSED

Friday, April 15, 2022
(In Observance of Good Friday)

2. Committee of the Whole

Tuesday, April 19, 2022 at 5:00 p.m.

3. City Council Meeting

Tuesday, April 19, 2022 at 7:00 p.m.

4. Planning Commission Meeting

Tuesday, April 19, 2022

(Immediately following the City Council Meeting)

I. Council Committee Reports

Councilmember Lundeen shared he was voted in again as the Chairperson at the Fire District.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Resolution 2022-062 Accepting Quote for Animal Control and Kennel Services and Authorizing to Enter into a Contract for Animal Control and Kennel Services

City Administrator Josi Wood shared that an RFP went out to solicit quotes for animal control and kennel services where two quotes were received. One from Gratitude Farms and the other from On-Line Retrievers. The contract period would be for 5 years. Wood further shared that the vendors were not asked to attend the meeting. This item was postponed from the last Council meeting as it was Council's request to look into this further.

Mayor Johnson asked what animal control was out of Ogilvie.

Wood responded that it was On-Line Retrievers and the current contract is with Gratitude Farms.

Police Lieutenant John McCarty shared that the Police Department has not received any complaints about Gratitude Farms.

Councilor Collison asked if the contracted vendor is required to have a kennel license.

Wood responded that the RFP states they need to have all required licensing by City and State however, the City has not required the vendors to submit it but can have them submit the documentation if Council desires.

Lundeen stated that the City should require proof of license from the vendor. Lundeen further shared that both vendors should be present for consideration.

Collison stated Gratitude Farms charges the City \$250 a month and On-Line Retrievers does not.

There was further discussion regarding this topic.

A motion was made by Collison, seconded by Bergley to enter into a contract with On-Line Retrievers. Motion passed 4-0. Motion carried.

Wood stated that there should be further discussion since Gratitude Farms has gone past their contract expiration date of March 31st, 2022. Council should be aware that payment needs to be made for services rendered for the month of April due to postponement from the last City Council meeting.

A motion was made by Lundeen, seconded by Bergley to pay Gratitude Farms through the month of April for services rendered. Motion passed 4-0. Motion carried.

2. Resolution 2022-063 Approving a Special Event Permit Application for the Neighborhood Market
a. Resolution 2022-079 Suspending the Isanti Family Farmer's Market

City Administrator Josi Wood shared this is a special event permit request for a neighborhood market and the applicant was in attendance for questions. The applicant, Mr. Gall, wishes to create and start the neighborhood market. Staff does have follow-up questions depending if Council would like to grant approval to have the neighborhood market. It would be a farmer's market operating out of the Members Cooperative Credit Union parking lot. The applicant is looking to do the activity May 6th through October 28th from 2:00 p.m. to 6:00 p.m. on Friday evenings. The proper documentation has been submitted and staff is in approval.

Applicant Tony Gall shared that he is trying to keep the Friday market going and wanted to try to start a market on Fridays since some vendors could not make Wednesdays work.

Wood asked the Council if they would want to continue the City market on Wednesdays and have two markets. There has been struggle with the location change and getting vendors to participate on Wednesdays.

Mayor Johnson asked if there are issues with getting vendors to sign up.

Community Development Director Stephanie Hillesheim responded there are 4 vendors signed up.

Councilor Collison asked Gall how many vendors he had.

Gall responded that he currently had 10-11 vendors.

Councilor Lundeen asked if there was a way that the City could help Gall with the market.

Hillesheim stated that the City and the Chamber of Commerce received a grant this year for marketing of the farmer's market. The grant does not state that it has to be a City owned farmer's market. The money is set aside for farmer's market advertising and could be used to help Gall with advertising/marketing.

A motion was made by Lundeen, seconded by Bergley to approve the special event permit, authorize the use of grant funding slated for farmer's market marketing and a resolution suspending the City farmer's market. Motion passed 4-0. Motion carried.

3. Resolution 2022-064 Approving a Contract for Temporary Park and Recreation Consulting Services with Alyssa Olson

City Administrator Josi Wood shared that Alyssa Olson's last day was Monday, March 29th. The City does not typically have a lot of interim services however, this situation is unique. The Illuminate Isanti

event, Olson is the contact in regards to this event. Wood stated that it is worthwhile for Olson to continue to be involved in that event due include marketing, sponsorship and execution of the event.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0.
Motion carried

City Engineer Jason Cook

4. Resolution 2022-065 Awarding the Bid for the 2022 Pavement Management Project

City Engineer Jason Cook shared that on March 29th bids were opening for the 2022 pavement management project. Three bids were received, two of which included the alternate that was request and one did not. The low bidder, Asphalt Surface Technologies Corporation, had the lowest base bid and lowest alternate bid. The combined bid and alternate is lower than the estimate. Cook further shared that the alternate is do micro-surfacing to the development on the Northside of Palomino. The total cost is higher than the budgeted amount for the management program for this year. Cook stated he discussed it with Finance Director Betker and its financially feasible with staff recommendation to move forward.

Motion by Bergley, seconded by Collison to approve resolution as presented. Motion passed 4-0.
Motion carried.

5. Resolution 2022-066 Awarding the Bid for the South Brookview Improvements Project

City Engineer Jason Cook shared this is the reclamation project with the assessments. Bids were opened March 29th where four bids were received. North Valley, Inc is the low bid. The bid is so good that it would reduce the average assessment by 9%. Cook further shared that the final assessment would be based on actual costs spent on the improvement but this is a great first step in the right direction to lower those prices.

Motion by Lundeen, seconded by Collison to award the bid to North Valley, Inc. Motion passed 4-0.
Motion carried.

Community Development Director Stephanie Hillesheim

6. Resolution 2022-067 Approving Site Plans for Two Buildings at 687 and 703 E Dual Blvd NE for Wolf River Industries/ Coyote Creek Industries

Community Development Director Stephanie Hillesheim shared that this is a site plan that was approved and recommended by the Planning Commission for two buildings on one of the industrial sites that was sold last year. A representative from the company is in attendance for questions.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0.
Motion carried.

L. Approve Consent Agenda

1. First Quarter Payroll for Council/ Boards/ Commissions in the Amount of \$8,794.21, Payroll in the Amount of \$248,564.92 and Accounts Payable in the Amount of \$509,682.89
2. **Resolution 2022-068** Authorizing the Replacement of Lift Station Air Release Valves
3. **Resolution 2022-069** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
4. **Resolution 2022-070** Accepting Resignation of Liquor Store Clerk II Nicole Johnson
5. **Resolution 2022-071** Accepting Economic Development Authority Board Member Justin Nielsen's Resignation

6. **Resolution 2022-072** Approving Donation Box at Liquor Store
7. **Resolution 2022-073** Approving Goals for 2022
8. **Resolution 2022-074** Accepting Quote from Ranger GM for City Hall Staff Vehicle
9. **Resolution 2022-075** Approving Re-hire of Seasonal Joel Bazey
10. **Resolution 2022-076** Approving Re-hire of Seasonal Eric Jones
11. **Resolution 2022-077** Approving Hire of Liquor Store Clerk II Janet Booth
12. **Resolution 2022-078** Authorizing the Closing of Funds 441 and 933

Motion by Lundeen, seconded Collison to approve consent agenda as presented. Motion passed 4-0.
Motion carried.

M. Other Communications

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:47 p.m.

Respectfully Submitted,



Jaden Strand
City Clerk

City of Isanti MS4 Program 2021 Annual Report



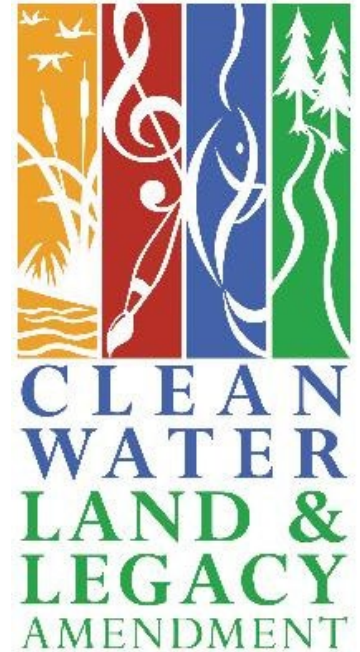
MS4 Background

- **MS4 - Municipal Separate Storm Sewer System**
 - Developed as part of the 1972 Clean Water Act
 - MPCA Initiated MS4 in 2007
 - City of Isanti MS4 Since 2016
 - The Permit gives “authorization to discharge stormwater”
 - Permit was reauthorized to the State of Minnesota in 2021 and new BMPS must be implemented by Fall of 2022.
 - The City implements these practices through:
 - Regulatory Mechanisms
 - Education and Outreach
 - Environmental Protection

Partnerships



Real People. Real Solutions.



Minnesota Pollution Control Agency



MS4 Annual Report, 2021

- Due June 30, 2022
- Part of the MS4 Permit Requirement
- 5 Illicit Discharges in 2021
 - 4 Discharges found by City Staff
 - 1 Public Complaint for Illicit Discharge
- Enforcement Actions
 - 9 Verbal Warnings to Contractors/Homeowners
 - 2 Violation Letters issued

MS4 Audit February of 2022

Findings included 7 conditions that were violated and must be updated for the new permit:

Condition 1:

The permittee must document the following information:

- a. all relevant written input submitted by persons regarding the SWPPP;
- b. all responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received;
- c. date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3;
- d. notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.); and
- e. date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6.

MS4 Audit February of 2022

Condition 2:

To the extent allowable under state or local law, the permittee must conduct additional illicit discharge inspections in area identified in item 18.10.

Condition 3:

The permittee must document the following information:

- a. date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11;
- b. reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the permittee;
- c. date(s) of discovery of all illicit discharges;
- d. identification of outfalls, or other areas, where illicit discharges have been discovered;
- e. sources (including a description and the responsible party) of illicit discharges (if known); and f. action(s) taken by the permittee, including date(s), to address discovered illicit discharges.

MS4 Audit February of 2022

Condition 4:

For each training in item 18.8 and 18.9, the permittee must document:

a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event.

Condition 5:

For each training in item 19.11, the permittee must document:

a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event.

MS4 Audit February of 2022

Condition 6:

The permittee must implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities.

The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The training program must:

- a. address the importance of protecting water quality;
- b. cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7; and
- c. include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.

MS4 Audit February of 2022

Condition 7:

The permittee must document the following information associated with the operations and maintenance program:

- a. date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10;
- b. any adjustments to inspection frequency as authorized in item 21.9;
- c. date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected;
- d. schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11; and
- e. stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

Minimum Control Measures (MCM)

Stormwater Pollution Prevention Plan (SWPPP) includes:

1. Public Education and Outreach
2. Public Participation
3. Elimination of illicit discharges to the storm sewer system
4. Construction-site runoff controls
5. Post Construction runoff controls
6. Pollution Prevention and municipal “good housekeeping”



**Minnesota Pollution
Control Agency**

Public Education and Participation (MCM 1&2)

- Rain Garden Incentive Program
 - Provides a 50% reimbursement, up to \$500 of the cost to residents for rain garden projects.
 - Guidance and Education Provided by Isanti SWCD
 - Cooperation with Parks and Recreation
 - Isanti Indoor arena Rain Garden
- Isantian newsletter articles
- Resources on city website for municipal stormwater education
- Water Festival Booth with the City of Cambridge.

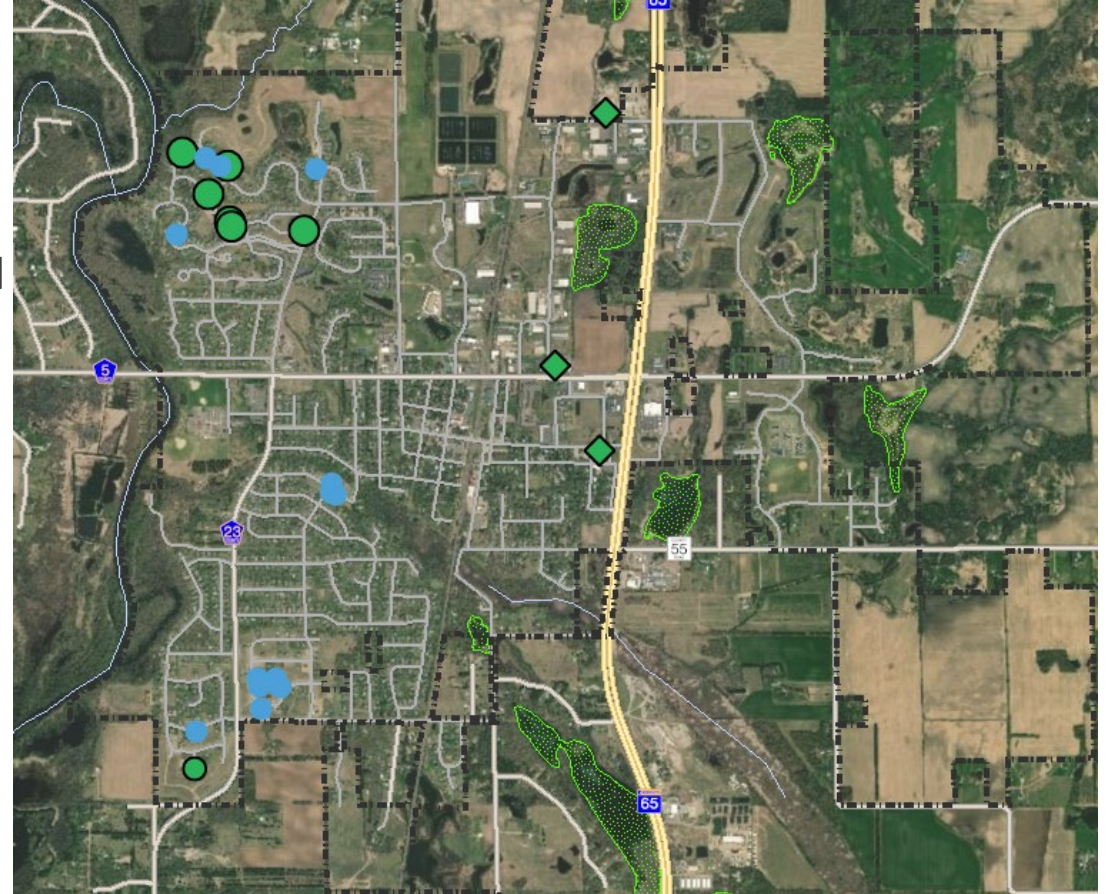
Elimination of illicit discharges to the storm sewer system (MCM 3)

- Illicit discharge Reporting for residents available on City of Isanti Website
- Illicit Discharge response procedure
- Covered under ordinance 670 – Storm Water
- Community Development Specialist tracks along with the Code Enforcement Officer and Public Works Officials.



Construction Site Runoff Controls (MCM 4)

- Site Inspection Checklist
 - Developed and maintained by Community Development Specialist, minimum inspection period is every 7 days
 - Procedure and checklist developed and updated in 2022
 - Priority site list procedure developed



Post-Construction Stormwater Management (MCM 5)

- Developed written procedures for site plan reviews prior to the start of construction activity
- Tracked and enforced erosion control procedures
- Civil Penalties for violation under developed
- Enforcement and Response Procedure (ERP) implemented



Pollution Prevention/Good Housekeeping (MCM 6)

- Prepare a Facilities Inventory
- Identify Current Stormwater Practices
- Implement a written good housekeeping procedure

Future Work

- Addressing conditions outlined in the audit Letter of Warning.
- Increasing public outreach and training.
- Continue Implementation and improvement of SWPPP
 - Enforcement Response Procedures Document (ERP)
- Partnership with Bolton – Menk
 - Legacy Pines
 - Heritage Estates
 - Fairway Greens
 - Consultation

Questions?

RESOLUTION 2022-XXX

ACCEPTING THE 2021 ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and,

WHEREAS, the City of Isanti designated the public accounting firm of Abdo as their auditors for 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2021 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 19th day of April 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.



MEMO for Council Action

To: Mayor Johnson and Members of the City Council
From: Stephanie Hillesheim, Community Development Director
Date: April 12, 2022
Subject: Resolution to Approve Special Event Permit for The Walk for Life.

Background

The Pregnancy Resource Center of Cambridge has submitted a special event permit application to host a one-day walk to raise money for non-profit community services. The event, including setup and tear down, will take place Saturday, May 21, 2022 from 8am-1pm at Bluebird Park.

No road closures or parking restrictions are being requested and the path will follow the walking paths within the park as well as City sidewalks for a 1 mile walk. Event organizers are requesting use of the Bluebird Park Pavilion. Event staff and volunteers will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 30-50.

No outdoor audio system or live entertainment will be used and no additional restrooms will be brought in. The event is free to attend and any donations collected will support the non-profit Pregnancy Resource Center of Cambridge/Lex Specialty Clinics.

The complete application along with departmental review are attached. City staff did contact the City of Cambridge to ensure a competing event was not taking place on the Bike-Walk Trail on the same date.

Staff Request

City staff is requesting approval of the Walk for Life Special Event Permit application and attachments.

Attachments

- Resolution No. 2022-XXX
- Special Event Application – Walk for Life

RESOLUTION 2022-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR WALK FOR LIFE

WHEREAS Pregnancy Resource Center of Cambridge has submitted a Special Event application requesting permit to host the Walk for Life; and,

WHEREAS, a one-day walk event is scheduled to take place in Bluebird Park on Friday, May 21; and,

WHEREAS, event set-up is scheduled for Friday, May 21 from 8:00 am to 1:00 pm; and,

WHEREAS, the estimated number of people to be in attendance is 30-50; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, parking during the event will be restricted to Bluebird Park parking lots; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, the temporary sign permit fee has been paid and the application has been received; and,

WHEREAS, a Park Shelter Reservation application will be required; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Walk for Life;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the “Permit” for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this April 19, 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



**SPECIAL EVENT PERMIT
APPLICATION**

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- Complete Application Form
- Cleanup Deposit Fee - \$100
- Proof of Insurance or Certificate of Insurance
- Site Map
- Approval Letter from the Property Owner
- Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- Signs will be posted for event:
 - Temporary Sign Permit Application required
 - \$50 fee
- Alcohol will be served and/or sold at event:
 - Licenses (may take up to 60 days to process)
 - Fees apply, amounts vary by license type.
- Vendors will be present:
 - Peddler's Permit (background check required) submitted by event organizer only
 - \$25 fee for one-day applications
 - Vendor List
- Event will occur on City Property:
 - Release and Indemnification Agreement

*Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.*

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 3/15/2022

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Pregnancy Resource Center of Cambridge

Contact Person: Heather Taylor

Address: 140 Buchanan St. N. STE 138

City: Cambridge State: MN Zip: 55008

Phone: 763 689 4319 Fax: 763 552 0049 Cell: - - -

E-mail: prcadmin@cambridgeprc.com

Secondary Contact Person: Kimberly Redfield

Address: 140 Buchanan St. N. STE 138

City: Cambridge State: MN Zip: 55008

Phone: 763 689 4319 Cell: [REDACTED] E-mail: prcoperations@cambridgeprc.com

EVENT INFORMATION

Event Name: Walk for Life

Date(s) of Event: 5/21/2022

Hours of Event: 8am-1pm

Type of Event: Open to the Public Private Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Walk to raise money for non-profit free community services provided by Pregnancy Resource Center of

Proposed Location of the Event (be specific, site map also required):

Bluebird Park with use of pavilion and use of walking path - extending walk to city sidewalk and back to park - 1 mile.

Estimated Number of People in Attendance (includes staff, participants, and spectators):

30-50

Parking Impact – Describe in detail:

Use of public parking lots around the park area.

Tents, equipment, amusement rides, etc.

Type: Pavilion

Size:

Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

No. First aid nurses on site provided by organization.

Are you requesting any street closures? If yes, list streets:

No.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Use of porta-potties on site at park.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

No security needed.

Clean-up Plans – Describe in detail:

All items in used areas will be cleaned up by staff prior to leaving the park. No items will be left behind. We will use the garbage cans on site at the park.

Live entertainment – Describe in detail:

None.

Will any other **public addressing system or sound amplification** be used? If so, describe:

Possibly a bull horn for announcements.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

1. No tickets - free event. 2. No donation required. Walkers have raised fund prior to the event through walk sponsorships.

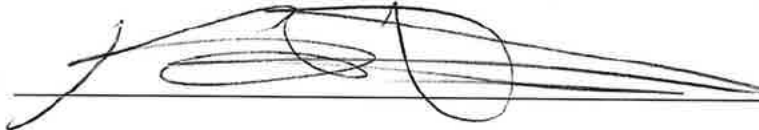
3. All funds will support the non-profit free services provided by the Pregnancy Resource Center of Cambridge/Lex Specialty Clinics to the community.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____



OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief 4/8/22
 Approved _____ Denied _____ N/A Signature: _____

Police Chief
 Approved _____ Denied _____ N/A Signature: [Signature]

Public Services Director
 Approved _____ Denied _____ N/A Signature: [Signature]


Parks, Recreation and Culture Manager
_____ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
 Approved _____ Denied _____ N/A Signature: [Signature]

City Administrator
 Approved _____ Denied _____ N/A Signature: [Signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

STAFF ONLY		<h1>SIGN PERMIT APPLICATION</h1>	<input type="checkbox"/> Site copy <input type="checkbox"/> City copy Permit # _____ - _____	
			Rcvd Date: _____	Apvd Date: _____
		Fee Rcvd Date: _____		Prmt Close Date: _____
TO BE FILLED OUT BY APPLICANT – INCOMPLETE APPS MAY NOT BE PROCESSED	PROJECT ADDRESS: 201 Isanti Parkway Isanti MN 55040			
	GENERAL LOCATION OF SIGN ON THE PROPERTY: Near parking lot and along 3rd Ave NW on walking route to bike trail and back to park.			
	APPLICANT NAME: Pregnancy Resource Center of Cambridge/Lex Specialty Clinics		Address: 140 Buchanan St. N. STE 138	
	City: Cambridge	State: MN	Zip: 55008	Email: prcadmin@cambridgeprc.com
	Contact Name: Heather Taylor		Phone: 763-689-4319	
	FEE OWNER AND APPLICATION CONSENT:		Address: _____	
	City: _____	State: _____	Zip: _____	Email: _____
	Contact Name: _____		Phone: _____	
	OTHER CONTACTORS:		Address: _____	
	City: _____	State: _____	Zip: _____	Email: _____
	Contact Name: _____		Phone: _____	
	SIGNATURE OF APPLICANT:		DATE: _____	
	PRINTED NAME: _____			
	SIGNATURE OF PROPERTY OWNER:		DATE: _____	
	PRINTED NAME: _____			
APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: \$75 2) Temporary Sign: \$50				
Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.				
Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.				
Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.				
APPLICANTS PLEASE REVIEW	ITEM	DESCRIPTION	DATE RCVD	
	<input type="checkbox"/> Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	(staff use)	
	<input type="checkbox"/> Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	(staff use)	
	<input type="checkbox"/> Owner's Signature	Written authorization from the property owner for the sign to be located on the property	(staff use)	
	<input type="checkbox"/> Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	(staff use)	
	<input type="checkbox"/> Other	Other Supplemental Information as requested by Staff	(staff use)	
OFFICE USE ONLY	Application certified as complete by:			DATE: _____
	Conditions: _____ (may be cont'd on back)			
	Permit Approved By: _____			DATE: _____
	Printed Name: _____		Dept: _____	
	Paid: _____	Date: _____	Receipt No.: _____	By: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Johnson-Witkemper 305 Washington St Columbus IN 47201	CONTACT NAME: Susan Dixon
	PHONE (A/C, No, Ext): 812-372-7829 FAX (A/C, No): 812-669-4800 E-MAIL ADDRESS: sdixon@jwinsurance.com
INSURED Pregnancy Resource Center Of Cambridge 140 Buchanan Street North, STE 138 Cambridge MN 55008	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : ARCH Specialty Insurance Co. 21199
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :

COVERAGES **CERTIFICATE NUMBER:** 1065844955 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Retro Date <input checked="" type="checkbox"/> 06/30/2004 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	NCPKG0368306	6/30/2021	6/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPIOP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Bluebird Park City of Isanti 110 1st Ave NW PO Box 428 Isanti MN 55040	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

Walk Route

Approximately 2 miles

● = Indicates where signage will be posted for walkers along the route



City of Isanti

Gross Payroll	103,309.29
Social Security & Medicare	5,922.12
Public Employees Retirement	10,590.27
Total City Expense	<u>119,821.68</u>

Pay Date 4/15/2022

Pay Period 8 (3/27-4/9/22)

Report Criteria:

Report type: Summary

Check.Type = {<-} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/05/2022	58053	2290	AMERICAN FLAGPOLE & FLAG CO	101-20200	197.10
04/22	04/05/2022	58054	3169	ANDERLA, KARLA	101-20200	165.00
04/22	04/05/2022	58055	2545	AQUARIUS HOME SERVICES	601-20200	452.00
04/22	04/05/2022	58056	53	BELLBOY CORPORATION	609-20200	3,208.35
04/22	04/05/2022	58057	9	BERNICKS PEPSI-COLA	609-20200	2,915.14
04/22	04/05/2022	58058	2319	BREAKTHRU BEVERAGE OF MN	609-20200	10,553.67
04/22	04/05/2022	58059	3170	CARLTON INDUSTRIES LP	601-20200	623.93
04/22	04/05/2022	58060	1474	CDW GOVERNMENT INC	614-20200	86.36
04/22	04/05/2022	58061	1629	CITY OF ISANTI	101-20200	13,767.69
04/22	04/05/2022	58062	1472	CRAWFORDS EQUIPMENT INC	920-20200	5,600.00
04/22	04/05/2022	58063	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,391.82
04/22	04/05/2022	58064	55	ECM PUBLISHERS INC	609-20200	365.00
04/22	04/05/2022	58065	1682	FERGUSON WATERWORKS	601-20200	191.04
04/22	04/05/2022	58066	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.26
04/22	04/05/2022	58067	3140	GARPHISH BREWING COMPANY	609-20200	138.00
04/22	04/05/2022	58068	2830	GDO LAW	101-20200	4,083.33
04/22	04/05/2022	58069	134	GOPHER STATE ONE-CALL INC	601-20200	55.35
04/22	04/05/2022	58070	3171	GRANICUS LLC	614-20200	3,300.00
04/22	04/05/2022	58071	2537	GROTTE, KATIE	101-20200	42.71
04/22	04/05/2022	58072	160	HAWKINS INC	601-20200	3,445.49
04/22	04/05/2022	58073	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,616.98
04/22	04/05/2022	58074	5	KAWALEK TRUCKING	609-20200	285.00
04/22	04/05/2022	58075	3118	KLOCKOW BREWING COMPANY INC	609-20200	444.00
04/22	04/05/2022	58076	3172	LAMAR COMPANIES	609-20200	1,000.00
04/22	04/05/2022	58077	1479	LOFFLER -131511	108-20200	114.93
04/22	04/05/2022	58078	17	MCDONALD DISTRIBUTING CO	609-20200	17,694.20
04/22	04/05/2022	58079	616	MENARDS - CAMBRIDGE	101-20200	23.36
04/22	04/05/2022	58080	110	METAL COATING & MFG CO	101-20200	10.00
04/22	04/05/2022	58081	3173	MN DEPT OF ADMINISTRATION	101-20200	250.00
04/22	04/05/2022	58082	2080	MVTL LABORATORIES INC	602-20200	218.76
04/22	04/05/2022	58083	3122	NEW FRANCE WINE COMPANY	609-20200	718.50
04/22	04/05/2022	58084	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,502.95
04/22	04/05/2022	58085	12	POSTMASTER	603-20200	2,500.00
04/22	04/05/2022	58086	1834	RIVARD COMPANIES	101-20200	180.00
04/22	04/05/2022	58087	3120	ROOTSTOCK WINE COMPANY	609-20200	430.92
04/22	04/05/2022	58088	2001	SHRED-N-GO INC	101-20200	206.39
04/22	04/05/2022	58089	2396	SOUTHERN GLAZERS OF MN	609-20200	7,594.22
04/22	04/05/2022	58090	315	ST PAUL STAMP WORKS	101-20200	20.25
04/22	04/05/2022	58091	1361	STAPLES ADVANTAGE	101-20200	212.84
04/22	04/05/2022	58092	73	STAR	609-20200	542.05
04/22	04/05/2022	58093	3050	STERNBERG LANTERNS INC	920-20200	7,616.00
04/22	04/05/2022	58094	2156	SUMMIT FIRE PROTECTION	101-20200	48.00
04/22	04/05/2022	58095	1290	THE AMBLE GROUP	101-20200	239.07
04/22	04/05/2022	58096	3174	TYLER SOUTH LLC	001-20200	34.12
04/22	04/05/2022	58097	2944	UNIFIRST CORPORATION	609-20200	776.26
04/22	04/05/2022	58098	1820	URBANS HARDWARE INC	101-20200	83.80
04/22	04/05/2022	58099	686	VERIZON WIRELESS	101-20200	1,521.84
04/22	04/05/2022	58100	42	VIKING COCA-COLA BOTTLING CO	609-20200	230.75
04/22	04/05/2022	58101	4	WATSON CO INC	609-20200	1,976.10
04/22	04/05/2022	58102	1922	WEX BANK	101-20200	6,114.25
04/22	04/05/2022	58103	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
04/22	04/05/2022	58104	1210	WINTER EQUIPMENT COMPANY INC	101-20200	712.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						<u>143,571.98</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/13/2022	58105	1231	ACE SOLID WASTE INC	101-20200	581.68
04/22	04/13/2022	58106	2030	ARTISAN BEER COMPANY	609-20200	36.90
04/22	04/13/2022	58107	3161	BENT BREWSTILLERY	609-20200	173.18
04/22	04/13/2022	58108	9	BERNICKS PEPSI-COLA	609-20200	2,113.70
04/22	04/13/2022	58109	368	BILLS QUALITY CLEANING	609-20200	712.00
04/22	04/13/2022	58110	2210	BJORKLUND, CRAIG	101-20200	140.00
04/22	04/13/2022	58111	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
04/22	04/13/2022	58112	1198	CENTER POINT ENERGY	601-20200	5,305.10
04/22	04/13/2022	58113	1736	COMM OF MMB TREAS DIV	101-20200	200.00
04/22	04/13/2022	58114	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,273.78
04/22	04/13/2022	58115	2871	DEANS HEATING &	101-20200	425.00
04/22	04/13/2022	58116	3175	EDWARDS, JEREMIAH	101-20200	45.00
04/22	04/13/2022	58117	3159	ELM CREEK BREWING	609-20200	150.00
04/22	04/13/2022	58118	385	FEDERATED CO-OPS INC	602-20200	53.94
04/22	04/13/2022	58119	1682	FERGUSON WATERWORKS	601-20200	137.29
04/22	04/13/2022	58120	2028	FURTHER	101-20200	33.10
04/22	04/13/2022	58121	2761	GRATITUDE FARMS	101-20200	250.00
04/22	04/13/2022	58122	300	HASSER GARAGE DOORS INC	101-20200	270.00
04/22	04/13/2022	58123	160	HAWKINS INC	602-20200	9,874.54
04/22	04/13/2022	58124	3176	HILLESHEIM, STEPHANIE	108-20200	105.00
04/22	04/13/2022	58125	1684	ISANTI COUNTY AUDITOR-TREASURER	920-20200	22,866.00
04/22	04/13/2022	58126	7	JOHNSON BROTHERS LIQUOR CO	609-20200	14,705.22
04/22	04/13/2022	58127	5	KAWALEK TRUCKING	609-20200	255.20
04/22	04/13/2022	58128	3178	LARSON, PAULA	602-20200	21.49
04/22	04/13/2022	58129	136	LEAGUE OF MN CITIES	614-20200	75.60
04/22	04/13/2022	58130	1479	LOFFLER -131511	108-20200	238.45
04/22	04/13/2022	58131	2815	LUSK, KEITH	609-20200	49.84
04/22	04/13/2022	58132	17	MCDONALD DISTRIBUTING CO	609-20200	18,828.44
04/22	04/13/2022	58133	2978	MILBANK WINWATER WORKS	601-20200	6,122.68
04/22	04/13/2022	58134	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTR	101-20200	2,193.96
04/22	04/13/2022	58135	2208	MINNESOTA EQUIPMENT INC	101-20200	34.48
04/22	04/13/2022	58136	194	MN DEPT OF HEALTH	601-20200	7,000.00
04/22	04/13/2022	58137	176	MN DEPT OF REVENUE	101-20200	36,495.00
04/22	04/13/2022	58138	2842	MN PEIP	861-20200	33,485.48
04/22	04/13/2022	58139	161	MPCA	602-20200	1,450.00
04/22	04/13/2022	58140	870	M-R SIGN CO INC	920-20200	4,734.64
04/22	04/13/2022	58141	2080	MVTL LABORATORIES INC	601-20200	467.80
04/22	04/13/2022	58142	2992	NEXTERA COMMUNICATIONS	609-20200	304.81
04/22	04/13/2022	58143	1165	NORTHLAND TRUST SERVICES INC	602-20200	26,422.50
04/22	04/13/2022	58144	2553	O'REILLY	101-20200	112.08
04/22	04/13/2022	58145	617	PAUSTIS & SONS	609-20200	2,051.75
04/22	04/13/2022	58146	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,293.69
04/22	04/13/2022	58147	2630	RAPP, JORDAN	101-20200	95.36
04/22	04/13/2022	58148	2341	RED BULL DISTRIBUTION CO INC	609-20200	567.55
04/22	04/13/2022	58149	1834	RIVARD COMPANIES	101-20200	225.00
04/22	04/13/2022	58150	2396	SOUTHERN GLAZERS OF MN	609-20200	10,639.17
04/22	04/13/2022	58151	1361	STAPLES ADVANTAGE	609-20200	271.30
04/22	04/13/2022	58152	73	STAR	603-20200	12.60
04/22	04/13/2022	58153	3050	STERNBERG LANTERNS INC	101-20200	410.00
04/22	04/13/2022	58154	2156	SUMMIT FIRE PROTECTION	101-20200	8.00
04/22	04/13/2022	58155	1290	THE AMBLE GROUP	101-20200	47.46
04/22	04/13/2022	58156	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/22	04/13/2022	58157	2027	US INTERNET	603-20200	57.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/13/2022	58158	42	VIKING COCA-COLA BOTTLING CO	609-20200	424.45
04/22	04/13/2022	58159	1286	VINOCOPIA INC	609-20200	1,565.59
04/22	04/13/2022	58160	4	WATSON CO INC	609-20200	2,294.13
04/22	04/13/2022	58161	780	WINE MERCHANTS	609-20200	909.50
04/22	04/13/2022	58162	2872	WINEBOW	609-20200	1,172.25
04/22	04/13/2022	58163	2009	WOOD, JOSEPHINE	101-20200	106.71
Grand Totals:						<u>240,109.19</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 19th 2022
Subject: Setting Work Sessions for 2023 Budget

Background:

Below is the proposed 2023 Budget Timeline

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
Thurs. after 2 nd CC Mtg	April	Prepare & Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Operating & Capital Budgets
2nd Council Meeting	July	Council Budget Workshop – Operating Budgets
1st Council Meeting	August	Council Budget Workshop – Capital Budgets
2nd Council Meeting	August	Council Budget Workshop – (To be affirmed at conclusion of prior Workshop)
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Truth in Taxation Meeting, Final levy and Budget Adoption

Request: Staff is recommending that Budget workshops be held immediately following the regular Council Meetings on Tuesday July 20th, Wednesday August 3rd and Tuesday August 17th.

Attachment:

- Resolution 2022-XXX – Setting Work Sessions for 2023 Budget

RESOLUTION 2022-XXX

SETTING WORK SESSIONS FOR 2023 BUDGET

WHEREAS, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-16, D.; and,

WHEREAS, annually the City Council meets in Work Sessions regarding the proposed City Budget with three scheduled Work Sessions. The need for the third Work Session will be affirmed prior to adjournment of the second Work Session;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to set the following Budget Work Sessions, to be held immediately after the regular City Council Meeting on the following dates:

1. Tuesday July 19th 2022
2. Wednesday August 3rd 2022
3. Tuesday August 16th 2022

This Resolution is hereby approved by the Isanti City Council this 19th day of April, 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

L.3.

**APPROVING THE HIRE OF KAYLA SALTIS FOR THE POSITION OF
ADMINISTRATIVE ASSISTANT INTERNSHIP**

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to fill a paid part-time Administrative Assistant Internship in the 2022 budget working 20-29 hours a week; and,

WHEREAS, this temporary internship position will not be eligible for PERA or health insurance benefits; and,

WHEREAS, the offer is subject to passing a background investigation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has hereby offered the Administrative Assistant Internship to Kayla Saltis for the City of Isanti effective April 19th, 2022.
2. Kayla Saltis will be compensated at \$14.50 per hour.
3. The duration of the internship will start in spring and end in fall 2022 a final date is yet to be determined.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 19th day of April 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

L.4.

APPROVING THE HIRE OF MASON VOSHELL FOR THE POSITION OF ECONOMIC DEVELOPMENT INTERNSHIP

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to fill a paid part-time Economic Development Internship in the 2022 budget; and,

WHEREAS, Mason Voshell will take on duties in the Park and Recreation department as the City is not hiring a Park and Recreation intern; and,

WHEREAS, this temporary internship position will not be eligible for PERA or health insurance benefits; and,

WHEREAS, the offer is subject to passing a background investigation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has hereby offered the Economic Development Internship to Mason Voshell for the City of Isanti effective April 19th, 2022.
2. Mason Voshell will be compensated at \$14.50 per hour.
3. The duration of the internship will start in spring and end in fall 2022 a final date is yet to be determined.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 19th day of April 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.



MEMO

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: April 19, 2022
Subject: Resolution To Declare Certain Property as Surplus and Authorize Its Sale by Public Surplus Online Public Auction

Background:

Public Works has accumulated some supplies and equipment that are no longer of use for departments within the city. It is in the City's best interest to sell these items by Public Surplus Online Public Auction. Resolution 2016-197 provides guidelines for the disposal of surplus property.

These items include-

- Vicon Mower
- John Deere MX6 Brush Cutter
- 2005 Ford Taurus
- 2006 Dodge Charger
- Single axle utility trailer
- Tandem axle utility trailer
- Portable auxiliary fuel tank

Acquired items from the Liquor store transition including-

- One two-sided Budweiser sign
- One single sided Pabst Blue Ribbon sign
- One single sided Miller Light sign
- One Neon Minnesota Wild / Windsor Sign
- A small chest freezer

Acquired items from the VFW playground including-

- Swing set
- Climbing wall

Additional supplies-

- Two pallets of crack sealing material
- Approximately 400' of black plastic playground edging

Requests:

Staff is requesting action to approve the sale of said items through Public Surplus Online Public Auction Per Resolution 2016-197.

Attachment:

- Resolution 2022-XXX To Declare Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction
- Resolution 2016-197

RESOLUTION 2022-XXX

**TO DECLARE CERTAIN PROPERTY AS SURPLUS AND
AUTHORIZE ITS' SALE BY PUBLIC SURPLUS ONLINE PUBLIC AUCTION**

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and

WHEREAS, this property is considered surplus property, and

WHEREAS, Resolution No. 2016-197 provides guidelines for the disposal of surplus property;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA the following:

1. To declare surplus equipment listed below and located at the Public Works Department as surplus supplies and equipment:
 - Vicon Mower
 - John Deere MX6 Brush Cutter
 - 2005 Ford Taurus
 - 2006 Dodge Charger
 - Single axle utility trailer
 - Tandem axle utility trailer
 - Portable auxiliary fuel tank
 - One two-sided Budweiser Sign
 - One single -sided Pabst Blue Ribbon Sign
 - One single -sided Miller Light Sign
 - One Neon Minnesota Wild / Windsor Sign
 - Two pallets of crack sealing material
 - A small chest freezer
 - Swing Set
 - Climbing Wall
 - Approximately 400' of black plastic playground edging
2. The City Administrator or City Clerk shall have the authority to sign all necessary paperwork to allow for the process for the disposal of surplus property.

This resolution was duly adopted by the Isanti City Council the 19th day of April 2022.

Attested:

Mayor Jeff Johnson

Jaden Strand
City Clerk

(SEAL)

RESOLUTION NO. 2016-197

**RESOLUTION REPLACING ALL PREVIOUS POLICIES AS IT MAY RELATE
TO DECLARING PROPERTY AS SURPLUS AND ITS DISPOSAL;**

AND THE DISPOSAL OF FORFEITURE VEHICLES

WHEREAS, on occasion the City of Isanti incurs or obtains supplies, equipment and other property from any source that is not of use for departments within the City; and

WHEREAS, any and all property collected, acquired or obtained during performance on the job therefore becomes city property; and

WHEREAS, this property is considered surplus property and its disposal is subject to this policy, and

WHEREAS, through the course of the Police Department duties, the Department obtains forfeiture vehicles and finds that they must dispose of the vehicles; and

WHEREAS, it has been determined that an amended policy should be established for the disposal of surplus and forfeiture property.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ISANTI, MINNESOTA** the following:

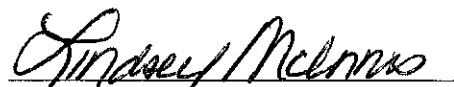
1. The guidelines shall be followed in the disposal of surplus property as provided on the attached 'Exhibit A' and is hereby made a part of this resolution.
2. That the City Administrator or City Clerk, shall have the authority to sign all necessary paper work to allow for the process for the disposal of surplus property.
3. This resolution supersedes all previous resolutions regulating the disposal of surplus and or forfeiture property.

This resolution was duly adopted by the Isanti City Council this 7th day of June 2016.



Mayor George A. Wimmer

Attest:



Lindsey McInnis
Human Resources/City Clerk

Exhibit A

GENERAL

- A. The City Administrator/Designee and Department Head are herewith authorized to dispose of surplus property that has a value of less than \$500.00 as determined by staff as follows:
1. The Department Head shall have approved by the City Administrator/Designee any surplus property that has a value of \$500.00 or less for disposal unless further designated by policy (i.e. scrap metal or forfeiture vehicles).
 2. A list of said surplus property shall be prepared by the Department Head and brought before the Council to declare the property as surplus.
 3. The surplus property shall be advertised for sale to the general public as follows:
 - a. The City Clerk shall place a list of the surplus property on the City Web site and in the City Newsletter (if publication is timely with the disposal of said surplus property).
 - b. The City Clerk shall post a list of the surplus property at the Post Office and City Hall.
 4. The Department Head and City Clerk are hereby authorized to accept from any party, a reasonable offer for the surplus property as advertised.
- B. A list of surplus property that has a value of more than \$500.00 unless further designated by policy (i.e. scrap metal or forfeiture vehicles); so determined by staff, shall be prepared by each Department Head and brought before the Council to declare the property as surplus and disposed of as follows:
1. The City Clerk shall advertise in the designated newspaper a list of the surplus property and request sealed bids; with the ad to indicate the City of Isanti reserves the right to reject any and/or all bids.
 2. The City Clerk shall post a copy of the advertisement at the Post Office and City Hall.
 3. Staff shall open and read out loud all bids as received.
 4. A copy of all bids shall be brought before the City Council; at which time they shall determine if the bids are acceptable and award the sale to the highest bidder.
- C. It may be determined that certain property may best be sold at a public auction unless further designated by policy (i.e. scrap metal or forfeiture Vehicles), whereas the City Administrator and Department Head are hereby authorized for its disposal as follows:
1. Should the surplus property be determined by the City Administrator/Designee and Department Head to have a value of less than \$500.00 the property shall be placed in a public auction and shall be advertised as outlined in General. A. Steps 1 through 4.
 2. Should the surplus property be determined by the City Administrator/Designee and Department Head to have a value of more than \$500.00 the list shall be approved by City Council; and upon approval, an ad shall be placed in the City designated newspaper to inform the public of location, date and time of the public auction and a list providing the items to place on auction.

SCRAP METAL

All scrap metal shall be determined to be surplus property by action of the City Council and shall follow the following procedure:

1. The Public Works Director shall submit to the City Clerk notice of scrap metal for Council action to declare as surplus.
2. After declaration is approved by the City Council:
 - a. The Public Works Director and Finance Director shall find two vendors and obtain verbal quotes on a per pound basis for the sale of the scrap metal.
 - b. Upon having obtained two verbal quotes, the Public Works Department shall have the authority to transport the surplus scrap metal to the salvage yard providing the highest quote and sell the metal.
 - c. A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department.

FORFEITED PROPERTY

Through the course of the Police Department duties, the Department obtains forfeiture vehicles and finds that they must dispose of the forfeiture vehicles and the process for disposal shall be according to the following procedure:

1. Forfeited vehicles may be sold at a public auction, whereas the City Administrator and Department Head are hereby authorized for its disposal as follows:
 - a. Approval by Resolution of the City Council to place forfeited vehicle/s on public auction.
 - b. The City Clerk shall place in the City designated newspaper an ad to inform the public of location, date, and time of the public auction and a list providing the items to be placed on auction.
 - c. In the event the Police Chief finds a forfeited vehicle is in great disrepair and/or not repairable, is of an age the vehicle has little or no value and would not be worth repairing, etc.; that the only value the vehicle has is scrap value and the vehicle is of no use to the City; that by approval of a Resolution of the City Council the vehicle may be sold to a local scrap yard as follows:
 - The Police Chief/Designee and Finance Director shall find two vendors and obtain verbal quotes for the sale of the scrap vehicle.
 - Upon having obtained two verbal quotes, the Police Department shall have the authority to sell the vehicle to the scrap yard providing the highest quote.
 - A receipt shall be obtained with the sale proceeds for accounting of funds received and shall be given to the Finance Department



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 6
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 12, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W. Cook, P.E.
City Engineer
Subject: Fairway Greens North 2nd Addition –Letter of Credit
City of Isanti, MN
Project No.: 0R1.127175

Home Pride Inc, the developer of Fairway Greens North 2nd Addition, has received a bid from Gustafson Excavating in the amount of \$226,480.00 to complete the construction of the Fairway Greens North 2nd Addition subdivision. Attached is the contractors bid.

This bid did not include a variety of work items that are shown in the 2nd Addition Plan set. These missing items include but are not limited to; erosion control, topsoil, sod, rip rap, street lights, truncated domes, signage, striping. We estimate these additional items would cost \$36,500 to construct.

Therefore, we estimate the construction cost of this project to be \$262,980.00. Per City requirement, the Letter of Credit should be 125% of the estimated construction cost.

We recommend establishing a letter of credit in the amount of \$328,725 as part of the Developers Agreement.

Please contact me if you have any questions.

COMMERCIAL PROPOSAL



PROJECT NAME / LOCATION	GENERAL CONTRACTOR / OWNER INFO
Fairway Greens Phase II Quantities	
	Contact: Josh Savageau

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Common excavation	1800.00	CY	\$7.00	\$12,600.00
15" RC pipe sewer	80.00	LF	\$48.00	\$3,840.00
Catch basin	1.00	EA	\$3,900.00	\$3,900.00
15" Pipe apron	1.00	EA	\$1,900.00	\$1,900.00
Concrete curb & gutter S418	1617.00	LF	\$23.00	\$37,191.00
6" Concrete walk	357.00	SY	\$63.00	\$22,491.00
6" Aggregate base (C5)	60.00	CY	\$29.00	\$1,740.00
1.5" Type SP 9.5 wearing course mixture (3,B)	417.00	TON	\$98.00	\$40,866.00
2.5" Type SP 12.5 non wearing course mixture (3,B)	695.00	TON	\$99.00	\$68,805.00
6" Aggregate base (C5)	1143.00	CY	\$29.00	\$33,147.00
				\$226,480.00
TOTAL				\$226,480.00

WE PROPOSE hereby to furnish material and labor-complete in accordance with above specifications based on the submitted plans and specifications at the time of bid, for the sum of:

Two Hundred Twenty Six Thousand Four Hundred Eighty Dollars and No Cents

This proposal may be withdrawn by Gustafson Excavating if not accepted within 30 days.

Gustafson Excavating is not responsible for staking, dewatering or necessary permits. Any extra quantities exceeding the amounts specified will incur additional cost, and be invoiced accordingly.

Removal of unsuitable soil, including frost, will be billed as an extra cost.

Any alterations or deviation from the above specifications resulting in additional costs will require executed change order, and become an additional cost over and above this proposal. Any future plan changes may result in additional cost, and require executed change order to proceed.

GUSTAFSON EXCAVATING, INC.
COMMERCIAL PROPOSAL

DATE PREPARED/REVISED: 4/1/2022

PROGRESS PAYMENTS REQUIRED

Billing Information:

ORGANIZATION / NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

SPECIFIC FORM REQUIRED: **YES / NO** (If YES, please include an electronic copy with returned acceptance)

MONTHLY PAY APPLICATIONS: **YES / NO** If YES, monthly due date: _____

By signing below, I agree to the scope of work, conditions and terms described above, and authorize completion of the work specified.

(Signature)

(Date)

(Printed Name, Title)

(Organization)

RESOLUTION 2022-xxx

**AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY
GREENS NORTH**

WHEREAS, Josh Savageau, the developer, has submitted a written request for a reduction in the letter of credit for Fairway Greens North; and,

WHEREAS, the requested reduction is for completed portions of the development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the requests and recommended approval to reduce the LOC by \$262,980;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution was duly adopted by Isanti City Council this 19th day of April 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand, City Clerk



Isanti Police Department Monthly Report

March 2022

<u>Reported Crime</u>	<u>Month to Date</u>	<u>Year to Date</u>
Theft	10	22
Assault	4	7
Vandalism/Damage to Property	2	3
Narcotics	2	10
Burglary	1	3
Domestics	3	10
Crim Sex	2	3
Robbery	0	0
Loud Party/Disturbance	8	18
Medical	38	116
Permit to Purchase	14	34
Security Check / Extra Patrol	510	1,575

<u>Traffic Offenses</u>	<u>Month to Date</u>	<u>Year to Date</u>
No Insurance	16	40
DUI	2	4
Accidents	7	39
Hit & Run	0	2
Warrant P/U	2	13
Speed	10	19
DAR/DAS	17	63
Administrative Citations (Including Speed)	7	13

<u>Squad Mileage</u>	<u>Month End Mileage</u>	<u>Month Miles</u>	<u>YTD Miles</u>
Ford Explorer 221	104,429	592	1,714
Ford Explorer 224	103,000	368	1,104
Ford F150 225	54,031	1,039	2,198
Chevy Impala 223	103,475	403	760
Dodge Durango 226	43,444	1,099	1,099
Dodge Durango 227	53,290	1,733	4,846
Dodge Durango 228	30,714	851	3,072
Chevy Tahoe 229	18,028	1,356	3,462
Dodge Charger 230	5,603	1,457	3,630

CITY OF ISANTI MONTHLY REPORT

March 2022

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ROOF / SIDING	5	11	\$0.00	\$0.00	\$5.00	\$7.00	\$400.00	\$880.00	\$400.00	\$880.00
DECK	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LL FINISH	0	3	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$900.00	\$0.00	\$900.00
REMODEL / ADDITION	2	4	\$0.00	\$10,000.00	\$5.50	\$8.00	\$283.00	\$732.70	\$283.00	\$732.70
GARAGE / SHED	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	16	50	\$0.00	\$0.00	\$16.00	\$47.00	\$1,800.00	\$5,394.00	\$1,800.00	\$5,394.00
SINGLE DWELLINGS	6	17	\$1,397,062.55	\$4,182,567.08	\$669.36	\$2,040.53	\$15,843.60	\$53,811.40	\$15,843.60	\$53,811.40
MULTI DWELLINGS	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MECHANICAL	14	39	\$0.00	\$0.00	\$14.00	\$38.00	\$1,050.00	\$2,925.00	\$1,050.00	\$2,925.00
PLUMBING	10	29	\$0.00	\$0.00	\$10.00	\$28.00	\$780.00	\$2,246.00	\$780.00	\$2,246.00
RESIDENTIAL TOTAL	53	153	\$1,397,062.55	\$4,192,567.08	\$719.86	\$2,171.53	\$20,156.60	\$66,889.10	\$20,156.60	\$66,889.10
COMMERCIAL										
NEW BUILDINGS	0	1	\$0.00	\$300,000.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
REMODEL / ADDITION	0	1	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$780.00	\$0.00	\$780.00
PLUMBING	1	1	\$0.00	\$0.00	\$1.00	\$1.00	\$54.00	\$54.00	\$54.00	\$54.00
MECHANICAL	1	2	\$0.00	\$0.00	\$1.00	\$2.00	\$240.00	\$290.00	\$240.00	\$290.00
ROOF / SIDING	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	0	5	\$0.00	\$0.00	\$0.00	\$3.00	\$0.00	\$453.00	\$0.00	\$453.00
COMMERCIAL TOTAL	2	10	\$0.00	\$300,000.00	\$2.00	\$186.00	\$294.00	\$1,577.00	\$294.00	\$1,577.00
SIDENTIAL/COMMERCIAL TOT	55	163	\$1,397,062.55	\$4,492,567.08	\$721.86	\$2,357.53	\$20,450.60	\$68,466.10	\$40,158.00	\$113,781.00

YEARLY BUILDING PERMIT COMPARISONS

THRU 3/31/2022

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	55	9	0	0	\$1,678,096.19	\$28,504.71	\$31,932.00
2016	107	17	0	1	\$5,597,967.14	\$70,610.86	\$111,762.00
2017	115	16	0	0	\$2,828,813.50	\$51,283.20	\$131,552.00
2018	131	15	0	0	\$2,866,875.00	\$50,919.37	\$82,608.00
2019	101	10	0	0	\$2,658,806.41	\$43,699.71	\$58,768.00
2020	156	20	0	0	\$2,601,033.65	\$63,858.73	\$103,030.00
2021	228	13	0	0	\$2,808,424.00	\$60,669.23	\$82,571.00
2022	163	17	0	1	\$4,492,567.08	\$68,466.10	\$113,781.00

MONTHLY COMPARISON FOR 2022

Month	# Permits	Permit Value	Permit Fees
January	41	\$1,368,234.21	\$18,181.30
February	56	\$1,465,212.46	\$26,286.00
March	55	\$1,397,062.55	\$20,450.60
April	11	\$262,057.86	\$3,548.20
May	0	\$0.00	\$0.00
June	0	\$0.00	\$0.00
July	0	\$0.00	\$0.00
August	0	\$0.00	\$0.00
September	0	\$0.00	\$0.00
October	0	\$0.00	\$0.00
November	0	\$0.00	\$0.00
December	0	\$0.00	\$0.00
Totals	163	\$4,492,567.08	\$68,466.10



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood NW
Suite 206
Ramsey, MN 55303-5119

M.4.

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 13, 2022
To: Honorable Mayor Johnson and Members of the City Council
From: Jason W Cook, P.E.
City Engineer
Subject: Project Status Report
Project No.: OR1.126218

Please find listed below a status report of the current projects in the City of Isanti:

1) 2022 Pavement Management Project

We received bids, and the project was awarded to ASTEC Corp. This project will be completed this summer.

2) Brookview South 1-4 Addition Rehabilitation

We received bids, and the project was awarded to North Valley Inc. A preconstruction meeting will be held later this month with construction anticipated to begin in May.

3) Heritage Blvd & 8th Avenue Pedestrian Crossing

We have submitted the concept layout and cost estimate to the County for review.

4) Legacy Pines 3rd Addition

The final pavement lift on Eagle Street is scheduled to be completed this summer.

5) Fairway Greens North Development

The contractor is installing sanitary sewer and watermain on the remainder of the 1st Addition and will then move to completing the 2nd Addition this year.

6) Fairway Greens South Development

The owner has requested to extend the deadline to record the plat to this fall.

7) Rum River Villas Development

We have reviewed the submitted plans and provided comments.

8) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.