

AGENDA
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 16, 2021 – 7:00 P.M.
CITY HALL



A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

E. Committee Meeting Items

1. Liquor Updates

2. Developer's Agreement Amendment Request (*Josh Savageau*)

3. County Road 5/ 8th Ave Intersection- Discussion

4. Park Alterations- Discussion

5. Fee Schedule Review

F. Adjournment



New Business:

1. Sales YTD through September 30th total \$2,986,609
 - That's up \$34,834 from 2020
2. Customer Count through September 30th is up 1,839 from 2020.
3. The new store is being stocked and merchandised, and will be ready for the Grand Opening events.
 - We've been utilizing our Facebook page and help from the Parks Department to build some excitement around the new store and the Grand Opening.
 - Liquor Store staff were trained on the new POS system November 15th and will continue to provide great customer service at the new store.
 - We want to acknowledge and thank all City staff that have helped in numerous ways with the new store set up, especially Community Development, Parks, and Public Works staff, as well as Josi and Mike.
4. The "Bozo and LouElla Polzin Beer Cave" signage will be up in time for the Grand Opening.
5. We've filled the Assistant Store Manager and the newly created full-time position.



Memo for Committee

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: November 16th 2021
Subject: Development Agreement Amendment Request

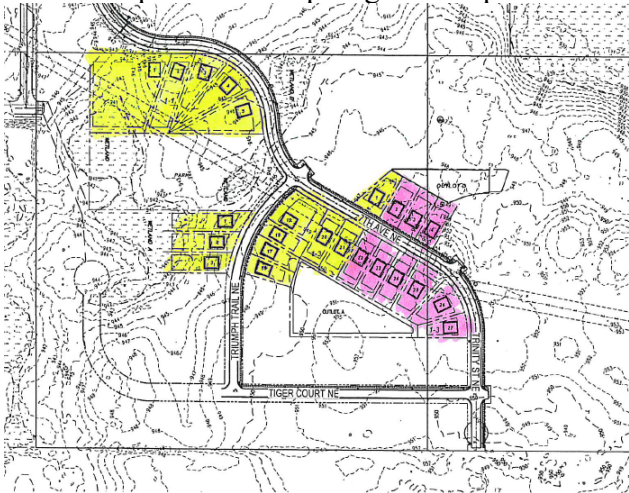
Background:

The City Council approved a Development Agreement (DA) that was signed September 3rd, 2021. The Developer is requesting an amendment to the DA to build on lots that have no curb or bituminous complete. This has not been allowed in the past.

The DA section that references curb and bit is Section 21:

- a. No building or other permits shall be issued until the Final Plat has been recorded with the Isanti County Recorder; all street signs have been erected by the Developer (as determined by the City); and curb, gutter and the bituminous base course has been placed. This provision specifically requires that the surface water drainage system must be completed and functioning to the satisfaction of the City.

Request per the Developer's email – "The lots in yellow have curb and 1st layer of asphalt. The lots in Pink are the lots we were not able to finish as planned due to weather. These are the lots I would like to discuss amending the developer's agreement to allow building to start. We would have the rest of the work done per the developer agreement prior to a buyer moving into the property or a co being issued."



Request:

Staff is requesting direction on this item. The Developer, Josh Savageau, will be present at the meeting.



Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson – Parks, Recreation and Events Coordinator
Date: November 16, 2021
Subject: Park Alterations Discussion

Background

The City Council was approached by two residents that live on the border of Mattson Park about using a portion of the park near their yards for a flower garden. The Council requested that staff look further into this request to see what options are available for residents to alter park properties.

Staff is recommending an option for alterations be added to the Adopt-A-Park Program so that residents have an avenue to request changes or additions to the parks. A draft application packet is attached for review. Tying it into the Adopt-A-Park Program would ensure that the resident assumes some responsibility for the requested feature, at the discretion of Council, and would support the upkeep of the parks in general.

If added to the Adopt-A-Park Program, alteration requests would be submitted to Council for review and approval, as needed. This process would also inform Council of the costs involved with the project, in addition to costs the City might incur to restore or maintain the feature when the residents stop participating in the program.

Request

City staff is requesting direction on this item.

Attachments

- Adopt-A-Park Program Packet



Adopt-A-Park Program

The goal of the Adopt-A-Park Program is to provide interested individuals, groups, or organizations with a public service opportunity that allows volunteers to help maintain the City of Isanti Park System. The program encourages and promotes community involvement, but also enables the City to further beautify and improve park areas. The Adopt-A-Park Program duties and responsibilities supplement the work of City staff; and by working together we hope to help area residents, businesses, and service organizations to become better connected to the community in which they live, work, and recreate.

Time Commitment

1. A commitment of a minimum of one year is required.
2. By adopting a park, the volunteer(s) or participant(s) can clean-up as frequently as they so choose. However, clean-up should occur at least three (3) times each year, preferably one time each in the spring, summer, and fall.
3. The adoption commitment period begins April 1st and concludes October 31st of each year.

Program Guidelines

1. All Adopt-A-Park projects should aim to benefit the majority of park users.
2. Participation in the Adopt-A-Park Program is on a first-come, first served basis. Applications are accepted throughout the year.
3. All participants under the age of 18 must have adult supervision and must submit a parental release form prior to performing any duties associated with the Adopt-A-Park Program.
4. All groups must have a designated supervisor who is able to meet the responsibilities noted for the position.
5. Adopt-A-Park activities should occur during the daylight hours of park open times (7:00 a.m. to 10:00 p.m.) and during good weather conditions.
6. Work responsibilities associated with Adopt-A-Park activities can be physically demanding. All participants should be in good physical condition and able to complete the tasks.
7. The group supervisor shall contact Isanti Parks, Recreation & Culture (PRC) at (763) 444-5512 or at isantiparks@cityofisanti.us at least one (1) week in advance of the date that the group will be performing tasks outlined in the Adopt-A-Park Program materials.
8. Participants may not modify or add to the existing landscape or site design without receiving prior authorization from the City Council.
9. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
10. The city of Isanti will provide bags, gloves and safety vests to the assigned group to perform tasks assigned under the Adopt-A-Park Program. All items and materials can generally be picked up within 48 hours of the group's scheduled clean-up date. Borrowed and unused supplies must be returned to Isanti City Hall within the following week of clean up. The group shall report any vandalism or potential safety hazards to the PRC supervisor.

Parks Available for Adoption

Academy	Legacy	River Bluff Preserve	Whisper Ridge
Bluebird	Mattson	Rum River Meadows	
Isanti Hills Neighborhood	Riverside	Unity	

Possible Tasks Associated with Adopt-A-Park Program

Litter pick - up	Weeding	Planting/watering of flowers/trees	Painting
Raking	Sweeping	Mulching	Buckthorn Removal

Safety Tips

Each participant in the Adopt-A-Park Program must review the information regarding the program as well as these safety guidelines before performing services at the adopted site and abide by them while performing such services/duties.

1. Participants must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions from city staff.
2. Work only during daylight hours and in appropriate weather conditions.
3. Stay away from areas that may have recently applied chemical pesticides.
4. Participants should be aware of extreme conditions, under which they may be working, to include but is not limited to heat, insects, sun, natural environments, etc. Participants should wear protective clothing and equipment including work gloves, durable shoes and long sleeve shirts/pants to prevent injury from sharp objects, insect stings/bites, sunburn, and poison ivy. Light colored clothing is recommended as it is most visible.
5. Do not overexert yourself. Take needed breaks and drink plenty of water.
6. Participants should never pick up any heavy, large, or hazardous materials, park equipment or operate/move park maintenance equipment. Notify the city staff for pick-up of these types of materials or items.
7. Use caution in areas where hazardous conditions may exist such as: along roadways, in parking lots, on bridges, near/on construction sites, near open water, and other areas where mowing, tree trimming, or pest control is in progress.
8. Be aware of your surroundings to ensure your safety and the safety of others (group members/park patrons). Be especially careful when using tools.
9. Do not wear earphones or headsets, engage in horseplay, or other types of conduct that may divert your attention from your work or impair your ability to perceive hazardous or dangerous situations.

Group Supervisor Responsibilities

1. Identify in writing to the PRC Department the projects to be completed and date of the proposed clean-up. Such information shall be provided at least one (1) week prior to the clean-up day.
2. If intended projects would result in modifications, changes, or additions to the park landscape or design; those shall be provided to PRC staff in advance using the Alteration Request Form, so as to be reviewed by the Parks, Recreation, and Culture Board and approved by the City Council.
3. Submit a complete roster with all group volunteers.
4. Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
5. Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.



Adopt-A-Park Registration Form

Name of Group or Individual: _____

Address: _____

Phone Number: _____ Email: _____

Primary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Secondary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Adoption Information

Name of Preferred Park: _____

Second Park Option: _____

Can you commit to a one-year term: YES NO

Please list task(s) you are interested in accomplishing: _____

Any other information that you would like for us to know about your organization/group.

Group Participants

Name	Address	Age (if under 18 years)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



Adopt-A-Park Agreement Form

The City of Isanti, acting by and through its Parks, Recreation & Culture Department, Public Works Department, and _____ (“volunteer/participant”) agree to the terms set forth in this Agreement which governs the services the Volunteer(s)/Participant(s) will perform at _____ (Park Location).

Recital

The City desires to provide interested persons and organizations with an opportunity for community involvement through voluntary participation in an Adopt-A-Park Program.

Agreement

1. The Participant(s) will provide the services designated on the possible tasks associated with the Adopt-A-Park Program. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteers. The Individual/Group will perform any activity which the City has previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed in the possible tasks associated with the Adopt-A-Park Program at its discretion.
2. The participant(s) will use only non-motorized hand tools to perform services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and against damage to property.
3. The participant(s) shall abide by the Safety Tips. The representative (“group supervisor”) who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Tips and will sign a Liability Waiver in the form accompanying this Agreement.
4. The participant(s) will not discriminate against any person desiring to perform services under this Agreement due to the person’s race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regards to public assistance.
5. All participant(s) and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.

6. The participant(s) shall defend, indemnify and hold harmless the City of Isanti, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.
7. Either party may terminate this Agreement at any time upon written notice to the other party.

Group Supervisor

Date

Parks, Recreation & Culture Manager

Date



Adopt-A-Park Liability Waiver Form

The waiver must be signed by each person participating in the Isanti Adopt-A-Park Program. If the participant is under the age of 18, the Adopt-A-Park Parental Release Form must be completed and returned by the participant's parent or guardian.

Participant's Name

Participant's Home Address (Street, City, State, and Zip Code)

Name of Park where Participant will perform services

Group Name

I intend to participate in the Isanti Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I confirm that I am 18 years or older.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

Signature of Participant

Date



Adopt-A-Park Parental Release Form

Name of Participant: _____

Date of Birth: _____

Address: _____

Name of Group: _____

I hereby give my permission for _____, a minor, to participate in the City of Isanti Adopt-A-Park Program either individually or as a member of the above named group. I agree that participation is completely voluntary and that the participant is not entitled to payment for any services rendered.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

Signature of parent/guardian

Date

Contact information for parent/guardian

Address _____

Phone _____

E-mail _____



Adopt-A-Park Alteration Request Form

To request a modification, change or addition to your designated park property, fill out the below request form and attach any supporting documents to reinforce your request. All requests are reviewed by PRC staff and subsequently by the PRC Board and City Council for necessary approval.

Name of Participant/Group: _____

Today's Date: _____ Name of Park: _____

Requested Park Alteration: _____

How would this alteration serve the community?: _____

Would this alteration be temporary, seasonal or permanent? Please describe the intended length of use.: _____

What support, equipment, and/or processes would be needed to maintain this alteration?:

Are you/your group willing to maintain this alteration for the intended time period or for the remainder of your program participation? _____

Please submit this completed form along with the Alteration Request Agreement to the PRC supervisor at isantiparks@cityofisanti.us. Any additional materials or necessary adjustments will be requested by the supervisor.



Adopt-A-Park Alteration Request Agreement

In submitting this alteration request, I, _____, hereby acknowledge that in approving this request, responsibility for the upkeep and maintenance of the approved alteration may become the responsibility of the adoptee in the sole discretion of the City Council, and the Council retains the right to restore the park to its original condition if doing so is in the best interest of the City. I understand that participation is completely voluntary and that I am not entitled to payment for any services rendered pursuant to this Agreement. This Agreement is an amendment to the original Adopt-A-Park agreement.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks may be involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program with the amendment to include this approved alteration.

I agree to defend and indemnify the City of Isanti from any claims, injuries, damages or causes of action of third parties resulting from my actions or omissions relating to Adopt-A-Park Program, including the additional responsibilities provided with this alteration. I also agree to waive any and all claims for my injuries arising out of my participation in the Isanti Adopt-A-Park Program. This includes claims for injuries that result from the condition of the City of Isanti property where services are rendered, except to the extent caused by the gross negligence or intentional misconduct of the City, its employees or agents.

Signature of Participant

Date



Memo for Committee

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 16th 2021
Subject: Annual Fee Schedule Review

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney. Prior to year-end, revised Fee Schedule will be presented to the Council that will incorporate General Code updates/revisions as well.

Recommendations by Fee Identifier:

Remove

G.25 & G.26 – Remove Signal Light Development Fees per City Attorney recommendation

B.18 – Remove Senior Building Official from hourly rate matrix, not applicable

I.14 – Remove Unpaid Water and Sewer Fee, already included in Chapter 262

Modify/Update

B.35 - Increase Residential Driveway Escrow from \$2,000 to \$3,000

B.33 - Modify to delineate Residential Re-Roof Permit (fee unchanged) and Commercial Re-Roof Permit which should be a valuation-based fee

B.34 - Modify to delineate Residential Re-Siding Permit (fee unchanged) and Commercial Re-Siding Permit which should be a valuation-based fee

I.2 - Update Meter Pricing to reflect 2022 prices, when available

Add

Fire Alarm Permit – \$100 fee as limited plan review is needed prior to issuance

Solar Photovoltaic Permit - \$100 fee as limited plan review is needed prior to issuance

Request:

Staff is requesting consensus approval or specific direction on this item.

Attachments:

- Ord 727 – Current Fee Schedule

ORDINANCE NO. 760

AN ORDINANCE AMENDING ORDINANCE 727, ADOPTED ON 4-7-2020 AND TITLED FEES

The City Council of the City of Isanti, Minnesota ordains:

Section 1-Amendment. Ordinance 727, titled fees, codified in Chapter 160 of the City Code, are hereby amended as follows:

Chapter 160

FEES

§ 160-1. Purpose.

§ 160- 2. Enumeration of fees.

§ 160- 3. Other fees.

§ 160-4. Summary publication of chapter authorized.

§160-1. Purpose.

The City Council has determined that it is in the best interest of the residents of the City that a Fee Schedule is established that lists items that fees shall be charged for by the City of Isanti.

§160-2. Enumeration of fees.

A. Administration.

1. Administrative Hearing Filing Fee	\$75.00
2. Adult Use Fee	\$2,500.00
3. Adult Use Investigation Fee	\$300.00
4. Affidavit of Candidacy	\$15.00
5. Copies – Standard Printed	\$.25 per page
6. Copies – Large Format Printed	\$5.00 per page \$20.00 per plan set
7. Dog Bite	Actual cost
8. Dog Boarding (at Impound)	Per Contract
9. Dog Impound 1 st Time	Per Contract
10. Dog Impound 2 nd Time	Per Contract
11. Dog Impound 3 rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
12. Dog License (Replacement)	\$5.00
13. Dog License (Spay/Neutered)	\$10.00
14. Dog License (Intact)	\$15.00
15. Dog License Late Fee	\$5.00

16. Dog License Lifetime	\$50.00
17. Economic Development Authority Per Diem	\$25.00 per meeting
18. Euthanasia / Disposal	Actual cost
19. FAX - in	\$.25 per page
20. FAX - out	\$.25 per page
21. Gambling Permits – Application & Gambling Investigative Fee	\$50.00
22. Kennel License (Commercial)	\$100.00 per year
23. Kennel License (Residential)	\$50.00 per year
24. Lawn Sprinkling 1 st Violation	\$20.00
25. Lawn Sprinkling 2 nd Violation	\$35.00
26. Lawn Sprinkling 3 rd Violation	\$50.00
27. Meeting Minutes – Copy on Flash Drive	\$10.00
28. Mowing Abatement	Per mowing contract
29. Non-Compliance Fee	\$25.00
30. Notary	\$5.00 per document
31. Pawnbroker/Shop	\$1,500.00
32. Pawnshop Investigation Fee	\$1,500.00
Initial Application Only, does not apply to Renewal	
33. Pawnshop Transaction Fee	\$1.30
34. Parks, Recreation and Culture Board Per Diem	\$25.00 per meeting
35. Peddler License	
(a) Day	\$25.00
(b) Month	\$75.00
(b) Seasonal (6 months or less)	\$200.00
36. Peddler or Mobile Food Unit Application Investigation Fee	\$35.00
37. Peddler Permit and Investigation Fee – Nonprofit	No Charge
38. Mobile Food Unit License	
(a) Day	\$10.00
(b) Month	\$50.00
(c) Yearly	\$130.00
39. Planning Commission Per Diem	\$25.00 per meeting
40. Retail Fire Works Permit – Application Fee	\$15.00
41. Retail Fire Works Permit – Permit Fee	\$25.00
42. Returned Checks	\$30.00
43. Secondhand Goods Dealer	\$1,500.00
44. Secondhand Goods Dealer Investigation Fee	\$1,500.00
Initial Application only, not for renewals	
45. Secondhand Goods Dealer, Temporary	\$750.00
46. Secondhand Goods Dealer Transaction Fee	\$1.30
47. Small Cell Wireless	
(a) Annual Fee per Support Structure/ Pole	\$150.00
(b) Annual Maintenance Fee per Support Structure/ Pole	\$25.00
48. Small Cell Wireless Facility Electrical Service Fee	
(a) Per radio node less than or equal to 100 watts	\$73.00 annually
(b) Per radio node over 100 max watts: or	\$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	

49. Small Cell Wireless/ Pole Attachment Permit Fee	\$250.00 plus actual engineering costs if additional review is required
50. Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	\$30.00 per assessment
51. Special Meeting Request	\$500.00
52. Special Vehicle Permit	\$25.00
53. Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

B. Building Inspections.

1. Valuation Fee Schedule for Isanti.

Value of Work	Value Based Permit Fee (<i>Residential & Commercial</i>)
\$501 - \$2,000	\$50 MIN. \$25 for first \$500 + \$3.50/ each additional \$100 or fraction thereof
\$2,001 – \$25,000	\$78 for first \$2,000 + \$15/ each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$425 for first \$25,000 + \$11/ each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$700 for first \$50,000 + \$8/ each additional \$1,000 or fraction thereof
\$100,001 - \$500,000	\$1,100 for first \$100,000 + \$6/ each additional \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$3,500 for first \$500,000 + \$5/ each additional \$1,000 or fraction thereof
\$1,000,001 +	\$6,000 for first \$1,000,000 + \$4/ each additional \$1,000 or fraction thereof

2. Building Permit	Per Valuation Fee Schedule
3. Basement Finishes/ Remodel Permit	\$300.00 (Includes plan review)
4. City Utility Services under Driveway	\$100.00
5. Commercial Landscape Escrow	\$8,000.00 per site
6. Deck Permit	\$300.00 (Includes plan review)
7. Demolition Permit	Minimum of \$100.00 or 1.27% of contract price
8. Right of Way Work Permit	
(a) Single Residential Hookup	no fee
(b) Base Fee – up to 1,000 LF	\$125.00
(c) Fees in addition to base fee Work >1,000 LF	\$65.00 per 1,000 LF
9. Street Cut	\$125.00 plus \$5,000.00 in escrow
10. ROW Unauthorized Work	\$250.00 plus up to double the permit fee

11. Fence Permit (Fences >7')	Per Valuation Fee Schedule
12. Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
13. Gas Line (with mechanical permit)	\$12.50 per gas line, \$25.00 minimum
14. Gas Line (without mechanical permit)	\$50.00
15. Grade Survey Check	
(a) Commercial	\$50.00
(b) Residential	\$50.00
16. Grading Permit	\$150.00
17. Inspections outside of normal business hours	\$75.00 (2 hr. minimum plus mileage)
18. Inspections, hourly rates	
(a) Building Official	\$125/hour
(b) Senior Building Official	\$95/hour
(c) Fire Inspector	\$90/hour
(d) Building Inspector	\$75/hour
(e) Other Staff	\$75/hour
19. Investigative Fee	100% of permit fee
20. Lawn Irrigation Permit	\$80.00
21. License Verification Fee	\$5.00
22. Mechanical Permit	\$75.00 per unit
23. Mechanical Permit – Commercial/Multi-Family	1.5% of project value
24. Minimum Permit Fee	\$50.00
25. Permit Renewal after 6 mos. Of expiration	50% of original permit fee
26. Plan Check Fee	65% of calculated permit fee, when applicable
27. Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
28. Plan Review (Additional)	\$75.00 (1/2 hr minimum)
29. Plumbing Permit Basic (up to 4 fixtures)	\$54.00
30. Plumbing Permit – job valuation > \$500 or more than 4 fixtures	\$94.00
31. Plumbing Permit – Commercial/Multi-Family	1.5% of project value
32. Pre-Final Inspection Fee (Residential)	\$60.00
33. Re-Roof Permit	\$80.00
34. Re-Siding Permit	\$80.00
35. Residential Driveway Escrow	\$2,000.00
36. Residential Landscape Escrow	\$6,000.00
37. Residential Rental License Fee	
(a) 1 Unit	\$150.00-Reinstatement \$300
(b) 2-4 Units	\$175.00 Reinstatement \$350
(c) 5-12 Units	\$225.00 Reinstatement \$450
(d) 13-20 Units	\$240.00 Reinstatement \$480
(e) 21–50 Units	\$250.00 Reinstatement \$500
(f) 51 + Units	\$300.00-Reinstatement \$600

38. Rental Additional Inspections	Per Inspections Hourly Rate
39. Rental License Late Fee	100% of rental license fee
40. S.E.C.- Residential	\$20.00
41. S.E.C. – Commercial/Industrial	\$50.00
42. SAC/WAC Inspection Fee	\$37.50
43. State Surcharge	Applied to all permits
44. Swimming Pool Permit	\$80.00
45. Water/Sewer Line Repair Inspection Fee	\$80.00
46. Window/Door Replacement Permit	\$80.00
47. Electrical Inspection Fees	

All Services		Circuits and Feeders	
Residential Service Change \$100.00, this includes one inspection. Or the below rates.		The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	\$50	0 to 30 amp	\$8
400 amp	\$58	31 to 100	\$10
500 amp	\$72	101 to 200 amp	\$15
600 amp	\$86	300 amp	\$20
800 amp	\$114	400 amp	\$25
1000 amp	\$142	500 amp	\$30
1100 amp	\$156	600 amp	\$35
1200 amp	\$170	700 amp	\$40
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee is \$50.00 plus \$1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is \$100.00 plus \$1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is \$150.00 plus \$1.00 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is \$100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.			
Swimming Pools: \$100.00 this includes 2 inspections			
Traffic Signals: \$10.00 per each standard			
Street Lighting: \$5.00 per each standard			
Transformers/Generators: \$10.00 per unit + \$0.50 per KVA			
Retro Fit Lighting: \$0.75 cents per fixture			
Sign Transformer: \$10.00			
Remote Control/Signal Circuits: \$1.00 per device			
Re-inspection Fees: \$50.00			

*Fees are doubled if the work starts before the permit is issued
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C. Community Center.

- | | |
|--|--|
| 1. Cleaning Fee (if elected by renter) | \$125.00 |
| 2. Damage Deposit | \$250.00 |
| 3. Damage Fees | |
| (a) Cleaning | \$35.00 per hour minimum |
| (b) Tables | \$100 each |
| (c) Chairs | \$20.00 each |
| (d) Unreturned keys | \$250.00 |
| (e) Smoking Non-Designated Areas | \$200.00 |
| (f) Other Items | To be determined based on replacement cost |
| 4. Equipment Available to Rent (larger deposit may be required) | |
| (a) LCD Home Theater Projector on Cart | \$50.00 |
| (b) 9' Portable Screen | \$20.00 |
| (c) Blu-Ray DVD Player | \$15.00 |
| (d) Speakers & Microphone | \$15.00 |
| (Includes tripod stands if requested) | |
| (e) Podium | \$10.00 |
| 5. Non-Profit Organizations | \$50.00 (full day)
\$25.00 (4 hours or less) |
| 6. Private (less than 50 individuals) or For-Profit Organizations | \$100.00 (full day)
\$50.00 (4 hours or less) |
| 7. Special Events | \$275.00 |
| Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance. | |
| 8. Monthly Rental Fees | |

Fee Arrangements – When Requested

Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Non-profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	\$25.00	\$25.00
2	\$48.80	\$24.40
3	\$71.70	\$23.90
4	\$93.20	\$23.30
5	\$113.50	\$22.70
6	\$133.20	\$22.20
7	\$151.20	\$21.60
8	\$168.00	\$21.00
9	\$184.50	\$20.50

10	\$199.00	\$19.90
11	\$212.30	\$19.30
12	\$225.60	\$18.80
13	\$236.60	\$18.20
14	\$246.40	\$17.60
15	\$255.00	\$17.00
16	\$264.00	\$16.50
17	\$270.30	\$15.90
18	\$275.40	\$15.30
19	\$281.20	\$14.80
20	\$284.00	\$14.20
21	\$285.60	\$13.60
22	\$288.20	\$13.10
23	\$287.50	\$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

**Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)
Private/For-Profit****

Reservations per month	Monthly Fee	Fee Per Reservation
1	\$50.00	\$50.00
2	\$97.80	\$48.90
3	\$143.10	\$47.70
4	\$186.40	\$46.60
5	\$227.50	\$45.50
6	\$265.80	\$44.30
7	\$302.40	\$43.20
8	\$336.00	\$42.00
9	\$368.10	\$40.90
10	\$398.00	\$39.80
11	\$424.60	\$38.60
12	\$450.00	\$37.50
13	\$473.20	\$36.40
14	\$492.80	\$35.20
15	\$511.50	\$34.10
16	\$528.00	\$33.00
17	\$540.60	\$31.80
18	\$552.60	\$30.70
19	\$560.50	\$29.50
20	\$568.00	\$28.40
21	\$573.30	\$27.30
22	\$574.20	\$26.10
23	\$575.00	\$25.00

****All other fees and deposits for the rental of the facility apply.**

D. Economic Development Authority.

1. Assignment & Assumption Agreement	\$1,000.00 plus costs
2. Development Agreement (Non-Abatement or TIF)	\$1,000.00 plus costs
3. Establishment of New TIF District	\$4,800.00 or actual cost
4. Host Approval of Conduit Debt	\$3,000.00 escrow
5. Issuance of Conduit Debt	1/4% of the proposed issuance amount, \$3,000.00 minimum, \$25,000.00 maximum escrow
6. Revolving Loan Fund Application Fee	1% origination fee
7. SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
8. TIF Development Agreement	\$2,500.00 plus costs
9. Tax Abatement Application Fee	\$1,000.00 plus costs

E. Liquor/Beer Licenses.

1. Background Check & Investigation Fee	
(a) For Partnership – Corporation – Association	\$300.00
(b) For Individual	\$100.00
Initial Application only, does not apply for Renewals	
2. Beer Off-Sale (3.2)	\$150.00
3. Beer On-Sale (3.2)	\$250.00
4. Brewers Off-Sale Malt Liquor	\$310.00
5. Brewers Tap Room On-Sale	\$500.00
6. Brew Pub Off-Sale Malt Liquor	\$310.00
7. Club License (Max dictated by MN State Statutes)	\$500.00
8. Intox Liquor On-Sale	\$2,500.00
9. Intox Liquor Sunday On-Sale	\$200.00
10. Consumption and Display Permit (Annual)	\$200.00
11. Temporary Consumption and Display Permit	\$25.00
12. Temporary On-Sale 3.2 Beer License (1-4 Days)	\$50.00
13. Temporary One-Day On-Sale Intox Liquor License	\$25.00
14. Temporary On-Sale Intoxicating Liquor License (Includes Beer and Wine, 2-4 days one event)	\$50.00
15. Temporary On-Sale Intoxicating Liquor License (Multiple events)	\$500.00
16. Wine On-Sale	\$300.00

F. Parks, Recreation, and Culture.

1. Copy of Comprehensive Park Plan	\$10.00
2. Community Garden – Ground Plot (Season Fee)	\$15.00
3. Community Garden – Raised Bed (Season Fee)	\$20.00
4. Farmer’s Market – Membership Fee (Annual)	\$10.00

5. Farmer's Market – Stall Fee	
(a) Full Season	\$100.00
(b) Half Season	\$60.00
6. Farmers Market - Single Day	\$10.00
7. Park Dedication Fee (Residential)	\$1,500.00 per unit
8. Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of \$1,500 per unit fee	
9. Park Dedication Fee (All Others)	\$1,500.00 per Commercial/Industrial Acre
10. Park Shelter Electric Box Deposit	\$50.00
11. Park Shelter Fee	
(a) Resident	No Charge
(b) Non-Resident or Business	\$10.00
(c) Non-Profit	\$5.00
12. Special Event Cleanup Deposit	\$100.00
13. Tennis Court Usage	
Resident (Individual)	
(a) 1 court	No Charge
(b) 2 courts	\$6/hr.
Non-Resident (Individual)	
(a) 1 court	\$6/hr.
(b) 2 courts	\$12/hr.
Group, League, Business, Industry	\$15/hr.
Non-Profit	
(a) 1 court	\$3/hr.
(b) 2 courts	\$6/hr.
Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.	
14. Unity Park Softball Field Usage	
(a) Resident	\$15.00 per day
(b) Non-Resident	\$25.00 per day
(c) Non-Profit	\$7.50 per day

G. Planning & Zoning.

1. Administrative Appeals	\$200.00 plus costs
2. Administrative Permit	\$75.00
3. Administrative Permit – Non-profit	No charge
4. Administrative Subdivision	\$275.00 plus costs
5. Annexation/De-Annexation	\$100.00 plus costs
6. Comprehensive Plan Amendment	\$325.00 plus costs
7. Conditional Use Permit	\$325.00 plus costs (\$1,000.00 escrow)
8. Conditional Use Permit Amendment	\$275.00 plus costs (\$500.00 escrow)
9. Copy of Comprehensive Plan	\$50.00
10. Copy of Zoning Ordinance	\$25.00
11. Copy of Engineer Design Standards	\$35.00

12. Development Agreement	\$10,000.00 (minimum) escrow
13. Development Agreement (Minor)	\$5,000.00 (minimum) escrow
14. Easement Application	\$200.00 plus costs
15. EAW & EIS Review	\$600.00 plus costs
16. Final Plat	\$325.00 plus \$10.00 per lot/unit plus costs (\$1,500.00 escrow)
17. Interim Use Permit	\$325.00 plus costs
18. Minor Subdivision Plat	\$325.00 plus costs (\$1,000.00 escrow)
19. Planned Unit Development – Final Plan	\$325.00 plus costs (\$1,500.00 escrow)
20. Planned Unit Development – General Plan	\$500.00 plus costs (\$1,500.00 escrow)
21. Preliminary Plat	\$500.00 plus costs (\$1,500.00 escrow)
22. Rezoning Request	\$325.00 plus costs
23. Sign Permit (permanent)	\$75.00
24. Sign Permit (temporary)	\$50.00
25. Signal Light Fee (Residential)	\$119.00 per residential unit
26. Signal Light Fee (Commercial)	\$0.10 per sq. ft. of usable Commercial lot platted
27. Site Plan Review	\$325.00 plus costs (\$1,000.00 escrow)
28. Site Plan Review Financial Surety	125% of estimated cost of site (Commercial/Industrial) improvements (driveway, parking and loading areas)
29. Text Amendment	\$275.00
30. Vacation Request	\$275.00 plus costs
31. Variance Request	\$325.00 plus costs
32. Wetlands Replacement Plan Review	\$500.00
33. Zoning Permits	\$80.00
34. Zoning Verification Letter	\$30.00

H. Police.

1. Administrative Citation	\$60.00
2. Alcohol Screening	\$3.00 per time or \$75.00 per year
3. Chemical Disposal (small amount)	Cost of Disposal
4. Chemical Disposal (large Amount)	Cost of Disposal
5. Cleaning of Crime Scene	Cost of Cleanup
6. Copy of Photo	\$5.00
7. Copy of Police Report	\$.25 per page
8. Copy of Video and/or Audio, or Secured E-Delivery	\$25.00
9. Fee for Returned Check listed under Administration	

10. Fingerprinting	\$15.00 per non-resident or non-Isanti business, \$0.00 for Isanti resident or business
11. Parking Ticket	\$20.00
12. Police Records Search	\$35.00
13. Professional Hire of Police Office (min. 3 hours)	Actual hourly wage multiplied by 150%
14. Reschedule Hearing on Administrative Citation	\$50.00
15. Storage Fees	\$20.00 per day
16. Towing	As per towing contract fee schedule
17. Unjust Hearing	150% of cost of hearing

I. Sewer and Water.

1. Delinquent Posting Notice Fee	\$15.00
2. Water Meter - New Construction:	
(a) Meter (5/8 & 3/4 inch)	Cost included in permit fee
(b) Meter (larger, > 3/4 inch, diameter)	Cost minus \$265.00
(c) Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter (Radio and Body)	\$ 240.00
Radio	\$ 95.00
Body	\$ 145.00
(d) Horn	\$ 100.00
(e) Meter (larger, > 3/4 inch, diameter)	Cost plus \$25.00
3. Meter Connections/Fittings	Cost
4. Meter Replacement Administrative Fee for Non-Compliance	\$75.00/month
5. Private Metered Water Sales Deposit	\$2,000.00 (refundable deposit) \$10.00 minimum and up to 1 st 1000 gallons; as per rate study per/1,000 thereafter
6. Private Well Water Testing	\$45.00
7. Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
8. Sewer Rates	Per Ordinance
9. Storm Water Rates	Per Ordinance
10. Storm Water Escrow Commercial	\$3,000.00
11. Storm Water Escrow Residential	\$1,000.00
12. Trunk Utility Charge Residential	\$1,000.00/unit if more than one unit based on REC schedule or per Development Agreement
13. Trunk Utility Charge Commercial/Industrial	\$2,050.00 per Commercial /Industrial acre or per Development Agreement

14. Unpaid Water and Sewer	\$5.00 per month
15. Valve Plate Cover	\$100.00
16. Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
17. Water Disconnect/ Reconnect	\$50.00
18. Water Disconnect / Reconnect (After hours)	\$100.00 minimum per person, after one hour \$100.00 per hour per person
19. Water Meter History Report	\$50.00
20. Water Meter Testing	1 Hour Public Works Staff plus Costs
21. Water Rates	Per Ordinance

J. Streets.

1. Bobcat/Tractor Charge with Operator	\$100.00 per Hour	
2. Labor – During work hours	\$50.00 per Hour, half hour minimum	
3. Labor – After Hours	\$100.00 per Hour, 2 hour minimum	
4. Mow Charge with Operator	\$90.00 per Hour	
5. Sidewalk Snow Removal	\$30.00	
6. Street Cut Permit	\$1,200.00	
7. Weed Whip Charge with Operator	\$75.00 per Hour	
8. MINNESOTA WARN RATES	Equipment Charges Are Per Hour with Operator	
	<u>Business Hours</u>	<u>Non-Business Hours</u>
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	\$160.00	\$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	\$90.00	\$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of \$.35 per lineal foot for sewer cleaning.	\$135.00	\$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	\$125.00	\$145.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	\$90.00	\$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	\$75.00	\$95.00

K. Fire.

1. Fire Extinguisher Service Deposit Fee	\$25.00 (refundable)
2. Fire Extinguisher – Administrative Fee	\$3.00

§160-3. Other fees.

This is not an all-inclusive fee schedule for fees that may be charged by the City. The City Council is solely responsible for the setting and establishment of fees, whether listed in this Chapter or in an ordinance, a resolution or negotiated in an agreement. Sales and Use tax applied in addition to fees as required by State Statute.

§160-4. Summary publication of chapter authorized.

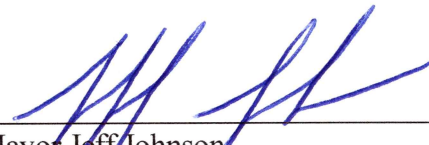
The City Council authorizes this Chapter to be published in summary form, with copies of the fee schedule available to the public at city hall at no charge.

Section 2- Effective date.

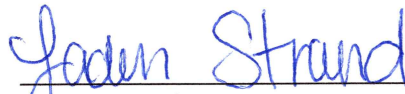
This ordinance takes effect upon its passage and publication in the official City newspaper.

Adopted by the Isanti City Council this 20th day of July 2021.

Attest:



Mayor Jeff Johnson



Jaden Strand
City Clerk

Date Posted: 6/30/2021
Date Adopted: 7/20/2021
Date Published: 7/29/2021
Effective Date: 7/29/2021

